

CITY OF MERCED
Planning & Permitting Division

STAFF REPORT: #16-21

AGENDA ITEM: 4.2

FROM: Kim Espinosa,
Planning Manager

PLANNING COMMISSION
MEETING DATE: November 9, 2016

PREPARED BY: Bill King,
Principal Planner

SUBJECT: **Planning Commission Workshop on City of Merced Active Transportation/Safe-Routes-to-School Plan (ATP/SRTS)**

ACTION: Comments and Questions.

OVERVIEW

The purpose of the *ATP/SRTS Plan* is to increase active transportation modes of travel (pedestrians and cyclists) throughout the City and its future growth area, but particularly in Central Merced and near schools. This will be accomplished through the establishment of a list of high value pedestrian and bikeway projects that will be identified, selected and prioritized through extensive community engagement and technical review. The project will be managed by City Planning Staff, with assistance from a consultant on specific tasks. The work is funded through a competitive grant award from Caltrans.

Consultant Selection

A portion of the grant funds will be used to hire a professional consultant to partner with City Staff to prepare the plan. The City Planning Department prepared and distributed a Request for Proposal (RFP) to five professional consulting firms; two consulting firms submitted proposals. On October 13, 2016, both firms were interviewed by a multi-agency panel who unanimously recommended that Alta Planning and Design be hired. At the November 21, 2016, City Council meeting, City Staff will recommend that the City Council authorize the City Manager to execute a professional service agreement with Alta Planning and Design.

Timeline and Scope of Work

The official grant start date was July 1, 2016. The City aims to complete the project by June 30, 2018, one year earlier than that allowed by the grantor. With the advent of Caltrans' new approach to funding bike and pedestrian projects, and corresponding end of the Bike Transportation Account (BTA), the City's 2013 Bicycle Transportation Plan needs to be updated to create a comprehensive ATP/SRTS Plan to become the foundation for future grant

applications. The City of Merced aims to do this, emphasizing three key objectives: 1) significant agency staff engagement and public input; 2) vetting of projects and programs plus matching these to probable funding sources; and, 3) a data-driven plan. The project narrative and scope of work are enclosed (Attachment A).

Citizen Focus Group

The City seeks a high level of public participation. A Citizen Focus Group will be formed whose members will be interested and affected citizens that live in the City of Merced or the Sphere of Influence (SOI), including, but not limited to: students, employees, people of all ages and incomes, disabled individuals, community groups and clubs, health advocates, and representatives from: local schools, colleges and universities, chambers of commerce, neighborhood associations, and major employers. A member of both the Bicycle Advisory Commission and Youth Council will be a member of the Ad-Hoc ATP/SRTS Focus Group. If Commissioners know someone who may be interested in this project, please share the Focus Group application, which is due November 18, 2016 (Attachment B).

Attachments:

- A. ATP/SRTS Scope of Work
- B. ATP/SRTS Focus Group Application

DETAILED PROJECT SCOPE-OF-WORK



A task marked with this symbol denotes that the consultant is either fully or primarily responsible for such task.

PROJECT TIMELINE: In addition to the scope-of-work, the consultant will prepare a project timeline. Using the City’s initial timeline (Attachment B) as a starting point, the consultant is anticipated to modify the sequence and duration of the project sub-tasks, as well as denote when important events are to occur, including: submittal of Technical Reports to the City, TAC meetings, CAC meetings, and public workshops. An essential part of selecting the consultant will be the City’s assessment their strategy to create the *ATP/SRTS Plan*. The project timeline is a key document that demonstrates this capacity (emphasis added). Consultants are also encouraged to include a narrative that describes how the steps and the relationship of one task to another will lead to the implementation of a well thought out approach.

Task A: Project Startup Activities

Assemble City Staff and Consultant

- Sub-Task A1: City Finalizes Contract with Caltrans**
- Sub-Task A2: City Selects Consultant**
- Sub-Task A3: City forms of the Technical Advisory Committee (TAC)**
- Sub-Task A4: Project Kick-off Meeting/Field Orientation with Consultant**

City Staff will meet with the project consultant to: 1) review and confirm the development process of the deliverables; 2) confirm/adjust roles and expectations; 3) establish communication portals for information sharing and future discussions; 4) discuss invoice needs; 5) adjust and finalize project calendar; and, 6) to provide applicable planning documents to selected consultant. City and Community representatives will tour the City visiting key and representative ATP areas.

Deliverable by City
A1: Final Contract with Caltrans with Project Scope of Work
A2: RFP, Admin Report, Agreements
A3: TAC Roster and meeting notes
A4: Agenda & Tour Map
Deliverable by Consultant
A2: Consultant Proposal

Task B: Agency Collaboration

To define the political and policy setting of the project

Sub-Task B1: City Identifies Affected Local Jurisdictions (i.e. schools, COG, etc.)

Sub-Task B2: City examines applicable Plans for Guidance

Sub-Task B3: City assembles existing bike and pedestrian related policies

Deliverable by City
B1: Contact List of Partners and Stakeholders
B2: Consistency Assessment with Local Plans (Technical Report #1)
B3: Lists of ATP/SRTS Policies (Technical Report #2)
Action by Consultant
No deliverables from the consultant are requested in this task, however, the documents prepared by the City will be shared with the consultant for their use in accomplishing other project tasks.

Task C: Community Engagement

Gather community voice and support for the Comprehensive *ATP/SRTS Plan*

Sub-Task C1: Conduct Initial Public Outreach Events

Sub-Task C2:  Host Six (6) Public Workshops

Sub-Task C3: City Forms the Citizen Focus Group

Sub-Task C4: City Hosts Citizen Focus Group Orientation Meeting

City Staff will meet with the Citizen Advisory Committee to orient them to the project. This involves presentation of meeting materials about Brown Act requirements, to administer the official oath of office, to review the project tasks and schedule; and for the Committee to share information of their interests and objectives with other members of the committee. The consultant is not required to or anticipated to attend this meeting.

Sub-Task C5:  Seven (7) Meetings with Citizen Advisory Committee

The Consultant will take the lead to establish agendas, prepare meeting materials and reports, and to present to the public, the Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC). CAC and TAC meetings may be back-to-back meetings, and in some cases, combined. Meeting materials (reports, powerpoint presentations, handouts) will be provided to City Staff at least one week prior to the scheduled meeting.

City Staff will secure meeting rooms, provide setup, conduct public outreach and provide required noticing. City Staff will also record comments and provide written meeting notes.

Sub-Task C6:  Seven (7) TAC Meetings

(same as Task C5)

Sub-Task C7: Formal Plan Review Process by City


City Staff will present the “Final Admin Draft of the ATP/SRTS Plan to applicable commissions, committees and the City Council for adoption. The consultant does not need to be engaged in this process.

Sub-Task C8: Plan Distribution by City

Deliverable by City
C1: Newspaper Ads and Articles, Notices, Website Development
C2: Transcribe and Record Public Comments, Prepare and Deliver Notices and Ads
C3: Applications
C4: Design Workshops/Agenda. Craft Meeting Packet/.ppt Presentations. Lead Dialog. Transcribe and Record Public Comments, Prepare and Deliver Notices and Ads
C5: Transcribe and Record Comments, Prepare and Deliver Notices and Ads
C6: Transcribe and Record Comments, Prepare and Deliver Notices and Ads
C7: Public Review Draft Plan, Staff Reports, Minutes, Resolutions
C8: Copies of Adopted Plan
Deliverable by Consultant
C2: Design Workshops/Agenda. Craft Meeting Packet/.ppt Presentations. Lead Dialog.
C5: Design Workshops/Agenda. Craft Meeting Packet/.ppt Presentations. Lead Dialog.
C6: Design Workshops/Agenda. Craft Meeting Packet/.ppt Presentations. Lead Dialog.

Task D: Existing Physical Conditions Assessments

Prepare Technical Reports that describe Merced's existing ATP/SRTS characteristics. These reports will be incorporated by City Staff into the Draft *ATP/SRTS Plan*. These reports will also be tools used by the City and consultant as resource documents to be shared and discussed with the CAC, TAC and community.

Sub-Task D1:  Number of Bike and Pedestrian Trips

No comprehensive citywide ATP/SRTS count has ever been made. Rather, some independent and focused estimates have been made, including: 1) a 2010 study of a 0.75 mile section of Hwy 59 in South Merced recorded a pedestrian daily count of 865 on a weekday, and 1,240 on a weekend; 2) in 2013, MCAG estimated that 2,100, or 1.3% of the population of 70,000, rode bicycles, not including students; and 3) in 2014, student-related ATP counts provided by school district staff, accounted 5,577 daily trips. Thus, from school and MCAG estimates, there is a combined total estimate of 7,677 pedestrian and cyclist daily trips.

Comprehensive Citywide bicycle and pedestrian counts for existing and post-plan timeframes will be measured. The Consultant will take the lead to establish an estimate of ATP/SRTS trips (see chart below), which will include on-site surveys. A “Bike and Pedestrian Trips Report” will be written by the consultant describing the scope, methodology and results of the effort (Technical Report #3).

	<i>Commuter</i>				<i>Recreational</i>				<i>Students</i>			
MODE	Y	YA	M	SS	Y	YA	M	SS	Y	YA	M	SS
Bikes												
Pedestrian												

AGES: Y=under 14; YA=15-25; M=25-50; SS=over 50

Sub-Task D2: City Staff will Map and Describe Land Use Patterns (existing and proposed)

Sub-Task D3: City Staff will Map and Describe ATP Facilities and Wayfinding Signs

Sub-Task D4:  **Map and Description of End-of-Trip Bike Parking**

Working with City Staff and community groups, the Consultant will take the lead to establish an estimate of end of trip bike parking. An “End-of-Trip Bike Parking Report” will be written by the consultant describing the scope, methodology and results of the effort (Technical Report #6). The report will include an assessment, findings and recommendations concerning proposed changes to regulations and practices, where appropriate.

Sub-Task D5: City Staff will Map and Describe Bicycle and Pedestrian Multi-modal Connections

Sub-Task D6:  **Identify Local ATP/SRTS Hazards**

Working with City Staff and community groups, the Consultant will take the lead to identify ATP/SRTS hazards in the City. Hazards will be identified through the consultants own expertise, and by examining police reports; holding interviews with safety, engineering and maintenance personnel; soliciting public input at community workshops and walk/bike audits; gathering comments and ideas from students, school administrators and school-related groups; and investigating sites identified as hazards. A “Local ATP/SRTS Hazards Report” will be written by the consultant describing the scope, methodology and results of the effort (Technical Report #8). The report will be fashioned for use later in the process of prioritizing recommended bikeway and sidewalk projects and programs. Additionally, the report will include an assessment, findings and recommendations concerning changes to regulations and practices related to hazards. [Also, see Tasks G2 and H3, and Reports #16 and #20, respectively].

Deliverable by City
General: The City will receive the Technical Reports and incorporate them as appropriate into the final plan document.
D2: Technical Report #4
D3: Technical Report #5
D5: Technical Report #7
Deliverable by Consultant
D1: Technical Report #3
D4: Technical Report #6
D6: Technical Report #8

Task E: Existing Cultural Conditions Assessment

To describe Merced's existing cultural ATP conditions. Technical Reports will be incorporated by City Staff into the Draft *ATP/SRTS Plan*. Reports will also be tools used by the City and consultant as resource documents to be shared and discussed with the CAC and TAC.

Sub-Task E1: City provides Number and Location of Accidents

Technical Report #9 will be crafted by the City through its partnership with the Merced County Public Health Department. Using 2011 to 2015 police reports data of collisions between motorized vehicles and ATP travelers, accidents have been mapped. Through interviews with safety personnel, examination of police department reports, and sources from local hospitals, this database will be expanded to gain a greater understanding of behaviors and locations that contribute to the incidence of accidents. The data will help inform community dialog at community workshops. Several user-error patterns (behaviors such as riding on the wrong side of the street, and lack of compliance with traffic laws) which led to collisions, will be further examined to develop cost-effective safety countermeasures and programs as part of the process to develop the *ATP/SRTS Plan*.

Sub-Task E2: Existing ATP Enforcement, Education, Engineering, Evaluation, and Encouragement Programs

The Consultant will take the lead to describe existing programs and will include one-on-one interviews with appropriate City Staff. At this meeting, which may overlap with a TAC meeting, the consultant will present examples of successful programs in other similar communities in such a manner as to determine ways in which the City may be positioned or can be equipped to achieve said new programs. An “Existing ATP Enforcement, Education, Engineering, Evaluation, and Encouragement Programs Report” will be written by the consultant that describes findings of this effort for inclusion in the *ATP/STRS Plan* (Technical Report #10). The report shall be fashioned for use later in the process by the TAC and CAC to identify and prioritize programs.

Sub-Task E3: Existing Plan Maintenance Policies and Procedures

The Consultant will take the lead to identify and describe existing ATP policies and maintenance procedures for planning documents and practices related to implementing ATP/SRTS projects and programs. Methods to accomplish this will include one-on-one interviews with appropriate City Staff. At this meeting, which may overlap with a TAC meeting, the consultant will present examples of successful policies and procedures in other similar communities. An “Existing ATP Maintenance Policies and Procedures Report” will be written by the consultant that describes findings of this effort (Technical Report #11). Additionally, the report shall be fashioned for use later in the process by the TAC and CAC to help identify and prioritize recommended plan maintenance-related policies and procedures.

Deliverable by City
General: The City will receive the Technical Reports and incorporate them as appropriate into the final plan document.
E1: Technical Report #9
Deliverable by Consultant
E2: Technical Report #10
E3: Technical Report #11

Task F: Funding ATP/SRTS Projects and Programs

Description of how projects and programs may be funded

Sub-Task F1: City Describes Past Expenditures (Technical Report #12)

Sub-Task F2:  Anticipated Revenue Sources (including grants)

The Consultant will take the lead to prepare an exhaustive list and description of potential revenue sources, matching the funding sources with the various types of recommended projects and programs within the *ATP/SRTS Plan*. The information in the report will be presented and discussed with the TAC and CAC, with an emphasis to encourage collaboration and to identify those in the community and at City Hall who would take the lead to pursue the various funding tools. An “Anticipated Revenue Sources Report” will be written by the consultant that describes findings of this effort (Technical Report #13).

Sub-Task F3:  Project and Program Financial Need Assessment

Working with and by gathering information from the TAC, the Consultant will take the lead to prepare an iterative financial needs assessment for the potential projects and programs in the plan. A “Financial Needs Assessment Report” will be written by the consultant that describes the findings of this effort (Technical Report #14). The report will be fashioned for use later in the process of identifying and prioritizing recommended ATP/SRTS projects and programs.

Deliverable by City
General: The City will receive the Technical Reports and incorporate them as appropriate into the final plan document.
F1: Technical Report #12
Deliverable by Consultant
F2: Technical Report #13
F3: Technical Report #14

Task G: Visioning ATP/SRTS Projects and Programs

Identify a comprehensive list of potential projects and programs. This list will be whittled down in Task H.

Sub-Task G1:  Identify Potential use of Proven Low-Cost Improvements & Safety Countermeasures

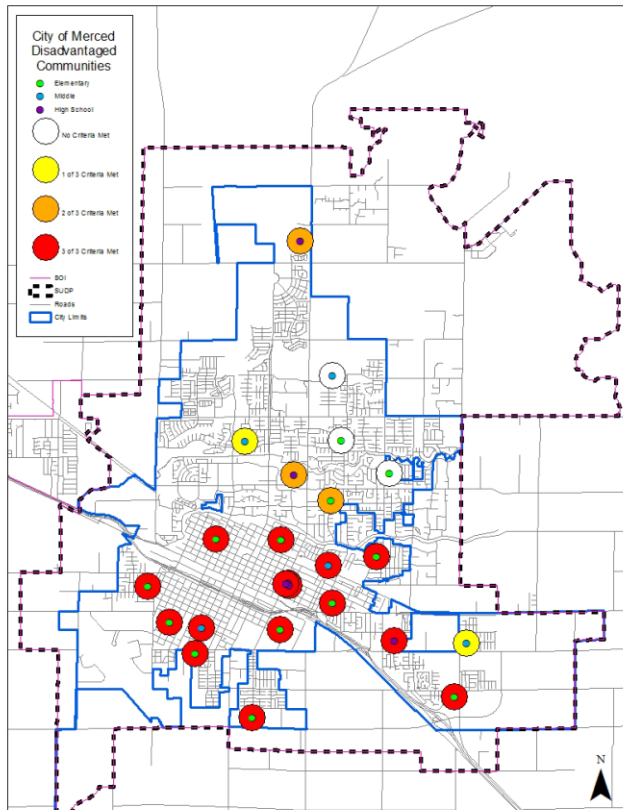
The Consultant will take the lead on this task, which will include, at a minimum: (1) a presentation of low-cost improvements and safety countermeasures to the TAC and CAC; (2) TAC and CAC input as to the conditions where these improvements and countermeasures may be used; and, (3) a TAC and CAC activity whereby they identify potential sites in the City where these improvements and countermeasures may be applied. One of the low-cost improvements will be the consideration of reducing the City’s lane width standard. A “Low-Cost Improvements and Safety Countermeasure Report” will be written by the consultant that describes these features and where they may be applied in the City (Technical Report #15). The report will be

fashioned for use later in the process of prioritizing recommended ATP/SRTS projects and programs.

Sub-Task G2:  Identify Programs, Practices and Improvements that Mitigate Safety Hazards

The Consultant will take the lead to identify a set of mitigating programs, practices, or improvements to reduce impacts from hazards identified in task D6. An “Actions to Mitigate Safety Hazards Report” will be written by the consultant that describes these actions and where they may be applied in the City (Technical Report #16). The report will be fashioned for use later in the process of prioritizing recommended ATP/SRTS projects and programs.

Sub-Task G3:  Identification of Potential Projects and Programs

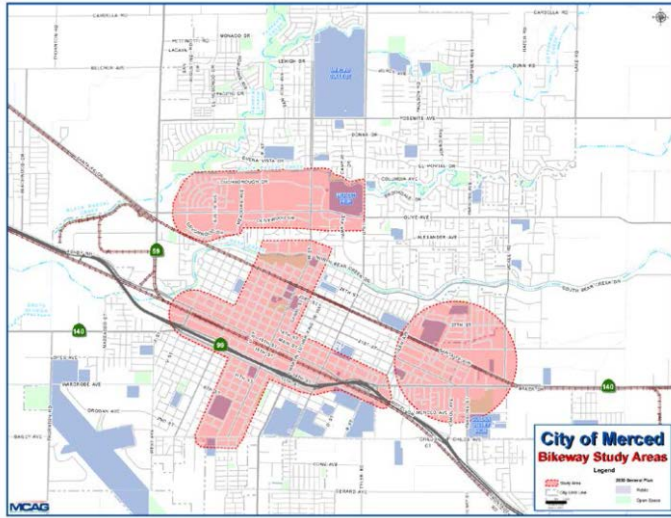


The Consultant will take the lead on this task. The potential list of ATP/SRTS projects and programs located throughout the study area would be based on extensive public outreach (including public workshops), including disadvantaged communities. Multiple meetings are envisioned. To assure the needs of all disadvantaged populations are included in the plan, projects that align geographically with high concentrations of these populations (Central, Southeast and South Merced), will be selected for assessment.

Thus, a focus of the plan will be connecting Central Merced to surrounding neighborhoods. While Central Merced contains high concentrations of housing, employment zones, the future downtown high-speed rail station and other transit stations, it is also characterized by extensive barriers in the form of creeks, railroads, freeways and a future HSR line. Central Merced and nearby neighborhoods are also where the City’s three disadvantaged communities (DC) overlap. The ATP/SRTS planning effort needs to seek opportunities and ways to close gaps and remove

barriers in this area of Merced.

Projects of merit outside the DC Core area will also be included. These are likely to include arterial streets. Currently, marginal ATP travel occurs along narrow arterial roads characterized by congestion and/or high speeds and narrow bikeways. These uncomfortable conditions are amplified at choke-points (creek bridges, railroad crossings, and freeway tunnels) in many cases leaving no space for ATP travelers. Many cyclists ride on sidewalks, creating conflicts with pedestrian travelers. The *ATP/SRTS Plan* will examine active transportation route options ranging from pedestrian bridges and/or tunnels, road-diets, modified intersection design, bicycle boulevards on local streets, and multi-use sidewalks.



Additionally, City Staff will provide the consultant with the list of projects in the 2013 Bicycle Transportation Plan. The ATP/SRTS Plan will build upon the 2013 Bicycle Transportation Plan’s identification of assessing several zones in the City that experience active transportation infrastructure deficiencies (pink areas on map). Note that these areas roughly align with the ATP traffic collision data. As with other prospective projects, the *ATP/SRTS Plan* planning process will craft feasible and cost-effective solutions for these, which were listed and ranked in the *2013 BTP*:

- Rank #3: 1) Bikeways Options along Olive Avenue; 2) Access to GVHS from the north; and 3) Bikeways Options along 16th Street;
- Rank #4: O Street Bike Boulevard
- Rank #6: Crossing at G Street and Cottonwood Creek
- Rank #14: Canal Street Bike Boulevard
- MLK side street crossings

“Potential Projects and Programs Report” (Technical Report #17) will be written by the consultant that includes a comprehensive list of potential projects and programs, and fashioned for use later in the process of prioritizing recommended ATP/SRTS projects and programs.

Deliverable by City
General: The City will receive the Technical Reports and incorporate them as appropriate into the final plan document.
G3a: Related 2013 BTP Documents
Deliverable by Consultant
G1: Technical Report #15
G2: Technical Report #16
G3b: Technical Report #17

Task H: Project Filter Tools and Prioritization

The *ATP/SRTS Plan* will be developed through a public participation and planning process that involves a series of filters and feedback loops to identify the highest community ATP priorities and projects. As part of an iterative public review and comment process, the community will filter potential projects to identify those that are consistent with ATP goals; to examine cost-effective alternatives; to measure the benefit against costs; and to assure future improvement by assessing project feasibility. Through this planning process, the original list of potential projects will be reduced, redefined and modified, resulting in the highest value ATP priorities to the community.

Sub-Task H1:  **Methodology of Project Prioritization**

The Consultant will take the lead to draft the prioritization methodology which will include at least all task H subtasks. A “Prioritization Methodology Report” will be written by the consultant that clearly describes the manner in which the comprehensive list of ATP projects and programs will be prioritized (Technical Report #18), adjustments may be made to the final list following TAC, CAC and public input.

Sub-Task H2:  **Initial Site Feasibility Assessments of Potential Projects**

An objective of the Consultant’s work with the TAC is to prepare site feasibility assessments of the potential ATP projects. The consultant will prepare the necessary content and forms for this task. This activity should include at a minimum, a workshop with the TAC to explain the elements of the assessment and a walk-through of several examples. The consultant will need to work in a TAC assignment to complete the assessment of all potential projects and report back to the consultant with their findings. A “Site Feasibility Report” will be written by the consultant that presents the assessment method, data and results (Technical Report #19).

Sub-Task H3:  **Potential to Mitigate Safety Hazards**

Using the data prepared in sub-tasks D6 and G2, the consultant will lead the effort to score a potential project’s mitigation of a safety hazard. A “Mitigating Hazards of Potential ATP Projects Report” will be written by the consultant (Technical Report #20).

Sub-Task H4:  **Perform a cost-benefit analysis**

Using the data prepared in sub-tasks F1 and G1 and other relevant considerations, the Consultant will take the lead to prepare a cost-benefit analysis of the potential projects. A “Cost Benefit Report” will be written by the consultant that presents the assessment method, data and results (Technical Report #21).






Sub-Task H5:  **List of Prioritized Projects and Programs**

Based on ATP project filters, the plan’s accident reduction goal (Task I7) and all other relevant considerations, the Consultant will prepare the list of prioritized projects and programs. This information will be presented to the TAC and the CAC for review and input; adjustments may be made to the final list following TAC, CAC and public input. A “Prioritized Projects and Programs Report” will be written by the consultant that presents the assessment method, data and results (Technical Report #22).

Deliverable by City
General: The City will receive the Technical Reports, and incorporate them as appropriate into the final plan document.
H2: TAC Initial Assessment
Deliverable by Consultant
H1: Technical Report #18
H2: Technical Report #19
H3: Technical Report #20
H4: Technical Report #21
H5: Technical Report #22

Task I: Plan Projects, Programs, Implementation and Maintenance

Work related to presenting final set of projects, programs, etc.:

- Sub-Task I1:**  **Estimated ATP Increase due to Plan**
Using accepted and appropriate estimation tools, together with their understanding of the current and planned ATP conditions of the City, the consultant will prepare an estimate of the City's increased ATP assuming a low, medium and high degree of plan implementation.
- Sub-Task I2:** **City Staff will Map and Describes Proposed Bicycle and Pedestrian Transportation Facilities**
- Sub-Task I3:** **City Staff will Map and Describe Proposed end-of-trip bike parking**
- Sub-Task I4:** **City Staff will Map and Describe Proposed ATP multi-modal Connections**
- Sub-Task I5:** **List of Proposed/Amended Bike and Pedestrian Related Policies**
Based on input received at public outreach events, workshops and meetings with the TAC and CAC, and the results of Tasks B2 and B3, City Staff will examine the current list of ATP-related City Policies to determine if any amendments are warranted.
- Sub-Task I6:**  **Use of 5 "Es"(Enforcement, Education, Engineering, Evaluation, and Encouragement) to increase rates of bicycle use and pedestrian travel**
Based on data prepared in sub-tasks E2, G3 and H, and through input received at public outreach events, workshops and meetings with the TAC and CAC, the consultant will update Technical Report #10 to include the list of prioritized programs related to Enforcement, Education, Engineering, Evaluation, and Encouragement.
- Sub-Task I7:**  **Goal for accident reduction**
Through public outreach events, workshops and meetings with the TAC and CAC, the consultant will take the lead to assure that this topic will be discussed and the goal selected will be used to inform the prioritization and implementation schedule.
- Sub-Task I8:**  **Description of proposed ATP Maintenance Policies and Procedures**
Based on data prepared in Sub-task E3, the consultant will prepare an initial draft, which will be modified based on input from the CAC and TAC.
- Sub-Task I9:**  **Project and Program Implementation Schedule**
Working with the CAC and TAC, the consultant will prepare a draft an *ATP/SRTA Implementation Schedule* based on their professional expertise as to the order in which the City should focus its efforts. This order or programs and projects will be based on the unique physical, fiscal, political and capacity for growth regarding ATP issues. The schedule may include multiple tracks that can be pursued concurrently. Based on these discussions with the CAC and TAC, which could be a combined meeting, the consultant will adjust the *ATP/SRTS Implementation Schedule*.
- Sub-Task I10:** **ATP Plan Working Group Activities and Actions**
A permanent "ATP/SRTS Working Group" will be formed. It will be headed by the City Engineer and include representatives from the City Police Department, the City Public Works Department, City Planning, the local Council of Governments, local school districts, and up to three citizen representatives, one of whom would be a

Bicycle Advisory Commission member. Representation from the City’s disadvantaged communities would also be emphasized. It is envisioned that this group would be formally established upon adoption of the *ATP/SRTS Plan*. The ATP working group would meet at least twice annually to match plan projects with project funding sources such as the City’s CIP and grant fund opportunities.

City Staff will prepare a written description of this group’s anticipated activities and actions.

Sub-Task I11: Environmental Review Documents for Plan Only

City Staff will prepare the environmental documents for the plan.

Deliverable by City
I2: Description and Map
I3: Description and Map
I4: Description and Map
I5: Potential Policy Amendments
I10: Annual Project Lists and Annual Progress Reports
I11: Initial Study and CEQA Determination for Plan
Deliverable by Consultant
I1: Estimate of increased ATP trips
I6: 5 “Es” Programs
I7: Accident Reduction Goal
I8: ATP Maintenance Section
I9: Implementation Schedule

Task J: Grant Administration

Work related to managing project grant contracts and agreements.

Sub-Task J1: Prepare and Amend Budgets, Track Project Time and Manage other Fiscal Duties

Sub-Task J2: Comply with Contract Reporting Requirements

City Staff will work directly with the State, providing necessary reports and invoices. The Consultant will need to comply with the State’s invoice submittal requirements; the State has specific methodology requirements that also apply to the consultant. Payment for services is reliant on the consultant submitting proper invoices to the City. The consultant may also need to comply with related state requirements

Sub-Task J3: Consultant Management

Deliverable by City
J1: Updated/Amended Work Plan & Reporting Costs
J2: Quarterly Reports. Time Sheets and Invoices
J3: Weekly Management Meetings
Deliverable by Consultant

J1: Amended Scope and Schedule in RFP
J2: Invoice Materials Consistent with State Content/Format Requirements
J2: Where appropriate, compliance with State Contract Consultant Requirements

ROLES AND DUTIES

Active Transportation/Safe Routes to School Plan

Citizen Ad-Hoc Advisory Focus Group

City of Merced

The Focus Group will advise and make recommendations to City Staff concerning various elements of the draft Active Transportation/Safe Routes to School Plan (ATP/SRTS). Plan Elements include:

- Identification and prioritization of recommended bike and pedestrian infrastructure improvements and programs to install and operate.
- Participation at public meetings with fellow citizens and agency staff, to share ideas, concerns and to advocate for pedestrians and cyclists.
- Review and comment on City Policies concerning the construction and use of sidewalks and bikeways, and on establishment of a goal concerning reduction in accidents between vehicles and pedestrians and/or cyclists.

Your input will help the project team understand existing and future conditions as they pertain to your local experience and knowledge. Based on input received during the planning process, City Staff will develop the plan for final review and recommendation by the Citizen Focus Group, which will then be forwarded to the City Council for consideration. As needed, the plan may also be reviewed by the City's standing committees and commissions.

Focus Group Target Composition

The ATP/SRTS Plan will become a tool in the day-to-day activities of multiple City departments involved in bicycle and pedestrian travel within the City of Merced and its growth area. A key objective of the project is to create a plan that is highly reflective of citizen input, resulting in projects that improve bicycle and pedestrian travel throughout the City. Toward this end, Staff recommends a high level of participation on the citizen-based advisory Focus Group. The City seeks interested and affected citizens that live in the City of Merced and its growth area [technically referred to as Sphere of Influence (SOI)], including, but not limited to: students, employees, people of all ages and incomes, disabled individuals, community groups and clubs, health advocates, and representatives from: local schools, colleges and universities; chambers of commerce, neighborhood associations; and major employers. The number of seats on the Focus Group will be set to maximize productivity while assuring balanced representation.

Logistics

Eight Focus Group meetings are scheduled to occur between Winter 2017 and Spring 2018 (dates to be determined at a later date). Meetings will generally occur in the afternoon and/or evening, lasting for up to 2 hours, and will occur downtown at the City of Merced Civic Center. Focus Group Members will be expected to attend all meetings and read draft materials before and during each meeting. In addition to the regular Focus Group meetings, community workshops are also planned that individuals and group representatives may wish to attend.

Interested Applicants:

Your application will be reviewed by the Planning Department for consideration, or when a vacancy occurs on this Focus Group. By January 2017, you will be notified by the City of the final selection.

In the event you are not appointed, your application will be kept on file for a period of twelve months from the date of application. If a vacancy occurs on the project Focus Group, the Planning Department will refer to the established list to fill the vacant seat.

Return the completed application form to: “Planning Department” 678 West 18th Street, Merced, California 95340, or submit a PDF via email to kingb@cityofmerced.org, by November 18, 2016. Please be as descriptive as possible on the application form and include two references who can attest to your suitability for being a member of this Focus Group.

**Application for Active Transportation/Safe Routes to School Plan
CITY OF MERCED Citizen Ad-Hoc Advisory Focus Group**

Name: _____ Date: _____

Home Address: _____
(street) (city) (zip)

Mailing Address: _____
(street) (city) (zip)

E-mail Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____
(example: ###-###-####) (example: ###-###-####) (example: ###-###-####)

Place of Employment: _____ Occupation: _____

Work Address: _____
(street) (city) (zip)

1. The Planning Department seeks to form a temporary Focus Group, representative of interested and affected individuals, groups and industries, including students, employees, people of all ages and incomes, disabled individuals, community groups and clubs, health advocates, and agents or members from: local schools, colleges and universities; chambers of commerce, neighborhood associations; and major employers.

Which organization do you represent? _____

2. List past or present involvement in community-related activities (*i.e. volunteer work, committees, commissions, boards, etc.*)

3. State your understanding of the purposes and responsibilities of the focus group for which you are applying.

4. List any training, education, or experience that you feel would be advantageous to the focus group for which you are applying.

5. State your reasons for submitting this application and what you expect to accomplish on this focus group.

6. This space may be used for any other information you feel is pertinent.

7. List two references who can attest to your suitability for membership of the focus group.

Name: _____

Address: _____
(street) (city) (zip)

Phone: _____
(example: ###-###-####)

Name: _____

Address: _____
(street) (city) (zip)

Phone: _____
(example: ###-###-####)