

Attachment B: Albany Complete Streets Project Schedule

Project Schedule																																
Project Title:	City of Albany																															
	FY 2011/12				FY 2012/13				FY 2013/14																							
Tasks	Responsible Party	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	Deliverable
Task 1. Project Planning & Coordination																																
Task 1.1 Kickoff meeting with Caltrans and Procure Subconsultant	Albany/LGC	■	■	■	■	■																									Agenda, list of participants, procure sub consultant	
Task 1.2 Assemble charrette team	LGC/Albany						■																								Subcontracts, List of charrette team members	
Task 1.3 Identify stakeholders	LGC/Albany						■																								Lists of stakeholders	
Task 1.4 Develop charrette schedule	LGC						■																								Final charrette agenda	
Task 1.5 Collect local information	LGC/Consultant/Albany						■																								List of planning data	
Task 1.6 Pre-charrette visit	LGC/Consultant/Albany						■																								Agenda, participant list, digital photos	
Task 1.7 Analyze/prepare base maps	LGC/Consultant						■																								3' x 4' base maps, digital maps	
Task 1.8 Ongoing coordination	LGC						■																								Notes from calls, meetings	
Subtotal																																
Task 2. Outreach & Publicity																																
Task 2.1 Advisory group meeting #1	LGC/Albany/Consultant																														Agenda/participant list/notes	
Task 2.2 Produce flyers	LGC																														Copies of flyers	
Task 2.3 Distribute flyers	LGC/Albany																														Distribution list	
Task 2.4 Outreach to media, web site	LGC/Albany																														Press advisories, media outreach	
Task 2.5 Advisory group meeting #2	LGC/Albany																														Agenda/participant list/notes	
Task 3. Charrette Events																																
Task 3.1 Focus group meetings; opening night event; design workshop w/walk audit; progress briefing for City/Caltrans; closing presentation w/preliminary recommendations	LGC/Albany/Consultant																														List of participants; summary of process and results; photos of workshops, walkability audit; copies of presentations	
Task 4. Draft and Final Report																																
Task 4.1 Prepare Report Outline	LGC/Consultant																														Report outline, Draft design, list of pending issues	
Task 4.2 Meet with Staff/Stakeholders	LGC/Albany/Consultant																														Refine Design, Meeting notes	
Task 4.3 Prepare Draft Report	LGC/Consultant																														Draft report, Draft Designs	
Task 4.4 Circulate Draft Report and Present to Traffic and Safety Commission	LGC/Albany/Consultant																														Comments received	
Task 4.5 Revise Report	LGC/Consultant																														Draft Final report and Final 35% Design	
Task 4.6 Present to City Council	LGC/Consultant																														Presentation to City Council	
Task 4.7 Address City Council Comments and Print Final Report	LGC/Consultant																														Final report and 35% Concept Plans	
Task 5. Administration																																
Task 5.1 Project reporting	Albany																														Quarterly progress reports	
Task 5.2 Project invoicing/accounting	Albany																														Documentation required by Caltrans	