

Community-Based SR29 Gateway Corridor Improvement Plan Scope of Work

Task 1 : Project Startup

Task 1.1: Meet with Caltrans to review the approved application and discuss expectations.

Task 1.2: Prepare RFP and select consultant

Task 1.3: Conduct a kick-off meeting with the consultant, NCTPA, and other stakeholders in order to refine final details of the project.

Deliverable	Documentation
Signed contract between consultant and NCTPA	Copy of signed contract
Conduct kick-off meeting	Meeting notes

Task 2: Ongoing Community and Stakeholder Outreach and Project Oversight

Task 2.1: Outreach to community based organizations. Individual outreach will be extended to the full spectrum (100+) of community groups, including meetings with leadership and presentations to membership and board meetings.

Task 2.2: Public information/outreach/education program via CBOs and local media. To maximize public participation, educational materials will be prepared, and distributed including multilingual versions, that outline the scope of the project, the issues involved and the choices to be considered by the project. A local media and social media campaign to raise local awareness and a project website will be developed with links cultivated throughout the community.

Task 2.3: Identify Corridor stakeholders and establish Community Advisory Committee (CAC).

There are numerous interest groups and individuals who will wish to have input on the Corridor Study including environmental advocacy groups, merchant and business associations, homeowner groups, and social justice advocacy and environmental justice organizations. The Consultant with assistance from the Corridor Staff Working Group (see below) will develop a unified contact list from the involved jurisdictions in order to initiate a public outreach program. A Community Advisory Committee will be established to meet approximately 4 times during the course of the project. The Committee will review project

progress and submit comments to the Staff Working Group and the Corridor Steering Committee.

Task 2.4: Public Meetings

Task 2.4.1: Promote/Advertise/Conduct 2-3 initial kick off public design charrettes at different locations/times through a multi media campaign (including use of newspaper and radio), through the Community Advisory Committee and other stakeholders to gain public involvement and refine initial plan concepts.

Task 2.4.2: Promote/Advertise/Conduct 2-3 additional public design charrettes to review draft Gateway Corridor Improvement Plan at different locations/times through a multi media campaign (including use of newspaper and radio), through the Community Advisory Committee and other stakeholders to continue public involvement and critique plan concepts.

Task 2.5 : Create "Gateway Corridor Improvement Plan Steering Committee" (CSC) and Staff Working Group (SWG).

The overall policy direction of the Corridor Study will be guided by elected officials from the involved agencies: the County of Napa, the City of Napa, the City of American Canyon and the Napa County Transportation and Planning Agency. Representatives from the County of Solano, the City of Vallejo and the Solano Transportation Authority will also be invited to attend SCS meetings. It is expected that this Steering Committee will meet to formally kick off the Corridor Study and have 2 or 3 additional meetings after that to review milestone documents. The CSC will consider input from the SWG and CAC.

Prior to publication of milestone documents, draft documents and supporting data will be reviewed by a Corridor Study Staff Working Group (SWG), made up of senior staff from the involved agencies, as well as the Metropolitan Transportation Commission and the California Department of Transportation and CAC representatives. This group is expected to meet approximately 4 times at key points in the process: to review and accept the Vision, to review the existing corridor studies results; potential improvement programs, review CAC comments and the draft Corridor Implementation Plan. Day-to-day work on project documents and meetings will be carried out by a consultant, with direct staff support from the NCTPA. It is expected that the consultant team will consist of a transportation engineering firm that has an emphasis on multi modal planning assisted by urban design and/or landscape design professionals with significant assistance from planning staff experienced in complex community involvement processes and a familiarity with the study area community.

Deliverable	Documentation
Outreach to CBO's	Contact lists and meeting logs
Public Information/Social Media/Website	Press clips, Website (with screenshots), Blog posts, Facebook page, etc.
Community Advisory Committee meetings	Roster, Agendas and Minutes
Public Meetings/charrettes	Attendance lists, agendas, meeting notes, advertisements, press clippings
Corridor Steering Committee	Roster, Agendas and Minutes
Staff Working Group	Roster, Agendas and Minutes

Task 3: Develop Plan Components

The SR 29 Gateway Corridor Improvement Study, to be managed by Napa County Transportation and Planning Agency, will consist of the following subtasks:

Task 3.1: Develop a vision for the Gateway Corridor

Working with the CAC and based on community input, the Corridor Staff Working Group will develop a draft vision for the corridor. The vision will establish broad thematic guidelines and policies with supportive graphics, with emphasis on context sensitive designs for each of four corridor segments, which may be adjusted as part of the initial project design work:

1. **City of Napa** – North Napa transit center at SR29 and Redwood Road to the intersection of SR29 and SR221. This segment will also look at links within the City of Napa to the downtown multimodal transit center.
2. **City of Napa and unincorporated Napa County** – SR 29 from SR221 to S. Kelley Road. This segment includes a mix of business park/industrial park/warehousing, agricultural areas and undeveloped land.
3. **City of American Canyon** - S. Kelly Road to Mini Drive. This segment consists of commercial centers and includes multiple signalized intersections and driveway access to individual businesses and commercial centers. The roadway is divided by a landscaped median. This segment will be the most intensive and focused portion of the project, accounting for two thirds of the project resources.
4. **City of Vallejo** – This segment will integrate work from the Sonoma Boulevard Plan, currently under development by the City of Vallejo, and examine linkages to the BayLink Ferry terminal.

The vision will act as an anchor for future policy and implementation plan development; specific to the corridor segment perspectives and will be presented to the Steering Committee for acceptance.

Task 3.2: Summarize Corridor Existing Studies and Plans

The consultant with assistance from the Corridor Staff Working Group will identify all existing circulation, transit, bicycle and pedestrian studies and plans that apply to the Corridor as well as jurisdictional General Plan policies. The consultant will then create a summary, documenting what is known about the corridor and relevant, adopted plans. The consultant will also develop a matrix showing all of the adopted policies that apply to the Corridor. Special emphasis will be given to identification of context sensitive design policies that address the needs of individual Corridor segments. The matrix will also identify policies that conflict with one another.

Task 3.3: Project Future Traffic using community circulation plans and how this will integrate with future development plans.

The Napa-Solano Travel Demand Model will be used by the consultant to develop detailed traffic projections for the Corridor and important connecting streets. In using the model, assumptions shall be reviewed and accepted by the Corridor Staff Working Group. The consultant will compare volumes within the model to volumes identified in the City of American Canyon circulation study and other recent studies, and propose adjustments where appropriate for review and acceptance by the Group. If there are conflicts, the report will describe them. The resulting report will summarize existing conditions and projected future year (2035) conditions for week-day peak hour commute traffic and weekend visitor peak traffic. Where weekend peak volumes are not available, a methodology will be developed to factor from week-day data.

Task 3.4: Identify potential programs and projects to improve the corridor, focusing on strategies to:

1. Provide more transportation choices
2. Enhance economic competitiveness
3. Value communities and neighborhoods
4. Coordinate policies and leverage investment
5. Integrate development with regional strategies to reduce Greenhouse Gas (GHG) emissions, including the Sustainable Communities Strategy (SCS)
6. Leverage the Priority Development Area (PDA) status of segment 3 of the study area

7. Promote "Complete Street" development, especially in segments 1 and 3 of the study area
8. Improve corridor safety for all travel modes

The consultant and Corridor Staff Working Group will develop, and the CAC will review, a catalog of physical improvements and programs that can advance the goal of realizing the corridor Vision. This will include a range of non-construction measures including Transportation Demand Management (TDM) and Intelligent Transportation System programs (ITS). The catalog of projects will consider existing projects or programs that have not been fully implemented as well as new projects and policies. The consultant will develop a matrix to project the ability of each existing or new project or policy to advance the Vision and to improve the corridor by advancing one or more of the 8 strategies listed above.

The consultant will create an estimate of the cost of each project or program, including costs to build facilities or acquire program materials, annual operation and maintenance costs, and funding options.

Task 3.5: Develop a Corridor improvement Implementation Plan, covering the following topics:

- a. Recommended programs and projects
- b. Funding options and strategy
- c. Governance options for multi-jurisdictional programs or projects

The consultant and Corridor Staff Working Group will prepare, and the Committed Stakeholders will review, a draft implementation plan for corridor improvement projects and programs to address the study's varied objectives. The implementation plan will recommend steps for immediate, short-term (1 to 3 years) and long-term (4 years and beyond) implementation. The implementation plan will identify a funding strategy of existing and potential new funds available to initiate and operate the recommended programs and projects, and will recommend a governance option for the multi-jurisdictional projects or programs.

Deliverable	Documentation
Develop "Vision" for Corridor	Copy of draft Vision Plan
Develop Summary of Existing Studies and Plans	Copy of draft Summary and Conflict policy Matrix
Project Future Traffic (with associated land use development assumptions)	Copy of Traffic Projections and land use development assumptions
Identify Potential Program and Projects	Copy of Cost Estimate and Funding options for each project or program
Develop context sensitive roadway design standards for each Corridor segment	Roadway cross section for each Corridor segment
Designate responsibility for Caltrans and Local Jurisdictions	Copy of matrix that identifies maintenance components that will be implemented by Caltrans and Local Jurisdictions
Develop a Corridor improvement implementation Plan	Copy of Draft Corridor improvement implementation Plan

Task 4: Final Plan Preparation & Hearings

Task 4.1: Prepare final plans based on CSC, CAC, SWG and community input.

Task 4.2: Present final plans at a public hearing before the American Canyon Park and Recreation Commission, Open Space Advisory Committee, Planning Commission and City Council, The Napa City Council, The Napa County Board of Supervisors and the NCTPA Board of Directors for acceptance.

Deliverable	Documentation
Preparation of final plan(s) for hearing	Copy of final plan(s)
Presentation of plans to, American Canyon, Napa County, City of Napa and NCTPA	Meeting agendas, staff reports, minutes

Task 5: Administration

Task 5.1: Monitor ongoing progress of project and prepare and provide quarterly reports to Caltrans District 4 project manager as required. Oversee ongoing contract management.

Task 5.2: Act as fiscal manager for project, including providing invoicing and ensuring proper documentation of expenditures and timely use of funds.

Deliverable	Documentation
Monitoring of project and contract management	Quarterly reports to District project manager
Fiscal management	Copies of Invoices

Project Title		Community Based SR29/221 Gateway Corridor Plan												Napa County Transportation and Planning Agency																	
		Fiscal Year 2011-2012						Fiscal Year 2012-2013						FY 2013-2014																	
Task #	Tasks	Responsible Party	Total Cost	Grant	Local	In-kind	J	A	S	O	N	D	J	A	S	O	N	D	J	A	S	O	N	D	J	A	S	O	N	D	Deliverables
1.1	Project Startup	NCTPA	\$2,538	\$500	\$38	\$2,000																									Signed contract with Calltrans
1.2	Meet with Calltrans	NCTPA	\$3,538	\$500	\$38	\$3,000																									RFP
1.3	Prepare RFP	NCTPA	\$4,538	\$500	\$38	\$4,000																									Signed Consultant contract; meeting notes
2.1	Consultant, Stakeholder Kick-off	NCTPA/Consultant	\$25,763	\$23,000	\$1,763	\$1,000																									Contact lists and logs
2.2	Community and Stakeholder Outreach	NCTPA/Consultant	\$25,763	\$23,000	\$1,763	\$1,000																									Press clips, website, blog posts, etc.
2.3	Basic One-to-one outreach	NCTPA/Consultant	\$14,997	\$13,000	\$997	\$1,000																									CAC roster, Agendas, Minutes
2.4	Identify Stakeholders, establish CAC, CAC meetings	NCTPA/Consultant	\$17,150	\$15,000	\$1,150	\$1,000																									Attendance lists, agendas, notes, press
2.4.1	Public Meetings	NCTPA/Consultant	\$5,383	\$5,000	\$383																										Roster, Agendas, meeting notes
2.4.2	Public charrette	NCTPA/Consultant	\$17,150	\$15,000	\$1,150	\$1,000																									Roster, Agendas, meeting notes
2.5	multi lingual material development	NCTPA/Consultant	\$5,383	\$5,000	\$383																										
2.5	Additional public review	NCTPA/Consultant	\$5,383	\$5,000	\$383																										
2.5	multi lingual material development	NCTPA/Consultant	\$6,383	\$5,000	\$383	\$1,000																									
2.5	Corridor Steering Committee and Staff Working Group	NCTPA/Consultant	\$6,383	\$5,000	\$383	\$1,000																									
3.1	Develop Vision for Corridor	NCTPA/Consultant	\$31,147	\$28,000	\$2,147	\$1,000																									Draft and Final Vision Plan
3.2	Summarize Existing Plans and Studies	NCTPA/Consultant	\$15,073	\$14,000	\$1,073	\$0																									Policy Summary and conflict Matrix
3.3	Project Future Traffic and Travel Demand	NCTPA/Consultant	\$30,147	\$28,000	\$2,147	\$0																									Traffic Projections
3.4	Identify Potential Programs and Projects	NCTPA/Consultant	\$48,450	\$45,000	\$3,450	\$1,000																									List of Potential projects with costs and funding options
3.5	Develop corridor Improvement Plan	NCTPA/Consultant	\$52,142	\$47,500	\$3,642	\$1,000																									Draft Corridor Improvement Implementation Plan
4.1	Final Plan and Hearings	NCTPA/Consultant	\$16,303	\$17,000	\$1,303	\$0																									Final Corridor Plan
4.2	Prepare Final Plans	NCTPA/Consultant	\$15,073	\$14,000	\$1,073	\$0																									Meeting Minutes
5.1	Administration	NCTPA	\$6,538	\$500	\$38	\$6,000																									Quarterly Reports
5.2	Project management/monitoring/Quarterly Reporting	NCTPA	\$4,538	\$500	\$38	\$4,000																									Copies of invoices
TOTALS			\$353,000	\$300,000	\$23,000	\$30,000																									