Attachment B: Albany Complete Streets Project Schedule

Project Schedule																								
Project Title:	Grantee:													:	Ci	ity	of	Α	lba	ıny	,			
		FY	201	11/1	2			F	Y 2	2012/13					FY 2013/14									
Tasks	Responsible Party	J	FM	ΑN	ΛJ	J A	A S	o	N	D J	F	М	ΑN	/I J	J	A	sc	N	D	JF	М	ΑI	ИJ	Deliverable
Task 1. Project Planning & Coordination																								
Task 1.1 Kickoff meeting with Caltrans		1																						
and Procure Subconsultant	Albany/LGC	Ш					1	Ш	1		Ш		1		Ш	4			Ц					Agenda, list of participants, procure sub consultar
Task 1.2 Assemble charrette team	LGC/Albany	Ш																						Subcontracts, List of charrette team members
Task 1.3 Identify stakeholders	LGC/Albany																							Lists of stakeholders
Task 1.4 Develop charrette schedule	LGC	Ш																						Final charrette agenda
Task 1.5 Collect local information	LGC/Consultant/Albany	i I																						List of planning data
Task 1.6 Pre-charrette visit	LGC/Consultant/Albany	П			11						П		T			T		T	П					Agenda, participant list, digital photos
Task 1.7 Analyze/prepare base maps	LGC/Consultant	Ш																						3' x 4' base maps, digital maps
Task 1.8 Ongoing coordination	LGC	Ш																						Notes from calls, meetings
Subtotal																								
Task 2. Outreach & Publicity																								
Task 2.1 Advisory group meeting #1	LGC/Albany/Consultant	П		П	П				T		П	T	Ī			T			Ħ			T		Agenda/participant list/notes
Task 2.2 Produce flyers	LGC	H	+	H	Ħ	H	٢	Ħ	\dagger	+	Ħ	1	†	t	H	T	t	Ħ	Ħ	+	H	1	+	Copies of flyers
Fask 2.3 Distribute flyers	LGC/Albany	H		Ħ	Ħ				+	t	H	7	t	t	H	T	T	Ħ	H	t	Н	7	t	Distribution list
Task 2.4 Outreach to media, web site	LGC/Albany	H	+	H	Ħ	H		Н	+	-	H	+	$^{+}$	t	H	+	t	H	H	+	H	+	+	Press advisories, media outreach
Task 2.5 Advisory group meeting #2	LGC/Albany	H	t	H	H	H	۲	Н	$^{+}$	+	H	+	+	╁	H	$^{+}$	+	H	H	+	Н	+	+	Agenda/participant list/notes
	LGC/Albany	\vdash	-	H	Ħ	H	+	Ħ	$^{+}$	+	H	+	$^{+}$	t	H	$^{+}$	t	H	H	+	Н	+	+	Agenda/participant listrictes
Task 3. Charrette Events		-	_	Щ	_		_		_	+	ш	_	_	_	Н	_	_		ш	+	Ш	_	+	
Task 3.1 Focus group meetings; opening		т	Т	П	T	П	Т	П	Ŧ	Т	7 1	Ŧ	Т	Т	П	Ŧ	T	П	П	Т	П	Ŧ	Т	
night event; design workshop w/walk audit;																								
progress briefing for City/Caltrans; closing																								List of participants; summary of process and
presentation w/preliminary																								results; photos of workshops, walkability audit;
recommendations	LGC/Albany/Consultant																							copies of presentations
	,			Ħ	Ħ		T		T		П	T	Ť	T	Ħ	T	T	Ħ	Ħ		П	T		· · ·
Task 4. Draft and Final Report																								
Task 4.1 Prepare Report Outline	LGC/Consultant	П	T	П	П	П	Т	П	7	Т	П	T	Т	Т	П	T	Т	П	П	Т	П	T	Т	Report outline, Draft design, list of pending issues
Task 4.2 Meet with Staff/Stakeholders	LGC/Albany/Consultant	\vdash	-	H	Ħ	H	+	H	+		H	+	$^{+}$	t	H	$^{+}$	+	H	H	+	Н	+	+	Refine Design, Meeting notes
Task 4.3 Prepare Draft Report	LGC/Albany/Consultant	H	t	H	H	H	╁	H	$^{+}$	H	Н	1	t	╁	H	$^{+}$	+	H	H	+	Н	+	+	Draft report, Draft Designs
Task 4.4 Circulate Draft Report and	LOO/GONBUILIN	H	+	H	H	H	t	H	\dagger	t	П	7	1	t	H	$^{+}$	t	Ħ	H	t	H	+	t	Drait Topoli, Drait Doolgilo
Present to Traffic and Safety Commission	LGC/Albany/Consultant						1								ı	1								Comments received
Task 4.5 Revise Report	LGC/Consultant	H	t	H	Ħ	H	t	H	Ť	t	H	1	T	٠	H	†	t	H	H	t	H	1	t	Draft Final report and Final 35% Design
Task 4.6 Present to City Council	LGC/Consultant			Ħ	Ħ	Ħ	T	Ħ	T		Ħ	1	Ť	T	П		t	Ħ	Ħ		П	1		Presentation to City Council
Task 4.7 Address City Council	EGO/GONSUITANT	H	+	H	Ħ	Ħ	t	Ħ	\dagger	+	Ħ	1	†	t	H	7	t		H	+	H	1	+	r recentation to only countries
Comments and Print Final Report	LGC/Consultant	Ш																						Final report and 35% Concept Plans
		Ш																						
Task 5. Administration																								
Task 5.1 Project reporting	Albany	Π						П	I						П	1	Ī					Ī		Quarterly progress reports
Task 5.2 Project invoicing/accounting	Aibany	H	+	H	f	H	f	h	Ť		H		t	f	H		۱	Н		t		+	+	additionly progress reports
	Albany	\sqcup		Ц																		_		Documentation required by Caltrans
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		-		343				***			***				***				343		***		***	