

## SCOPE OF WORK

### PHASE I: PROJECT ORIENTATION & UNDERSTANDING

The local community of San Andreas knows more about their town and local issues than the RBF team. Our goal is to gain the trust of the community, extract information from the stakeholders, rise to a level of awareness of issues that compare to the stakeholders, and utilize the existing and information to develop the San Andreas Rural Livable Mobility Plan that the project stakeholders will be proud of and acknowledge as their own. Listening and immersing with the local community will thus be major stepping stone in collecting existing data. To extract this wealth of knowledge from the local stakeholders, RBF will perform a walk through workshop and participate in the community meetings with the project interest groups. The land use groups will include the local citizens, business partners, the school district, the hospital, and government agencies.

#### TASK 1.1: STAFF KICK-OFF MEETING AND TOUR

The RBF Team will attend a Project Kick-off Meeting and Project Area Tour led by key staff and other appropriate representatives. The RBF Team will pick-up important CCCOG-supplied background information and materials for the project, including but not limited to existing planning documents, traffic counts, aerials, base maps, utilities, existing land use, building square footage, retail sales, vacancies, demographics, parking maps, and other available documentation. The RBF Team will optimize the use of previously completed reports and studies within and directly adjacent to the project areas to maximize project efficiencies. The kick-off meeting will also entail a discussion of the proposed public outreach process and will collectively identify ways to optimize the participation and outcomes of each venue, as well as discuss critical logistics. Dates for upcoming Town Hall meetings and activities will be identified. The meeting will be followed by a staff-led tour of the San Andreas community.

#### *Deliverables:*

- ✓ Project Schedule for meetings and deliverables
- ✓ List of information available and current issues
- ✓ Minutes of Kick-Off meeting

#### TASK 1.2: COLLECT AND REVIEW EXISTING DATA

There is an abundance of existing data and resources available because the County and the local community have completed, or are in the process of finalizing multiple planning documents, which provides excellent background for the project. RBF perused the information and collecting additional data will be done in collaboration



with the stakeholders to complement the existing information. Available information include the following:

- Community Plan update initiated by the Citizens for San Andreas
- County Bike Plan and Pedestrian Plan, which were updated in 2007
- County General Plan is also being updated

This information will be further explored with the project stakeholders and additional land use and traffic information gathered that would be used to complement the project.

Existing data include both land use and transportation information. Land use and transportation are inherently integrated in San Andreas and one cannot exist without the other. Rising energy costs and residents commitment to decrease the environmental footprint in San Andreas will require citizens to commit to a livable mobility plan and to ensure that infrastructure is provided to support a more acceptable lifestyle.

Existing land use data will be collected, categorized and indicated graphically on a colorful map. The data will be clear and indicated land uses by type and characteristic as it related to mobility. Uses that generate trips will be mode type will be separated out. Existing traffic flow patterns/characteristics will be collected and also indicated on the map. The map will be used during the initial community meetings and provided a basis from which the plan can be developed.

We have identified the following major intersections along SR 49 (Saint Charles Street) that would be studied. These are:

- SR 49/ Mountain Ranch Road
- SR 49/ Main Street
- SR 49/High School Road
- SR 49/Pool Station Road
- SR 49Court Street/Broadway
- Main Street/Church Hill Road
- Main Street/Lewis Road



The data and information will be used by the project stakeholders and RBF Consulting to formulate an understanding of the land use and transportation planning issues San Andreas face, and to develop practical solutions that will fulfill in the

needs of the community. If additional data is requested, these could be collected and studied at an additional fee. The traffic counts will be done in the AM, midday and PM peak periods appropriate for each location e.g. school traffic versus home base work traffic. Data collection will include vehicular, bicycle and pedestrian traffic.

SR 49/ Saint Charles Street carries trucks, recreational vehicle and automobiles as they head to the Sierra Foothills. We will collect speed data at two locations on SR 49; one east of Pool Station Road and one west of Mountain Ranch Road. Speed data will also be collected on Main Street north of SR 49.

We will also collect 24-hour traffic counts on Main Street just north of SR 49 and on SR 49 east of Pool Station Road and west of Mountain Ranch Road. The 2008 data will be compared to historic data and future volumes. The schedule for the counts will coincide with the project and is anticipated to be collected during the summer months. If the data collection does not occur during the summer, we will use historic summer and average daily traffic volumes to adjust volumes as appropriate. If available, existing traffic counts will be used to replace or augment this data collection.

RBF will conduct a daylong town recognition to become fully acquainted with the town's daily land use connections and functioning and circulation patterns. We will observe pedestrian and vehicular flow patterns during the peak hours at the Calaveras High School, the San Andreas Elementary School, the Mark Twain St. Joseph Hospital, the government buildings of the County, and DMV, the Post Office and businesses along the primary arterials in San Andreas. We will prepare a questionnaire that will ask residents at various locations in the town their origin, destination and model of travel.

*Deliverables:*

- ✓ Twelve (12) copies of Technical Memo #1

**TASK 1.3: CONDUCT OPPORTUNITIES AND CONSTRAINTS ANALYSIS**

RBF will prepare a summary of the pertinent current land use, mobility and livability conditions, opportunities and constraints, including a description, overview and detailed colorful maps of existing and planned land use and transportation facilities, including roadways, walkways and bikeways. The existing conditions analysis will establish a baseline for identifying implementation steps needed to





create or improve existing mobility within San Andreas. Land uses will be defined by type, mobility characteristics, and connections between land uses.

*Deliverables:*

- ✓ Twelve (12) copies of Technical Memo #1

#### **TASK 1.4: STEERING COMMITTEE MEETING #1**

The RBF Team will meet with the Steering Committee to meet members of the Committee, discuss the project generally and to discuss their expectations and visions for the Mobility Plan. This first meeting will also provide an opportunity to discuss the public outreach process and ways in which participation can be maximized.

*Deliverables:*

- ✓ List of key issues from the Steering Committee meeting

#### **TASK 1.5: PUBLIC OUTREACH PLAN AND MATERIALS**

Based on input from the kick-off meetings with staff and the Steering Committee, the RBF Team will prepare a list of potential outreach strategies that CCOG may wish to employ to achieve a heightened level of participation. These strategies may include: presentations to local organizations, placing inserts in Church bulletins, local restaurant advertising using placemats, local grocery store bag inserts, identified locations for posting flyers, email blasts, etc. A draft and final flyer design to promote the first Town Hall Meeting and Walks will be prepared for distribution by CCOG. A similar format and design of the pieces will also be used to create additional one-page flyers and oversized posters to promote future meetings and workshops.



*Deliverables:*

- ✓ Outreach plan and strategy
- ✓ Draft and final flyer design (PDF)

#### **TASK 1.6: STAFF COORDINATION, MEETINGS, AND PROJECT MANAGEMENT**

In addition to the staff meeting to kick-off the project, RBF will also schedule staff meetings in conjunction with Steering Committee and community participation

activities. In addition, RBF envisions effective day-to-day coordination and communication with staff to be paramount to the project's success through email, phone conversations, and conference calls.

## PHASE II: RURAL LIVABLE MOBILITY PLAN IMMERSION WEEK

RBF recommends a concentrated outreach process to maximize the input by the community. The Immersion Week will include 3 ½ days of outreach and activities, culminating in a draft list of recommendations and enhancement ideas that will be shared with the community. It is anticipated that the Immersion Week will include the following:

### TASK 2.1: STAKEHOLDER INTERVIEWS/MEETINGS

The RBF Team proposes to conduct up to 12, ½ hour interviews with key stakeholders in San Andreas (pre-selected by CCOG). These stakeholders may include the following: property owners, business owners, organizations, elected/appointed officials, public agency representatives, local leaders, residents, developers, etc. The RBF Team will assist CCOG in determining the most appropriate individuals/groups to interview. These confidential interviews will be used to identify specific issues, ideas, and concerns held by individuals who may be less comfortable sharing in a more public venue and will provide a forum to meet in a more focused fashion with key organizations and groups in San Andreas (e.g. Citizens for San Andreas)



#### *Deliverables:*

- ✓ Questionnaire form
- ✓ Summary of stakeholder input

### TASK 2.2: TOWN HALL MEETING - VISIONING

The goals of the first Town Hall meeting are multi-fold. In addition to introducing the Mobility Plan project to San Andreas community and providing existing conditions information and analysis, the workshop will engage the community in a Post-it Note exercise focused on identifying local opportunities and constraints related to sense of community, livability and mobility. A multi-media presentation, interactive exercises and small group breakouts will be used to obtain the information from the community members.

*Deliverables:*

- ✓ Town Hall presentation materials, handouts, and exhibits
- ✓ Summary of community input

**TASK 2.3: SAN ANDREAS WALKING WORKSHOPS**

Community members will be invited to participate in one of two (or both!) Walking Workshops. During the walking reconnaissance, the RBF Team will ask participants to point out and discuss unique features of the area, neighborhood interfaces, pedestrian patterns, parking, etc. Using digital camera technology, photographs will be taken of key items for use in concept development.

*Deliverables:*

- ✓ Walking workshop maps and comment form
- ✓ Summary of feedback

**TASK 2.4: STEERING COMMITTEE MEETING #2:**

RBF will present and review the existing conditions report and initial community input. It is intended that the Committee will provide input on the report and will provide initial direction on recommendations.

*Deliverables:*

- ✓ Twelve (12) copies of the existing conditions (Technical Memo #1)

**TASK 2.5: EDUCATIONAL PRESENTATION (OR SESSION)**

To add value to the Immersion week, RBF will prepare a brief PowerPoint presentation on livability (principles, etc.), mobility concepts (e.g. what is a roundabout? What is traffic calming?), and sustainability (how it relates to mobility, sustainable paving materials, etc.). The presentation could be integrated into the other events, provided as a handout, shown as a self-running presentation at the library, and/or provided as a noontime offering during the week.

*Deliverables:*

- ✓ Walking workshop maps and comment form
- ✓ Summary of feedback

**POSSIBLE IMMERSION WEEK SCHEDULE**

**Wednesday (Day 1)**

Afternoon – Stakeholder interviews/meetings  
Evening – Town Hall: Visioning

**Thursday (Day 2)**

Morning – Stakeholder interviews/meetings  
Noontime – Educational Session  
Afternoon – Walking Workshop 1  
Evening – Steering Committee Meeting

**Friday (Day 3)**

Day– RBF Team summarizes information

**Saturday (Day 4)**

Morning – Walking Workshop 2  
Morning/Afternoon – Town Hall Meeting /Open House: Prioritization

**TASK 2.6: PREPARE DRAFT RECOMMENDATIONS – POLICIES, PROGRAMS, AND PROJECTS**

Based on input provided during the three-day Immersion, RBF will identify policies and programs important to achieving the community mobility goals. Policy and programs will include a concise description, and, as appropriate, will include supporting maps and graphics. The following draft policy elements have been identified as a starting point.

1. Sustain a Livable Rural Community
2. Integrate Streetscape and Land Use
3. Characterize Infill Land Use
4. Pedestrian Environment
5. Bicycle Environment
6. Mobility Choices
7. Transportation
  - a. School Safety
  - b. Traffic Calming
  - c. Speeding
  - d. Parking
8. Implementation



RBF will also identify, in collaboration with the project stakeholders, *projects* that are important to achieving the community mobility goals. A concise description and an illustration or graphic/photo depicting each physical improvement will be provided (as appropriate).

*Deliverables:*

- ✓ PowerPoint Presentation summarizing the initial list of policies, programs, and projects

### **TASK 2.7: TOWN HALL MEETING/OPEN HOUSE - PRIORITIZATION**

This forum will provide the community with a first look at the draft project list and map of proposed improvements based on the findings of the previous three days of walking workshops, stakeholder interviews, and town hall meetings. The workshop could be organized as a traditional interactive workshop or as a drop-in open house. The event will not only provide a summary of the participation thus far, it will also provide the community with a sense of progress – a realization that a lot can happen when all energies are focused toward a common and collective goal. Participants will be asked to identify their priorities using colored dots and comment forms. A revised and refined list of recommendations will be prepared after the input from the community is received.

*Deliverables:*

- ✓ Town Hall presentation materials, handouts, and exhibits
- ✓ Summary of community input – revised and refined list of policies, programs, and projects



## PHASE III: DEVELOP DRAFT RURAL LIVABLE MOBILITY PLAN

### TASK 3.1: STEERING COMMITTEE MEETING #3

Within a month following Immersion, RBF will meet with the Steering Committee to present and review the revised and refined list of recommendations to enhance the livability and mobility of rural San Andreas. The goal of the meeting will be to receive formal direction by the Committee as to priorities, as well as suggestions and concerns regarding the draft recommendations.

#### *Deliverables:*

- ✓ Final project list for incorporation into the draft plan

### TASK 3.2: PREPARE DRAFT SAN ANDREAS RURAL LIVABILITY MOBILITY PLAN

RBF will compile the Draft San Andreas Rural Livability Mobility Plan and will include text, methodologies, analysis, findings, recommendations and graphics. Capital projects will also include an opinion of probable costs and potential funding sources.

#### ***Context Sensitive Solutions***

Context Sensitive Solutions (CSS) is a different way to approach the planning and design of transportation projects. It is a process of balancing the competing needs of many stakeholders starting in the earliest stages of project development. It is also flexibility in the application of design controls, guidelines and standards to design a facility that is safe for all users regardless of the mode of travel they use.

There are many definitions of CSS but they share the following set of principles:

- “Balance safety, mobility, community and environmental goals in all project.
- Involve the public and stakeholders early and continuously throughout the planning and project development process.
- Use an interdisciplinary team tailored to project needs;
- Address all modes of travel;
- Apply flexibility inherent in design standards; and
- Incorporate aesthetics as an integral part of good design.



These principles can be applied to the planning and design of the San Andreas Livable Mobility Plan, the result of which is aptly summarized in the following quote from A Guide to Achieving Flexibility in Highway Design (American Association of State Highway and Transportation Officials):

“... a highway or transportation project that reflects a community consensus regarding purpose and need, with the features of the project developed to produce an overall solution that balances safety, mobility and preservation of science, aesthetic, historic and environmental resources.”

### ***Design Guidelines***

The RBF team will review the existing plan design guidelines for compliance to the latest State and County standards, as well as best management practices for a successful transportation systems and the encouragement of bicycling and walking in various settings. These guidelines will expand on the basic goals, objectives, and



design standards contained in the front end of the Plan, and the typical and special project schematics, to provide a “tool kit” of planning and design techniques for use by staff and advocates to advance bicycle and pedestrian improvements in San Andreas. The guidelines are intended to fulfill the following goals:

- Create an understandable and user-friendly design review process
- Create concise direction to design review staff, applicants, designers, and the public
- Preserve community character
- Promote highly useful development and provide a creative design solutions

Roadway improvements will include context sensitive design aspects such and installing roundabouts in stead of all-way stop or signals, constructing bulbouts and providing streetscape features to reduce speeds, rather than typical signage and striping improvements. Refuge islands could be provided for pedestrians.

3D renderings will be prepared for the streetscape design guidelines. These could include bulb outs, landscaping, median treatment, curb treatment, pavement treatment, crosswalks, artwork.



### ***Bike & Pedestrian Plan***

The Calaveras County Bicycle Master Plan indicates existing bicycle facilities in San Andreas consists of a Class I pathway from the San Andreas High School to Court Street and the government agency area. Proposed improvements to the bicycle plan include a Class I pathway/multiuse trail from the Calaveras Elementary School to Government Center Road, a Class II bikeway on Highway 49 from Pool Station Road to Mountain Ranch, and Class III bicycle signage from Pool Station Road to San Andreas.



The County's Pedestrian Plan outlines several pedestrian improvement to the town of San Andreas. These include sidewalk, crosswalk, and lighting upgrades to Highway 49, Mountain Ranch Road, and Lewis Avenue. The existing Class I pathway would be extended to connect San Andreas Elementary with the County Government Buildings.

The historical features of San Andreas such as the Red Barn Museum, the Main Street Museum, Pioneer Cemetery and other "golden" opportunities could culminate into a sidewalk system that could be labeled as the "historical walk" of San Andreas and include art, special features and even have its own map and branding.

RBF will confirm the existing and planned bike routes and pedestrian routes incorporated in the County Bike Plan and Pedestrian Plan with the project stakeholders and make changes, if required. The routes will be incorporated on a map and into the Plan per the California Streets and Highways Code Section 891.2 requirements listed below, to prepare grant applications.

### ***Safety of Children and the Community***

The community has identified the safety of children going to and from the various schools in the San Andreas as a primary concern. All the schools in San Andreas are located on arterials, where traffic volumes and travel speed are high. Sidewalks, pathways and bike facilities are lacking and there is a need for more facilities where scholars and the community can cross the arterials safely and have the ability to travel to and from their origins and destinations on infrastructure facilities that serve their trip purpose effectively. Improvements could include raised crosswalks, lighted crosswalks, improved striping to enhance crosswalk locations and other tolls available for implementation that would include context sensitive





design principles.

Congestion at schools peak for about 20 minutes in the morning and afternoon school peaks. This congestion is of concern to the community. Typically the congestion relates to both on-site and off-site traffic management and capacity constraints. The congestion at the intersections adjacent or close to the schools are a concern and RBF will study the intersections and make necessary recommendations to alleviate congestion.

The Safe Routes to School (SR2S) is a federally funded program intended to enhance the safety of cycling and walking to school. The construction of program funded bicycle safety and traffic calming projects encourage students to walk and bicycle to school. Types of projects funded by SR2S include infrastructure, enforcement and educational projects that are located within the vicinity of a school.



RBF will develop, in collaboration with the project stakeholders, projects as part of the Plan that could be included in a Safe Routes to School Program for San Andreas.

### ***Parking***

On-street parking often plays a major role in livable community design. It slows traffic down, but combined with urban design guidelines (street scaping, bulbouts and landscaping) it becomes a feature than is context sensitive and improves the scenic experience. RBF will evaluate on-street parking along the SR 49 corridor/Main Street and recommend improvements for incorporating livable principles into the project.

### ***Transit***

RBF will evaluate the existing transit service in terms of the stakeholder input and make both policy and plan recommendation for improvements to the service. The goal on transit improvements would enhance the context sensitive design principles. The evaluation of the service would include the frequency of the services as well as routes and bus stop locations. The design guidelines will include bus stop design features.

### ***Preliminary Designs***

RBF will prepare preliminary/concept designs and prepare an opinion of probable costs for these concepts as part of our scope and fee within the hours indicated in our fee estimate. The concepts designs will be prepared on aerial photo backgrounds for ease of use in public presentations. These concepts designs will take into consideration sustainable (“green”) principles related to the facility.

### ***GIS Base Maps***

Using data available from the CCOG GIS base maps, the RBF team will prepare maps suitable for planning and analysis of new and improved land use and transportation facilities, concepts and plans. The maps will be colorful, be based on the existing GIS system of the CCOG and can thus later be incorporated in the CCOG GIS system. The County also has high quality aerial photographs (2-foot resolution), which will also enhance graphic displays. GIS mapping for the analysis will allow a greater level of attention to detail and generation of quantities for cost estimation purposes.



### ***Implementation Plan & Funding Opportunities***

The RBF team will identify the steps necessary to implement the proposed bike plan projects, including planning, studies, design, permitting, environmental, right-of-way acquisition, and construction. The implementation steps will be identified on a project-by-project basis as well as in an overall phase-by-phase summary. To the extent feasible, projects will be matched to potential funding sources or implementation methods. The primary source program for federal funding of transportation is SAFETEA-LU, the Safe, Accountable, Flexible, Efficient, Transportation Equity Act. The SAFETEA-LU program offers funding opportunities for various types of transportation elements such as bicycle facilities, recreational trails, safe routes to school, road improvements, and ADA access. These sources will be described in the section, including:

- Capital improvement programs projects
- Specific public and private improvements programmed into current and future development projects
- Regional, state and federal grants, such as:
  - Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)
  - Congestion Management and Air Quality Improvement Program (CMAQ)

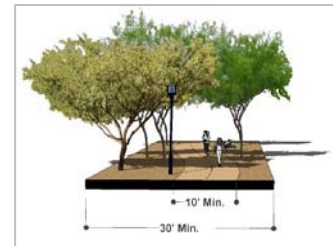


- Regional Surface Transportation Program (RSTP)
- Transportation Enhancement Activities (TEA)
- Transportation Development Act (TDA) funds
- Caltrans Bicycle Transportation Account
- Safe Routes to Schools

### ***Project Development and Ranking***

Based on the existing conditions analysis and subsequent recommendations and input from the project stakeholders, we will develop a project list. This list will include all projects and will then be ranked by type, cost, ease of implementation, ease of construction, functional value e.g. added benefits to linking land uses, safety etc. and general needs from the project stakeholders. We anticipate that many projects have already been identified, either through the existing community plan process, the recently completed Bike Plan and Pedestrian Plan. The ranking system will be developed in collaboration with the stakeholders and include a clear, easy to use system. Ranking criteria would include:

- Value to Context Sensitive Design e.g. character, design guidelines, sustainability
- Value to mobility e.g. enhancing safety, capacity improvement
- Ease of implementation e.g. permitting/approval
- Cost
- Public need
- Other criteria identified by the project stakeholders



RBF will perform a CEQA/NEPA review of the proposed projects at this stage of the project.

#### *Deliverables:*

- ✓ Three (3) hard copies of the Admin Draft and an electronic copy for CCOG review
- ✓ Twelve (12) hard copies (full-color graphics) of Draft Plan

### **TASK 3.3: STEERING COMMITTEE MEETING #4**

During this fourth meeting of the Steering Committee, RBF will review the complete draft plan and determine modifications and changes that should be made.

#### *Deliverables:*

- ✓ Twelve (12) copies of relevant review materials



### TASK 3.4: STAFF COORDINATION, MEETINGS, AND PROJECT MANAGEMENT

RBF will schedule staff meetings in conjunction with Steering Committee and community participation activities. In addition, RBF envisions effective day-to-day coordination and communication with staff to be paramount to the project’s success through email, phone conversations, and conference calls.

## PHASE IV: DEVELOP FINAL RURAL LIVABLE MOBILITY PLAN

### TASK 4.1: FINAL DRAFT RURAL LIVABLE MOBILITY PLAN

RBF will incorporate comments and compile the Final Draft San Andreas Rural Livability Mobility Plan and will include text, methodologies, analysis, findings, recommendations and graphics.

*Deliverables:*

- ✓ Three (3) hard copies of the Administrative Draft and one electronic version
- ✓ Twelve (12) hard copies of the Final Draft Rural Livable Mobility Plan and one electronic version

### TASK 4.2: STEERING COMMITTEE #5

RBF will present the final draft of the Mobility Plan to the Steering Committee for final comments and changes. This final meeting of the Steering Committee could also serve as a celebration of sorts, honoring the work of the Committee members.

*Deliverables:*

- ✓ Twelve (12) copies of relevant review materials and the final draft

### TASK 4.3: TOWN HALL MEETING

The RBF Team will conduct a final community workshop to allow community members to review the final elements of the Rural Livable Mobility Plan for San Andreas. This Town Hall Meeting could be organized in an “open house” fashion with “stations” set up to illustrate and highlight various recommendations and/or themes of the Plan, allowing people to participate at their own pace. Each station would have a series of exhibits, handouts, and/or simulations, along with a member of the Project Team, staff, or the Steering Committee for questions.



*Deliverables:*

- ✓ Town Hall presentation materials, handouts, and exhibits
- ✓ Summary of community input

#### **TASK 4.4: CCOG PRESENTATION**

The RBF Team will present the Final Plan to the CCOG for adoption. Members of the team will deliver the presentation and be available for questions. Final changes requested by the CCOG Board will be incorporated into the final document.

#### **TASK 4.5: FINAL RURAL LIVABLE MOBILITY PLAN**

RBF will incorporate comments from the CCOG and compile the Final San Andreas Rural Livability Mobility Plan and will include text, methodologies, analysis, findings, recommendations and graphics.

*Deliverables:*

- ✓ Three hard copies of the Final Plan and an electronic copy
- ✓ Twelve hard copies (full-color graphics) of Final Plan

#### **TASK 4.6: STAFF COORDINATION, MEETINGS, AND PROJECT MANAGEMENT**

RBF will schedule staff meetings in conjunction with Steering Committee and community participation activities. In addition, RBF envisions effective day-to-day coordination and communication with staff to be paramount to the project's success through email, phone conversations, and conference calls.

### **ASSUMPTIONS:**

- It is anticipated that, where possible, community workshops, steering committee meetings and other meetings will occur on the same days or consecutive days to make the most efficient use of the project budget.
- It is assumed that CCOG will reproduce and distribute flyers or other outreach materials prepared for the community workshops.