



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Consultant Services Agreement – Non-Motorized Transportation Routes
Planning – Ferry Landing to Gate 6 Road

RECOMMENDED MOTION:

1. Adopt a Resolution of the City Council of the City of Sausalito Awarding a Professional Services Agreement to and Authorizing the City Manager to Execute a Professional Services Agreement with Alta Planning + Design for Preparation of a Project Study Report for Non-Motorized Transportation Routes Between the Sausalito Ferry Landing and Gate 6 Road
2. Direct staff on the creation of a Technical Advisory Committee (to be established at a future meeting of the City Council)

SUMMARY

At the February 24, 2009 City Council Meeting, the Council adopted a motion to undertake a Multi-use path planning project funded by a Federal Non-Motorized Transportation Pilot Program grant. The Grant totals \$100,000. Direction was provided to revise the work scope and to return with a resolution awarding the work to Alta Design and Planning. As directed by Council, the attached work scope has been modified to add the following language to Section 2:

"The primary focus of this planning and feasibility effort will be on transportation routes such as Bridgeway and the old railroad right-of-way."

Attached is a revised agreement that includes the work scope revisions.

The main body of this report is nearly a duplicate of the February 24, 2009 Report for the benefit of persons who may be unfamiliar with the project. The section regarding routes is revised to delete the discussion of the Technical Advisory Committee. A new section is added to discuss Technical Advisory Committee structure.

Staff is also recommending that the Council approve the structure of a Technical Advisory Committee to provide the Consultant guidance during the plan development.

BACKGROUND

In 2006, the U.S. Department of Transportation awarded Marin County a grant of \$25,000,000 to implement the Non-Motorized Transportation Pilot Program ("NMTTP"). Federal transportation funds are primarily used to advance commerce and/or national defense. For approximately the last 100 years resources have been provided to promote travel using Trucks, Trains, Ships, Airplanes, and Busses. The NMTTP begins to consider walking and bicycle travel as legitimate transportation modes worthy of receiving Federal Transportation resources. The goal of the program is to reduce the number of travel trips made in motor vehicles, especially automobiles. Upon receiving the grant Marin County solicited project ideas for these funds from meetings with its cities and towns, special districts (including mass transit and ferry operators), various advocacy groups operating in Marin County, and through citizen input provided in three publically noticed workshops. Project ideas totaled several hundred million dollars in cost. After a 6 month deliberation process the Board of Supervisors awarded the City of Sausalito a \$100,000 grant for a project to develop a plan for multi-use routes between the Ferry Landing and Gate 6 Road and to perform environmental review (NEPA and CEQA).

This plan is expected to be utilized in the future as a tool to attempt to obtain engineering design and construction grants from Regional, State and Federal transportation programs.

The City issued a Request for Proposals (RFP) in November, 2008 and three proposals were received:

- Alta Planning + Design/SWA Group/Coastland Civil Engineering/Linda Carruthers & Assoc. (Cost not to exceed \$100,000)
- Sea Designs/Zone 17 Landscape Architecture (Cost Estimate \$99,780)
- Fehr & Peers/CSW Stuber-Stroeh/Royston Hanamoto Alley and Abey/WRECO/WILTEC (Cost Estimate \$109,501.50)

Staff reviewed the proposals and found all three proposing teams qualified to perform the work.

ISSUES

What is the name of the project?

This project has had several names applied to it. This was done to enable some conceptual flexibility and to respond to changing demands. The plan has been and is referred to variously as:

1. The Bridgeway Bike Plan (by Marin County)
2. The North-South Greenway (by Resident and Non-resident Regional Advocates)
3. Sausalito Path – Gate 6 Road to Ferry Landing (by City Staff)

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4. NMTP 5098(009) Bridgeway Path Specific Plan (by Caltrans)

The different names have been used to reflect different understanding of the scope. The names used for the project evoke different reactions from the stakeholders. The study area is described in the Caltrans funding documents as between Bridgeway and the shoreline as well as between the Ferry Landing to Gate 6 Road.

What will be studied?

1. Existing facilities along Bridgeway and parallel to Bridgeway.
2. Existing master plans (including but not limited to the 1989 Marinship Specific Plan, the Sausalito Bicycle Plan 2008 Update, the General Plan and other relevant planning, guidance and policy documents).
3. Other existing facilities are likely to be considered.
4. Historic facilities are likely to be considered.

The planning process requires route alternatives to be identified and considered in an effort to develop a "preferred alternative." Once the preferred alternative is determined more detailed work will be performed.

Why do the study?

Discussion points have been made that significant effort was undertaken to define acceptable routes during the preparation of the 1989 Marinship Specific Plan and the Sausalito Bicycle Plan. Doesn't the NMTPP plan just repeat past efforts? No. The existing planning documents are too general to be used to attract funds from State and Federal Transportation Funding Programs. The Marinship Specific Plan is 20 years old. Grant Authorities need assurances that construction projects meet current needs. Planning documents older than 5 years are not considered as credible as newer plans. The goal of this planning effort, if started, will be to develop "design review" level project plans along a route in the City between the Ferry Landing and Gate 6 Road. This is expected to result in identification of several specific projects (with estimated costs between \$300,000 and \$1,000,000) and preliminary environmental review performed (resources allowing). The effort is expected to improve Sausalito's chances of securing engineering design and construction funds for the projects.

As a result of several discussions with concerned people, there appears to be very different understandings of what is needed for non-motorized travel. Concerns have been expressed that the Sausalito Bicycle Plan effort may have missed policies and routes defined in the Marinship Specific Plan. Reconciliation of those plans may be needed and beneficial. This project could do that. Despite the existence of these planning documents, the City is being approached by resident advocates for better off-street facilities near Bridgeway, near the Shoreline and between the residential hillside area and the lowland parts of town (including the Marinship/Libertyship area and other areas). The City is also being approached by regional advocates wanting Sausalito to define and integrate its non-motorized facilities into a regionally connected and viable transportation network.

Where will the routes be?

The planning process will answer that question precisely. This planning effort will not treat the study area as a "blank sheet." Existing facilities near and along Bridgeway will be strongly considered. Other existing facilities will also be considered. Proposed routes in the Marinship Specific Plan, the Sausalito Bicycle Plan -2008 Update, and other previous study efforts discovered will be considered.

The Transportation Action Committee provided guidance for the RFP work scope. As a result of that guidance the Alta Proposal includes several meetings with the general public as well organizes a Technical Advisory Committee to guide the consultant during Plan preparation.

Transportation vs Recreation

The goal is for the NMTTP to improve non-motorized transportation. Concerns were expressed that the planning project would ignore the Bridgeway corridor, Sausalito's primary transportation corridor. It will not. Bridgeway will be considered. Staff expects that when the constraints analysis is perform, the preferred alternative will be along the Bridgeway corridor.

What can be expected for proposed projects?

The Planning effort will define that precisely. Staff expects that project needs will focus on installing or replacing asphalt and concrete surfaces, landscaping adjacent to the facility, signage for safety and traffic control, intersection improvements (detectors at signals, curb cuts at crossings), maybe even bridges. There may also be a need to work with private property owners.

Concerns have been expressed that the proposal may consider facilities such as pocket parks and interpretive sites (areas where historical (human history and natural history), archeological, and cultural signs are placed). Such "amenities" have been included in non-motorized projects in the past in other areas of the Bay Area. Past experience suggests that between 5-20% of project costs could be used for such facilities. The planning process can vet out Sausalito's desire to install such amenities.

Performance Measures

To gage success of the NMTTP, grantees are required to measure mode shift. This Plan does not include measurement requirements because 1) it is a planning project and not an improvement project, and 2) Marin County is performing mode shift study at the county-wide level. Pre-project sampling and a transportation model have been developed to determine mode shift. Marin County has indicated that post project sampling will be done in 2010 to evaluate success of the projects installed up to that point.

Why not study the whole City or Bridgeway from the Ferry Landing to the South City Limit?

As indicated above, Bridgeway is included in the scope of the study and has already been identified as feasible and preferred. Advocates for the North-South Greenway were satisfied enough to support a planning study in Sausalito from the North City Limit to the Ferry Landing. Studying the whole City would require additional funds that were not provided. It was perceived that significant property acquisitions will be needed for facilities south of the Ferry Landing. It is unlikely that current funding programs would provide resources for such acquisitions.

TAC/WAM Joint Committee Follow-up

At the January 13th, 2009 Sausalito City Council Meeting, members of the community expressed concern about the proposed planning project. In response to the comments the Council directed that the Waterfront and Marinship Advisory Committee and the Transportation Advisory Committee meet to consider the project. The Committees met on February 5th and Committee members and members of the public had an opportunity to feedback about the plan. A three part presentation was made as follows:

- 1) Background (Where we are and how we got here) – City Engineer
- 2) TAC report to WAM (similar to Nov. 2008 Council Presentation)-TAC Chair
- 3) Consultant (discussion of scope, history of NMTTPP)- Alta Staff

Comments and concerns were voiced by members of the WAM, members of the TAC, and other residents and community members. On the basis of the comments received by Council during its January meeting, and those received on February 5th, Staff and Alta have revised the proposed scope of services to expressly recognize, (1) existing route segments along Bridgeway including the on-road bike lane are considered feasible and preferred, (2) all applicable and relevant planning documents and adopted plans, including but not limited to the current Marinship Specific Plan, the Sausalito Bike Plan-2008 Update and the current General Plan and any updates to those plans must be taken into account as the overriding land use planning documents for those areas, and (3) alternatives that do not result in consensus among the participating stakeholders will not advance to the level of "preferred". Two letters opposing the project are attached to this report. Parts of this report respond to points in those letters.

The Alta/SWA team is recommended based on the experience of the team with local and regional transportation and planning issues. Alta Planning + Design will be responsible to the City but will be subcontracting certain portions of the work to SWA (Landscape Architecture), Linda Carruthers (Survey) and Coastland Civil Engineering. SWA and Linda Carruthers have offices in the study area and as a result have great awareness of local constraints. Coastland Engineering staff have assisted the City in General Engineering matters from 2004 to 2006. The Team is familiar with Community efforts to guide future development including making improvements to the non-motorized transportation network.

Technical Advisory Committee

At the February 24, 2009 Council Meeting some discussion occurred regarding the structure of the proposed Technical Advisory Committee. There appeared to be a consensus to not use the still authorized Bicycle and Pedestrian Task Force. The Alta Proposal does not provide detailed structure at this time of the Committee. Staff suggests the structure be as follows:

1. City Council Representative
2. Member of Transportation Action Committee
3. Member of the Waterfront and Marinship Committee
4. Pedestrian Advocate, City residence mandatory
5. Bicycle Advocate, City residence mandatory
6. Marin County Public Works Staff (to guide planning from the North City Limit to Gate 6 Road, 500 feet north).
7. Representative, Transportation Alternatives of Marin
8. Representative, Marin County Bicycle Coalition
9. 1 interested Business Operator (targeted member – Downtown Merchant/Chamber)

FISCAL IMPACT

The proposed work will have a limited impact on the General Fund. The City will need to pay for the Plan from the General Capital Fund however project costs will be reimbursed at 100% up to \$100,000. Progress payment reimbursement requests will be prepared for Caltrans to process occur as payments are made to the consultant.

The Sea Design/Zone 17 proposed the lowest budget estimate of \$99,780. Alta Planning + Design estimated using the full grant amount of \$100,000. Staff's evaluation is that the proposed budget difference is insignificant. The proposed services are considered "professional services." Under the City's purchasing requirements, specifically Section 3.30.500-3.30.520 of the Sausalito Municipal Code, factors other than just price can be taken into consideration in awarding the Contract. A requisition has been prepared. The project is included in the 2009 Budget at the levels cited previously.

STAFF RECOMMENDATIONS

1. Adopt a Resolution of the City Council of the City of Sausalito Awarding a Professional Services Agreement to and Authorizing the City Manager to Execute the Professional Services Agreement with Alta Planning and + Design for Preparation of a Project Study Report for Non-Motorized Transportation Routes Between the Sausalito Ferry Landing and Gate 6 Road. The authorized amount shall not exceed \$100,000.

2. Approve of the structure of a project specific Ad-Hoc Technical Advisory Committee and waive residency requirement specified by Muni-Code Section 2-58.040 to enable non-resident members.

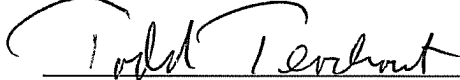
ATTACHMENTS

Resolution

Professional Services Agreement (w/Scope of Work – changes from the document reviewed by Council previously as shown in redline format)


Requisition

PREPARED BY:



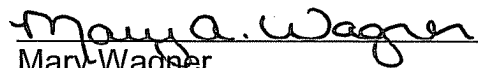
Todd Teachout,
City Engineer

REVIEWED BY (Department Head):



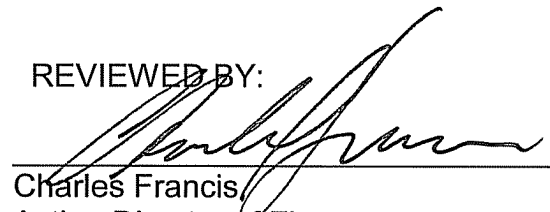
Jonathon Goldman,
Director of Public Works

REVIEWED BY (City Attorney):



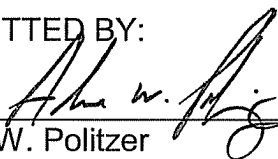
Mary Wagner,
City Attorney

REVIEWED BY:



Charles Francis,
Acting Director of Finance

SUBMITTED BY:



Adam W. Politzer
City Manager

RESOLUTION ___-09

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO AWARDING
A PROFESSIONAL SERVICES AGREEMENT TO AND AUTHORIZING THE CITY
MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH
ALTA PLANNING + DESIGN FOR PREPARATION OF A PROJECT STUDY REPORT
FOR NON-MOTORIZED TRANSPORTATION ROUTES BETWEEN THE
SAUSALITO FERRY LANDING AND GATE 6 ROAD
NMTP-5098(009)

WHEREAS, the City Council adopted the 2009 Annual Budget which includes resources to perform non-motorized transportation route planning between the Ferry Landing and the North City Limit; and

WHEREAS, the City was awarded a Federal Non-Motorized Transportation Pilot Program Grant to develop a Plan entitled "Bridgeway Path Specific Plan" and is eligible to receive Federal and/or State funding for transportation planning projects from the California Department of Transportation; and

WHEREAS, the City solicited proposals from consulting firms to perform the desired planning; and

WHEREAS, the City received proposals from 3 teams of consultants; and

WHEREAS, at its January 27, 2009 and February 24, 2009 regular meetings the City Council heard and considered comments and concerns about the proposed scope of services; and

WHEREAS, the Waterfront and Marinship Advisory Committee and the Transportation Advisory Committee held a joint meeting on February 5, 2009 to receive public input which resulted in revising the proposed scope of said services to ensure that (1) existing route segments along Bridgeway including the on-road bike lane are considered feasible and preferred, (2) all applicable and relevant planning documents and adopted plans, including but not limited to the current Marinship Specific Plan, the Sausalito Bike Plan-2008 Update and the current General Plan and any updates to those plans will be taken into account, as the overriding land use planning documents for those areas, and (3) alternatives that do not result in consensus among the participating stakeholders will not advance to the level of "preferred".

NOW, THEREFORE, the City Council of the City of Sausalito does hereby resolve as follows:

1. Alta Planning and Design is qualified to perform the work.
2. The Professional Services Agreement is hereby awarded to Alta Planning and Design

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The City Manager is authorized to execute a Professional Services Agreement with Alta Planning and Design on behalf of the City with a budget of not to exceed \$100,000.

3. Approves of an Ad-Hoc Technical Advisory Committee Comprised of:
 1. City Council Representative
 2. Member of Transportation Action Committee
 3. Member of the Waterfront and Marinship Committee
 4. Pedestrian Advocate, City residence mandatory
 5. Bicycle Advocate, City residence mandatory
 6. Marin County Public Works Staff (to guide planning from the North City Limit to Gate 6 Road, 500 feet north).
 7. Representative, Transportation Alternatives of Marin
 8. Representative, Marin County Bicycle Coalition
 9. 1 interested Business Operator (targeted member – Downtown Merchant/Chamber)

4. Waives requirements of Municipal Code Section 2-58.040(Residency) to enable non-resident members to the Technical Advisory Committee

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Sausalito on the 10th day of March, 2009, by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSTAIN: Councilmembers:

Mayor, City of Sausalito

ATTEST:

City Clerk

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<u>Req No</u>	<u>Req Date</u>	<u>Item Name</u>	<u>Vendor No</u>	<u>Appr Status</u>	<u>Account No</u>	<u>PM Task and Type</u>	<u>Quantity</u>	<u>Price</u>	<u>Amount</u>
Dept: 410									
Employee No: TEACT									
0000611	03/03/2009		ALTAPLAN	Approved	140-410-4116-450	CI08002-100 Labor	1.00	100,000.00	100,000.00
Warning: General Ledger									
The budget for account 140-410-4116-450 is exceeded by \$100,564.00									
								Employee Total:	100,000.00
								Dept Total:	100,000.00
								Grand Total:	100,000.00

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CITY OF SAUSALITO
PROFESSIONAL/CONSULTING SERVICES AGREEMENT

This **PROFESSIONAL/CONSULTING SERVICES AGREEMENT**, (this "Agreement") is made and entered into this ____ day of _____, 2009, by and between the **CITY OF SAUSALITO**, a municipal corporation (hereinafter "City") and Alta Planning and Design(hereinafter "Consultant").

In consideration of the mutual promises contained herein, the parties hereto agree as follows:

Section 1. Scope of Work

Consultant shall provide City with the services described in Exhibit A which is attached hereto and incorporated herein by this reference as though set forth in full.

The duties and services required of Consultant under this Agreement and pursuant to this Section 1 are referred to throughout the remainder of this Agreement as "the Work."

Section 2. Responsible Individual. The individual directly responsible for the performance of the duties of Consultant is Michael Jones. Consultant represents and warrants that the execution of this Agreement has been approved by Consultant and that person executing this Agreement on behalf of Consultant has the full authority to do so.

Section 3. Work Schedule.

Consultant shall be available to work as many hours as required to complete the Work immediately upon receipt of the signed Agreement from the City and shall complete each task in a timely manner as specified. Consultant shall not be held responsible for delays caused beyond its reasonable control.

Section 4. Compensation.

In consideration of the performance of the Work described in Section 1 pursuant to the schedule set forth in Section 3, Consultant shall be compensated on a time and materials basis in an amount not to exceed \$100,000 (One hundred thousand dollars) on the basis of Consultant's Fee Schedule which is attached hereto and incorporated herein as though set forth in full. Consultant acknowledges and agrees that the compensation to be paid to Consultant under this Section 4 represents the full amount due and owing to Consultant in connection with performance of the Work.

Consultant shall submit invoices on a monthly basis detailing the work performed and by whom, broken down into not less than 15 minute increments. At the request of the City, Consultant shall modify the billing statements to meet the requirements of the U.S. Department of Transportation which is the entity providing the grant funding for the work.

Section 5. Amendments.

In the event City desires to retain Consultant for the performance of additional services, or wishes to delete any services in connection with this Agreement, specifications of such changes and adjustments to compensation due Consultant therefore shall be made only by written and signed amendment to this Agreement.

Section 6. Independent Contractor - Subcontractors.

It is specifically understood and agreed that in the making and performance of this Agreement, Consultant is an independent contractor and is not and shall not be construed to be an employee, common law employee, agent or servant of City. The consultant shall be solely liable and responsible to pay all required taxes and other obligations, including, but not limited to, withholding and Social Security. Consultant shall be solely responsible for making payment to any subconsultants including without limitation SWA, Linda Carruthers and Associates, and/or Coastland Civil Engineering. Consultant acknowledges and agrees that he/she is not entitled to the benefits of civil service status and/or the rights and privileges enjoyed by civil service employees and Consultant hereby waives any and all claims to such rights and/or privileges.

Section 7. Consultant's Responsibility.

It is understood and agreed that Consultant has the professional skills necessary to perform the Work, and that City relies upon the professional skills of the Consultant to do and perform the Work in a skillful and professional manner in accordance with the standards of the profession. Consultant thus agrees to so perform the Work.

Acceptance by City of the Work, or any of it, does not operate as a release of the Consultant from such professional responsibility. It is further understood and agreed that Consultant has reviewed in detail the scope of the work to be performed under this Agreement and agrees that in his professional judgment, the Work can and shall be completed for a fee within the amounts set forth in Section 3 of this Agreement.

Section 8. Hold Harmless and Indemnification.

To the fullest extent permitted by law and without limitation by the provisions of Section 9 below relating to insurance, Consultant agrees to defend, indemnify and hold harmless the City, its elected and appointed officials, officers, employees and volunteers from any and all claims, demands, suits, losses, damages, injuries, and liability, incurred and to the extent caused by reason of any acts, errors, or omissions of Consultant, whether negligent or intentional, under or in connection with this Agreement. Consultant shall pay defense costs and any resulting judgments to the extent caused by the above. The Consultant's obligations under this Section 8 apply regardless of whether or not a liability is caused or contributed to by any act or omission of the City, except that the Consultant shall not be obligated to indemnify for liability arising from the negligence or willful misconduct of the City or of any third party. The provisions of this Section survive the completion of the Project and/or termination of the Agreement.

Section 9. Insurance.

Consultant shall take out and maintain during the life of the Contract: (a) Comprehensive or Commercial General Liability and Automobile Liability insurance in an amount not less than \$ 2,000,000 combined single limit applying to bodily injury, personal injury and property damage; (b) professional liability insurance in the amount of \$1,000,000 per claim and \$ 2,000,000 aggregate.

The general and automobile liability policy(ies) are to contain, or be endorsed to contain, the following provisions:

The City, its officers, elected and appointed officials, employees, Consultants and agents must be named as an Additional Insured under the coverage afforded with respect to the work being performed under the Agreement.

Section 10. Nondiscrimination.

There shall be no discrimination against any employee who is employed in the Work, or against any applicant for such employment because of race, religion, color, sex or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Section 11. City Personnel Conflict of Interest.

No officers, member, or employee of City and no member of the governing body of City who exercises any functions or responsibilities in the review, approval of the undertaking or carrying out of the project, shall participate in any

decision relating to this Agreement which affects his personal interest or the interest of any corporation, partnership, or association in which she is, directly or indirectly interested; nor shall any such officer, member or employee of City have any interest, direct or indirect, in this Agreement or the proceeds thereof.

Section 12. Consultant Conflict of Interest.

Consultant covenants that she presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of his services hereunder. Consultant further covenants that in the performance of this Agreement, no persons having any such interest shall be employed.

Section 13. Assignment.

Consultant shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of City.

Section 14. Ownership of Documents.

Consultant agrees that all documents produced in the performance of this Agreement shall be the sole property of the City including all rights therein of whatever kind and whether arising from common or civil law or equity. The Work shall be used solely for the project for which it was originally intended.

Section 15. Termination.

City may terminate this Agreement at any time without reason stated or required by giving written notice of the same and specifying the effective date thereof, at least seven calendar days before the effective date of such termination. If the Agreement is terminated by City as provided herein, Consultant shall be paid for all effort and material expended on behalf of the Work under the terms of this Agreement, less any charges against Consultant as otherwise provided herein, up to the effective date of termination, except that upon notification of such termination, Consultant shall immediately cease to undertake any duties under the Agreement not yet underway, and shall limit its further activities up to the effective date of termination to those duties necessary to wind up work then underway.

In Witness Whereof, City and Consultant have executed this Agreement as of the date first written above.

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City of Sausalito

Consultant:Alta Planning and Design

By:Adam W. Politizer
City Manager

By:Randy Anderson
Its:Principal

Approved as to form:

Mary Anne Wagner
City Attorney

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EXHIBIT A
SCOPE OF WORK

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2. PROPOSED APPROACH

The approach is based on a combination of the required services identified in the RFP, plus additional tasks and deliverables that can be critical to a project's success and easily completed within the budget. Some of those additional tasks include:

- Projections of economic and other benefits
- Needs analysis
- Pathway Usage Model
- Funding plan and completion of grant applications
- Trail Management Plan

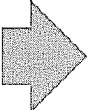
The primary focus of this planning and feasibility effort will be on transportation routes such as Bridgeway and the old railroad right-of-way.

Kick-off Meeting

An organization and scoping meeting will be held with staff and others (as directed) to:

- a. Review objectives of Project
- b. Review scope of services
- c. Confirm study area
- d. Collect available data and published materials
- e. Establish meeting and presentation schedule
- f. Establish communication channels with other departments
- g. Review and list State and Federal required elements
- h. Review and list all applicable design and planning standards
- i. Coordinate with local governments and agencies

Changes to the Study Methodology will be made (if necessary) at the conclusion of this effort, and an amended Study Methodology and Schedule will be published.

	<p><u>Products</u></p> <ul style="list-style-type: none">▪ Meeting agenda; Presentation materials▪ Revised scope and schedule▪ Data collection memo
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Task 1.0 Project Goals

1.1 Technical Advisory Committee

Alta will work with the City to identify and invite stakeholders to join a Technical Advisory Committee (TAC). TAC members are typically relevant department and agency staff, and possibly represents from local organizations and key property owners, who can provide technical assistance on this project. We will work closely with the TAC and staff over the course of the project in a collaborative fashion to ensure the plan and project meets their expectations. The purpose of the committee will be to provide input during the planning and design process, assist in overcoming obstacles, represent their perspectives, and assist in building support for the final recommendation. The advantage of this committee will be that it will allow early identification of obstacles, provide a forum for identifying realistic solutions, and a built-in support mechanism once the plan has been presented to the public. We will organize and manage monthly meetings (up to six (6)) with this committee throughout the project.

Meeting Topics

Alta team members will attend monthly TAC meetings over the course of the study. The following is a standard sequence of meeting topics.

Working Session #1

Review scope and approach. Discuss technical approach, schedule for study and public meetings, meet TAC members, and review/comment on preliminary goals, policies, and standards. A presentation and slide show of planning issues along the corridor and in similar communities around the state and country will also be conducted.

Working Session #2

Discuss goals, policies, and standards. Review analysis of existing conditions and draft needs analysis survey, background information, environmental conditions and other findings. Discuss first public meeting objectives, schedule, location, and agenda. A field trip may be scheduled with to observe existing facilities and other features.

Working Session # 3

Discuss results of public workshop and tour. Finalize goals, policies and standards. Identify any new tasks based upon public input. Begin working with large-scale maps and overlays. Begin to identify alignment options and issues. Identify activity areas, areas of deficiency, and opportunity zones. Begin overlaying opportunities and constraints on project area and discussing impacts and opportunities presented with existing conditions. Discuss user needs

analysis and findings. Results of working session will be used to develop the preferred design and alignment.

Working Session #4

Review draft opportunities and constraints diagram. Review needs assessment. Discuss preliminary trail alignment options, needs for street crossings, destinations, trail improvements, approach to right-of-way issues, surfacing, signage, and other issues. Discuss feasibility and relative importance of various trail alignments and improvements and management/maintenance implications of each. A field trip may be included as part of this session to gain a common understanding of the site-specific issues. Discuss upcoming public workshop and graphics/plans to be presented.

Working Session #5

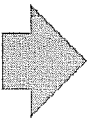
Review input from Public Meeting/Tours. Confirm direction on trail options and improvements. Discuss schedule and presentation materials for Public Meeting. Begin refinement of final trail alignment options and trail improvements. Begin cost estimates. Discuss interpretive opportunities and impacts of constraints. Discuss environmental finding, need for environmental enhancements.

Working Session #6

Review presentation materials for Public Meeting. Discuss preferred alignment, cost estimates, and trail improvements. Discuss trail alignment evaluation framework options. Establish draft master plan review period.

1.2 Project Goals and Objectives

Alta will work with agency staff and the committee to develop and refine an overall project vision statement and project goals and objectives building on existing documents such as the General Plan and community input. Project Goals will be ultimately be used as Project Design Objectives that will help steer the alignment and evaluation process.

	<p><u>Products</u></p> <ul style="list-style-type: none">▪ Meeting Summaries and Graphics▪ Project Goals▪ Project Design Objectives
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Task 2.0 Data Collection

The Alta Team will collect and analyze all available materials in the study corridor. The Team already has or created many of these documents (such as the Sausalito Bicycle Master Plan), which will speed the process. Other data

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already collected by our team to be incorporated into the database and mapping for this project include:

1. Aerial Photos
2. San Francisco Bay Trail Plan
3. UC Berkeley LA Report: Redesigning the Sausalito Waterfront
4. Marin GIS layers (property ownership, land use)
5. Caltrans Improvement Plans
6. State Lands Commission Maps and Records
7. General Plan Maps (land use, zoning, planned roadways, future development)
8. Environmental Studies
9. USGS Mapping and other topographic sources

Initial Segment Evaluation

In order to maximize the efficiency and effectiveness of the study, an initial evaluation and screening of the proposed segments will be conducted. Working with staff and the committee, we will identify potential new segments or alignments that may deserve to be studied based on a combination of field reviews and analysis of collected maps and information. Conversely, segments that appear to have fatal flaws may be dropped from consideration. This will allow the consultant team to focus resources on viable options. Fatal flaws may include major physical, environmental, right-of-way, and cost impacts on one segment when a parallel segment appears to be much more feasible.

Segment Descriptions

Information collected from this effort will be used to create Segment Descriptions in a consistent format. These small reports will provide the consultant team, staff, and the committee with detailed maps and written information on each segment including existing conditions, constraints, location of activity centers, existing and proposed trail and bikeway connections, property ownership, land use, a photo log, and other relevant information. The Segment Descriptions and large-scale Opportunities and Constraints maps will be the primary planning tools for evaluating alignments and implementation challenges.

Data Collection Process

Alta employs a highly effective data collection system that allows us to quickly collect and analyze conditions so that they can be mapped and used in trail alignment studies. The system consists of three distinct efforts described below:

TIER ONE: Data Collection

Collect all available data, including relevant local, regional, and State planning documents as noted in RFP, including: Work with TAC and others to develop one comprehensive base map of existing conditions. Develop map and database of existing, proposed, and potential trails for field inventory.

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TIER TWO: Field Inventory

Conduct field inventory of potential trail corridor, photographing or otherwise recording all conditions observed in the field. Compare field notes, photographs, and drawings with maps, aerial photos, and other documents to ensure that the base map accurately reflects existing conditions. Information to be field surveyed and mapped:

- Existing and planned bikeways, parks, trail segments, gaps, barriers; Roadway traffic volume, collision data roadway widths, subsurface drainage
- Proposed land uses & major developments; environmentally sensitive areas; threatened species habitat
- Major destinations, access points, schools, parks, commercial centers, historic sites, museums, waterways
- Property ownership and easements; Demographic data: Special needs populations that may use the trails

TIER THREE: Data Synthesis & Presentation

Synthesize field data and printed data into a user-friendly map. Opportunities and constraints will be clearly identified as will the overlap and conflicts between various plans. We will present all information on large-scale color maps using available GIS, Digital Orthophotos, and digital parcel maps. We will supplement maps with our field notes so that they offer an accurate portrayal of existing and proposed conditions.

Perform a Site Review

Alta will conduct a site inventory of the study area with City staff and members of the City staff/advisory committee including site photography, assessment of traffic conditions and bicycling and walking patterns, and other features and information. Our fieldwork effort will be summarized and presented as a memorandum on existing conditions, which will include the site analysis diagram, site photography, field measurements, and descriptions of field observations and site conditions. Field measurements will be taken at key constraint areas. We will provide a site analysis diagram to be used in our discussion and decision-making through the preliminary design phase.

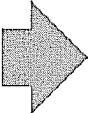
Base Mapping

We will utilize available City base mapping (digitized aerial maps, topographic information, property maps, GIS maps, and other sources) for use in the initial base mapping effort. We propose using available City base mapping for the project, unless additional detail is required. If more detailed mapping is required, we propose conducting a field survey at specific locations where greater accuracy is required that will generate accurate mapping with relevant property line and lease information to within 1" = 40' (or more, if needed). We will supplement this survey effort with aerial surveys if that approach proves more effective from an accuracy and cost perspective.

We will utilize the City provided data to prepare standard base map sheets at 1"=40' or 50' scale, utilizing the City of Sausalito's title block. The base maps will show the corridor location, right of way and adjacent roads, buildings, fences, power poles, vegetation, surface drainage facilities, road right of way, and other key features.

Traffic Analysis

We will collect and analyze traffic information in the study area, including existing and cumulative traffic volumes, intersection level of service, and other information related to existing/proposed signal and crossing equipment and treatments, type of signals, signal timing, truck and bus volumes (if available), and bicycle/pedestrian volumes and collision data (as available). Selected new counts (up to 3 weekday/weekend) may be conducted as needed to determine potential impacts/capacity constraints.

	<p><u>Products</u></p> <ul style="list-style-type: none"> ▪ Base mapping ▪ Summary of Existing Conditions ▪ Summary of Traffic Conditions ▪ New counts (as needed)
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Task 3.0 Existing Conditions

3.1 Opportunities and Constraints

Alta will prepare a written and illustrated summary of the physical and environmental constraints to establishing a trail along the Sausalito Waterfront corridor from the Ferry landing to the Gate 6/Bridgeway Intersection a transportation route for bicycles along the Bridgeway/old railroad right-of-way.

The summary document will help the public, staff, elected officials, and others understand the challenges of the project and especially the likely trade-offs between trail alignment, right-of-way availability, accessibility, functionality, and potential impacts on the environment and adjacent properties. The document will include easy-to-read aerial photos with overlays showing both potential alignments and likely constraints.

The chapter will include a summary of the historical planning efforts in the area, the physical setting, and existing physical, cultural, land use, and other relevant conditions.

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We propose to use a large-scale set of maps that clearly show opportunities and constraints. This map will be refined and expanded as part of later tasks as more data and research is collected, and it will serve as one of the major planning tools for the project. The initial map will show the constraints that are known at the beginning of the project from available resources.

We propose to supplement this base data with a **field review** with staff and the TAC members. The corridor will be photographed and videotaped for further review in the planning process. Advanced permission will be obtained from property owners as needed.

3.2 *Existing Conditions*


Existing conditions collected from the previous tasks will be summarized, and any deficiencies addressed with further field review and data collection. For example, sample roadway cross sections, topographic mapping, and other information may be collected and developed as part of this effort. This will include all segments along roadways, ~~shoreline areas, flood channels, sloughs,~~ public and private lands, local parks, and other settings. The Segment Descriptions will be enhanced based on this additional information. Each segment will include an assessment of environmental, accessibility, aesthetic, safety, and other issues.

3.3 *Property Needs*

While the focus of this study will be on using available public right-of-way, ~~u~~Using the GIS property ownership layer, Alta and its surveyor (Carruthers & Associates, based in Sausalito) we will identify public and private parcels where additional right-of-way may be needed. Based on our experience, acquiring right-of-way from private property owners needs to be handled very carefully for several reasons. First, property owners will need to be contacted first so that they do not find out plans in a public forum without being advised and consulted first. Second, the alignment, design, and management of the trail are all factors in mitigating potential concerns from public and private property owners. Third, the cost and process of acquiring land needs to be understood by the implementing agency—since this may affect overall segment feasibility. Finally, the implementing agency will want to keep at least one other viable segment alive if it appears it will need to negotiate for the purchase of easements or property.

As part of this effort, we will advise the City and the committee on the various types of right-of-way acquisition options available, and implications of each of those options. Alta has helped agencies obtain trail easements and license agreements for free, and in exchange for tax other benefits. We have also helped public agencies obtain corridors as part of outright purchases, and friendly and unfriendly condemnations.

We will produce right-of-way information for each segment that identifies needed right-of-way, current ownership, land use, zoning, estimated value, acreage, and other information. The request for parking and restroom facilities will be considered along each segment of the trail. We will also advise the City on the expected difficulty or ease with which the easement or property could be obtained. We will provide model easement agreements for use as well.

	<p><u>Product</u></p> <ul style="list-style-type: none"> ▪ Opportunity and Constraints Summary & Map ▪ Inventory of corridor ▪ Existing Conditions ▪ Property Needs
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Task 4.0 User Needs Analysis

4.1 Needs Analysis

Understanding who will be using the trail, how they will be accessing the trail, and different user needs and destinations is an important component to any master plan. While some of this will be collected in the public workshops, other material can be based on existing patterns in the corridor and experiences on similar trails. User needs are a key criteria in determining the optimal alignment and design of a proposed trail or bikeway. Aside from indicating people’s preferences, ideas, and concerns, user needs as an evaluation criteria include the functional design of an alternative (directness and accessibility), suitability for a wide variety of user groups (on-road, off-road), and capacity to accommodate a diverse range of user groups.

4.2 Demand Analysis

Alta has developed the most sophisticated **Bikeway Demand Model** available in the United States, and currently being used by agencies around the country. The model is the first of its kind to utilize actual empirical data and other sources such as the National Personal Transportation Survey to establish the link between trail facilities and usage. We will use the model to establish a baseline of trail usage for each project, including: (1) employed adults, (2) school children, (3) college students, (4) bike-transit users, (5) recreation, and (6) persons making utilitarian (shopping, etc.) trips. This will provide the most accurate estimate of existing and potential trail usage possible.

The current and potential trip-making patterns and purposes for which trail access is desired will be identified. Alta will develop a large-scale map of the

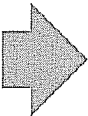
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existing and planned trails in each corridor, along with major regional activity centers including:

- Commercial Businesses
- Employers
- Schools
- Multi-modal Transportation Connections
- Parks
- Major Residential Concentrations

4.3 Other Public Input

Other than the workshops and outreach identified in task 8, Alta proposes a variety of effective means of gathering public input including an on-line survey, a survey mailed out to property owners as part of existing newsletters, a Project Fact Sheet and maps posted on a Project Web Page, and other measures.

	<p><u>Product</u></p> <ul style="list-style-type: none">▪ Needs Analysis▪ Demand Projections▪ Surveys
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Task 5.0 Alternative Alignment Screening

The primary objective of this task is to develop alternative alignments that minimize traffic, property and other impacts while providing a safe and enjoyable experience. Based upon our field reconnaissance work, site analysis, and input from neighbors, we will graphically depict alignment options that meet the City's objectives, discuss those options with the City, and ultimately arrive at a preferred alignment that will ultimately be carried into construction document preparation. ~~It is possible that multiple alignments may be retained if they serve distinct user groups and trip types (transportation v. recreation, for example).~~ Alternatives may also include crossing types and design features discussed later in this scope of work.

5.1 Alternatives Evaluation


The alignment alternatives will be screened according to some or all of the following evaluation criteria:

- **Safety and Liability**
Based on conformance with state and federal standards and guidelines, input from experienced planners and engineers, and design of roadway crossings.
- **Bikeway and Community Connections**
Highest priority for alternatives that provide the most direct and convenient access to other trails or bikeways, schools, parks, commercial or employment areas
- **Functionality/Efficiency**
Providing a positive user experience that reflects the need for access to the corridor and nearby destinations. The cross section should be designed to accommodate the range and volume of path users.
- **Environmental Impacts**
Identify environmental impacts and opportunities for pre-mitigation through re-routing, native species re-vegetation, and design.
- **Cost**
Cost estimation of alternatives, especially where crossing improvements, fencing, or other expensive infrastructure improvements are being considered.
- **Roadway Crossings**
Alta will evaluate alternative crossing options based on traffic speed, visibility, and volume data, using state guidelines and experience.
- **Security**
Review accident data, police reports, crime statistics, and other data with strategies to address those concerns.
- **Consistency with Local Plans**
Evaluate local pedestrian/trail/bikeway plans and policies, and determine the compatibility/conflict with the proposed project.
- **Multiple Users/Level of Use**
Develop alternatives with potential users in mind, including: bicyclists, walkers, joggers, in-line skaters, motorized and non-motorized wheelchair users, maintenance vehicles, security vehicles.
- **Private Property Impacts**
Identify impacts of alignments on private properties and opportunities to avoid or mitigate for those impacts.
- **Traffic Impacts**
Identify impacts of alignments on traffic capacity and level of service, bus and truck traffic, bicycle and pedestrian traffic, and identify feasible mitigations as appropriate.

Typical cross sections and details will be developed in for the trail, promenade, bikeway, crossings, and other features that conform to the above criteria. All materials will be developed in the Project Report format for ease of Caltrans review.

Evaluation and screening of the preferred alignment will be accomplished by constructing a **decision-matrix** that scores the alignment by the criteria described above. Other items to be noted in this phase include trail-roadway crossings, driveway crossings, environmental impacts, property encroachments, and other items impacting trail alignment.

A key ingredient to success of this project will be the screening of alternatives with staff to isolate alternatives which merit further review. Without this step, time and resources may be wasted and the public will be unnecessarily confused. The screening effort focuses on fatal flaws, which may be in the form of environmental, cost, aesthetic, function, safety, or maintenance impacts. From this process, a **preferred alternative** (possibly with sub-options) will emerge which will allow the consultant team, staff, and the public to focus on a single potential trail alignment based on pre-established goal and objectives. Alta will prepare text, sections, plans, maps, and diagrams as necessary to convey the preferred alignment.

	<p>Product</p> <ul style="list-style-type: none"> ▪ Evaluation Criteria ▪ Alternatives Evaluation ▪ Preferred Alignment(s) and Treatments ▪ Recommended System Map
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Task 6.0 CEQA/NEPA

Alta Planning + Design will complete an environmental constraints analysis of the proposed and alternative trail routes to identify potential impacts and preliminary mitigation measures. This information will be used to guide trail planning and in the preparation of cost estimates, and can serve as the basis for future preparation of project-level CEQA (and potentially NEPA) documents. Issues of particular importance include biological resources, cultural resources, aesthetics, and land use impacts, including impacts on agricultural resources. The environmental constraints analysis will include:

- A. An inventory of available environmental resources and a list of the potential project issues/impacts that could significantly delay the project or affect the viability of any alternative trail route. Environmental issues may include, but are not limited to, impacts on Listed and special-status species, presence of sensitive habitats, Eel Grass and other tidewater


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impacts, erosion and water quality impacts, cultural resources impacts, hazardous materials impacts, and short-term construction impacts.

- B. A determination of the type of environmental document proposed for CEQA (and potentially NEPA).
- C. A determination of the potential permits required for the project. Potential permits and clearances for this project include, but are not limited to, Section 401 Water Quality Certification (Regional Water Quality Control Board), Section 404 permit (U.S. Army Corps of Engineers), Section 1601 Streambed Alteration Agreement (California Department of Fish and Game), Section 7 consultation (U.S. Fish and Wildlife Service), Section 106 clearance (Federal Highway Administration), Coastal Development Permit (Marin County), and grading permits (City Planning and Building Inspection Department).

Shoreline Impacts

While the focus of this study will be on transportation corridors such as Bridgeway and the old railroad right-of-way, short sections of waterfront connections may be studied if (a) they serve a local transportation function and (b) directed by the TAC. This scope includes the identification of biological resources associated with the project alignment including preliminary identification of potential wetlands (jurisdictional waters of the U.S.) and potential habitat for and occurrence of special-status plants and animals. Data sources will include the National Wetland Inventory map, the records from the California Natural Diversity Data Base, the California Native Plant Society Inventory, Marin County Environmental Sensitivity maps, and published and unpublished project related materials. Referenced materials will be confirmed in the field with brief reconnaissance-level surveys of the project alignment. This scope does not include a wetland delineation or consultation with U.S. Fish and Wildlife or other federal agencies.

	<p><u>Product</u></p> <ul style="list-style-type: none">▪ Environmental constraints analysis▪ Determination of potential permit requirements▪ Summaries of agriculture and riparian impacts
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Task 7.0 Coordination with Regulatory Agencies and Stakeholders

The Alta Team will coordinate the preparation of the route plans and maps with the following agencies and organizations at a minimum, seeking consensus where needed, and acting as the City's representative in discussions and negotiations related to bikeway and pedestrian path design and routing.

Agency/Group/Area	Context
Caltrans District 4	Roadway encroachments, design, NEPA
County and City Public Works	Traffic, drainage, and maintenance impacts
BCDC	Initial and CEQA environmental compliance, shoreline setbacks
Calif. Dept. of Fish & Game	River, creek, and slough segments, standards, and mitigations
U.S. Army Corps of Engineers	Permits required along some waterways
U.S. Fish & Wildlife	Permits required along some corridors
National Marine Fisheries	Permits required along some corridors
City and County Utilities	Trail impacts
Golden Gate Bridge District	Interface with ferry landing and service
Richardson Bay Sanctuary	Coordination with NOA/Audubon
State Coastal Conservancy	Coordination with State Coastal Conservancy
US Army Corps of Engineers	San Francisco Bay Model
California State Lands Commission	Property ownership and rights
MTC	Coordination on funding, project development, and trail plans with AMBAG
Marin County Bicycle Coalition	Input from local bicyclists

These agencies and groups will be interested in the alignment, design, and potential impacts of the project to determine how it relates to their organization and any required approvals or permits. In addition, they will want to know how the trail will be managed to understand how issues such as operations, maintenance, security, liability, and other items will be addressed.

Additional stakeholders may include local property owners, Visitor's Bureau, school district, police and fire departments, and other groups.

Task 8.0 Public Outreach

The Citizen Participation Program is a critical piece to the design effort and is structured to be open, interactive and dynamic with the intent of having the process build a solid citizen support group for the project. We view all of the meetings required to complete this master planning effort as working sessions, and as the forum by which all major decisions will be made. Each meeting will have a specific purpose and will result with decisions or further follow up tasks with responsible parties identified to complete the follow up.

Alta will manage two (2) public workshops to receive public comment. Alta will provide all of the required materials, including press release, flyers, feature articles for local papers, agendas, maps, PowerPoint presentations, and other items. Based on our experience managing over 250 workshops, we have found the following agenda to be most effective.

Introductions. City representative(s) introduce themselves, and explaining briefly the background, history, context, and major goals of the project.

Project Description. Alta staff will give a 30-minute over view describing similar types of trails and bikeways in similar settings. Alta has a ready-made presentation that described trails in similar settings around the country, and some of the key issues that are likely to be relevant on this project. This will be followed by a visual review (using slides, PowerPoint) of the corridor focusing on some of the key areas.

Opportunities and Constraints. Alta staff will discuss some of the key opportunities and constraints that will drive the feasibility analysis. This includes concerns of the public (privacy, noise, crime, vandalism, property values), concerns of trail users (safety, access, pavement surface, linkages), concerns of the adjacent property owners (liability, safety, maintenance), and concerns of the public agencies (cost, maintenance, crossings).

Break (10 minutes)

Public Comment. We have found the single most effective means of obtaining comments is to (a) distribute comment cards for those who prefer to write, and (b) ask each member of the audience to express their interests and concerns. Alta will respond to specific concerns by relating how similar problems were addressed on other projects, and how they may be applicable to this project. Should concerns persist, Alta staff will offer to meet individually with key people and help address their concerns in more detail. For example, on other projects, Alta staff have led members of the public on a field tour of other trails so that they can see for themselves how the neighborhood has responded to the trail.

Web Based Materials


Alta will post all of its materials, including a public survey, on the City or Alta website or on its own website linked directly to local agency websites. This will facilitate distribution of materials and collection of input.

Site Tour

Within a two-week timeframe after the initial public meeting, we recommend a follow up site tour with the public and/or TAC. Our responsiveness to citizen concerns is critical to the success of the public process and in building support for the project. We do not want to be perceived as conducting our work behind closed doors. A quick and timely site tour will send a message back to the citizens that we truly want to hear their concerns and work with them to find solutions. It also provides us with an opportunity to hear and see first-hand from the residents what the trail issues are. Because of the length of the project and

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the anticipated concerns along the trail based upon location and adjacent land-use conditions, this tour may be split into two specific areas. City Staff and political leaders could join us on this tour.


	<p><u>Product</u></p> <ul style="list-style-type: none"> ▪ Meeting flyers, press release ▪ Meeting materials ▪ Presentation materials
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Task 9.0 Plans and Maps

Up to two design alternatives will be prepared at a scale of 1 in = 50 ft depicting the design options, with blow-up details where needed at a scale of 1" = 10' to 20'. We will use AutoCAD and City-provide aerial orthophotographs, along with other available sources.. The Detailed Study Report will be shown in plan, profile, and sections (as needed) views on the digital topographic mapping, showing all program elements, ADA access, crossing locations (unsignalized, signalized), pathway sections, signage location, and other improvements.

Blow-up details may include:

1. Street Sections
2. Intersection Plans
3. Proposed Structures such as Boardwalks or Floating Structures
4. Piers
5. Shoreline erosion control
6. Proposed new easements

	<p><u>Product</u></p> <ul style="list-style-type: none"> ▪ Plans and Maps ▪ Right of way ownership ▪ Blow up details
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Task 10.0 Design Standards

10.1 Design Standards and Best Practices

Alta's staff consists of some of the foremost bikeway and pedestrian design experts in California, with an in-depth knowledge of every aspect of design from ADA through MUTCD and the Caltrans Highway Design Manual. Alta staff

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including registered landscape architects and traffic engineers will develop a series of design standards for the project that will include:

- ADA access
- Conformance with Caltrans standards and practices
- Minimum and recommended bikeway, pathway, boardwalk widths
- Vertical and horizontal clearances
- Type of barriers and screening
- Signing and striping
- Lighting
- Roadway crossings
- Ramps and access routes
- Visibility and line of sight
- Interface with existing uses in the area

In addition, all published design criteria will be used as well including:

- Caltrans Highway Design Manual on Bikeway facilities (Chapter 1000)
- Manual on Uniform Traffic Control Devices (MUTCD), part 9 and California Supplement
- Americans with Disabilities Act
- AASHTO Guide for the Development of Bicycle Facilities (1999)
- Non-Motorized Technical Reference Guide, Caltrans/Alta Planning + Design (2005)

Typical cross sections and details will be developed for the pathway, fencing, driveway crossings, and other features that conform to the above criteria. All materials will be developed in the Project Report format for ease of Caltrans review.

~~10.2 Trailhead Design and Layout~~

~~SWA will help develop circulation design and layout plans for trailheads along the trail corridor. The trailheads may include vehicle parking, restrooms, trail information and regulation signs, signage, and bike racks and the layout for all other needed site furnishings.~~

~~10.23 Sign Plan Design~~

SWA will develop a preliminary signage plan including placement of signs and concept sketches for signs that will provide key trail user information and add to the unique identity of the trail through material, forms, logo image, and colors. ~~Signage will include directional, regulatory and interpretive signs.~~

~~10.4 Other Design Elements~~

Other landscape elements include:

Rest Areas: provide rest areas at scenic locations including a shelter, benches, tables, drinking fountain, grassy areas, or other features. The structures can be designed to match the historical or natural theme of the pathway.

Pocket Parks: where additional width allows along a pathway, provide small parks that can be used for active and passive recreation, from picnicking to playing Frisbee to concerts.

Capitalize on Physical Attributes: where possible, take advantage of the physical legacy in and around a corridor, whether that is an abandoned trestle, steep topography, levees, bringing the trail down to the water's edge, etc.

Areas for Commerce: Where possible, provide opportunities to link to existing commercial areas so that path users can purchase food, rent bikes, use restrooms, etc.

Innovative Structural Elements: on pathways that include bridges, retaining walls, boardwalks, etc., explore innovative structural solutions (such as cable-stayed bridges, floating walkways, living retaining walls) and selection of materials (such as recycled plastic for fences and recycled asphalt for the surface).

Public art: suggest an active incorporation of art into all aspects of the pathway, from sculpture to designs imbedded into the trail surface itself.

Entry Treatments: probably the most overlooked component of trails, consider a creative and beautiful landscape treatment at a pathway entrance including a distinctive entry sign with a customized logo, plantings, lighting, water features, map, etc.

Environmental Enhancement: a new pathway could be part of a major environmental enhancement project, be it shoreline, wetland, or riparian enhancements, re-vegetation, or restoration.

Surface Treatment: examine a variety of surface treatments, from asphalt, concrete, stamped or colored concrete, decomposed granite, "resin-based hybrid surfaces," in pavement art and other features. Provide textured pavement at crossings.

Signs and Logos: create a customized trail logo and include the logo on all signs. Provide directional signage to nearby stores, parks, schools, and streets. Provide mileage markers to help identify locations for emergency access to help people gauge their distances.

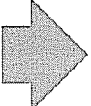
Task 10.5 — Interpretive Opportunities

Alta and SWA will provide the concepts for wayside exhibits and interpretive signage along the corridor. We can assist with identifying interpretive locations, programming areas, sign materials, and topic for wayside signage. We integrate a wide variety of elements into its pathway design process to make them lively and interesting experiences for residents and visitors, and to reflect the local culture and environment. Typical elements include:

History: provide a series of interpretative signs along the route telling the history of the adjacent area or corridor. Include maps, photos, etc. Supplement the signs with actual artifacts, historical details in the signs, fences, mile markers, rehabilitation of historic features, etc.

Nature: provide interpretive signs along the route identifying and explaining unique environmental features, whether that is plant life, nesting areas, wildlife that uses the corridor, etc. Provide opportunities for pathway users to experience nature at selected locations by bringing them down to water's edge, across a wetland, or through dense underbrush.

Maritime Life: provide interpretive signs explaining adjacent maritime uses, including the types of boats, shipyard activities, role in the local economy, and the importance of staying off private docks and maritime industrial areas.

	<p>Product</p> <ul style="list-style-type: none">▪ Design Standards▪ Recommended Best Practices▪ Prototype Designs▪ Concept landscape plan▪ Concept trailhead, sign plans▪ Interpretive sign concepts▪ Sign locations and themes
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Task 11.0 Implementation Strategy

11.1 Phasing Plan

A **Phasing Plan** will be developed identifying the likely phasing of the project so that an accurate financing and funding strategy can be completed. Phasing of distinct segments will be based (a) input from the Committee, public, and staff, (b) estimated usage of and benefits, (c) engineering feasibility, (d) availability of right-of-way, and (e) ensuring that the project is implemented rationally rather than as a series of disconnected pieces over time.

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The plan will clearly show how each segment scores based on set criteria, while retaining some flexibility to implementing agencies that may need to take advantage of opportunities as they arise.

An important consideration for the Phasing Plan will address required land acquisition or trail access points that may affect the design and implementation of the trail project. Land ownership and parcel maps will be assessed and documented to determine if additional land area may be required. The landownership data will be expressed using GIS mapping techniques. This information will be provided as necessary in the Master Plan report and used to determine priority phasing and implementation strategies.

11.2 Funding

Alta will identify potential matching and major funding sources, compile criteria and requirements, assist with completing applications, design this study to serve as an appendix to the funding application, and relate anticipated schedule of funding to the prioritized list of segments. Costs of the phased improvements will be compared with funding needs, so that long term programming for local matching funds can be accomplished.

Staff assigned to this project have helped over one hundred (100) cities, counties, and regions around the United States receive funding. This funding has come from a variety of sources, including:

- a. Local public works and parks and recreation CIP budgets
- b. State agencies – Land & Water Conservation Funds, Regional Trails Program
- c. Federal government SAFE TEA-LU (composed of eight separate funding sources)
- d. Non-profit organizations
- e. Corporate sponsors
- f. Zoning requirements
- g. Development fees
- h. State Parks Trails Programs

We will explore all funding options from public and private sources, contacting our network of funding specialists around the U.S. to determine the availability and requirements for grants. We will also help complete **one (1) grant application** as part of this contract.

11.3 Cost estimates and Economic Benefits

Our consulting team will develop cost estimates for each segment of the project and the alternative alignment for each. These costs will include Estimates of Probable Cost for right of way, whether as fee single acquisitions or as

easements; itemized construction costs; professional fees for design, environmental processing, public outreach, construction management, and overall project management; and contingencies. These fees will include allowances for interpretive signing, safety provisions, and parking access, as well as the primary features of the facility. The cost estimates will include allowances for the public agency project development team.

Benefits

Along with the costs of the proposed trail, we will identify the health, safety, recreation, and economic benefits of the trail. This information is important in promoting and building support for the trail, to justify public expenditures of funds, and to help overcome concerns from neighborhoods and adjacent property owners.

The Bikeway/Trail will provide a **safe** bicycling and walking opportunity for residents and tourists away from busy highways and most automobiles. Increasingly, bicycle and pedestrian projects have become one of the most important parts of a community's infrastructure. Many of the trips that Americans make every day are short enough to be accomplished on a bicycle, on foot or via wheelchair. The 1995 National Personal Transportation Survey (NPTS) found that approximately 40% of all trips are less than 2 miles in length – which represents a 10-minute bike ride or a 30-minute walk, and well within the range of options provided by the Trail/Bikeway. In fact, a 1995 Rodale Press survey found that Americans *want* the opportunity to walk or bike instead of drive: 40% of U.S. adults say they would commute by bike if safe facilities were available.

More and more people are rediscovering the **health** benefits of walking, jogging and bicycling. The health benefits of regular physical activity are far-reaching: reduced risk of coronary heart disease, stroke, and other chronic diseases; lower health care costs; and improved quality of life for people of all ages. Regular exercise provides a myriad of health benefits for senior adults including a stronger heart, a positive mental outlook and an increased chance of remaining indefinitely independent – a benefit that will become increasingly important as our population ages in the coming years.

The **recreation** benefits of bicycling and walking are clear - according to the *Report of the President's Commission on Americans Outdoors* (1990), nearly 90 percent of Americans age 12 and older go outdoors for recreation. This research found that 60 million Americans are bicyclists and 100 million walk for pleasure. Improved sidewalks, trails and bikeways make an evening stroll or bike ride possible and provide public areas where neighbors can get to know each other.

The **economic** benefits of regional trail systems are well understood and documented around the country. For example, the summer season is now the prime visitor period for Lake Tahoe (versus the winter season) primarily due to

the development of the Lake Tahoe trail system. Economic benefits include increased visitor expenditures, increases in real estate values, and other tangible benefits for local communities.

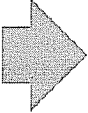
11.4 Management Plan

We will prepare a **Trail Management Plan** based on successful efforts on more than 50 other multi-jurisdictional projects throughout the Western United States. The Plan will consist of several distinct elements. An Operations and Maintenance section will address future needs of the corridor, including enforcement, routine and annual maintenance, operating and maintenance costs, agency responsibility, capital needs, staging, response procedures, and design elements that will facilitate this process. The Plan will include a section on emergency response systems, construction management techniques, and techniques for closing the trail as needed over time for maintenance.

The Operations section will provide details on how the trail should be designed and managed in terms of safety for trail users. This includes signing, striping, speed limits, visibility, user conflicts, trail distance markers, pavement width, trail etiquette signs, and other measures to ensure that trail safety is maintained.

A Trail Management section will be developed that focuses on the administrative side of the trail, including maintenance activities and purchases, funding strategies, administrative needs and costs, and other information. Alta will meet with appropriate agency staff to present options, best practices, and proposed management strategies. Sample agreements and other Management Plans will also be presented.

Maintenance and other operating expenses (including added policing costs) will be estimated based on experiences in comparable regions. A recommended maintenance program will be developed that identifies minimum tasks and schedules including erosion control, sweeping, surface repair, and other efforts.

	<p>Product</p> <ul style="list-style-type: none"> ▪ Phasing Plan ▪ Funding Plan ▪ One (1) grant application ▪ Trail Management Plan ▪ Detailed cost estimates by segment ▪ Summary of trail benefits
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Task 12.0 Project Update Meetings

Alta staff and team members (as needed and appropriate) will attend monthly project update meetings, along with progress reports and meeting summaries.

Task 13.0 Project Updates

Alta will provide monthly schedule/milestone updates in MicroSoft Office or similar format. Updates will be included in a Status of Open Items (SOI) list showing tasks/deliverables, priorities, responsible person, and a brief description of status. We will also provide a semi-annual report.

Task 14.0 Draft and Final Plan

Alta will develop ten (10) copies of the draft feasibility study with appropriate maps and plans in Word. Upon receiving comments that have been compiled and approved by the City, we will prepare ten (10) copies and a digital copy in Word of the Final Feasibility Study.

EXHIBIT B
FEE SCHEDULE

Alta Planning and Design
Billing Rates by Class
Preliminary 2009

Classification	Billing Rate
Principal I	215
Principal II	160
Senior Associate	120
Associate	110
Senior Planner	95
Senior Landscape Architect	95
Designer	75
Planner	75
Assistant I	65
Assistant II	50
Intern	40

YBS
40