

## 6A. Scope of Work

### Supporting Multimodal Travel by Completing Two Streets In the City of Albany

#### **Task 1: Project Planning and Coordination**

City Department staff, Caltrans, Alameda County Department of Public Health, local businesses and property owners, community service organizations — particularly those serving the elderly, youth and people with disabilities — religious institutions, and the Albany Unified School District will work to identify issues and stakeholders and gather physical planning information related to the study area.

**Task 1.1:** City staff will conduct a kickoff meeting with Caltrans District staff to discuss invoicing, progress reports, grant procedures and establish overall project expectations. (Month 1)

**Task 1.2:** City staff will prepare subcontracts with the Local Government Commission (LGC), a non-profit organization that has worked on over 30 Caltrans EJ and CBTP grants in the last ten years and is a sub-recipient on this project. LGC will assemble and oversee the charrette consultant team and will prepare subcontracts with consultant.

**Task 1.3:** LGC will assemble a contact list of public officials and agency staff, service organizations, businesses, neighborhood leaders and residents, property owners and other interest groups that reflect the demographics and perspectives of the community. (Months 2-4)

**Task 1.4:** The project partners will work with key representatives from the list to determine the charrette schedule and accessible locations for the events. (Months 2-4)

**Task 1.5:** LGC and consultant will work with the City and other sources to collect and organize available information for the study area, including traffic volumes, crash data, regional transportation plans, state route planning and construction plans, aerial and base maps, General Plan and other policy documents, development standards and regulations, and other relevant studies. (Months 5-7)

**Task 1.6:** LGC will conduct a one-day pre-charrette visit to coincide with the first advisory group meeting (see Task 2.1) to meet with the project partners and selected stakeholders, and tour and photograph the area to assess existing conditions. (Month 5)

**Task 1.7:** LGC and consultant will coordinate with City staff to prepare base maps for consultant team design and analysis work and for use at charrette design tables.

**Task 1.8:** LGC will work with City Staff and subconsultants throughout the project to coordinate all aspects of work. (Month 2-22)

<b>Deliverables</b>	<b>Documentation</b>
Signed contracts with LGC (sub-recipient) and Alta Planning + Design Inc. (sub-	Copy of signed contracts

contractor) and other subcontractors	
Identified community stakeholders	Lists of contacts
Draft and final charrette schedule	Final agenda
Collected information	List of planning data
Meeting and field visit	Agenda, participant list, digital photos
Produced aerial and plan view base maps	Large (3'x4') base maps

**Task 2: Outreach and Publicity**

LGC will work closely with the City to conduct publicity and outreach throughout the course of the project.

**Task 2.1:** An advisory group of 8 to 15 representatives from agencies and the community will be convened 2-3 months before the charrette to schedule the charrette, discuss hot button issues, identify additional players and potential resources to pursue for neighborhood improvements, to determine strategies to engage all segments of the community, and to maximize charrette participation.

**Task 2.2:** LGC will produce flyers publicizing the charrette for community-wide distribution. Flyers will also be produced in Spanish to reach predominantly Spanish-speaking households.

**Task 2.3:** The City, local businesses, religious and service organizations will be asked to distribute flyers and information about the charrette through their communication networks. Oceanview Elementary School will be asked to send flyers home with its students. LGC will distribute flyers to neighborhood residents through community churches and other identified channels.

**Task 2.4:** Announcements and press releases will be distributed to local media. The project partners will work on setting up changeable roadside message boards or banners announcing events. Information will be posted on project own webpage with a link from the City web site.

**Task 2.5:** A second advisory group meeting will be held approximately one month before the charrette to assist with outreach. At that meeting the project partners will identify 5 to 6 stakeholder groups (e.g., government agencies, community service providers, multifamily residents, emergency responders, school students, etc.) along the two corridors to be invited to participate in focus meetings as part of the charrette.

<b>Deliverables</b>	<b>Documentation</b>
Minimum of two advisory group meetings	Agendas, participant lists and meeting notes
Outreach materials (media announcements, flyers, invitations, posters, etc.) and activities	Copies of materials and modes of outreach and distribution summary

**Task 3: Charrette Events**

The charrette is the centerpiece of this community-based planning project and will take place over a six-day period. The purpose of the event will be to establish guiding principles and

proposed design solutions for two street corridors and pedestrian, bicycle and vehicular access and mobility. The Local Government Commission will coordinate all charrette activities with assistance from facilitator and urban design and planning experts from consultant and a traffic engineer with expertise in designing for all transportation modes. The draft schedule of activities includes:

- DAY 1: Tour the corridors with staff. Hold 2-3 stakeholder group meetings (60-120 minutes each).
- DAY 2: Continue stakeholder group meetings. Opening community workshop with visioning presentation and prioritization activities.
- DAY 3: Conduct design workshop. Conduct walkability audit along both corridors. Follow with technical training presentation, and community design tables (stakeholders and residents work together to draw their ideas on table maps). Tables will be set up so residents can work on one or both of the corridors.
- DAYS 4-6: Consultant team members will spend three days on site in intense production developing recommendations and illustrative graphics.
- DAY 6: Work progress briefing provided to City and Caltrans staff.
- DAY 6: Closing presentation of preliminary recommendations to the community for feedback, comments and guidance.

<b>Deliverables</b>	<b>Documentation</b>
Attendance record	List of charrette participants, digital photos
Charrette activity responses	Summary of process and results
PowerPoint™ presentations	Copies of presentations

**Task 4: Draft and Final Report**

**Task 4.1:** Two weeks after the charrette, the consultant team will prepare an outline of the report and a list of any additional questions, concerns or critical or controversial issues that might have emerged during or after the charrette. These documents will be circulated to selected stakeholders including City and Caltrans staff, and the advisory group for comment.

**Task 4.2:** Two weeks after circulating the outline and list of pending issues, the LGC project team will meet for 2 to 3 hours with key stakeholders including City and Caltrans staff, and the advisory group, to discuss the outline, resolve any issues that might still be pending and review proposed concepts developed during and after the charrette.

**Task 4.3:** Within two to three months after the charrette, the LGC project team will prepare and circulate an administrative draft report for review by the City and Caltrans staff and members of the advisory group. The report will include recommendations to make Buchanan Street and San Pablo Avenue more complete; that is roadways that better accommodate all users including pedestrians, bicyclists, transit and motor vehicles. The report will include conceptual designs, recommendations and development standards for improved road safety and operations, pedestrian, bicycle and transit facilities, enhanced streetscapes, and community entry features and focal points. The report will also contain a record of the charrette process, proposed timing and prioritization for implementation of the recommendations, and potential funding sources.

Staff will discuss this findings with the Traffic and Safety Commission for comments and public input.

**Task 4.4:** The LGC will circulate the draft report to City staff, Caltrans staff and the advisory committee for feedback. City staff will collect and review all comments and provide a comprehensive set of consistent comments to the LGC project team.

**Task 4.5:** The LGC and consultant team will make one round of revisions and finalize the report. Final report will be presented to the Traffic and Safety Commission for recommendation to City Council.

**Task 4.6:** LGC and members of the consultant team will present the report at a City Council meeting to consider for adoption by reference or amendment to other policy documents, land use or transportation regulations, and for incorporation into work programs.

<b>Deliverables</b>	<b>Documentation</b>
Prepare Report Outline	Copy of outline
Finalize Report Outline	Copy of final outline report
Prepare and Circulate Administrative Draft	Copy of admin draft report
Circulate Draft Report	Copy of draft report
Revise and Final Draft Report	Copy of final draft report
Present Plan to City Council	Copy of presentation to City Council
Print and Circulate Final Report	Produce Final Report (4-hardcopies & 4-CDs)

**Task 5: Administration**

Grant administration will be handled by the City of Albany, including contracting, submission of progress reports, accounting, invoicing and provision of documentation as required by Caltrans.

**Task 5.1:** The City will prepare quarterly reports for submittal to Caltrans.

**Task 5.2:** The City will be responsible for keeping all the necessary accounting records for the project and will submit invoices to Caltrans on a quarterly basis.

<b>Deliverables</b>	<b>Documentation</b>
Progress reporting	Documentation as required by Caltrans
Invoicing and accounting	Documentation as required by Caltrans