

APPENDIX 9

Shasta Regional Transportation Agency (SRTA)

Contract Number 2021-01: Preparation of Grant Program-Ready Active Transportation Projects – for The Shasta Regional Active Transportation Network (SRATN)

Work Authorization #19 – City of Redding Loma Vista Drive Corridor ATP Grant Support

Anticipated to be completed before July 2024.

Overview:

Consultant will assist SRTA and the City of Redding (City) in developing an ATP grant application for the Loma Vista Drive Corridor ATP project to expand low-stress active transportation connections in east Redding. The project consists of extending Class IV and Class I facilities on the Loma Vista Drive alignment right of way from Churn Creek Road to the Clover Creek Preserve as well as a shared-use path extension along the Churn Creek to Lawrence Road and potentially some greenway improvements and pedestrian improvements for the neighborhoods directly adjacent to the project area. The work authorization will include concept development; public engagement; coordination with the City, SRTA, Caltrans (if needed), and other partners; and the development of grant application materials, if desired.

Consultant Fees

Consultant is to be paid on a fixed-fee basis. Fee rates used to develop the work authorization fee are to be based on those identified in Attachment B of the contract (contract #2021-01) signed between SRTA and Consultant on June 2, 2021.

Budget

The budget for this work authorization is \$63,040 and may not be exceeded without an amendment from SRTA. The effort in this work authorization is subject to the maximum budget under the overall contract – once that amount is reached, the work under this authorization will be stopped.

Point of Contact

Keith Williams is the primary point-of-contact for the work authorization. No charges may be made to this work authorization without the approval of Keith or SRTA's Executive Director.

Scope of Work

Work Authorization #019 City of Redding Loma Vista Drive Corridor ATP Grant Application Support:

TASK 1. ENGAGEMENT AND PARTNER COMMUNICATION

Building on the joint community engagement performed for the GoShasta Regional and City of Redding Active Transportation Plans, the consultant, in collaboration with SRTA and the City of Redding, will implement a community engagement program to gather community input to inform the final alignments and designs of the Loma Vista Drive Corridor project. Given there are multiple potential projects anticipated to be under development concurrently, community engagement activities will be combined into a community engagement-specific work authorization (Work Authorization #015). This authorization's engagement focuses on project-specific task force meetings.

1.1 - Virtual Community Workshop

As part of Work Authorization #015, Consultant will coordinate and conduct one (1) virtual, hybrid, or in-person community workshop to build awareness of the Loma Vista Drive Corridor project and other City of Redding projects under the SRATN contract, gather input on potential improvements to associated active transportation infrastructure, and solicit feedback from the community on ways to enhance walking and biking in the project areas. No scope or budget for this activity is assumed in this Work Authorization.

1.2 Stakeholder Task Force Meetings

Consultant will schedule three (3) coordination meetings with the Stakeholder Task Force established for City projects at key stages in the project development and grant writing process. While these meetings are separate from public engagement, other stakeholders may be included in these meetings at the discretion of SRTA and the City. If it cannot be avoided, the City or SRTA may terminate the application process at any of these key milestones by updating and signing the Active Transportation Partnership agreement between both parties.

The meetings are anticipated to be held virtually, last two to four (2-4) hours each, and include up to two (2) consultant staff in attendance. Consultant will develop relevant collateral specific to the Loma Vista Drive Corridor project for these meetings as well as prepare meeting summaries.

The meetings are assumed to occur at the following key milestones:

Meeting 1: Existing Conditions, Goals, and Evaluation Metrics

The purpose of this meeting is to discuss existing conditions which help form the purpose and need for the project. Goals and evaluation metrics will be defined in the

meeting which can be used to evaluate criteria in the alignment alternatives process. Residents near the project should participate.

Meeting 2: Cross Section and Alignment Selection

After options of cross sections and alignments are defined, consultant will apply the evaluation measures and present the results in a meeting with City and SRTA staff and representatives of the community near the project. The intent of this meeting is to select a preferred alignment for concept design development.

Meeting 3: Concept Design

Once the Consultant has developed the draft preferred concept design and estimates, a stakeholder meeting will be held to present the design and define next steps and roles for the grant application process. The meeting summary will include a checklist-style document defining roles, responsibilities, and timelines for the grant application. Residents who participated heretofore should be invited back for a review before the design is brought before a wider public audience (Close-Out Meeting)

1.3 Close-Out Meeting

As part of Work Authorization #015, following the development of the preferred alignments in Task 3, Consultant will coordinate and facilitate a virtual and/or in-person community meeting to share the preferred project alignments and cross-sections, and solicit a final round of feedback from the community on the proposed design for all applicable SRATN projects in the City of Redding. If the meeting is held virtually, the project team will host the meetings via a web-based application like Zoom. If the meeting is held in-person, Consultant and SRTA will work with the City of Redding to host the event. No scope or budget for this activity is assumed in this Work Authorization. See Work Authorization 15 for further details.

1.4 Temporary Built Environment Demonstration [Optional]

If desired by SRTA and the City of Redding, Consultant will scope and budget the support of community organizations and/or local jurisdictions in implementing a temporary built environment demonstration for the Loma Vista Drive Corridor project as a means for generating community input and buy-in for the project(s) being developed and advanced to grant applications. No scope or budget for demonstration events is assumed in this Work Authorization. A scope and budget to amend this Work Authorization to include this optional task will be prepared if requested by the SRTA project manager.

Deliverables from Task 1

Task 1.2

- Lead and attend three (3) Stakeholder Task Force meetings (engagement activity), including meeting collateral and summaries

Task 1.4 (Optional)

- Plan and support temporary built environment demonstration [Optional]

TASK 2. BASELINE DATA COLLECTION

Consultant will conduct a review of the baseline data as it relates to the grant project. This includes summarizing existing conditions, reviewing existing plans and studies, and conducting a walk audit focused on potential projects.

2.1 – Existing Plan Review

Consultant will review the existing plans and studies in the area as they relate to potential segments of this project in east Redding. These efforts will focus on City of Redding and SRTA active transportation plans but may include others as identified by SRTA and the City. The review will focus on identifying consistency in planning documents as required by grant applications. The result of this effort will be a brief memorandum identifying the corridors reviewed, potential grant eligibility, and opportunities and challenges associated with each segment of a competitive ATP application to fund a complete walk and bike network. This effort will also result in recommendations for grouping projects to increase competitiveness, if applicable.

2.2 – Existing Conditions Review

Prior to the community engagement events in Task 1, Consultant will conduct a high-level review of the existing conditions in the study area with a focus on identifying elements which impact grant competitiveness and eligibility. This will include a Census Tract-level GIS mapping exercise to consider social, demographic, and health characteristics such as median household income, racial and ethnic makeup, and transportation patterns. Sources may include SRTA, the US Census Bureau, the California Healthy Places Index, the City, and others as available. Key destinations for walking and biking along and at the ends of the corridors will be identified. Existing infrastructure for walking and biking will also be mapped, using existing data provided to the Consultant. To the extent that vehicle speeds and volumes, roadway number of lanes, transit routes and stops, and intersection control data is available, this will also be mapped. Finally, pedestrian and bicycle crash data will be mapped using data from UC Berkeley's Transportation Injury Mapping System, SRTA's bike and ped crash documentation (if applicable), and resident accounts of unreported crashes and near-misses. The result of this task will be a series of maps and a brief memo documenting high-level conclusions.

Draft evaluation metrics will be developed and included in the memo to help weight the performance opportunities, challenges, benefits, and costs associated with different alignment or cross-section alternatives to help prioritize and evaluate each alternative option with SRTA and City staff in Task 3. Authorization from the SRTA project manager will be provided prior to proceeding with the evaluation.

2.3– Walk Audit

Prior to or in conjunction with the first community engagement event in Task 1, Consultant will plan, and host one half-day walk audit with public agency stakeholders from SRTA, the City, and others as identified by SRTA and the City who could include but are not limited to Caltrans District 2, Shasta County Public Health, Enterprise Elementary School District. Up to two (2) consultant staff (engineer and grant writer), in addition to the consultant project manager, will attend the walk audit.

The purpose of this audit will be to gain a better understanding of how the transportation system is currently performing for people walking and biking, the issues and challenges faced, the potential space constraints or opportunities, and other information which can only be observed by physically experiencing the area. Authorization from the SRTA project manager will be provided prior to proceeding with efforts associated with planning and performing the walk audit.

Deliverables from Task 2

Task 2.1

- Corridor Review Summary technical memorandum

Task 2.2

- Existing Conditions technical memorandum with evaluation metrics, maps, and graphics

Task 2.3

- Coordinate and conduct walk audit
- Notes and photos from the walk audit

TASK 3. PROJECT DEVELOPMENT

\$22,961 in the budget has been assumed in this authorization to deliver this task but is subject to authorization from SRTA and the City to initiate. Consultant will develop conceptual corridor alignments, cross-sections, and supporting documentation to inform decision-making towards a preferred concept for the Loma Vista Drive Corridor project.

3.1 – Conceptual Corridor Alignments and Layouts

Following the Community Workshop in Task 1.1, Consultant will consider the proposed project and develop up to ten (10) conceptual alignments and cross sections which could be included in the project. Alignments will be GIS or CAD over aerial photos for base maps and enhanced for understanding by non-engineer ATP evaluators. Cross sections will be developed in Streetmix or a similar program. This task may also include considering up to three (3) route alternatives, if needed. Consultant will apply the evaluation metrics to each and will present these options to STRA and the City to identify one preferred set of features and cross sections as well as

preferred alignments as needed. Concept alignment and layout alternatives will be presented to the Stakeholder Task Force in Task 1.2.

3.2 – Alignment and Layout Recommendations (Including Preliminary Cost Estimates)

Authorization from the SRTA project manager will be provided prior to proceeding with development of a preferred concept. Once the preferred project alignments, cross sections, and features have been determined, Consultant will develop illustrative concept drawings exhibiting the final preferred alternative to levels of detail suitable to support competitive grant applications (PSR equivalent layouts). The layouts will be done over scaled aerial imagery and consider visible or observed conditions related to things like driveway access, transit stops/service, utilities, and constraints from right-of-way, land use, environmental considerations, grading, and stormwater as needed. Cost estimates will be developed based on the concept plans for the preferred project. Cross sections and PSR-equivalent layouts will be enhanced with labeling, legends, color, and textures to convey the improvements in a visually articulate manner more clearly to ATP evaluators of different professional backgrounds. The draft preferred concept alignments and layouts will be presented to the Stakeholder Task Force in Task 1.2.

After review by SRTA, the City, and the Stakeholder Task Force, the draft-final preferred alignment and layout recommendations will be presented to the public as part of the Close-Out Meeting in Task 1.3. A final preferred alignment and layout recommendations will be developed based on feedback from the Close-Out Meeting and direction from SRTA and the City.

This task will also include developing grant-related supporting documents such as Engineer's Cost Estimate, Engineer's Checklist, right-of-way checklist, and other requirements determined by the ATP grant program.

This work authorization does not include preparation of further traffic analyses or preparation of an intersection control evaluation. After securing grant funds to support implementation, the project will need to undergo PS&E and, may in some instances, require environmental study/clearance. These efforts are not included in this Work Authorization.

Task 3.1

- Up to ten (10) total conceptual alignments and cross sections with up to three (3) route alternatives.

Task 3.2

- Draft, Draft-Final, and Final recommended alignments and enhanced PSR-Equivalent layouts.
- Technical memorandum summarizing corridor alignment and layout results.
- Draft grant-related supporting documents

Task 4. Grant Writing

Consultant will assist SRTA and the City in applying for active transportation grant funding from the California Transportation Commission's (CTC) Active Transportation Program or equivalent grant program. Authorization from the SRTA project manager will be provided prior to proceeding with developing grant materials described in this task.

4.1 - Grant Writing and Integration of Feedback

Consultant will develop a timeline and checklist of all items needed for the project's grant application and work with SRTA to obtain relevant information for inclusion in it.

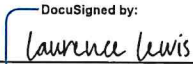
SRTA and the City will be responsible for obtaining and providing consultant with the necessary background data to develop narrative responses and prepare "evaluator-friendly" exhibits based on deliverables from Tasks 2 and 3. Consultant will prepare template and brand guidelines for all graphic materials and support elements. Data provided by SRTA will be analyzed and translated into the templates providing the ability to tell a more focused story within the application while also delivering a consistent look within the application. Consultant will develop narrative responses to grant application questions based on coordination with SRTA and the City.

Partners' feedback from one round of review will inform the development of a second draft. A review panel assembled from ATP experts, who will not have worked on the SRATN project until this point, will be tasked with reviewing the second draft of the application(s). Partner feedback following the expert review panel's input, and a final round of final changes from SRTA/partners, will be incorporated into the grant application materials prior to finalization of the application(s).

Deliverables from Task 4

Task 4.1

- Draft and Final versions of documents and ATP Grant Application.

Company:	Kittelson & Associates, Inc.
Date:	11/27/2023
Name:	Laurence Lewis
Job Title:	Principal Planner
Signature:	DocuSigned by: 
Address:	5285DAF00F1940D... 155 Grand Avenue, Suite 505 Oakland, CA 94612
E-Mail:	llewis@kittelson.com