

**TECHNICAL ADVISORY COMMITTEE MEETING  
for the DEL NORTE LOCAL TRANSPORTATION COMMISSION  
AT 9:030 A.M. WEDNESDAY, JANUARY 7, 2015  
WASTE WATER TREATMENT PLANT CONFERENCE ROOM  
210 BATTERY STREET, CRESCENT CITY, CA 95531**

- 1. Call Meeting to Order**
- 2. Public comment period**  
Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda.
- 3. Select Chair and Vice-Chair for the term January 2015 to January 2016.**
- 4. Minutes of December 3, 2014**  
Proposed action: By consensus, approve minutes.
- 5. Climate Change and Stormwater Management Plan Contract**  
Proposed action: Score proposals and recommend consultant to DNLTC for Climate Change and Stormwater Management Plan contract.
- 6. Active Transportation Plan Contract**  
Proposed action: Score proposals and recommend consultant to DNLTC for Active Transportation Plan contract.
- 7. Coordinated Public Transit-Human Services Transportation Plan**  
Proposed action: Recommend DNLTC accept Coordinated Public Transit-Human Services Transportation Plan.
- 8. Overall Work Program Amendment 3**  
Proposed action: Recommend DNLTC adopt Amendment 3 to accommodate proposed contracts.
- 9. Harbor Trail: Starfish Way segment**  
Proposed action: Recommend DNLTC fund Harbor Trail: Starfish Way Segment.
- 10. Information and discussion items**
  - 2015-16 Overall Work Program development
  - Meeting day and time
  - TAC Bylaws review
  - Pedestrian facility maintenance within 1/2 mile of Bess Maxwell and Joe Hamilton school zones: Joint presentation and/or request from City and County
- 11. Member comments and reports**
- 12. Adjourn to the next regular meeting of Wednesday, February 4, 2015 at 9:30 a.m.**

*Anyone requiring reasonable accommodation to participate in the meeting should contact the Executive Director Tamera Leighton, at (707) 465-3878, at least five (5) days prior to the meeting. For TDD use for speech and hearing impaired, please call (707) 464-2226.*

**MINUTES**  
**TECHNICAL ADVISORY COMMITTEE MEETING**  
**for the DEL NORTE LOCAL TRANSPORTATION COMMISSION**  
**AT 10:00 A.M. WEDNESDAY, DECEMBER 3, 2014**

Present: Tatiana "Tasha" Ahlstrand, Caltrans, Vice-Chair, via phone conference  
Rosanna Bower, County  
Heidi Kunstal, County  
Brandi Natt, Yurok Tribe  
Rick Thoma, California Highway Patrol  
Eric Wier, City, Chair

Absent: Charlie Helms, Harbor District  
Isaac Kinney, Yurok Tribe  
Eric Taylor, City  
Mark Wall, RCTA, via phone conference

Also Present: Jeff Daniels, County Road Yard  
Tamera Leighton, LTC  
Wilma Madden Harbor  
Richard Mello, County Road Yard  
Karen Phillips, LTC

**1. Call Meeting to Order**

Chairman Wier called the meeting to order at 10:06 a.m.

**2. Public comment period**

The following person(s) addressed the Committee: none.

**3. Minutes of November 5, 2014**

Proposed action: By consensus, approve minutes.

On a motion by Heidi Kunstal, seconded by Rick Thoma, and unanimously carried the Technical Advisory Committee, minutes of the November 5, 2014 meeting were approved and adopted with a correction to items 3 and 5, in which Ms. Ahlstrand had abstained from voting.

**4. Information and discussion items**

- Front Street Project Update (City): Presentation by Eric Wier – power point presentation was made by Mr. Wier and update as to where the City is in the planning and funding process at the end of the meeting.
- Climate Change Adaptation and Stormwater Management Plan – no response was received on the RFP. Director Leighton noted that the ATP responses are due in December, with the consultant selection in January. The project is not a standard transportation planning project. Director Leighton noted she is thinking of going

back to GSD to see if the timeline can be changed so they can handle the project due to their past work in climate change. The RFP will need to be reposted possibly. About 50 firms received the RFP. The timely use of funds mandate will be an issue in this case and director is getting concerned regarding spending the RPA funding. She posted an update to the active transportation plan encouraging consultants to have a schedule that completes the projects by June 30, 2014. Regional funds need to be spent on regional planning. A description of the project was given for those present who were unfamiliar with the project. For now the natural process is to reach out to those who indicated that it would not fit their timelines and then repost. It could be reposted with a more open timeline to select a qualified consultant.

- Active Transportation Plan – this is essentially a new document to qualify for federal ATP program funding, infrastructure, Safe Routes to School, park eligibility, trails, etc. The application will be released in March 2015 for next year’s funding, director does not know how this will be better than last year’s application process. The cycle should be pretty much the same process; pretty quick. There is currently no funding to hire a consultant this year for the application process. Local Assistance will give the scored applications back to show the scoring strengths and weaknesses, each entity has to request their own scoring sheets and were encouraged to do so in order to get the best possible score on any new applications.
- Overall Work Program for 2015-16: Planning requirements and request for 2015-16 from partner agencies – Director Leighton would like to talk about the OWP and what it looks like for next year. A pavement condition index was discussed, but the County has finished theirs and the City does not have a current pavement management plan. Tasha Ahlstrand suggested a more formal call for projects system so agencies could submit a competitive and written request for planning documents. The call for projects would give the agencies a more formal process. Director Leighton expressed her belief that the current process is happens in open, public meetings and while it is pretty informal, having a conversation about the next years Overall Work Program seems efficient and that a formal process would result in greater administration. She acknowledges that Mendocino has a formal process but notes that they have many more agencies involved than one city and one county. The director will prepare a list of the projects that were discussed and those that were funded so that the entities can use it for planning. The director needs the information before the Christmas holiday so that it can be done by the January meeting. She will send the list of past projects out by Friday. It will include the eligible use of funds for information.
- Pedestrian facility maintenance within 1/2 mile of Bess Maxwell and Joe Hamilton school zones (City and County): Joint presentation and/or request from City and County – this topic is one that City and County have met to discuss, and the director presented pictures of the sidewalks in the area of the two schools that are overgrown, brushy, and require maintenance. Chairman Wier reported that the group met at Bess Maxwell School to walk the neighborhood; their emphasis was infrastructure. The purpose of the meeting was to consider small projects that would encourage kids to walk to school. There are no barriers that are not infrastructure related according to

Mr. Wier. Another observation during the meeting was a drug deal being conducted at the site. Discussion was held regarding making the school zones safer with the use of maintenance of sidewalks, elimination/deterrents of graffiti, etc. The amount of funding was discussed and staff requested that the proposal be brought back to the Technical Advisory Committee by the next meeting. Wilma Madden presented the Harbor's concept application for RSTP funding to fund the Starfish Way portion of the coastal trail. This will complete the trail through the Harbor, and including about 1100 feet of paved trail, with drainage and an asphalt berm. This is the #3 priority project in the Regional Transportation Plan, and it is moving forward to the construction phase. Mrs. Madden indicated that the project has a coastal permit and negative declaration already; however, it was denied as an ATP application, with no indicated that it will be funded in the 2015 ATP applications. The Harbor will match about \$21,000.00, the total project is estimated at \$391,000+/- . The Harbor has not been a recipient of RSTP funding in the past. Staff will place the project on the next agenda for action.

- Humboldt and Sandmine intersection: Update from Elk Valley Rancheria – timely use of funds obligations apply to this project. The Tribe seems to be moving forward on this project and making some progress. The director needs authorization to distribute the letter publicly; there are obligated funds and, the Tribe seems to be committed to the project moving forward. The total request is for match funding and the Tribe is funding the majority of the project cost.

**5. Member comments and reports**

The following reports were made: none.

**6. Adjourn to the next regular meeting of Wednesday, January 7, 2015 at 10:00 a.m.**

There being no further business to come before the Committee, Chairman Wier adjourned the meeting at 11:50 a.m. until the next regularly scheduled meeting on January 7, 2015

Respectfully submitted,

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Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission

**Item 5 Staff Report**

**DATE: JANUARY 7, 2014**  
**TO: TECHNICAL ADVISORY COMMITTEE**  
**FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR**  
**SUBJECT: CLIMATE CHANGE AND STORMWATER MANAGEMENT  
PLAN CONTRACT**

**REQUESTED ACTION:** Proposed action: Score proposals and recommend consultant to DNLTC for Climate Change and Stormwater Management Plan contract.

**BACKGROUND:** This work is included in the 2014-15 Overall Work Program. It is the TAC obligation to participate in the consultant selection process and make recommendations to Del Norte Local Transportation Commission. The scoring for these proposals follows the system established by the TAC. The consultant ranking spreadsheet, request for proposals and the responses are attached.

In the absence of a quorum, the executive director will make a recommendation to DNLTC with TAC member input to DNLTC in the DNLTC meeting on January 8, 2015.

**Proposal Evaluation and Scoring for: Climate Change and Stormwater Management Plan**

Consultant Name: <b>GHD</b>							
	Ranking Criteria					Multiplier	Total Score
	Poor		Average		Great		
Comprehensiveness of Application (15 pts)	1	2	3	4	5	3	
Qualifications of Individual or Firm (30 pts)	1	2	3	4	5	6	
Interest/Methodology (35 pts)	1	2	3	4	5	7	
Value (10 pts)	1	2	3	4	5	2	
Reference Check and Timely Performance (10 pts)	1	2	3	4	5	2	
						<b>Total:</b>	<b>0</b>

Consultant Name: <b>Schaaf &amp; Wheeler</b>							
	Ranking Criteria					Multiplier	Total Score
	Poor		Average		Great		
Comprehensiveness of Application (15 pts)	1	2	3	4	5	3	
Qualifications of Individual or Firm (30 pts)	1	2	3	4	5	6	
Interest/Methodology (35 pts)	1	2	3	4	5	7	
Value (10 pts)	1	2	3	4	5	2	
Reference Check and Timely Performance (10 pts)	1	2	3	4	5	2	
						<b>Total:</b>	<b>0</b>

Reviewer: \_\_\_\_\_

Signature: \_\_\_\_\_



31 December 2014

Tamera Leighton, Executive Director  
Del Norte County Local Transportation Commission  
1301 B Northcrest Drive, #16  
Crescent City, CA 95531

Our ref: 840900769

Subject: Scope and Budget for Preparing the Climate Change and Stormwater Management Plan

Dear Tamera

GHD recently completed the Caltrans District 1 Climate Change Pilot Study where we learned very valuable lessons on how to approach climate change adaptation planning. We plan to build off these lessons to efficiently create a plan for planners and engineers to use for not only addressing future climate change, but to also address current climate related challenges. Del Norte County currently has high precipitation and we are including updating IDF curves as a project element along with the five modules from the State guidance on climate change planning. We will wrap the results into a summary Climate Change and Stormwater Management Plan.

The budget for this project is quite limited and so we are focusing on an efficient process that is focused on the results that will be used by practitioners. Therefore, we will develop the plan based on what practitioners need to do analysis, planning, and design for the future needs of County managed transportation assets. This will require that the key stakeholders from planning, engineering, and maintenance are actively engaged in the process of developing the plan.

We also want to drive to efficient completion of the project and have planned on finishing the work within ten weeks of the kickoff meeting. This will help keep the group engaged and active and will maintain focus on the deliverables to be used by the practitioners.

We are ready to begin work on this project and are looking forward to leveraging our climate adaptation expertise to help plan for the future management of Del Norte County transportation assets.

Sincerely  
GHD Inc

A handwritten signature in blue ink, appearing to read 'Steve McHaney', written over a light blue circular stamp.

**Steve McHaney**  
Project Manager

**Attachment A**  
**SCOPE of SERVICES**  
**For the**  
**CLIMATE CHANGE AND STORMWATER MANAGEMENT PLAN**  
**Between the**  
**Del Norte County Local Transportation Commission**  
**And**  
**GHD**

**INTRODUCTION**

GHD completed the Climate Adaptation Study for Caltrans District 1 and there were several very valuable lessons learned throughout the process. One of the most important lessons was to focus effort where it will provide the greatest net benefit rather than following a prescribed process. The process needs to result in reasonable findings and conclusions based on the most efficient process. The overall results need to be succinct, straightforward, and actionable. One of the key strategies moving forward with Del Norte County is to have a small team of engaged people representing Del Norte's interest and able to quickly collect and provide the essential data to the GHD team so that the analysis can be completed efficiently.

It should be noted that climate change is an evolving science and that forecasting the potential climate change effects is imperfect. Various models forecast various effects depending on model parameters and assumptions. What is important is that planning agencies are aware of climate change and are planning for changes in a flexible fashion that can accommodate various potential outcomes. This can be accomplished in part by regularly reevaluating transportation plans in light of actual future conditions and through consideration of climate change forecasts that are updated based on the developing science.

This scope of services is based on making assumptions and selecting a climate change scenario for current planning purposes and will not attempt to evaluate multiple scenarios or ranges of possible climate change conditions or effects. Also, this scope is focused on County of Del Norte maintained assets that are not otherwise being studied in detail. In addition, the most important effect being evaluated will be precipitation as it has a significant effect on assets throughout Del Norte County. Sea level rise will also be considered, but many of the transportation assets affected by sea level rise belong to Caltrans. Other Del Norte transportation assets potentially affected by sea level rise will be considered in general terms based on the potential magnitude of sea level rise for the selected climate change scenario.

**SCOPE OF SERVICES**

**Task 1: Project Kickoff**

One project kickoff meeting will be held with Del Norte County Local Transportation Commission (DNCLTC) staff in Crescent City. This is an important meeting that helps set the stage for the overall project and begins the analysis process. It is assumed that key stakeholders from planning, engineering, and maintenance will attend. In advance of this meeting, an agenda and assignments will be provided. Completing the assignments prior to the meeting is important so that the kickoff can be most productive and begin the process of making progress on project tasks.

**Deliverable:** Kickoff meeting agenda and assignments, and minutes of the discussion and action items following the meeting.

### Task 2: Update IDF Curves

The Intensity, Duration and Frequency (IDF) curves are used for estimating rainfall for major watershed areas in the Del Norte region. Under this task, the existing IDF curves and historical rainfall data will be reviewed in the context of the potential effects of climate change. The approach used under this task will be to use the updated IDF information produced by NOAA for their 2012 update to the US Rainfall Atlas (Atlas 14) and will augment with data from additional gauges as we deem appropriate to expand the dataset. The results of the analysis will be summarized into a GIS dataset and maps for engineers and planners to use for their projects.

**Deliverable:** Updated IDF curves will be prepared as an interim deliverable. A brief description of how the IDF curves were updated will be presented in the Climate Change and Stormwater Management Plan deliverable. It is anticipated that the IDF curves will be discussed in a section of the final plan that encompasses overall climate information

### Task 3: Set Mission, Goals, and Objectives (Module 1)

The purpose of Module 1 is to set the mission, goals, and objectives at the project outset to help guide the overall effort. The approach for setting the mission, goals, and objectives under this scope of services based on State guidelines is as follows:

Set Mission, Goals, and Objectives (Module 1)	
Element	Approach/Assumptions
Scope out Level of Effort	Level of effort as identified in this scope and budget. Additional efforts may be undertaken in the future with a scope and budget amendment. The Management Plan will be forward looking with a typical horizon of 20 years although potential climate change effects at 2050 and 2100 are typically considered as well. The lessons learned from the recent Caltrans District 1 Climate Change Pilot Study will be used to guide the focus, approach, and level of effort.
Identify and Cultivate Stakeholders	It is assumed that the key stakeholders that will have input will be representatives from planning, engineering, and maintenance. These stakeholders will gather and summarize any input needed from others as well as provide the data and reports needed. Broader stakeholder engagement in the research, development, or review of documents is not anticipated.
Survey Existing Climate Adaptation Efforts	The existing Del Norte County Hazard Mitigation Plan and other references provided by the project stakeholders will be reviewed at the project kickoff meeting.

**Deliverable:** A summary of findings will be provided as part of the minutes of the kickoff meeting under Task 1, which is where the Mission, Goals, and Objectives will be set. This summary will become a section of the Climate Change and Stormwater Management Plan prepared under Task 9.

### Task 4: Assemble Asset Inventory and Screen Criticality (Module 2a)

The purpose of Module 2a is to ultimately identify the most critical assets for the agency. The State Guidelines, and the approach used for the Caltrans District 1 Climate Change Pilot Study, are based on an extensive and time consuming process. However, there is insufficient budget for such a process for

Del Norte County and the findings from the Caltrans work were that the planning, engineering, and maintenance staff already know what the most critical assets are. An efficient approach will be used for Del Norte County that leverages the knowledge of engineering and maintenance staff and meets the ultimate intent of the State guidelines based on the following approach:

<b>Assemble Asset Inventory and Screen Criticality (Module 2a)</b>	
<b>Element</b>	<b>Approach/Assumptions</b>
Define Boundaries	The boundary for the project shall be the Del Norte County boundary.
Define Asset Categories	These will be defined in conjunction with the planning, engineering, and maintenance staff using the fewest number of logical categories as possible.
Collect Asset Data	Using the approach that the planning, engineering, and maintenance staff have the best understanding of assets within the County, only a minimal amount of asset data will need to be collected for the most critical assets. The data will only be collected to the extent that it is useful for county planning, engineering, and maintenance staff to consider criticality. The data will be reviewed in native format and will not be assembled into a geodatabase.
Conduct Criticality Assessment	This is the key component of this module with the intent of identifying the most critical assets within the County.

The intent is to work with county planning, engineering, and maintenance staff that are the key stakeholders and identify the most critical transportation assets. This will be accomplished in several phases of effort. During the initial kickoff meeting, an overall asset criticality discussion will be held to begin the process of identifying the most critical assets. Based on the initial findings, county planning, engineering, and maintenance staff will assemble additional data that will be helpful in further considering criticality. These data will be considered through qualitative analysis with county staff and discussed at one meeting where the most critical assets within the County will be selected. The most critical assets will be included in the Management Plan. The most critical assets will be identified on maps presenting the results.

**Deliverable:** A summary of findings will be provided as part of the minutes of the kickoff meeting under Task 1, which is where the asset criticality will first be considered. Following further data gathering and review, one meeting will be held with the county to select the most critical assets. A summary of this process and a map showing the most critical assets will be included in a section of the Climate Change and Stormwater Management Plan prepared under Task 9.

#### **Task 5: Apply Climate Information (Module 2b)**

The purpose of Module 2b is to provide information regarding how climate change could impact critical assets which is then used in the vulnerability and risk assessment. One of the findings of the Caltrans District 1 Climate Change Pilot Study is that the various climate change models and scenarios tend to affect the overall degree of impact of climate change rather than the fundamental nature of it. For example, sea level rise may affect a coastal asset to the point that an adaptation should be considered under several different scenarios. Therefore, the goal of applying climate information should be to consider if there is a potential impact that warrants adaptation under a reasonable scenario rather than focusing too much on specific numbers. This is because as discussed in the Introduction, there are many climate change models with varying forecasts. Planners, engineers, and maintenance staff should be prepared for a variety of forecasts and adaptable to what actually occurs.

Building upon what was learned in the Caltrans study, a streamlined approach will be used for Del Norte County to meet the intent of the State guidelines based on the following approach:

<b>Apply Climate Information (Module 2b)</b>	
<b>Element</b>	<b>Approach/Assumptions</b>
Interpret Existing State Guidance	Consider 2050 and 2100 scenarios.
Identify Stressor Types and Thresholds	Precipitation will be the primary stressor, with sea level rise considered for the most critical coastal assets, and temperature change considered in general terms only.
Select Climate Scenarios	Use similar scenarios considered under the Caltrans study. Climate change data will be from existing models and forecasts.
Create and Export Data	Data on precipitation will come from Task 2 for updating the IDF curves.

**Deliverable:** A brief summary of findings will be prepared to highlight how climate change information is applied. This summary will become a section of the Climate Change and Stormwater Management Plan prepared under Task 9. Climate change data will be reviewed at the kickoff meeting. No separate meeting will be held to review the climate information, but rather will be reviewed together with the adaptation strategies under Task 7.

### **Task 6: Conduct Vulnerability and Risk Assessment (Module 3)**

The purpose of Module 3 is to ultimately prioritize assets for evaluating adaptation strategies. This will essentially be completed using qualitative methods and summary data. Once again, it is the experience of planning, engineering, and maintenance staff that play an important role in this process. The following approach will be used for Del Norte County to meet the intent of the State guidelines based on the following:

<b>Conduct Vulnerability and Risk Assessment (Module 3)</b>	
<b>Element</b>	<b>Approach/Assumptions</b>
Determine Stressor Exposure	Exposure to climate change stressors identified in Task 5 will be conducted based on qualitative considerations as well as quantitative evaluations for the most critical assets identified. This may include the use of GIS or other mapping techniques if GHD deems this necessary to match stressors to critical assets.
Determine Risk	Risk is the product of the potential magnitude of consequences with the likelihood of impact. For the purposes of this study, consequence and likelihood will be characterized on a relative scale as Low, Medium, or High. This will be done by working with county planning, engineering, and maintenance staff.
Characterize Risk and Prioritize Assets	The results will be summarized in a risk matrix similar to Figure 11.4 of the State Guidance.

**Deliverable:** A brief summary of findings will be prepared to highlight the assets and the risks. This summary will become a section of the Climate Change and Stormwater Management Plan prepared under Task 9. No separate meeting will be held to review the climate information, but rather will be reviewed together with the adaptation strategies under Task 7.

**Task 7: Develop Adaptation Strategies (Module 4)**

The purpose of Module 4 is to identify strategies to address potential climate change impacts on the most critical assets. This was extensively evaluated in the Caltrans District 1 Climate Change Pilot Study, which will be the basis for this task. The goal under this task is to use the tools previously developed by GHD to identify potential adaptation strategies that could be applied to aid in the long term planning and engineering processes. The actual selection, sizing, and configuration of adaptation strategies should be completed in the future as part of more detailed site specific studies. The following approach will be used for Del Norte County to meet the intent of the State guidelines:

<b>Develop Adaptation Strategies (Module 4)</b>	
<b>Element</b>	<b>Approach/Assumptions</b>
Determine Climate Hazard Protection Windows	These concepts were addressed in the Caltrans District 1 Climate Change Pilot Study which will be reviewed based on the Del Norte characteristics.
Identify Potential Climate Consequences and magnitudes	These concepts were addressed in the Caltrans District 1 Climate Change Pilot Study which will be reviewed based on the Del Norte characteristics.
Evaluate and Prioritize Adaptation Strategies	These concepts were addressed in the Caltrans District 1 Climate Change Pilot Study which will be reviewed based on the Del Norte characteristics.
Prioritize Adaptation Strategies for Inclusion in RTP	Although this prioritization was addressed in the Caltrans District 1 Climate Change Pilot Study, this portion of Module 4 is the one that warrants more detailed review and adjustment for Del Norte County. Many of the assets are non-coastal and so other types of climate change effects may be more prevalent. This prioritization will be completed in conjunction with planning, engineering, and maintenance staff. The final work product of this scope is a Management Plan, which staff can use as a reference as appropriate when preparing other documents including the RTP.

**Deliverable:** The findings from this task will be incorporated into a section of the Climate Change and Stormwater Management Plan prepared under Task 9. A review meeting will be held at this point to review the findings of Task 5, 6, and 7.

**Task 8: Monitor and Evaluate Plan (Module 5)**

The State guidelines identify the following process for Monitoring and Evaluating the Plan:

- Establish Governance Structure
- Monitor Implementation
- Continue Stakeholder Communication
- Evaluate Plan

How each of these is to be accomplished is up to the DNCLTC. GHD will work with staff and will summarize the commission’s approach to each of these areas.

**Deliverable:** The findings from this task will be incorporated into a section of the Climate Change and Stormwater Management Plan prepared under Task 9.

## **Task 9: Prepare Summary Climate Change and Stormwater Management Plan**

This final document is intended to be a brief summary of overall findings and recommendations that focuses on tables and figures to provide guidance for future planning and engineering. The intent is for the summary document to be used as part of future more detailed work that may include stormwater modeling, project scoping, capital improvement planning, climate change planning, alternative analysis, repair and maintenance strategies, and other planning and component sizing. The summary plan will be generally organized based on the State guidelines as follows:

- Introduction
- Mission, Goals, and Objectives
- Asset Inventory and Criticality
- Climate Information and IDF Curves
- Vulnerability and Risk Assessment
- Adaptation Strategies
- Lessons Learned, Next Steps, and Monitoring and Evaluation Plan

The updated IDF curves will be included in the section on climate information.

The summary document is meant to present results in a succinct manner and will reference other documents that were used in the analysis or that may provide the reader with additional information regarding how the technical work may be accomplished.

**Deliverable:** The Summary Climate Change and Stormwater Management Plan will be prepared in draft format and delivered in electronic format and five hard copies. DNCLTC staff will be responsible for circulating as appropriate. One meeting will be held to review the draft report and receive comments. One set of written comments will be provided to GHD with any conflicting comments rectified.

## **SUMMARY OF MEETINGS**

The following face to face meetings are included in this scope assumed to be held in Crescent City:

- Project Kickoff Meeting
- Asset Inventory and Criticality Review Meeting
- Vulnerability and Adaptation Review
- Review of Draft Summary Climate Change and Stormwater Management Plan

## **SCHEDULE**

There is a very limited budget to complete this work and the intent is to drive the project to completion within 10 weeks of the kickoff meeting. This will require that the county planning, engineering, and maintenance staff are available to participate in the process and can obtain and provide data in the correct format and in a timely fashion.

## **ADDITIONAL SERVICES**

The scope of the project is limited to the items specifically included in this scope and the approach outlined. The scope and budget can be modified and expanded to include additional services such as detailed analysis and modeling, additional climate change forecasting, site specific planning and design, cost estimating, capital improvement planning, and other services to further develop the stormwater and climate change planning for the DNCLTC.

## BUDGET

This scope of services shall be billed on a lump sum basis. Invoices shall be prepared based on percent complete by task based on the following breakdown:

<b>Task</b>	<b>Budget</b>
Task 1: Project Kickoff	\$2,500
Task 2: Update IDF Curves	\$17,500
Task 3: Set Mission, Goals, and Objectives (Module 1)	\$2,500
Task 4: Assemble Asset Inventory and Screen Criticality (Module 2a)	\$7,500
Task 5: Apply Climate Information (Module 2b:)	\$6,000
Task 6: Conduct Vulnerability and Risk Assessment (Module 3):	\$5,500
Task 7: Develop Adaptation Strategies (Module 4:)	\$6,500
Task 8: Monitor and Evaluate Plan (Module 5)	\$2,000
Task 9: Prepare Summary Climate Change and Stormwater Management Plan	\$20,000
<b>TOTAL</b>	<b>\$70,000</b>

# Climate Change and Stormwater Management Plan



January 2, 2015

Del Norte  Local Transportation Commission

Proposal by

**Schaaf & Wheeler**  
CONSULTING CIVIL ENGINEERS

# Schaaf & Wheeler

CONSULTING CIVIL ENGINEERS

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January 2, 2014

Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission  
1301-B Northcrest Drive, #16  
Crescent City, CA 95531

## **Subject: Proposal for Climate Change and Stormwater Management Plan**

Dear Tamera Leighton:

Schaaf & Wheeler is pleased to submit our proposal to develop a Climate Change and Stormwater Management Plan for the Del Norte Local Transportation Commission.

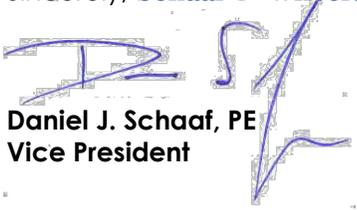
Schaaf & Wheeler (S&W) has 29 years of experience in water resources engineering, with a particular emphasis on surface water hydrology and open channel hydraulics. Our engineers have provided unique and focused hydraulic solutions throughout California. Our firm's assignments began with the Los Angeles Flood Insurance Study completed for FEMA. We now provide innovative water resources related solutions for many cities, counties, and water districts in California. Recent projects include the Hydrologic and Hydraulic Modeling for the Alameda Creek Watershed for the Zone 7 Water Agency, the Silicon Valley BART Extension Floodplain Analysis for the Santa Clara Valley Transportation Authority, the Marsten Pump Station for the City of Burlingame, and the Anderson Dam Seismic Retrofit Project for the Santa Clara Valley Water District.

Del Norte Local Transportation Commission will benefit from our three decades of experience during which our engineers have calibrated hydrologic and hydraulics models, written manuals for other engineers to follow, and developed procedural guidelines for public agencies. Schaaf & Wheeler is currently working on several sea level rise (SLR) studies for Bay Area communities. Incorporation of changing tides into flood control and drainage planning will allow these cities and counties to plan for the future. Knowing the economic challenges to SLR will help governments make informed decisions.

Our subconsultant, Green DOT, will provide the transportation planning insight to the project. They have recently completed the infrastructure audit and circulation study for the Del Norte Local Transportation Commission as part of their Safe Routes to School Plan. GreenDOT is located in Chico and will be available for in person meetings and supervision.

Our primary team members bring forth practical in-depth experience in hydrology and hydraulic engineering, sea level rise studies and transportation planning. Our past experience and knowledge will help us develop an effective and implementable management plan. We believe in working alongside the Commission staff in making decisions and are additionally available to coordinate with stakeholder engineers and planners. My team and I are available and look forward to extending our services to the Commission. Should you need any further information, please contact me at (415) 433-4848, or [dschaaf@swsv.com](mailto:dschaaf@swsv.com).

Sincerely, **Schaaf & Wheeler**

  
**Daniel J. Schaaf, PE**  
**Vice President**

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## Company Overview

Firm Name and Business Address	<b>Schaaf &amp; Wheeler</b> Address: 870 Market Street, Ste. 1278, San Francisco, CA 94102 Phone: (415)433-4848 Fax: (415)433-1029 Website: www.swsv.com
Type of Ownership	Corporation, Incorporated in California
Number of Years in Business	30 years
Year of Establishment	1985
Proposed Project Manager	Daniel J. Schaaf, PE – Vice President and Owner Phone: (415)433-4848 Fax: (415)433-1029 Email: dschaaf@swsv.com

### About Schaaf & Wheeler

Schaaf & Wheeler is a 32-person civil engineering firm, with 16 California registered professional engineers. Our experienced engineers comprehensively resolve water resources issues throughout California and the western United States. Our projects generally range from large flood control projects and FEMA flood insurance studies to local agency public works infrastructure projects – water, recycled water, sewer, and storm drain planning and design. Although certified by the State of California as a small business enterprise (certification #40527), Schaaf & Wheeler has a broad reach. Our engineers operate from four locations: Salinas, Santa Clara, San Francisco, and Santa Rosa. Following are our general services:

1. Stormwater management and drainage services, including master planning, engineering, and design of urban storm drain systems and pump stations;
2. Waste water system master planning, engineering, and design of conveyance systems, including lift stations;
3. Potable water system master planning, modeling, engineering; and design of supply, storage, collection and distribution systems, including tanks and booster stations;
4. Recycled water systems planning, engineering, and design; including reclamation feasibility studies and customer retrofits;
5. Hydrology and hydraulics analyses, including site evaluations and modeling;
6. Flood control analyses, including floodplain studies and channel design, filing of letters of map revision, and FEMA coordination;
7. Watershed assessments, erosion and sediment control, and bioengineered channel stabilization;
8. Water quality, including design or review of best management practices (BMPs) for storm water treatment and hydromodification flow control facilities;
9. Construction management, construction site observation, construction inspection services, value engineering, construction cost analysis, and constructability reviews;
10. Project management, including management of subconsultants, containment of schedule and cost, and communications with client and stakeholders.

## Key Personnel and Job Planning

### Project Manager – Qualifications, Experience, and Responsibilities

The team is led by a very qualified **project manager – Emily D. Straley, PE**. Emily has over 9 years of experience in hydrology, hydraulics, drainage studies, and water related improvement projects. Her efficient modeling skills in hydrologic and hydraulic modeling, sea level rise, master planning, water system modeling, stormwater system design, pump station design, site grading, and review of water and sewer system plans lead to implementable and cost-effective solutions.

Emily will be responsible for day-to-day project management for the entire length of the project. She will focus and maintain the project schedule and budget as well as undertake ultimate responsibility for the quality of all work products. Emily will hold regular team meetings to make sure issues are resolved effectively and to allocate resources to critical tasks. She will work closely with the Commission staff to make sure contractual and procedural issues are exposed and resolved. She will attend all the field assessments and meetings with the Transportation Commission personnel.

**Daniel J. Schaaf, PE**. Dan is a principal and owner at Schaaf & Wheeler will be the **principal-in-charge**. Dan brings forth in-depth understanding of hydrologic and hydraulics modeling, floodplain mapping, drainage, and water systems. He has more than 20 years of experience leading multi-disciplinary teams for public agencies and private organizations right from design through construction. Mr. Schaaf has also performed several FEMA flood insurance studies throughout California. He has extensive experience with several one- and two-dimensional numerical modeling software programs and, more importantly, understands the capabilities and limitations of these tools. Dan has exhaustive experience in cost control and optimizing resources to complete projects within schedule and budget.

**Schaaf & Wheeler engineers will work out of the San Francisco Office located at 870 Market Street, Ste. 1278, San Francisco, CA 94102; Phone: (415)433-4848.**

### Our Subconsultant



**Green DOT** will provide the transportation infrastructure and transit services planning insight to the project. The Green DOT team has extensive experience planning, programming and monitoring transportation projects and navigating the complex federal and state processes. They work with the built, natural, and human environments to develop effective transportation plans and programs that ultimately create safe, efficient, and progressive transportation solutions. They are strategically located in Chico to provide services to public agencies throughout northern California. Green DOT Transportation Solutions is a sole proprietorship. The Green DOT Transportation Solutions project team prepared an infrastructure audit and circulation study for the Del Norte Local Transportation Commission as part of their Safe Routes to School Plan.

The following table presents the qualifications, project assignment, and experience of the key personnel on the team. Resumes presenting detailed qualifications, experience, and relevant projects of each team member are included thereafter.

### Key Personnel Role and Qualifications

Name	Role	Education	Firm & Years w/ Firm	Years of Exp.	Experience & Expertise						
					H&H	SLR	FEMA /Cor	SA	AD/SD	Cal Trans	TP
Emily D. Straley, PE	Project Manager	BSCE, University of Utah, Salt Lake City	S&W for 8 Years	9	☑	☑	☑	☑	☑	☑	
Daniel J. Schaaf, PE	Principal-in-Charge	MSCE (Water Resources Engineering), San Jose State University BSCE, San Jose State University	S&W for 14 Years	20	☑	☑	☑		☑	☑	
Sarah Rahimi-Ardability, PE	Project Engineer	MS, Civil and Environmental Engineering, UC Davis BS, Civil Engineering, UC Davis	S&W for 6 months	4	☑	☑	☑		☑		
Jeff Schwein, AICP, CTP	Transport Planner	M.A. in Geography and Planning California State University, Chico 2001 B.A. in Geography and Planning California State University, Chico 1996	Green DOT for 4 Years	14					☑	☑	☑
Rebecca Schmidt	Transport Planner	M.A. in Environmental Policy and Planning California State University, Chico, 2014 (pending thesis defense) B.A. in Political Science/Geography California State University, Chico 2011	Green DOT	6					☑	☑	☑
<i>H&amp;H – Hydrologic &amp; Hydraulic Modeling including HEC-RAS Modeling, 2D Modeling SLR – Sea Level Rise FEMA/Cor – Based on FEMA and Army Corp Standard SA – Scour Analysis</i>			<i>AD/SD – Development of Alternatives and Strategy Development Cal Trans – Documentation in Accordance with Caltrans Procedures TP – Transportation Planning</i>								

## Resumes

### Emily D. Straley, PE – Project Engineer - Schaaf & Wheeler

#### Education

BSCE, University of Utah,

Salt Lake City

#### Licenses

Registered Civil Engineer

California #C75282

#### Affiliations

ASCE

Chi Epsilon



**Emily D. Straley, PE**, has considerable experience in storm drain systems, water distribution, sanitary sewer systems, open channel design, hydrology and hydraulics, and pump stations. She is accomplished in storm water modeling, master planning, water system modeling, stormwater system design, pump station design, site grading, and reviewing water and sewer system plans for municipalities. Emily's hydrology and hydraulics experience includes studies of Los Altos, Santa Cruz County, East Palo Alto, Burlingame, and North San Jose. Her water supply and distribution experience involves designing the Premium Efficiency Pump and Motor Project for the Town of Hillsborough and performing water system and fire flow analysis for the Great Oaks Water Company. Her pump station experience involves work on the San Francisquito Storm Water Pump Station, the Northside Storm Water Pump Station Upgrades, and the Mariner's Island No. 2 Sanitary Pump Station Rehabilitation. Emily is proficient in AutoCAD, WaterCAD, SWMM, MIKE URBAN, InfoSWMM, ArcMap 10.0, HEC-RAS, HEC-HMS, StormCAD, and HY-8.

### Major Project Accomplishments

#### Hydrology and Hydraulics

North San Jose Storm Drain Master Plan – San Jose, CA (2012)  
 City of Los Altos Storm Drain Master Plan and Fee Study – Los Altos, CA (2010)  
 East Palo Alto Storm Drain Master Plan – East Palo Alto, CA (2013)  
 County of Santa Cruz Storm Drain Mater Plan – Santa Cruz, CA (2012)  
 I-880 Highway Drainage Study – Oakland/San Leandro, CA (2008)  
 Highway 46/101 Highway Drainage Study – Paso Robles, CA, (2009)  
 Rollins Road Area and Laguna Area Storm Drain Study – Burlingame, CA (2012)

#### Stormwater Systems

Gold Street Storm Water Pump Station Force Main Evaluation – San Jose, CA (2008)  
 San Francisquito Creek Stormwater Pump Station – Palo Alto, CA, (2005-2006)  
 Bayfront Levee Improvement Plan – San Mateo, CA, (2011)  
 Northside Storm Water Pump Station Upgrades – Alameda, CA (2010)  
 2009 Storm Drain Improvement Project – Belmont, CA (2009)

#### Water Delivery Systems

Marina Coast Water District Plan Review – Marina, CA (Ongoing)  
 Castroville Water District Plan Review – Castroville, CA, (2009)  
 Great Oaks Water Company Water System Modeling - San Jose, CA (2006-2010)  
 Konocti Harbor Resort Fire Flow Analysis – Kelseyville, CA (2007)  
 Marina Coast Water District Well 34 – Marina, CA (2007-2010)  
 Vista Water Tank #2 Booster Pump Station – Hillsborough, CA (2008-2010)  
 Santa Clara Valley Water District Groundwater Study – Santa Clara, CA (2008-2009)

#### Wastewater Systems

Kingridge Sanitary Sewer Line Study – San Mateo, CA (2009-2012)  
 Mariner's Island No.2 Sanitary Pump Station Rehabilitation – San Mateo, CA, (2007)  
 El Camino Sanitary Sewer Improvement Plan – Santa Clara, CA (2008-2009)

#### Site Civil Engineering

Hays Property: Short Creek Channel Realignment and Site Grading – Los Gatos, CA (2007)  
 Mountain Lake Grading Plan – San Francisco, CA (2007-2008)  
 Scour Critical Counter Measure Design & Construction – Santa Clara County (2012)

### Daniel J. Schaaf, PE - Project Manager - Schaaf & Wheeler

**Education**

BSCE, San Jose State University  
 MSCE (Water Resources Engineering), San Jose State University

**Licenses**

Registered Civil Engineer, California #C57617

**Affiliations**

American Society of Civil Engineers  
 Floodplain Management Association



**Daniel J. Schaaf, PE** has 20 years of project experience encompassing the areas of flood control and drainage, surface water hydrology, and physical and numerical modeling. Dan has managed several large hydrology/hydraulics, flood control and drainage projects. He is skilled in open channel hydraulics, coastal and estuary processes, 1D and 2D modeling, floodplain mapping and storm drain master planning. He is currently working on implementing modeling projects that integrate pipe and surface flows using sophisticated 2D modeling software. He has performed several FEMA Flood Insurance Studies and Letters of Map Revisions for clients throughout California. He is proficient in modeling and GIS software: GeoHEC-HMS, GeoHEC-RAS, TRIM3D, RMA-2, RMA-10, MIKE 11, MIKE 21, MIKE-URBAN, MOUSE, EPA SWMM, Cybernet, InfoSWMM, InfoWorks, QUAL2E, EPA-Net, ArcGIS 10.0, Spatial Analyst, 3D Analyst, AutoCAD Map and ArcIMS.

### Major Project Accomplishments

**Planning and Design**

- Palo Alto Storm Drain Master Plan – City of Palo Alto (2014)
- North San Jose Drainage Master Plan - City of San Jose (2012)
- Storm Drain Master Plan and Sea Level Rise Study – City of Alameda (2008-2010)
- Stormwater Master Plan - City of Los Altos (2010)
- Stormwater Master Plan - County of Santa Cruz (2009-2010)
- El Charro Specific Plan Channel Design – City of Livermore (2005-2010)
- Northside Pump Station Design - City of Alameda, Public Works Department (2010)
- Storm Drain Master Plan - City of Paso Robles (2007)
- Storm Drain Master Plan - City of San Mateo (2004)
- Storm Drain Master Plan and Subsequent Update – City of Livermore (2003)
- Program Management for Storm Drain CIP– City of Belmont Public Works (2005)

**Hydrology and Hydraulics**

- Zone 7 Watershed Hydrology and Hydraulic Study (2014)
- Highway 46/101 Drainage Study - City of Paso Robles (2008-2009)
- El Charro Specific Plan Hydrology Study - City of Livermore (2005-2009)
- Pajaro River Breaching Alternatives - County of Santa Cruz (2006-2007)
- Isabel Interchange, Livermore, Storm Drain Alignments – Mark Thomas & Associates (2006)
- Napa Sonoma Salt Marsh Restoration - US Army Corps of Engineers (1999)

**Floodplain Management**

- Silicon Valley BART Extension Floodplain Study - Valley Transit Authority (2012)
- San Tomas Aquino Flood Study - Santa Clara Valley Water District (2012)
- Salt Creek Floodplain Analysis - Private Owner Redding (2012)
- Flood Analysis and Bayfront Levee Wave Analysis - City of San Mateo (2010)
- Arroyo Las Positas and Arroyo Mocho CLOMR - City of Livermore (2011)
- Southern California Wildfire Post Fire Flood Study - FEMA (2003 and 2007)
- Phelps Creek LOMR - UC Sanata Barbara (2009); Soscol Gateway Drainage Study - City of Napa (2005)
- Hooke Creek Flood Insurance Study - San Bernardino County, FEMA (2005)
- Mint Canyon Flood Insurance Study - Los Angeles County, FEMA (2008)

**River and Stream Enhancement**

- Altamont Creek Oil Removal Study - City of Livermore (2009-2010)
- East Arm Mountain Lake Enhancement, San Francisco - The Presidio Trust (2005)
- Reclamation Ditch Channel Study - Monterey County Water Resources Agency (Ongoing)
- South Bay Pond Interim Management Plan - Cargill Salt (2000-2004)

**Sarah Rahimi-Ardabili, PE – Associate Engineer - Schaaf & Wheeler**

**Education**

MS, Civil and Environmental Engineering, UC Davis  
BS, Civil Engineering, UC Davis

**Licenses**

Registered Civil Engineer  
California # 80080

**Affiliations**

American Society of Civil Engineers (ASCE)



**Sarah Rahimi-Ardabili, PE** has experience in watershed modeling, storm drain modeling, hydraulic and hydrologic analysis, floodplain mapping, flood risk/uncertainty analysis, levee breach analysis, and permitting. She is experienced in developing riverine hydraulic models, watershed models, storm drain models, and flood risk analysis models. Furthermore, she wrote and developed the CWMS user manual for the USACE Hydrologic Engineering Center (HEC) and has written technical appendices of major reports for the CA Dept of Water Resources (DWR). She has also directed the development and design of software applications for USACE and DWR. Sarah is proficient at HEC-HMS, HEC-RAS, HEC-DSSVue, HEC-FDA, HEC-GeoRAS, HEC-GeoHMS, HEC-ResSim, FLO-2D, PCSWMM, CWMS, and ArcGIS.

**Major Project Accomplishments**

**Stormwater Systems Planning and Design**

Storm Drain Master Plan – City of Palo Alto (2014)

**Floodplain Management**

Ryder Park Levee Repair – City of San Mateo (on-going)

**Hydrology & Hydraulics**

Oakville Cross Road Bridge Impact Analysis – Napa County (2014)

Central Valley Floodplain Evaluation and Delineation Program (CVFED) – CA Dept. of Water Resources (2011)

Central Valley Hydrology Study (CVHS) – CA Dept of Water Resources & US Army Corps of Engineers (2011)

Sutter Bypass Hydraulic Impact Analysis - CA Dept of Water Resources (2012)

**Floodplain Mapping**

Inundation Mapping System Atlas for Real-Time Access to Maps for Flood Emergency Response - CA Dept of Water Resources (2013)

Levee Breach Analysis for Flood Emergency Response in the Central Valley - CA Dept of Water Resources (2014)

**Flood Risk Analysis**

Central Valley Flood Protection Plan - CA Dept of Water Resources (2013)

Conditional Risk Analysis for the West Sacramento Levee Improvement Program – City of West Sacramento (2012)

Levee Repair Seismic Risk Analysis – City of West Sacramento(2011)

Pump Station Hydraulic and Economic Analysis – Sacramento County (2010)

**Environmental Permitting**

Emission Inventory and Permitting Project – Yolo-Solano Air Quality Management District (2009)

**Jeff Schwein, AICP CTP**  
*jeff@greendottransportation.com*



Green DOT owner Jeff Schwein is a Certified Transportation Planner (CTP) with the American Institute of Certified Planners (AICP). Jeff has worked in the transportation planning field since 2001 on projects ranging from financial programming to multi-modal planning. His specialty is moving projects from the shelf to the ground with accessible and creative funding and delivery strategies. Jeff works with communities to define projects based on identifiable need as well as project type, in relation to available funding resources. In addition to project level transportation planning, Jeff helps communities prepare transportation plans, bicycle plans, and Safe Routes to School Plans that improve mobility options and create active transportation opportunities. Jeff is committed to progressive transportation planning and stays involved in statewide transportation circles like the Rural Counties Task Force and Regional Transportation Planning Agencies group and regularly attends meetings of the California Transportation Commission.

Education	
M.A. in Geography and Planning California State University, Chico 2001	B.A. in Geography and Planning California State University, Chico 1996
Employment History	
Years of Experience: 13 Since 2002      Experience with Green DOT: Since 2011 (inception)	
<b><u>Green DOT Transportation Solutions</u></b> Owner/Transportation Planner <b><u>Lumos &amp; Associates, Inc.</u></b> Planning Manager	<b><u>Tehama County Transportation Commission</u></b> Transportation Planner <b><u>Haling &amp; Associates</u></b> Environmental Planner
Professional Information	

- Certified Transportation Planner, AICP CTP
- American Institute of Certified Planners, AICP
- American Planning Association Member
- Sac Valley APA Section PLAN Mentor-2014
- CSU Chico Department of Geography and Planning Advisory Board Member-Chair
- California Geographical Society Member
- RTP Guidelines/Smart Growth/Blueprint Workgroup Participant — 2007
- Rural Counties Task Force Vice Chairman — 2004/2005
- California Performance Review Rural County Representative — 2005
- Save Prop 42 Coalition for Transportation Funding Participant — 2004/2005
- Caltrans District 2-RTPA Task Force — 2002/2005
- Caltrans Planning Academy Certification — 2003ECT

**Project Experience**

The following list is a brief introduction to the projects Mr. Schwein has worked on.

**TRANSPORTATION PROJECTS**

1. State Route 101 South Entry to City of Eureka PSR/PDS, City of Eureka, 2015.
2. Susanville Transportation Program Management and Project Delivery, City of Susanville, 2014-17.
3. Glenn County Regional Transportation Plan, Glenn County Transportation Commission, 2014/15.
4. Project Development and Delivery Assistance, Amador County Transportation Commission, 2014.
5. Alpine County Wayfinding Project, Alpine County Community Development, Markleeville, CA-In Progress.
6. Active Transportation Program Project Application Development, Humboldt County, CA, 2014.
7. Lassen County Park & Ride Study Report, Lassen County Transportation Commission, CA, 2014.

**Jeff Schwein, AICP CTP**

[jeff@greendottransportation.com](mailto:jeff@greendottransportation.com)



8. South Susanville Gateway Complete Streets Project Development, Susanville, CA, In Progress.
9. Safe Routes to School Infrastructure Audit and Circulation Study-Del Norte County, 2014.
10. Lassen County Regional Blueprint Project, 2014.
1. Project Delivery Services, Orleans and Happy Camp Bike/Ped Improvements, Karuk Tribe, 2013.
2. Calaveras County Transportation Planning Services, Calaveras COG, 2014.
3. Point Arena Safe Routes to Schools Project Management/Delivery, 2013.
4. Cycle 6 HSIP Application Development, Del Norte County & Crescent City, 2013.
5. Colusa County Bicycle Plan, 2012.
11. Middle Klamath River Community Transportation Plan, Karuk Tribe, 2011.
12. Humboldt County Regional Transportation Improvement Program, 2011.
13. West Fourth Street Corridor Streetscape Planning and Design, City of Hollister, CA – 2010.
14. Broadway Village Multi-Modal Implementation Plan, El Dorado County Transportation Commission, - 2010.
15. Plumas County Regional Transportation Plan and EIR, Plumas County Transportation Commission, - 2010-2011.
16. ARRA Project Delivery, Del Norte County, Crescent City – 2010.
17. Community Based Transportation Plan (CBTP), City of Tulare, CA, – 2009.
18. 2007/08 Overall Work Program Development for Trinity and Del Norte counties.
19. TDA/STIP Administration Services for Trinity County RTPA, 2006-2009.
20. 2006 & 2008 STIP Programming for Trinity/Del Norte counties.
21. RTPA Handbook and Website Development for Lassen and Modoc counties, -2007-2008.

**PAVEMENT MANAGEMENT SYSTEMS AND INSPECTIONS**

22. Calaveras County Pavement Inspection with Google Mapping Integration, - 2011.
23. Del Norte County Pavement Management System Development and Roadway Inspection, - 2011.
24. Alpine County Pavement Management System Development and Roadway Inspection, - 2010.
25. Calaveras County Asset Management System Development and Roadway Inspection, - 2009.
26. Del Norte Pavement Management System Development and Roadway Inspection, - 2008.

**SOFTWARE DEVELOPMENT**

- ◆ Transportation Project Management Software Development, 2011-Present.
- ◆ Intelligent Transportation Software for CIP, Calaveras Council of Governments, - 2013.

**Rebecca Schmidt, Associate Planner**

*rebecca@greendottransportation.com*



Rebecca Schmidt has been working in the planning field since 2009 both in the public and private sectors. Rebecca’s projects range from community outreach to land use planning. Rebecca brings to the Green DOT team preparing extensive community outreach, transportation planning research, report writing, state and federal compliance procedures, and project management. Rebecca enjoys fostering cooperative participation of projects by all users between as the public, local, state and federal agencies seeing it through inception to finish. She works with communities to meet goals with progressive approaches for a variety of transportation planning needs such as Regional Transportation Plans, way-finding projects, or Project Study Reports. Rebecca is also active in attendance of California Transportation Commission (CTC) and Caltrans meetings and is a member with the Young Professionals in Transportation Sacramento Chapter as well as the American Planning Association.

**Education**

M.A. in Environmental Policy and Planning California State University, Chico, 2014 (pending thesis defense)	B.A. in Political Science/Geography California State University, Chico 2011
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**Employment History**

Years of Experience: 6+

<b><u>Green DOT Transportation Solutions</u></b> Associate Planner	<b><u>California State University, Chico</u></b> Class Academia
<b><u>Butte County Department of Development Services</u></b> Assistant Planner	<b><u>County of Nevada Planning and Environmental Health Department</u></b> Internship
<b><u>Hanover Environmental Services, Inc.</u></b> Staff Scientist	

**Affiliations**

- Young Professionals in Transportation Sacramento Chapter
- American Planning Association

**Project Experience**

**ASSOCIATE PLANNER**

- Glenn County Regional Transportation Plan Update-In Progress  
Rebecca plays a critical role of developing a new approach to Glenn County’s transportation future while maintaining their critical roadway needs. She is helping to develop a multi-modal approach appropriately in the more urbanized areas of Glenn County such as Willows, Orland, and Hamilton City. Rebecca is also working with Stakeholders and the community in general to gain an understanding of their needs and expectations.

**ASSOCIATE PLANNER**

- Alpine County Wayfinding Project, Alpine County Community Development, Markleeville, CA-In Progress.  
Rebecca is the community outreach and GIS specialist for this county-wide Wayfinding Project. The project is focused on developing a wayfinding system for the County that provides safe and effective information and guidance to travelers and visitors. The project has a dedicated website, community outreach component, guide sign graphic development, Caltrans compliance component, kiosk designs, and an implementation plan.

**Rebecca Schmidt, Associate Planner**

[rebecca@greendottransportation.com](mailto:rebecca@greendottransportation.com)



**ASSOCIATE PLANNER**

- Red Cap Road Bicycle and Pedestrian Improvement Project, Humboldt County, CA-In Progress. This rural bicycle and pedestrian improvement project is critical to the safety and mobility of disadvantaged communities in the Klamath River region. It provides an alternative transportation link between residential areas and jobs, schools and community services. Rebecca Schmidt developed funding applications for this project which included demographic analysis, GIS mapping, Federal funding format compliance, and comprehensive project narrative development.

**ASSISTANT PLANNER**

- Assistant Land Use Planner, Butte County Development Services, Oroville, CA. Narrowing Rebecca Schmidt’s extensive land use experience down to technical report writing, Ms. Schmidt stayed current with California Environmental Quality Act (CEQA). She wrote CEQA compliance reports for Grading Permits. These reports consisted of site assessments and current CEQA regulations. These reports were written within a budgeted and constricted timeframe while being in constant contact with land owners to attend Planning Commission hearings. She also learned and retained General Plan and Zoning Ordinance information to be able to accurately relay information to the community.

**STAFF SCIENTIST**

- High Speed Rail Project, Fresno County, CA-In Progress/ Ongoing. The high speed rail is a project in California that is being constructed along the State Highway 99 corridor train tracks. The projected length of the train will be 800 miles with 24 train stations extending from Sacramento to San Diego. Rebecca Schmidt developed approximately 250 Initial Environmental Assessment Phase I and Phase II Reports from Fresno to Bakersfield train tracks along State Highway 99. These reports were generated by researching each parcel for underground storage tanks through Sanborn Insurance Fire Maps, historical databases and GIS mapping. These IEA Reports were distributed to Bender Rosenthal Inc. and the State High Speed Rail Authority in compliance with California American Society for Testing and Materials (ASTM) technical standards.

**CLASS ACADEMIA**

- B-Line Local Transit Project, Chico, CA. The B-Line local transit project is a regional bus transit system that travels locally between communities. This B-Line project consisted of determining the safety of bus shelters through a particular area of route. Along with safety, Ms. Schmidt researched how the urbanization dictates the bus routes allowing and not allowing for accessibility to resources. Ms. Schmidt collaborated with fellow academia through applied geography applications and GIS mapping.

## Relevant Experience and Capabilities

Schaaf & Wheeler is a renowned one-stop-shop for urban and rural stormwater solutions. We have provided master planning, design improvement, drainage pattern, hydrology & hydraulics, sea level rise studies and NPDES water quality compliance solutions to many cities in California over the past three decades.

### Relevant Projects with References



#### San Francisco Airport Sea Level Rise Study

San Francisco Airport (SFO) was constructed on a series of land reclamations built with fill material into the shallow bay areas and wetlands fronting the cities of San Bruno, South San Francisco and Millbrae. To protect against coastal flooding impacts, most of the shoreline is protected by rip-rap revetments, berms, and sea walls. In anticipation of a possible flood zone designation when the updated City and County of San Francisco FEMA flood maps become effective, the Airport has undertaken a flood protection and sea-level rise study with the goal of removing the airport property from the 100-year floodplain.

Schaaf & Wheeler was tasked with analyzing the deficiencies in the Airport's interior drainage systems as well as the San Bruno and Millbrae Channel systems, which drain adjacent to the airport property. This study details how existing deficiencies may result in potential flooding at SFO.

The San Bruno Channel drains an approximate area of 3.8 square miles and outlets along the northern border of SFO; the Millbrae Channel drains approximately 2.0 square miles and forms the southern border of SFO. HEC-RAS models were developed for the downstream reaches of the channels to the tide gate structures. Roadway bridges were modeled to include railings, abutments, and piers. The tide structures were modeled based on field measurements and as-built drawings.

Schaaf & Wheeler modeled the channels and tide structures with a wide range of boundary conditions to analyze existing 100-year tide elevation, MHHW, and sea-level rise scenarios. Flood protection measures were developed to protect SFO, along with cost estimates, for each protection alternative. Improvements include: upgrades to tide barriers, floodwalls, levees, pump stations, and set-back walls.

Rainfall on the airport's seven square miles area produces significant runoff. The airport's drainage system includes roughly 45 stormwater pumps, diversion structures and hundreds of drainage inlets. Schaaf & Wheeler analyzed potential for interior drainage flooding within the airport lands based on a 100-year storm event and the pumps combined capacity.

**Client and Contact:**

Dilip Trivedi  
Moffatt & Nichol  
2185 N. California Blvd. # 500  
Walnut Creek, CA 94596  
925-944-5411  
[dtrivedi@moffattnichol.com](mailto:dtrivedi@moffattnichol.com)

**Owner:**

City and County of San Francisco

**Contract Value:** \$24,472

**Project Duration:** 2013

**Project Staff:**

Daniel J. Schaaf, PE  
Charles D. Anderson, PE  
Robin J. Lee, PE  
Glen M. Anderson, PE



**Client and Contact:**

Diana Gaines  
 100 North Canyons Parkway, Livermore,  
 CA 94551  
 925-454-5021  
 Dgaines@zone7water.com

**Contract Value:**

\$279,760

**Project Duration:**

2014

**Project Staff**

Daniel. J. Schaaf, PE  
 Charles D. Anderson, PE  
 James R. Schaaf, Ph. D, PE  
 Robin J. Lee, PE  
 Larry D. Johnson, PE

**Hydrologic and Hydraulic Modeling for the Zone 7 Watershed**

Zone 7 is currently investigating flood protection activities to provide a watershed-wide plan for the collection, storage and conveyance of excess surface waters in such a manner that would preserve natural floodplain functions and provide protection to existing residents and properties within its jurisdiction.

Schaaf & Wheeler was hired to work with Zone 7 staff to complete the calibration and verification of existing HEC-HMS and HEC-RAS models, and construct unsteady 2D models in key areas.

To calibrate the hydrologic model, precipitation gages with long historical records within the watershed were used to develop the 100-year design storm specific to the watershed. Stream gage statistics were analyzed to develop the theoretical 100-year discharges for a selection of basins used to calibrate the basin losses. Radar rainfall data was used for three actual storm events to calibrate the basin roughness factor, which is the basins runoff response to rainfall, or the timing of the peak discharge. The result is a calibrated hydrologic model that is used to estimate 100-year peak discharges and runoff volumes throughout the watershed that is defensible and has a calculated level of accuracy that falls within a reasonable range.

The hydraulic model is used to route the hydrologic model's discharges through river and creek channels. The hydraulic model identifies those watercourses that are capable of carrying the 100-year flood as well as those watercourses which are not. Those sections of watercourse that cannot carry the 100-year flood are identified as the origins of flooding. Schaaf & Wheeler developed 2D models for areas prone to flooding to delineate the floodplain.

The report prepared by Schaaf & Wheeler provides the basis for development of a watershed-wide plan for the future of Zone 7's flood damage reduction actions. The areas identified as subject to flooding within the Zone 7 Service Area will be subsequently identified for investigation into measures and methods to eliminate or reduce the flooding. This subsequent investigation involves the development of alternative control systems as part of the Stream Management Master Plan (SMMP).



**Regional Transportation Plan Update – Glenn County**

Green DOT is the primary consultant developing the 2015 Regional Transportation Plan (RTP) for Glenn County. The plan will help the Glenn County identify transportation infrastructure and program projects over the next 20 year period. The last RTP for the region was developed in 2009/10. The RTPs require an update every 5 years to be eligible for certain funding resources. The planning process is more than merely listing highway and transit capital investments; it requires developing strategies for operating, managing, maintaining, and financing the area's transportation system in such a way as to advance the area's long term goals. The 2015 RTP development process will explore ways to improve multi-modal opportunities for regional and inter-regional travel and maintain a strong commitment to traditional highway improvement projects. GreenDOT is also preparing an extensive community outreach plan for the RTP update which includes engaging stakeholders through the Spring of 2015.

**Client and Contact:**

Mardy Thomas, Principal Planner  
 Planning and Public Works Agency  
 County of Glenn  
 777 N. Colusa Street  
 Willows, CA 95988  
 530-934-6530  
 mthomas@countyofglenn.net

**Contract Value:**

\$30,000

**Project Duration:**

2014-2015

**Project Staff**

Jeff Shwein, AICP, CTP  
 Rebecca Schmidt

Apart from the directly relevant projects, Schaaf & Wheeler has vast experience in stormwater management. Some of our recent storm drainage study work is listed below. Highlighted projects also included Sea Level Rise Studies.

Year	Client	Project
2014-Ongoing	City of Palo Alto	Storm Drain Master Plan
2014-Ongoing	Moffatt & Nichol	SFO San Bruno Creek, Colma Creek Resiliency Study
2014-Ongoing	City of Santa Clara	Storm Drain Master Plan
2014-Ongoing	City of Ukiah	Storm Drain Maintenance and Rehabilitation Study
2014-Ongoing	Town of Moraga	Town Wide Storm Drain Master Plan
2013-Ongoing	City of Orinda	Master Storm Drainage Study
2013-2014	City of Sausalito	Storm Drain Fee Study
2013-2014	City of Mountain View	North Bayshore Storm Drain Master Plan
2012-2014	City of East Palo Alto	Storm Drain Master Plan
2011-2014	City of San José	North San José Storm Drain Master Plan
2009-2013	County of Santa Cruz	Stormwater Facilities Master Plan, Zones 5 and 6
2006-2013	City of Milpitas	Storm Drain Master Plan Updates
2010-2012	City of Burlingame	Burlingame Lagoon Enhancement Evaluation
2009-2012	City of Los Altos	Storm Water Master Plan
2011	San Mateo County	Montara Community Drainage Study
2007-2008	City of Alameda	Storm Drain Master Plan and Sea Level Rise Study
2006	City of Paso Robles	Storm Drain Master Plan
2005	CSU Monterey Bay	Storm Drain Master Plan and Management Plan
2004	City of San Mateo	Storm Drain Master Plan
2003	City of Livermore	Storm Drain Master Plan Update

## Statement of Interest and Methodology

### Our Interest and Experience

Del Norte Local Transportation Commission will benefit from more than 25 years of experience that engineers at Schaaf & Wheeler have in performing the development and calibration of hydrologic models as well as the development of floodplains and determination of tidal impacts. Since water resources with an emphasis on stormwater management is the bread and butter of our practice, we understand the complexities involved in such projects and are capable of providing cost-effective, implementable solutions. Methodologies and procedures to produce defensible, implementable reports have been developed since the company's founding.

In recent years, Schaaf & Wheeler has become particularly engaged in Shoreline Protection Studies, as communities that rim the San Francisco Bay and Pacific Ocean probe the potential impacts of climate change on their waterfront property. Recent projects include the Sea Level Rise Storm Drainage Study for the City of Alameda, the Palo Alto Flood Basin Hydrology Study for the Santa Clara Valley Water District which assessed the impact of sea level rise on the function of the flood basin, the Storm Drain Facilities Master Plan for Santa Cruz County, and the SFO Shoreline Protection study in which FEMA FIS coordination was given for shoreline protection measures at the San Francisco International Airport.

Green DOT Transportation Solutions brings their expertise in transportation planning to the project team. The Green DOT team has specific experience inventorying transportation assets, developing transportation projects, and planning for future mobility. We have been involved in many projects in the region including the development of a pavement management system (PMS) and pavement inspections of 214 miles of local roads. Additionally, we have prepared bicycle and pedestrian plans and assisted in the planning, programming and monitoring of transportation projects in Del Norte County since 2008. Our specialized understanding of transportation program management and financial planning for transportation infrastructure positions us to accurately plan for cost effective asset management and planning in light of changing climatic conditions.

Our highly dedicated and experienced team stands ready to provide project expertise and the necessary resources required to meet the project goals. The Schaaf & Wheeler team has the experience and knowledge to determine the effects of climate change on transportation facilities. Our key technical personnel's know-how, core understanding of the subject, strict quality control, and the efficiency of the staff will produce an implementable management plan within the tight schedule and budget. We commit to be accessible by phone and email throughout the duration of the project to keep all parties aligned and informed of the project progress.

### Project Understanding

The Del Norte Local Transportation Commission (DNLTC) is the Regional Transportation Planning Agency (RTPA) for the Del Norte County region. The county is located on the northern border of the State of California and is bound by Curry County, Oregon to the north, Siskiyou County to the east, Humboldt County to the South, and the Pacific Ocean to the west. Crescent City is the county seat, and is the only incorporated city within the county. There are four federally recognized Tribes located in the Del Norte region: Elk Valley Rancheria, Smith River Rancheria, Resighini Rancheria, and the Yurok Tribe. The Del Norte County region is vulnerable to the effects of climate change, and aims to better understand the potential impacts to the transportation system through the Climate Change and Stormwater Management Plan.

The transportation network in the Del Norte County is critical to the regional economy and the safety of residents and travelers. There are 3 primary connections to areas outside the County including SR 101 south connecting to Humboldt County, SR 101 north connecting to Oregon, and SR 199 connecting to

Grants Pass and Interstate 5 in Oregon. These routes are historically susceptible to closure and therefore affect commerce and travel in and out of the County.



There are approximately 680 centerline miles of roadway in the county under various jurisdictions. The planned short and long term capital and maintenance project needs within the county total \$330 million through 2030 for all of the jurisdictions involved. It is the intent of this study to ensure the collective, scarce regional financial resources are directed to the most cost effective projects that are supported by sound data and meet cost benefit thresholds. Many of these valuable assets will be affected by climate change in different ways. In order to protect these assets, a comprehensive understanding of the inventory and effects of changes in sea level and precipitation must be well understood.

Terrain in Del Norte County consists primarily of steep, mountainous terrain with a broad coastal plain in the northwest portion of the county. Annual rainfall generally ranges between 70-80 inches, with the majority falling from November to March. According to the *District 1 Climate Change Vulnerability Assessment and Pilot Studies, FHWA Climate Resilience Pilot* (GHD on behalf of Caltrans, Dec. 2014) precipitation in Del Norte County may increase by up to 9% by 2050, and 16% by 2100. This is a concern to the DNLTC because excessive rainwater is the most frequent cause for road closures in the region. Sea level rise is also a concern for the DNLTC. Highway 101 is subject to coastal erosion in several locations which may be exacerbated by rising sea levels. Tsunamis, which have caused extensive damage in Del Norte County in the past, may become more hazardous. The combination of increased precipitation and rising sea levels may impact interior drainage as well, increasing FEMA floodplain designated areas.

### Our Approach

The Schaaf & Wheeler team understands that the Del Norte Local Transportation Commission needs a Climate Change and Stormwater Management Plan that describes how stormwater and sea levels impact the region's transportation system, which improvements are required to mitigate these impacts, and the priority of these improvements. Schaaf & Wheeler will follow the approach outlined in *Addressing Climate Change Adaptation in Regional Transportation Plans, A Guide for California MPOs and RTPAs* (Cambridge Systematics, Inc., 2012). The 5 modules will be followed in order, with a draft technical memorandum submitted for review at the completion of each module. The DNLTC will be given an opportunity to comment on each technical memorandum before the Schaaf & Wheeler team moves on to the next module.

The project mission, goals, and objectives will be set during the kickoff meeting which will be schedule to coincide with a Technical Advisory Committee (TAC) meeting. This will allow members of the TAC to share particular concerns and objectives with the Schaaf & Wheeler team. These goals and objectives will become the basis of Module 1: Set Mission, Goals, and Objectives, and will inform the approach to the remaining modules.

Two climate scenarios will be used to assess impacts on the transportation system: 2050 to coincide with the 2011 Regional Transportation Plan horizon year, and 2100. The effects of climate change in northern California have been studied for a number of years by a number of different agencies. The *District 1 Climate Change Vulnerability Assessment and Pilot Studies, FHWA Climate Resilience Pilot* (GHD on behalf of Caltrans) published just last month in December 2014 has a wealth of information on the impact climate change will have in the Del Norte County region. The *Draft Sea-Level Rise Policy Guidance* (California Coastal Commission, 2013) contains sea level rise estimate and adaptation measures for coastal facilities. The National Research Council and Intergovernmental Panel on Climate Change have

both published a multitude of reports on the effects of climate change. Schaaf & Wheeler will compile data from these and other available studies and apply it the transportation system impacts inventoried by Green DOT. This will result in a vulnerability and risk assessment that will be used to determine the priority of improvements and adaptation strategies needed to mitigate climate change impacts.

The Climate Change and Stormwater Management Plan will also include updated IDF curves. Data from two gages will be used in a statistical analysis to create IDF curves. These curves can be used for future drainage studies to ensure adaptation strategies are designed using up-to-date information.

### Scope of Work

#### Task 1: Update IDF Curves

##### Task 1.a: Data Gathering / Review

Two gages suitable for statistical analysis will be identified. Suitability will be determined based on length and continuity of record and location. Input from the DNLTC will be obtained during the gage selection process.

##### Task 1.b: Develop IDF Curves

Data gathered during Task 1.a will be used in a statistical analysis to create IDF curves. These curves will be compared to the County's existing curves to determine if an update is warranted. If so, IDF curves for the 2-, 10-, 50-, and 100-year 15-minute to 72-hour events will be included in the Climate Change and Stormwater Management Plan.

#### Task 2: Transportation System Performance

##### Task 2.a: Module 1: Set Mission, Goals and Objectives

The primary task of Module 1 is the Special TAC Meeting that will be held to discuss and set the mission, goals, and objectives of the Climate Change and Stormwater Management Plan. The goal of this meeting will be to gather data and get feedback from stakeholders on relevant climate stressors to analyze, identify critical transportation segments and facilities for assessment and prioritized; and discuss appropriate adaptation strategies to consider.

The effects of climate change have been studied extensively, and previous studies will be surveyed for information relevant to the DNLTC region. Information from the California Climate Change Center, Caltrans, IPCC, among others will be reviewed. Green DOT, Schaaf & Wheeler's subconsultant will review relevant information on the transportation system in the Del Norte County region.

A Draft Module 1 Technical Memorandum will be submitted at the completion of Task 2.a. This memo will discuss the mission, goals, and objectives set during the Special TAC Meeting, and summarize research completed by the Schaaf & Wheeler team. It will also identify stakeholders within the DNLTC region. The Technical Memorandum will be finalized once comments from the DNLTC have been received and incorporated.

##### Task 2.b: Module 2a: Assemble Asset Inventory and Screen Criticality

Working from existing asset datasets, our project team will compile the data into a consistent format for criticality screening and the risk assessments in Module 3. Data sources will include:

- Del Norte County pavement management database
- Crescent City pavement management database
- Del Norte County bridge, culvert and asset inventory (including airport)



- Crescent City bridge, culvert and asset inventory
- Crescent City Harbor District asset inventory
- Caltrans asset inventory
- US Forest Service roadway and asset inventory
- Tribal Indian Reservation Roads Inventories of recognized tribes
- California State Parks transportation asset inventory
- USDA National Park System asset inventory

Once the inventories are combined in a consistent format, our project team will categorize and organize the data to be useful to this specific project. The criticality screening will be applied using a weighting system agreed upon by the project stakeholders. The screening will provide an organized approach to prioritization that will be performed following the vulnerability and risk assessment in Module 3.

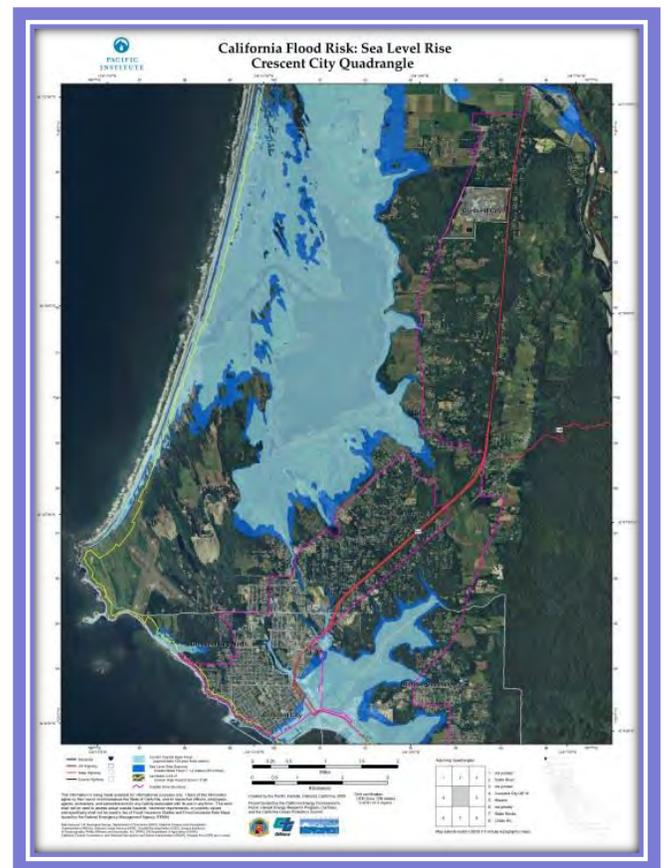
A Draft Module 2a Technical Memorandum will be submitted at the completion of Task 2.b. This memo will discuss the transportation facilities inventory, criticality screening process, and prioritization. The Technical Memorandum will be finalized once comments from the DNLTC have been received and incorporated.

### Task 2.c: Module 2b: Apply Climate Information

Schaaf & Wheeler will compile sea level rise and precipitation climate data select and qualitatively apply relevant existing climate change information to the assets inventoried in Module 2a. Climate change information to be considered includes precipitation and sea level rise data. The following reports and organizations will be referenced, among others:

- District 1 Climate Change Vulnerability Assessment and Pilot Studies, FHWA Climate Resilience Pilot (GHD on behalf of Caltrans, 2014)
- Draft Sea-Level Rise Policy Guidance (California Coastal Commission, 2013)
- Cal-Adapt Web Portal
- Coupled Model Intercomparison Project Phase 3 (CMIP3) Archive
- Pacific Institute GIS Data
- California Climate Change Center

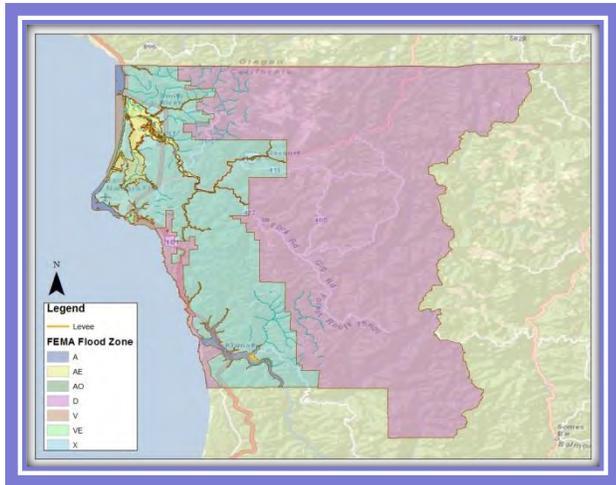
Two climate scenarios will be used to assess impacts on the transportation system: 2050 to coincide with the 2011 Regional Transportation Plan horizon year, and 2100. Precipitation changes will be assessed by using available stormwater studies, such as drainage master plans and FEMA FIS, to determine the baseline 100-year storm event condition. The projected percent increase in precipitation will then be used to estimate the increase in precipitation runoff at transportation facilities. Sea level rise changes will be assessed by using the current 100-year high tide as the baseline and mapping projected increases to determine impacts to transportation facilities. Coastal erosion maps will be referenced to supplement sea level rise hazard assessment.



A Draft Module 2b Technical Memorandum will be submitted at the completion of Task 2.c. This memo will discuss the compiled climate change information and the effects of this change on transportation facilities. The Technical Memorandum will be finalized once comments from the DNLTC have been received and incorporated.

**Task 2.d: Module 3: Conduct Vulnerability and Risk Assessment**

The outcome of Module 3 will be a prioritized list of transportation assets which are both critical and potentially vulnerable to climate change impacts. This will be completed by overlaying the climate change impacts developed in Module 2b onto the prioritized transportation asset inventory developed in Module 2a.



High priority transportation facilities with high vulnerability to climate change will be given a high priority rating, whereas high priority facilities with low vulnerability to climate change will be given a lower priority rating. Transportation facilities that are already subject to excess rainfall and tidal flooding will be given a higher rating than facilities that do not currently but are subject to flooding in future climate change scenarios.

Once we have conducted the vulnerability and risk assessment of specific regional assets, we will confer with the California Coastal and Ocean Climate Action Team (CO-CAT) for comments on the assessment.

A Draft Module 3 Technical Memorandum will be submitted at the completion of Task 2.d. This memo will discuss the risk assessment process and provide a prioritized list of critical and potentially vulnerable transportation assets. The Technical Memorandum will be finalized once comments from the DNLTC have been received and incorporated.

**Task 2.e: Module 4: Develop Adaptation Strategies**

Adaptation strategies will be modeled after existing strategies adopted by other coastal regions in California but be developed to fit the specific infrastructure of Del Norte County. The strategies will address potential transportation impacts through planning, design and operations/maintenance response. These strategy approaches will be applied to the all transportation mode infrastructure and for impacts of changing sea level and precipitation.

Our project team will develop a matrix of adaptation strategies as described above. This matrix will be correlated with the Asset Inventory and applied to specific projects defined in the inventory and applied to specific categories defined in the vulnerability and risk assessment.

The strategies will be developed considering funding availability and will be developed to align with short and long range projects in the Regional Transportation Plan and other planning and programming documents. Adaptation Strategies will be based on constrained and unconstrained resources with prioritization of projects identified in both categories.

A Draft Module 4 Technical Memorandum will be submitted at the completion of Task 2.e. This memo will describe the methodology and summarizing of the adaptation strategies. The Technical Memorandum will be finalized once comments from the DNLTC have been received and incorporated.

**Task 2.f: Module 5: Monitor and Evaluate Plan**

The outcome of Module 5 is recommendations for moving forward with the adaptation strategies developed in Module 4. Recommendations for monitoring the implementation of adaptation strategies will be given, and a list of stakeholders that require coordination for various adaptation strategies will be given.

A Draft Module 5 Technical Memorandum will be submitted at the completion of Task 2.f. The Technical Memorandum will be finalized once comments from the DNLTC have been received and incorporated.

### **Task 3: Climate Change and Stormwater Management Plan**

#### **Task 3.a: Draft Management Plan**

The technical memorandums from each model will be compiled to form a cohesive Climate Change and Stormwater Management Plan. This plan will function as an executive summary for the technical memorandums, allowing planners to quickly find information needed for moving projects forward without having to comb through more technical information. The Schaaf & Wheeler team will work closely with DNLTC to ensure all relevant information is included in the report. The technical memorandums for each model will be included in the appendix.

#### **Task 3.b: Final Management Plan**

The Climate Change and Stormwater Management Plan will be finalized once comments from the DNLTC have been received and incorporated.

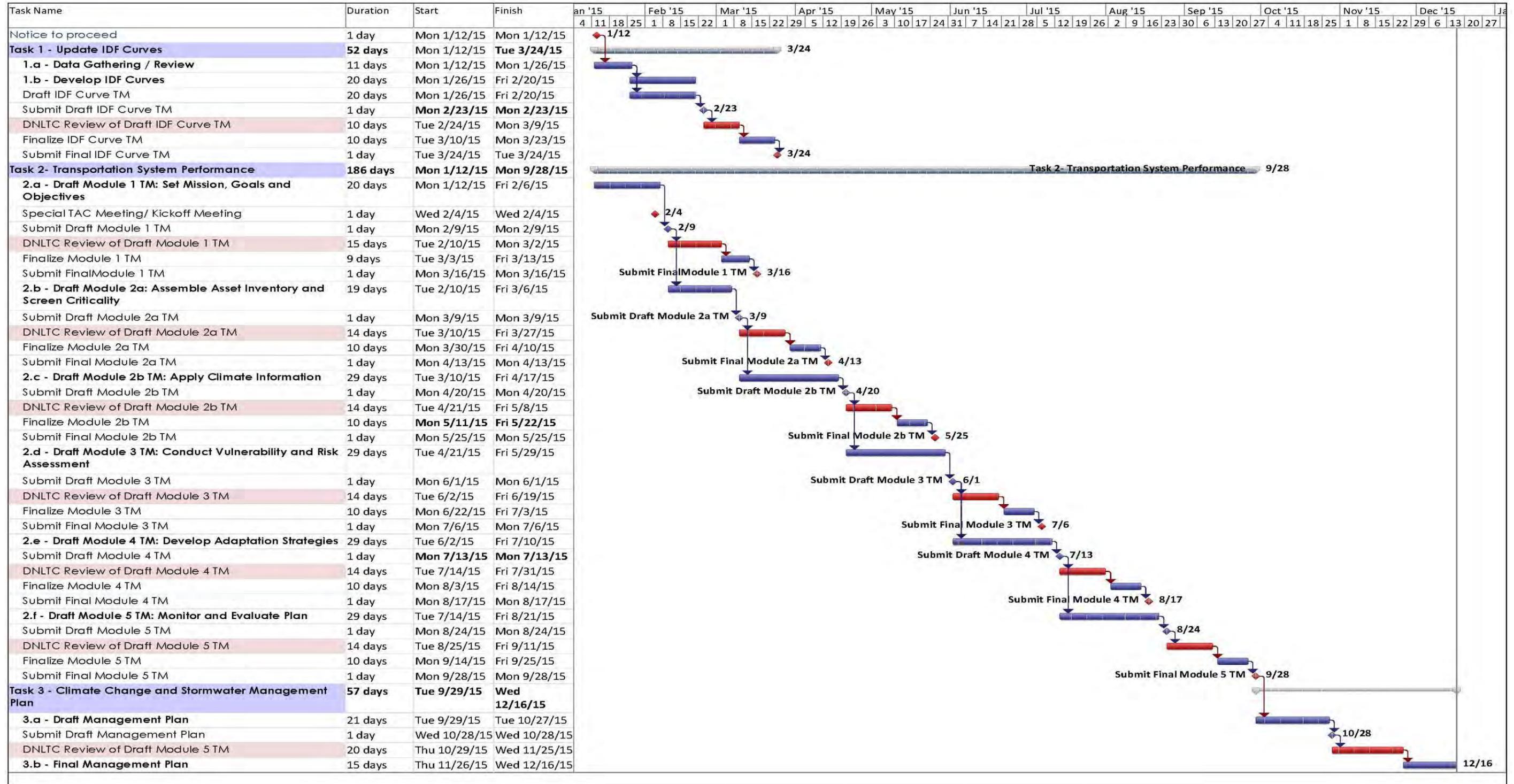
### **Project Management and Quality Control**

Schaaf & Wheeler believes staying in regular contact with the Commission is an effective tool for keeping the project on track and within budget. We plan to have one face-to-face meeting with the Commission staff, and bi-weekly teleconferences throughout the length of the project. These teleconferences will involve reviewing work products and making decisions on future steps. Our team will be available to Commission staff throughout the project via telephone and email. Emily Straley has managed several stormwater planning projects and has developed several methods to produce and deliver effective studies. Emily has learned that early communication is the best approach to avoid contractual and technical issues. In many cases, waiting until the end-of-the-month invoicing to discuss these issues is not valuable. All deliverables will be reviewed internally by senior staff prior to submission to the Del Norte Local Transportation Commission.

## Cost Proposal

<b>Del Norte Local Transportation Commission Climate Change and Stormwater Management Plan Schaaf &amp; Wheeler Fee Proposal - January 2015</b>		Daniel J. Schaaf, PE	Emily D. Straley, PE	Sarah L. Rahimi-Ardabili, PE	Schaaf & Wheeler Subtotal	Jeff Schwein, CTP	Rebecca Schmidt	Green DOT Transportation Solutions	Subsultant Markup	Total
		\$220	\$195	\$175		\$ 120	\$ 95			
	Hourly Rate									
<b>Task 1</b>	<b>Update IDF Curves</b>	<b>1</b>	<b>6</b>	<b>24</b>	<b>\$ 5,590</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,600</b>
1.a	Data Gathering / Review		2	8	\$ 1,790			\$ -	\$ -	\$ 1,790
1.b	Develop IDF Curves	1	4	16	\$ 3,800			\$ -	\$ -	\$ 3,800
<b>Task 2</b>	<b>Transporation System Performance</b>	<b>5</b>	<b>25</b>	<b>148</b>	<b>\$ 31,875</b>	<b>105</b>	<b>25</b>	<b>\$ 14,975</b>	<b>\$ 1,498</b>	<b>\$ 48,300</b>
2.a	Module 1: Set Mission, Goals and Objectives	1	4	20	\$ 4,500	5		\$ 600	\$ 60	\$ 5,160
2.b	Module 2a: Assemble Asset Inventory and Screen Criticality		1	8	\$ 1,595	30	10	\$ 4,550	\$ 455	\$ 6,600
2.c	Module 2b: Apply Climate Information	2	4	40	\$ 8,220			\$ -	\$ -	\$ 8,220
2.d	Module 3: Conduct Vulnerability and Risk Assessment	2	8	40	\$ 9,000	20		\$ 2,400	\$ 240	\$ 11,640
2.e	Module 4: Develop Adaptation Strategies		4	24	\$ 4,980	30		\$ 3,600	\$ 360	\$ 8,940
2.f	Module 5: Monitor and Evaluate Plan		4	16	\$ 3,580	20	15	\$ 3,825	\$ 383	\$ 7,788
<b>Task 3</b>	<b>Climate Change and Stormwater Management Plan</b>	<b>3</b>	<b>6</b>	<b>64</b>	<b>\$ 13,030</b>	<b>22</b>	<b>0</b>	<b>\$ 2,640</b>	<b>\$ 264</b>	<b>\$ 15,900</b>
3.a	Draft Management Plan	2	4	40	\$ 8,220	20		\$ 2,400	\$ 240	\$ 10,860
3.b	Final Management Plan	1	2	24	\$ 4,810	2		\$ 240	\$ 24	\$ 5,074
<b>Project Total</b>		<b>9</b>	<b>37</b>	<b>236</b>	<b>\$ 50,495</b>	<b>127</b>	<b>25</b>	<b>\$ 17,615</b>	<b>\$ 1,762</b>	<b>\$ 70,000</b>

### Project Schedule



1301 Northcrest Drive, Ste B PMB 16  
Crescent City, California 95531  
www.dnltc.org



Tamera Leighton, Executive Director

Tamera@DNLTC.org

Desk: (707) 465-3878

Cell: (707) 218-6424

## REQUEST FOR PROPOSALS

for

### **CLIMATE CHANGE AND STORMWATER MANAGEMENT PLAN for the Del Norte Local Transportation Commission**

Prepared for: Del Norte Local Transportation Commission

Prepared by: Tamera Leighton, Executive Director

1301-B Northcrest Drive, #16

Crescent City, California 95531

(707) 465-3878

Posted: October 3, 2014

**Reposted: December 22, 2015**

**Open until awarded.**

## **REQUEST FOR PROPOSALS (RFP) TO PROVIDE CLIMATE CHANGE AND STORMWATER MANAGEMENT PLAN FOR THE DEL NORTE LOCAL TRANSPORTATION COMMISSION**

### **A. BACKGROUND**

#### **The Region**

The region served by the Del Norte Local Transportation Commission, the Regional Transportation Planning Agency (RTPA) for Del Norte County exists totally within the boundaries of Del Norte County. Del Norte County is California's northernmost coastal county, with a land area of approximately 1,070 square miles. The County is bounded by Curry County, Oregon, to the north, mountainous Siskiyou County to the east, Humboldt County to the south, and by the Pacific Ocean to the west. Crescent City, the county seat, is located roughly halfway between Portland, Oregon (330 miles north) and San Francisco, California, (350 miles south). Regionally, Crescent City is located approximately 85 miles north of Eureka, Humboldt County, about 26 miles south of Brookings, Oregon and 83 miles west of Grants Pass, Oregon and Interstate 5.

Four federally recognized Tribes are located in the Del Norte region: Elk Valley Rancheria, Smith River Rancheria, Resighini Rancheria and the Yurok Tribe. They are partners and leaders in advancing regional transportation.

The principal north-south route through Del Norte County is US Highway 101, which provides access to coastal towns and cities to the north and south. Crescent City is located on US Highway 101. Del Norte County has two main routes providing access to inland communities: State Route, or SR 197/US Highway 199 to Hiouchi and Gasquet, and Route 169 to Klamath Glen. SR 197/US Highway 199 connects US Highway 101 to the Interstate 5 in Oregon.

The county's diverse geography includes inland mountain ranges of coniferous forests, low coastal mountain ranges with temperate forests and the Redwood State and National Parks, and rugged coastlines with gray sand beaches on the Pacific coast. The climate of Del Norte County is consistently mild along the coast, becoming more variable inland. In Crescent City and along the coastal fringe, there is minimal temperature fluctuation. Coastal daytime temperatures average 45-55 degrees during winter months. Temperatures increase to 55-65 degrees during mid summer and early fall months, with higher temperatures when coastal fog disperses. Inland, temperatures differences are more marked. Del Norte County/Crescent City area's annual rainfall generally ranges between 70 - 80 inches, with the heaviest rainfall occurring from November through March.

#### **Population**

The California Department of Finance estimated the Del Norte County population at 28,544 in 2010. This includes a population of 21,356 within the unincorporated area of the County and 7,188 within the City of Crescent City. The projected population for 2035 is 31,328.

**Organization and Management** The Del Norte Local Transportation Commission (DNLTC) is the Regional Transportation Planning Agency (RTPA) for the Del Norte County region. The DNLTC consists of six members—three members representing the Del Norte County Board of Supervisors and three members representing the City of Crescent City. With the addition of a representative of the Caltrans District 1 Director, the DNLTC Board becomes the Policy Advisory. A Technical Advisory Committee (TAC) advises the DNLTC on various transportation matters. The TAC is comprised of two representatives from the Planning and Public Works staff of the City and the County, and one representative from the Harbor District, Yurok Tribe, California Highway Patrol, Redwood Coast Transit Authority, and Caltrans.

**Previous work** The City of Crescent City and County of Del Norte have records documenting storm damage and emergency projects on many Major and Minor Collectors. The State provides several resources for assisting RTPAs in developing evaluations on climate change that are regionally focused. Excessive rainwater is the most frequent cause for road closures in the Del Norte region, and climate change projections indicate the frequency will be an increase in more intense storms. In combination with sea level rise, the threats to transportation infrastructure, which is already at risk, will increase by 17% by year 2100. The County of Del Norte has Intensity, Duration and Frequency (IDF) curves that are informative but outdated.

## **B. SCOPE OF SERVICES**

**Objective** To increase system reliability and mobility by reducing the impacts of flooding on transportation infrastructure and transit services. Transportation planning will help the region to better understand ways in which flooding can be controlled and can encourage the implementation of projects that will lessen the degree of flooding.

**Background** Exacerbating the current risks to transportation infrastructure, Climate Change will put even greater stressors on system reliability and mobility. According to the State, the reality of a changing climate means that transportation planning agencies need to understand the potential effects of changes in storm activity, sea levels, temperature, and precipitation patterns, and then develop strategies to ensure the continuing robustness and resilience of transportation infrastructure and services. Along with current risks, future risks to transportation infrastructure will be addressed.

**Product** The Del Norte Local Transportation Commission is soliciting proposals from qualified consultants to provide a Climate Change and Stormwater Management Plan that:

1. Considers historic rainfall
2. Updates Intensity, Duration and Frequency curves for major watershed areas in the Del Norte region
3. Addresses transportation system performance including the following modules identified in State guidance.
  - Module 1: Set Mission, Goals and Objectives
  - Module 2a: Assemble Asset Inventory and Screen Criticality
  - Module 2b: Apply Climate Information

- Module 3: Conduct Vulnerability and Risk Assessment
- Module 4: Develop Adaptation Strategies
- Module 5: Monitor and Evaluate Plan

Proposing consultants must present their own approach that delivers the preceding items and considers the Caltrans guide *Addressing Climate Change Adaptation in Regional Transportation Plans*:

[http://www.dot.ca.gov/hq/tpp/offices/orip/climate\\_change/documents/FR3\\_CA\\_Climate\\_Change\\_Adaptation\\_Guide\\_2013-02-26\\_.pdf](http://www.dot.ca.gov/hq/tpp/offices/orip/climate_change/documents/FR3_CA_Climate_Change_Adaptation_Guide_2013-02-26_.pdf)

Establishing methodologies, tasks and schedules are the obligation of the consultant.

## **PROPOSAL SUBMITTAL REQUIREMENTS**

### Company Overview

1. Firm name and business address including phone number, fax number and web site.
2. Type of ownership and parent company if applicable.
3. The name of the proposed project manager for this project.

### Key Personnel and Job Planning

4. Resumes of key personnel to be assigned to the project. Include length of service with the firm, professional education and years of experience.
5. If any part of the project cannot or is not planned to be performed in-house, describe the portion that would be subcontracted along with a profile of said subcontractor.
6. If you have multiple company offices, please identify the location where the majority of the work will be performed.

### Relevant Experience and Capabilities

7. Please provide a list of three relevant projects, including year completed, project duration, cost, and client contact information.

### Statement of Interest and Methodology

8. A narrative describing the firm's interest, unique abilities, and value added benefits your firm is able to bring to this project. (Please limit to three pages.)

### Cost Proposal

9. Please provide a cost proposal in two parts.
  - 9a. Updates Intensity, Duration and Frequency curves for major watershed areas in the Del Norte region.
  - 9b. Addresses transportation system performance including the following modules identified in State guidance.
    - Module 1: Set Mission, Goals and Objectives
    - Module 2a: Assemble Asset Inventory and Screen Criticality
    - Module 2b: Apply Climate Information
    - Module 3: Conduct Vulnerability and Risk Assessment
    - Module 4: Develop Adaptation Strategies
    - Module 5: Monitor and Evaluate Plan

A contract will include a total product crossing fiscal years at an estimated cost of \$70,000.

Schedule of Work

9. The project schedule must be clearly stated with intermittent milestones. Because the project is anticipated to be completed by December 30, 2015, specific benchmarks are preferred.

**C. PROPOSAL EVALUATION AND SELECTION**

The Technical Advisory Committee will evaluate those proposals that meet the stated requirements and will make a recommendation to the Del Norte Local Transportation Commission. Proposals will be evaluated based on the following point values:

Comprehensiveness of application:	15 points
Qualifications of Individual or Firm:	30 points
Interest/Methodology:	35 points
Value	10 points
Schedule	10 points
Total Available Points:	100 points

**D. INSTRUCTION FOR SUBMITTING A PROPOSAL**

All proposals must include the following:

1. Proposals including attachments must not exceed 30 pages;
2. Six identical unbound copies of proposal;
3. Electronic copy of proposal in unlocked .PDF format.

The schedule of activities related to this contract is as follows:

October 3, 2014	RFP Issued
October 31, 2014	Final questions due
November 7, 2014	Summary of questions and responses available
<b>November 21, 2014</b>	<b>Proposals due to DNLTC by 5 p.m.</b>
December 3, 2014	TAC review of proposals and selection recommendation
December 11, 2014	Anticipated Contract Award
December 30, 2015	Project Completion

**Reposted December 22, 2014. Will remain open until awarded.**

Please direct all questions and deliver proposals to:

Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission  
1301-B Northcrest Drive, #16  
Crescent City, California 95531

Desk: (707) 465-3878.  
E-mail: Tamera@DNLTC.org

## TERMS AND CONDITIONS

The Del Norte Local Transportation Commission (DNLTC) is not obligated to accept any of the proposals submitted or to enter into an agreement with any of the proposers. At its discretion, the DNLTC may elect to award all or any portion of the project scope of work as defined in the RFP. DNLTC reserves the right to reject any or all responses, to waive any technical requirement, and to select the firm that, in the DNLTC's judgment, best meets the requirements of this project and the needs of the DNLTC.

### E. PROTEST PROCESS

**Purpose:** The purpose of these procedures is to set forth the procedures to be utilized by DNLTC in considering and determining all bid protests or objections regarding solicitations, proposed award of a contract, or award of a contract whether before or after award.

**General:** In order for a bid protest to be considered by DNLTC, it must be submitted by an interested party (as defined below in accordance with the procedures set forth herein). A protest which is submitted by a party which is not an interested party or which is not in accordance with the procedures shall not be considered by DNLTC, and will be returned to the submitting party without any further action by DNLTC.

**Definitions:** For purposes of these Bid Protest Procedures: The term "Bid" includes any bid or offer submitted by a bidder in response to an Invitation for Bid (IFB), and a proposal submitted by an offeror in response to a Request for Proposals (RFP). The term "contract" means that document to be entered into between DNLTC and the successful bidder and offeror. The term "days" refers to normal business days of DNLTC staff offices. The term "interested party" means any person: (a) who is an actual or prospective proposer, bidder, or offeror in the procurement involved; and (b) whose direct economic interest would be affected by the award of the contract or by failure to award a contract. The term "solicitation" means an Invitation for Bids (IFB), Request for Proposals (RFP), or other form of document used to procure equipment or services.

**Grounds for Protest:** Any interested party may file a bid protest with DNLTC on the grounds that: DNLTC has failed to comply with applicable Federal or State Law; DNLTC has failed to comply with its procurement procedures; DNLTC has failed to comply with the terms of the solicitation in question, including the failure to adhere to the evaluation criteria set forth in the solicitation, if applicable; DNLTC has issued restrictive or discriminatory specifications; or, award is made to other than the highest scoring responsive and responsible bidder on formally advertised procurements.

**Contents of Protest:** A bid protest must be filed in writing and must include: The name and address of the protestor; the name of the procurement solicitation, a detailed statement of the grounds for the protest, including all relevant facts and a citation to the Federal or State law, the provision of DNLTC procurement procedures, or specific term of the solicitation alleged to have been violated; any relevant supporting documentation the protesting party desires DNLTC to consider in making its decision; the desired relief, action, or ruling sought by the protestor.

Protests must be filed with DNLTC executive director. All protests must be received at the DNLTC address listed above during normal office hours of 8:00 a.m. to 5:00 p.m., Pacific Time. If any of the information required by this section is omitted or incomplete, DNLTC will notify the protestor, in writing, within one day of the receipt of the protest, and the protestor will be given one day to provide the omitted or incomplete information in order for the protest to be further considered. Note that this provision only applies in the case of a failure to state any grounds for a protest and does not apply to stating inadequate grounds for a protest or the failure to submit documentation.

**Timing Requirements and Categories of Protests:** DNLTC will consider the following categories of bid protests within the time period set forth in each category: Any bid protest alleging improprieties in a solicitation process or in solicitation documents must be filed no later than five days prior to the scheduled bid opening or deadline for submittal or proposals, as appropriate, in order to be considered by DNLTC. Any protest based on such grounds not filed within this period will not be considered by DNLTC. This category of protests includes, but is not limited to, allegation of restrictive or exclusionary specifications or conditions. Any bid protests regarding the evaluation of bids or proposals by DNLTC, or improprieties involving the approval or award or proposed approval or award of a contract must be filed with DNLTC no later than 72 hours after the protestor's receipt of DNLTC's written notice of its decision or intended decision to award a contract. Any protest filed after such date which raises issues regarding the bid proposal evaluation, or the contract approval or award will not be considered by DNLTC.

**Review of Protest by DNLTC:** DNLTC will notify the protestor within 3 days of timely receipt of a bid protest that the protest is being considered. In the notification, DNLTC will inform the protestor of any additional information required for evaluation of the protest by DNLTC, and set a time deadline for submittal of such information. If DNLTC requests additional information, and it is not submitted by the stated deadline, DNLTC may either review the protest on the information before it, or decline to take further action on the protest. In its sole discretion, DNLTC may give notice of any bid protest to other bidders or proposers for the procurement involved in the protest, as appropriate, and permit such bidders or offerors to submit comments to DNLTC relative to the merits of the bid protest. DNLTC will set a time deadline for the submittal of such comments, which will be no less than 5 days after DNLTC provides notification of the protest. In its sole discretion, DNLTC may schedule an informal conference on the merits of a bid protest. All interested parties will be invited to participate in the conference. Any information provided at the conference will only be considered by DNLTC in deciding the bid protest if it is submitted to DNLTC in writing within 3 days after the conference.

**Effects of Protest on Procurement Actions:** Upon receipt of a timely protest regarding either the solicitation process of the solicitation documents in the case of sealed bids, DNLTC will postpone the opening of bids until resolution of the protest. The filing of the protest will not, however, change the date on which bids are due, unless DNLTC determines, and so notifies all bidders, that such a date change is necessary and appropriate to carry out the goals of the procurement and assure fair treatment for all bidders. Upon receipt of a timely protest regarding evaluation of bid or proposals, or the approval or award of a contract, DNLTC will suspend contract approval or other pending action, or issue a stop work order if appropriate, until the resolution of the protest. In this event, the

successful bidder or proposer may not recover costs as a change order. Notwithstanding the pendency of a bid protest, DNLTC reserves the right to proceed with any appropriate step or action in the procurement process or in the implementation of the contract in the following cases:

- a. Where the item to be procured is urgently required;
- b. Where DNLTC determines, in writing, that the protest is vexatious or frivolous;
- c. Where delivery or performance will be unduly delayed, or other undue harm to DNLTC will occur, by failure to make the award promptly; or,
- d. Where DNLTC determines that proceeding with the procurement is otherwise in the public interest.

**Summary Dismissal of Protests:** DNLTC reserves the right to summarily dismiss all or any portion for a bid protest that raises legal or factual arguments or allegations that have been considered and adjudicated by DNLTC in a previous bid protest by any interested party in the same solicitation or procurement action.

**Protest Decisions:** After review of a bid protest, the Procurement Officer shall make a recommendation to the Executive Director of the appropriate disposition of such protest. The recommendation shall be made on the basis of the information provided by the protestor and other parties, the results of any conferences, and DNLTC's own investigation and analysis. If the protest is upheld, DNLTC will take appropriate action to correct the procurement process and protect the rights of the protestor, including re-solicitation, revised evaluation of bids or proposals or DNLTC's determination, or termination of the contract. If the protest is denied, DNLTC will lift any suspension imposed and proceed with the appropriate state of the procurement process or the contract.

**Judicial Appeals:** A protest adversely affected by a bid protest decision may appeal such decision to an appropriate court of the State of California located in the county of Del Norte.

## **F. STANDARD CONSULTING AGREEMENT**

The selected firm shall be retained under the RTPAs standard professional services agreement. A sample of this agreement is available upon request. The contract shall provide payment for work performed up to a not-to-exceed amount. The final Scope of Work and Schedule (Exhibit A to the Standard Consulting Agreement) will be negotiated by the Consultant and the Del Norte Local Transportation Commission.

Please direct all communications and deliver proposals to:

Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission  
1301-B Northcrest Drive, #16  
Crescent City, California 95531

Desk: (707) 465-3878.  
E-mail: Tamera@DNLTC.org

**Item 6 Staff Report**

**DATE: JANUARY 7, 2014**  
**TO: TECHNICAL ADVISORY COMMITTEE**  
**FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR**  
**SUBJECT: ACTIVE TRANSPORTATION PLAN CONTRACT**

**REQUESTED ACTION:** Proposed action: Score proposals and recommend consultant to DNLTC for Active Transportation Plan contract.

**BACKGROUND:** This work is included in the 2014-15 Overall Work Program. It is the TAC obligation to participate in the consultant selection process and make recommendations to Del Norte Local Transportation Commission. The scoring for these proposals follows the system established by the TAC. The consultant ranking spreadsheet, request for proposals and the responses are attached.

In the absence of a quorum, the executive director will make a recommendation to DNLTC with TAC member input to DNLTC in the DNLTC meeting on January 8, 2015.

**Proposal Evaluation and Scoring for: Active Transportation Plan**

Consultant Name: <b>Echelon Transportation Group</b>							
	Ranking Criteria					Multiplier	Total Score
	Poor	Average	Great				
Comprehensiveness of Application (15 pts)	1	2	3	4	5	3	
Qualifications of Individual or Firm (30 pts)	1	2	3	4	5	6	
Interest/Methodology (35 pts)	1	2	3	4	5	7	
Value (10 pts)	1	2	3	4	5	2	
Reference Check and Timely Performance (10 pts)	1	2	3	4	5	2	
						<b>Total:</b>	<b>0</b>

Consultant Name: <b>Green DOT Transportation Solutions</b>							
	Ranking Criteria					Multiplier	Total Score
	Poor	Average	Great				
Comprehensiveness of Application (15 pts)	1	2	3	4	5	3	
Qualifications of Individual or Firm (30 pts)	1	2	3	4	5	6	
Interest/Methodology (35 pts)	1	2	3	4	5	7	
Value (10 pts)	1	2	3	4	5	2	
Reference Check and Timely Performance (10 pts)	1	2	3	4	5	2	
						<b>Total:</b>	<b>0</b>

Consultant Name: <b>Natural Resources Services Division of Redwood Community Action Agency</b>							
	Ranking Criteria					Multiplier	Total Score
	Poor	Average	Great				
Comprehensiveness of Application (15 pts)	1	2	3	4	5	3	
Qualifications of Individual or Firm (30 pts)	1	2	3	4	5	6	
Interest/Methodology (35 pts)	1	2	3	4	5	7	
Value (10 pts)	1	2	3	4	5	2	
Reference Check and Timely Performance (10 pts)	1	2	3	4	5	2	
						<b>Total:</b>	<b>0</b>

Reviewer: \_\_\_\_\_

Signature: \_\_\_\_\_

Proposal for

# Active Transportation Plan

for the Del Norte Local Transportation Commission



**ECHELON**  
TRANSPORTATION GROUP



Prepared by:

**Echelon Transportation Group**

2523 J Street, Suite 204

Sacramento, CA 95816

(916) 442-4986

December 15, 2014

Prepared for:

Del Norte Local Transportation Commission





**ECHELON**  
TRANSPORTATION GROUP

**Active Transportation Plan  
Del Norte Local Transportation Commission**

Ms. Tamera Leighton  
Executive Director  
Del Norte Local Transportation Commission  
1301-B Northcrest Drive, #16  
Crescent City, CA 95531

December 15, 2014

**RE: Request for Proposals – Active Transportation Plan for Del Norte Local  
Transportation Commission**

Dear Ms. Leighton,

I am very excited to introduce you to the **Echelon Transportation Group (ETG)** and continue the working relationship we have forged with the Highway 197/199 Safe STAA Access project. ETG was founded by Gladys Cornell, Adrian Engel, and myself to focus specifically on active transportation, complete streets, and sustainable transportation projects in Northern California. The three of us combine for over 50 years of cross-sectorial experience in community transportation planning, civil engineering, geometric roadway design, and public facilitation.

Our intimate knowledge of active transportation design philosophies, transportation planning documents, and regional funding sources are ideally suited to meet DNLTC's needs for the upcoming Active Transportation Plan. Our principals have a proven track record on projects ranging from preliminary planning through design and construction. This diverse experience gives us a holistic view of project implementation that makes us very successful with transportation planning documents. Our engineering experience helps us recognize design challenges early in the planning process and identify realistic projects, while our passion for active transportation principles help us prioritize these projects on a regional level.

For this RFP we have teamed with **ADA Accrediting and Consulting (ADAAC)** to provide you with all of the tools you need to make your Active Transportation Plan successful. ADAAC is currently contracted by Caltrans for the State Highway System Plan, and will assist your member agencies with their planning-level documentation for their own ADA transition plans.

As a principal of Echelon Transportation Group, Inc., I am authorized to contractually bind the company. This proposal is valid for sixty (60) days from the above date. I may be contacted during the period of proposal evaluation at [wshunk@EchelonTransportationGroup.com](mailto:wshunk@EchelonTransportationGroup.com) or (916) 442-4986.

Thank you for the opportunity to propose on this RFP.

**ECHELON TRANSPORTATION GROUP, INC.**

**William A. Shunk, PE, QSD**  
*Principal / Project Manager*

**Del Norte**  
Local  
Transportation Commission



# ECHELON

TRANSPORTATION GROUP

## Active Transportation Plan Del Norte Local Transportation Commission

### COMPANY OVERVIEW

The **Echelon Transportation Group (ETG)** was formed in 2014 to provide community enhancement through the design and planning of complete streets, active transportation facilities, and sustainable civil engineering projects. We understand that the built environment not only creates opportunities for mobility, but affects the economic vitality, neighborhood vibrancy, and the public's health in a community. ETG's mission is to create transportation solutions to comprehensive problems with the goal of increasing the mobility of all users, the livability of a region, and minimizing the effects on the environment by applying sustainability principles.

From project conception at the planning level through implementation during the design phase, ETG works side by side with its clients as an extension of their staff. Echelon was chosen as the company name because it represents this core tenet of working together for a common goal. The echelon formation is used by a group of cyclists to deal with a formidable crosswind to allow the group to go further and ride faster than they would be able to individually. ETG takes a sense of pride and ownership of every project it undertakes and knows that our own success is derived from a successful project for our client.

**William Shunk** will be the Project Manager for the Active Transportation Plan. Work will be completed out of our office at 2523 J Street, Suite 204, Sacramento, CA 95816. Echelon Transportation Group, Inc. is a registered Corporation in the State of California (California Corporate Number C3637992). We can be contacted during the period of this proposal at 916-442-4986 (phone) or 916-442-1186 (fax). For more information about ETG, please visit our website at [www.EchelonTransportationGroup.com](http://www.EchelonTransportationGroup.com).

### KEY PERSONNEL AND JOB PLANNING

#### **William Shunk, PE, QSD (Project Manager)**

William has more than 12 years of experience in municipal and transportation engineering with an emphasis on complete street design and active transportation. He has managed the delivery of numerous projects ranging in scope from preliminary planning documents to design and construction. This diverse experience gives him a holistic view of project implementation that balances complete street principles with the technical needs of a project. In the planning phases of a project, William understands the engineering hurdles and design standards that must be addressed before a project can be constructed. During the design and construction phases of a project, William champions complete street design elements to make sure they are not sacrificed for the sake of convenience or cost.

William's project experience includes preparation of multi-modal transportation master plans, funding applications, fee impact studies, geometric and drainage design, utility coordination, and the preparation of plans, specifications and estimates. William is a licensed Qualified SWPPP Developer (QSD) and is experienced with preparing Storm Water Data Reports.

For the past five years, William has been the chairman of the Young Professional Committee for the Sacramento Chapter of the American Public Works Association (APWA). As chairman, he has merged his professional involvement in the



Adrian Engel and William Shunk  
EDCTC DS/ED Bike Audit



William Shunk  
East Covell Corridor Plan Workshop





organization with his belief in community participation and student outreach. The committee has been responsible for an annual Adopt-a-Family program, a strategic partnership with Rebuilding Together Sacramento, and support of the Chapter’s student scholarship program. William was recognized in 2012 as the Stan Wilkening Member of the Year and in 2013 as the Young Leader of the Year.

***Gladys Cornell (Principal-in-Charge)***

Gladys has more than 25 years of experience in planning, engineering and construction management services. Ms Cornell specializes in working with rural, urban and suburban communities to develop context sensitive solutions for infrastructure and land use projects. She provides community relations, public engagement process development and implementation, as well as facilitation and partnering services for public agencies throughout Northern California. Prior to establishing AIM Consulting and Echelon Transportation Group, Ms Cornell was a Principal at Kleinfelder, Inc., and served as the Vice President of Corporate Communications and Marketing.

Ms Cornell serves as the Chair of the Sacramento District Council of the Urban Land Institute. As the Chair she oversees a Technical Advisory Panel who is currently exploring opportunities for the Entertainment and Sports Center and associated development at Downtown Plaza to maximize property values, tax revenues and other investment in Downtown Sacramento. Ms Cornell also was the founding chair of ULI’s Sacramento District Council Transit Oriented Development Advisory Council.

***Adrian Engel, PE, LEED AP (QC/QA Manager)***

Adrian has over 15 years of experience in municipal and transportation engineering. His unique qualifications as both a Registered Engineer with vast roadway design experience and a LEED Accredited Professional, allow him to balance environmental design elements with technical roadway design standards. His focus is on the planning and implementation of Complete Streets projects in Central and Northern California.

Adrian’s approach to implementing roadway projects is to find the balance to accommodate all modes of travel safely and efficiently. During the planning process, he works towards developing projects that can be implemented in the short term and also accommodate long range goals. His engineering experience helps identify fatal flaws and challenges early in the planning process so that they do not hinder implementation. Additionally, during production of construction documents his planning experience helps him maintain the objectives of the specific urban design elements so that they are not sacrificed due to engineering challenges during implementation.

For the past seven years, Adrian has been teaching “Geometric Design for California” for the Technology Transfer Program, a division of the Institute of Transportation Studies at UC Berkeley. The 500+ attendees have included engineers from over six Caltrans Districts, 20 city and county agencies, and dozens of private design companies. In addition, Adrian volunteers his time teaching biannual review classes for the Professional Engineering Exam with the Sacramento Section of the American Society of Civil Engineers (ASCE).



*Gladys Cornell*  
*Sac Grid 2.0 Workshop*



*Adrian Engel*  
*East Covell Corridor Plan Workshop*



**ECHELON**  
TRANSPORTATION GROUP

**Active Transportation Plan**  
**Del Norte Local Transportation Commission**

### **SUBCONSULTANTS**

To supplement ETG's staff and provide turnkey services for the Active Transportation Plan, ETG has partnered with **National ADA Accrediting and Consulting, Inc. (ADAAC)** to provide their expertise with ADA transition plans.

ADAAC was founded with a mission to provide the highest level of customer care and technical expertise in the ADA-related services industry. For over fifteen years, we have consistently lived up to our mission and helped our clients achieve their goals, earning us a reputation being among the best ADA trainers and consultants in the country. We assist government agencies at all levels in their efforts to conform with the laws, regulations, and standards defined by the Americans with Disabilities Act (ADA) and all other applicable disability related laws and legislation.

We pride ourselves on our ability to illustrate practical implementation, through cost-effective planning and execution in a unique and easily understood fashion. Our goal is to provide our clients with the highest quality ADA-related services available, to deliver those services quickly and efficiently to ensure cost-effectiveness, and to provide outstanding customer service. We value strong, decisive leadership; the collaborative benefits of teamwork; a commitment to excellent customer relations; creativity and innovation; a focus on efficiency; dedication to productivity; and a mutual support of one another. Moving into the future, our focus will remain on maintaining our outstanding expertise related to understanding the newest laws and regulations, maximizing the efficiency of our organizational structure, and developing innovative products and services to better serve our clients.



1430 Blue Oaks Blvd., #120  
Roseville, CA 95747  
(916) 259-1825  
[www.adaac.org](http://www.adaac.org)





## William Shunk, PE, Project Manager

### EDUCATION

BS in Civil Engineering,  
University of California,  
Davis (2003)

### REGISTRATION

CA C70382

### AFFILIATIONS

American Public Works Association

**William Shunk** has more than **12 years** of experience in municipal and transportation engineering. He has served as project manager, project engineer and design engineer on numerous projects, including local roadway and intersection improvements. His experience includes geometric design, drainage design, utility coordination, and the preparation of plans, specifications, and estimates. He has experience with three-dimensional modeling and visualizations for civil engineering projects.

### PROJECTS

#### Highway 197/199 Safe STAA Access Communications and Outreach Services

Project Manager for the Highway 197/199 Safe STAA Access Communications and Outreach Services Project. Responsibilities included strategic communications and public outreach counsel, and advising the Del Norte Local Transportation Commission on appropriate communication and outreach methods to benefit the Safe STAA projects on the State Route 197/US Highway 199 corridor.

#### SJCOG Active Transportation Grant Writing Assistance

Project Manager for Active Transportation Grant Writing Assistance for the San Joaquin Council of Governments (SJCOG). Responsibilities included demand analysis, benefit cost analysis, application narratives, cost estimates, and preliminary project design and mapping.

#### Diamond Springs and El Dorado Area Mobility and Livable Community Plan

Project Engineer for the Diamond Springs and El Dorado Area Mobility and Livable Community Plan. Responsibilities included prioritizing future transportation improvements to El Dorado and Diamond Springs with preliminary cost estimates and quantified travel and economic benefits. The study considered how potential new improvements to the transportation system, including providing alternate routes and improved access to multi-modal transportation options such as bicycle, pedestrian, and transit facilities, may effect jobs, project area demographics, population growth and distribution projections, as well as current and future traffic demand and transportation impacts.

#### North 12th Street Complete Street Project, Sacramento

Project Engineer responsible for the preliminary engineering and feasibility studies necessary to transition North 12th Street from a high speed thoroughfare to a complete street. The project has included the analysis and preliminary engineering concepts for the City of Sacramento's first two-way cycle track from Richards Boulevard to C Street.

#### 65th Street Station Area Study, Sacramento

Design engineer responsible for studying the feasibility of transportation network improvements related to transit oriented development in the 65th Street Station area. Responsibilities included preparing pedestrian-friendly geometric alternatives with comparative cost estimates.

#### Calvine Road/State Route 99 Pedestrian Access Improvement Study

Design engineer responsible for preliminary engineering and cost estimates to improve pedestrian access across State Route 99 on Calvine Road/Cosumnes River College Boulevard. The project included three preliminary alternatives that were broken up into smaller fundable projects with independent utilities that could be constructed with a phased approach as funding became available.

#### E. Covell Corridor Complete Streets, Davis

Project engineer responsible for preparing a comprehensive bicycle and pedestrian corridor plan for East Covell Boulevard in Davis. Responsibilities included documenting the existing conditions of the corridor, identifying project issues with the help of key stakeholders and local developers, public outreach, preparation of planning-level geometrics and cost estimates, evaluating existing ADA issues, and writing the final corridor plan for the project.



## Gladys Cornell, Principal in Charge

### EDUCATION

BA in Journalism,  
California State University,  
Sacramento(1987)

### AFFILIATIONS

Urban Land Institute, Chair, Sacramento  
District Council

Sacramento Metropolitan Chamber of  
Commerce, Board of Directors

**Gladys Cornell**, Principal, is a communication specialist with more than **20 years** of experience providing strategic communications and public engagement services. For the past seven years Ms. Cornell has served as the President of AIM Consulting in which she has provided communications and public outreach services for numerous public agencies and businesses. Ms. Cornell serves as the Chair of the Sacramento District Council of the Urban Land Institute. She also serves on the Board of Directors of the Sacramento Metro Chamber of Commerce.

### PROJECTS

#### Highway 197/199 Safe STAA Access Communications and Outreach Services

Principal in Charge for the Highway 197/199 Safe STAA Access Communications and Outreach Services Project. Responsibilities included strategic communications and public outreach counsel, and advising the Del Norte Local Transportation Commission on appropriate communication and outreach methods to benefit the Safe STAA projects on the State Route 197/US Highway 199 corridor.

#### Downtown / Riverfront Streetcar Project, Sacramento

Public engagement manager responsible for developing and implementing a public engagement process through close collaboration between the involved jurisdictions. This multi-jurisdictional study evaluates the engineering, environmental, and economic feasibility and develops the implementation plan for the governance and financing of a streetcar system.

#### American River Crossing Alternatives Study, Sacramento

Public engagement manager for the American River Crossing Alternatives Study. The project determined the purpose and need and potential locations for a new crossing over the American River connecting downtown Sacramento and south Natomas, as well as other destinations north of downtown. Responsibilities included: the preparation of a public participation plan, including stakeholder identification, outreach, and interviews; facilitation of stakeholder advisory committee meetings; public meeting planning and facilitation; media coordination; and development and preparation of communication materials, including a project webpage and web survey.

#### E. Covell Corridor Complete Streets, Davis

Public engagement manager responsible for community outreach for a Complete Streets Plan that will establish the connections between area transportation systems and the residential, retail, and community assets in the area. The plan will identify intersection and roadway improvements, bike path connections, and opportunities for improved bicycle and pedestrian crossings. Responsibilities included: development of public engagement plan, development of stakeholder database, coordination and facilitation of community open house meetings.

#### I-80 / SR 65 Interchange Improvements Project, Roseville

Project manager responsible for public outreach program for the I-80/SR 65 Interchange Improvements project in Placer County. The existing I-80/SR 65 interchange was constructed in late 1985. Because of the region's growth over the past two decades, the interchange and the I-80 and SR 65 corridors have increased traffic congestion. The purpose of the interchange modifications is to reduce congestion, improve traffic operations, and enhance safety. The goal of the outreach process is to inform, engage and manage concerns and expectations of stakeholders throughout the project duration and build a coalition for project implementation.

#### Fairfield / Vacaville Train Station Project, Fairfield

Serving as Public Outreach Project Manager responsible for the development and implementation of the public engagement/public information program for the design and construction of the new Fairfield-Vacaville Train Station project, a new multi-modal station, serving the Amtrak Capitol Corridor service route. The goal of the outreach process is to inform and engage key stakeholders of the Train Station project, identify the best construction approach, including substantial community input, and build a coalition for project implementation.



## Adrian Engel, PE, LEED AP, QC/QA Manager

### EDUCATION

BS in Civil Engineering,  
California Polytechnic  
State University,  
San Luis Obispo (1997)

### REGISTRATION

CA C62423  
CA LEED AP

### AFFILIATIONS

American Society of Civil Engineers  
Institute of Transportation Engineers  
Urban Land Institute TOD  
Advisory Council

**Adrian Engel** has more than **15 years** of experience in municipal and transportation engineering. He has served as project manager, project engineer or design engineer on numerous bridge, local roadway improvement, and highway interchange projects. He has experience with complete streets and multimodal civil engineering projects. In addition to being a registered engineer, he is a LEED accredited professional and currently the chair of the Sacramento Urban Land Institute's Transit Oriented Development Council.

### PROJECTS

#### **SJCOG Active Transportation Grant Writing Assistance**

QC/QA Manager for Active Transportation Grant Writing Assistance for the San Joaquin Council of Governments (SJCOG). Responsibilities included demand analysis, benefit cost analysis, application narratives, cost estimates, and preliminary project design and mapping.

#### **Diamond Springs and El Dorado Area Mobility and Livable Community Plan**

Project Manager for the Diamond Springs and El Dorado Area Mobility and Livable Community Plan. Responsibilities included prioritizing future transportation improvements to El Dorado and Diamond Springs with preliminary cost estimates and quantified travel and economic benefits. The study considered how potential new improvements to the transportation system, including providing alternate routes and improved access to multi-modal transportation options such as bicycle, pedestrian, and transit facilities, may effect jobs, project area demographics, population growth and distribution projections, as well as current and future traffic demand and transportation impacts.

#### **Lake Street Safe Routes to School**

Project Manager for the Lake Street Safe Routes to School project which built upon the improvements identified in a previous Community Action Plan. The project included design and construction of continuous sidewalks, pedestrian ramps, and crosswalks along a 0.6-mile street on which five local schools are located. In addition, the project included improvements at two intersections with State Route 1 at either end of Lake Street to provide improved sight distance and enhanced pedestrian crossings.

#### **North 12th Street Complete Street Project, Sacramento**

Project Manager responsible for the preliminary engineering and feasibility studies necessary to transition North 12th Street from a high speed thoroughfare to a complete street. The project has included the analysis and preliminary engineering concepts for the City of Sacramento's first two-way cycle track from Richards Boulevard to C Street.

#### **65th Street Bicycle/Pedestrian Accessibility Study, Sacramento**

Project engineer for project to improve the pedestrian and bicycle access underneath US 50 on 65th Street. Designer for improvements including bifurcated sidewalks, bike lanes, and miscellaneous ramp improvements.

#### **65th Street Station Area Study, Sacramento**

Project manager responsible for studying the feasibility of transportation network improvements related to transit-oriented development in the 65th Street Station area. Responsibilities included preparing pedestrian-friendly geometric alternatives with comparative cost estimates. Provided transportation planning, engineering feasibility studies, public outreach, cost estimating and environmental analysis services for the study area, which centered on the intersection of 65th Street and Folsom Boulevard.

#### **E. Covell Corridor Complete Streets, Davis**

Project manager responsible for a Complete Streets Plan that will establish the connections between area transportation systems and the residential, retail, and community assets in the area. The plan will identify intersection and roadway improvements, bike path connections, and opportunities for improved bicycle and pedestrian crossings. This context-sensitive document requires extensive public engagement. It also identifies improvements to existing streetscape features that will improve the aesthetics, character, and identity of the corridor.



# ECHELON

TRANSPORTATION GROUP

## Active Transportation Plan Del Norte Local Transportation Commission



*Diamond Springs and El Dorado Area  
Mobility and Livable Community Plan  
El Dorado County, CA*

*Completed: 2014  
Duration: 18 Months  
Cost: \$250,000*

**Contact: Dan Bolster**  
Senior Transportation Planner  
El Dorado County Transportation Commission  
2828 Easy Street, Suite 1  
Placerville, CA 95661  
(530) 642-5262



*SJCOG Active Transportation Grant Writing Assistance  
San Joaquin County, CA*

*Completed : 2014  
Duration: 2 Months  
Cost: \$25,000*

**Contact: Kim Anderson**  
Senior Regional Planner  
San Joaquin Council of Governments  
555 E. Weber Avenue  
Stockton, CA 95202  
(209) 235-0565



### RELEVANT EXPERIENCE AND CAPABILITIES

#### Diamond Springs and El Dorado Area Mobility and Livable Community Plan, El Dorado County

ETG collaborated with the El Dorado County Transportation Commission to prepare the Diamond Springs and El Dorado Area Mobility and Livable Community Plan. The underlying goal of the project was to create a comprehensive community transportation plan that increases mobility and access for existing users, enhances the existing corridors in the Diamond Springs and El Dorado areas, creates a sense of place and identity, and increases the attractiveness of the region for development opportunities while maintaining the historic quality of the community.

The Diamond Springs and El Dorado Area Mobility and Livable Community Plan explored improvements to the existing transportation system in the region, including State Route 49, which will enhance interregional and regional traffic safety and operations. The study considers the El Dorado County General Plan, including land uses identified in the plan, and other relevant planning documents to ensure that potential improvements to the transportation system are consistent with those plans and are acceptable, safe, and in accordance with Caltrans and other applicable standards and are compatible with planned zoning and land uses in the project area.

The Diamond Springs and El Dorado Area Mobility and Livable Community Plan also considers how potential improvements to the transportation system, including alternate routes and improved access to multi-modal transportation options such as bicycle, pedestrian, and transit facilities, may effect jobs, project area demographics, population growth and distribution projections, as well as current and future traffic demand and transportation impacts.

#### SJCOG Active Transportation Grant Writing Assistance, San Joaquin County, CA

ETG assisted the San Joaquin Council of Governments and their member agencies to prepare grant applications for the first round of Active Transportation Grants in May of 2014. Specifically, ETG worked with the cities of Stockton and Lodi to prepare seven ATP grant applications. The assistance focused on demand analysis, benefit cost analysis, application narratives, cost estimates, and preliminary project design and mapping under a very constrained project schedule.

ETG staff worked with numerous engineers at the cities and tailored the applications to the individual strengths of each project. This flexible approach included focused meetings with each engineer and constant coordination among multiple tiers of staff. This team approach accommodated a diverse set of vantage points and opinions on each project which made each narrative stronger and more compelling than any one individual could craft. All of the project applications were successfully submitted by the grant deadline while allowing for appropriate staff review times.



*North 12th Street Complete Streets Project  
Sacramento, CA*

*Completed: 2014  
Duration: 8 Months  
Cost: \$100,000*

*Contact: **Fedolia "Sparky" Harris**  
Principal Planner  
City of Sacramento  
Department of Public Works  
915 I Street  
Sacramento, CA 95814  
(916) 808-2996*

**North 12th Street Complete Streets Project, Sacramento**

North 12th Street is a major north/south connector between North Sacramento and Downtown. It is located in the River District of Sacramento and is a southbound, one-way, four lane arterial road. Formerly part of State Route 160, in 2001 the road became the City’s responsibility to maintain under an agreement with Caltrans.

The North 12th Complete Street Project is developing a plan to transition the street from its historical use as a high speed thoroughfare into a complete street that is consistent with planning documents including: the SACOG Blueprint Principles, the River District Specific Plan, the adopted Metropolitan Transportation Plan and the 2030 General Plan. The goals of the project are to improve multi-modal accessibility, safety, and air quality on North 12th Street while supporting affordable housing for low income residents and encouraging economic opportunities in the River District. To meet these goals the plan is looking at converting the westernmost travel lane and sidewalk on North 12th Street to a bicycle and pedestrian facility that will provide a direct connection from the Two Rivers Bicycle Trail to Downtown Sacramento.

One of the greatest challenges facing North 12th Street is its one-way functionality for automobile and bicycle traffic. Northbound automobile traffic is accommodated on nearby 16th Street, however this isn’t always a practical route for local bicycle trips. One possible improvement being considered for North 12th Street is a two-way cycle track in what is now the westernmost travel lane. A two-way cycle track would allow bicycle movements in both the north and southbound direction on North 12th Street with a physical separation from automobile traffic. This would reduce the out of direction travel for northbound bicyclists currently using 16th Street, and provide southbound bicyclists a safer facility in lieu of the existing sidewalk.



**STATEMENT OF INTEREST AND METHODOLOGY**

The **Echelon Transportation Group (ETG)** is excited to submit this proposal for assisting the Del Norte Local Transportation Commission in creating a comprehensive Active Transportation Plan for Del Norte County. The Plan will include chapters that address the needs outlined in the Active Transportation Program Guidelines and incorporate the findings and recommendations from existing documents including the 2006 Redwood Coast Transit Authority ADA Paratransit Plan, 2007 Bicycle Facilities Plan, 2007 Passenger Facilities Development Plan, 2011 RTP, 2013 Safe Zone Infrastructure Audits and Circulation Studies, 2014 Short Range Transit Plan, and 2014 Baseline Data collection. In addition, ETG will update available data through stakeholder/staff interviews and the collection of information from our field investigations.

ETG is aware of the limitations of DNLTC’s RPA funds and the need to expedite the disbursement of this money in the upcoming fiscal year. However, with the accelerated schedule requested in the revised RFP, we believe there is an opportunity for the DNLTC to have an approved Active Transportation Plan prior to the application deadline for the 2015 Active Transportation grant program. The advantage to this approach is twofold; if the DNLTC’s member agencies choose to resubmit applications for the second cycle of funding, the findings of the study may be able to augment these applications, and attaching an approved Active Transportation Plan to future grant applications will enhance their overall competitiveness.

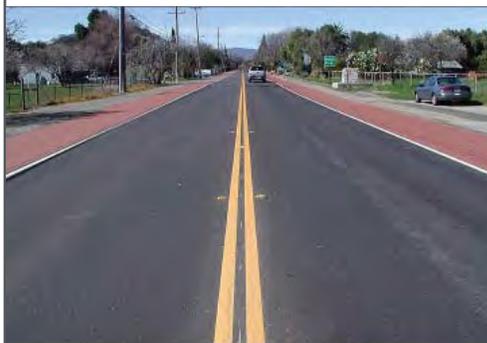
The draft schedule for the 2015 ATP grant has identified a call for projects at the end of March with applications due to the California Transportation Commission at the end of May. To meet this aggressive schedule, ETG will immediately hold a kick-off meeting (**Task 1.2**) in January with the DNLTC and its member agencies to get buy-in on this approach, discuss the project schedule and critical internal deadlines, and identify any known deficiencies in the existing studies and plans that will need to be addressed as part of this project. Following this kick-off meeting, ETG will review the existing studies and plans (**Task 2.1**) and prepare graphics that overlay their recommendations with key features of an Active Transportation Plan including, but not limited to, disadvantaged communities, bicycle and pedestrian accident data, proposed land use, and existing and future origins and destinations.

After this data is collected, ETG will visit Del Norte County and have in-person focus meetings with each member agency (**Task 1.3**) to discuss our findings, identify any projects that may have been missed, and begin to prioritize projects. This visit will include field investigations (**Task 2.2**) so that ETG can better understand the nuances of each project and identify potential challenges associated with their future implementation. This will allow ETG to validate existing opinions of probable cost and schedules from existing studies and plans, or to prepare this information for the active transportation plan as necessary.

Following our field visits, ETG will synthesize our findings into an administrative draft to be reviewed by the project team (**Task 3.1**). The goal of the administrative draft will be to verify our findings to date, identify any deficiencies that may still exist, and provide preliminary recommendations based on the feedback from member agencies. The goal of this document will be to provide a framework of



*Kettleman Lane & Westgate Drive\**  
*Lodi, CA*



*State Route 16 Widening Project \**  
*Capay, CA*



Lake Street Safe Routes to School\*  
Point Arena, CA



12th Avenue Complete Street\*  
Sacramento, CA

information to be shared with the public prior to compiling draft and final plans.

Public engagement is a critical and often overlooked component of Active Transportation Plans and grant applications. ETG will hold a public workshop (**Task 4.1**) that presents the project’s findings and asks for local input and knowledge to help prioritize future improvements. These findings will be useful both for the Active Transportation Plan and ATP grant applications, and will help the project team identify projects that will have the most value for the Del Norte community.

ETG will incorporate the feedback from the community into a draft plan (**Task 3.2**) that will be submitted to the DNLTC to coincide with the call for projects for the 2015 ATP grant program. This will give DNLTC’s member agencies sufficient time to review the findings in conjunction with the preparation of their ATP grant applications. This will also allow member agencies to identify any deficiencies in their own applications that will strengthen the overall narrative in the Active Transportation Plan. The comments that are received by the member agencies will be incorporated into a final plan (**Task 3.3**) that will be submitted to the DNLTC Board for approval at their regularly scheduled May meeting.

In addition to the active transportation component of the plan, ETG understands the need of DNLTC’s member agencies for preliminary, planning-level documentation of their existing transportation infrastructure for their own ADA transition plans (**Task 5.1**). ETG has partnered with ADAAC to assist the DNLTC with this effort. ADAAC is currently contracted by Caltrans for the State Highway System Plan with a thorough understanding of the ADA transition plan process.

ADAAC and its personnel will initiate a Discovery process immediately upon contract start date to examine the Del Norte Local Transportation Commission for pedestrian infrastructure and facilities. A team of personnel specially trained in recognizing the pedestrian characteristics will use the following tactics in identifying and locating all facilities, right-of-way infrastructure, and pedestrian pathways.

The Discovery Process consists of location gathering. Facilities that a Title II entity owns that are subject to the ADA. Facilities can include: all public right-of-way and all associated pedestrian features in the public right-of-way, buildings, parking lots, bus systems, bus stops, parks and trails.

Facility	Estimated Necessary Degree of Discovery	Unit
Paved Right-of-Way	Heavy	194 Miles
Unpaved Right-of-Way	Medium	109 Miles
Bridges	Low	33
Bus Stops and Terminals	Medium	123
Parks and Trails	Low	Aprx. 20

In addition to the facilities listed, ADAAC will work with local entities to ensure that the facilities with possible ADA barriers are located and logged. A full list of Title II entity owned building facilities as well as parks and trails in Del Norte County will need to be discovered and logged as potential locations for future investigation.

ADAAC will only perform the Discovery Process for this requested service. Should



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**Active Transportation Plan  
Del Norte Local Transportation Commission**

the Del Norte Local Transportation Commission or its member agencies request additional services additional charges will apply. ADAAC's goal for the requested services is to accurately identify all facilities which would be required by the local agencies to be inspected and included in a complete Transition Plan.

The work effort for the ADA discovery process will have independent utility from the active transportation components of the plan. To expedite approval of the active transportation plan for the purpose of upcoming grant opportunities, ETG may employ is to complete the active transportation component and ADA discovery process in tandem.



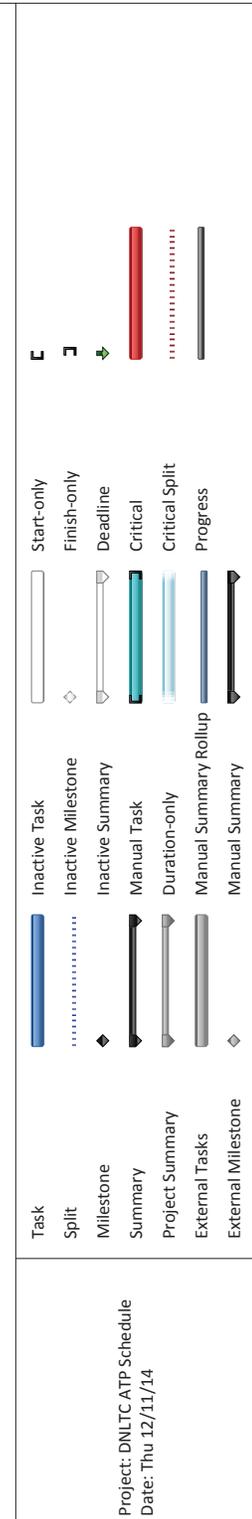
COST PROPOSAL

PROJECT TASK		DNLTC - Active Transportation Plan										TOTAL FEE		
		ETG				TOTAL HOURS	ETG				Echelon Transportation Group		ADA Accrediting and Consulting	
Principal	Project Manager	Project Planner	Admin	Principal	Project Manager		Project Planner	Admin	Principal	Project Manager		Project Planner		Admin
<b>Task 1</b>	<b>Project Management</b>													
1.1	Written Monthly Progress Reports		4						500			65.00		
1.2	Kick-off Meeting	2	4	4				310	500	420		500		500
1.3	Focus Meetings		16	16				2,000	2,000	1,680		1,230		1,230
1.4	Board Meetings	4	4					620	500			1,120		1,120
	<b>Subtotal</b>	<b>6</b>	<b>28</b>	<b>20</b>				<b>930</b>	<b>3,500</b>	<b>2,100</b>		<b>6,530</b>		<b>6,530</b>
<b>Task 2</b>	<b>Field Investigations and Project Research</b>													
2.1	Review Existing Plans and Studies	4	20	8				620	2,500	840		3,960		3,960
2.2	Field Investigations		20	20				2,500	2,500	2,100		4,600		
	<b>Subtotal</b>	<b>4</b>	<b>40</b>	<b>28</b>				<b>620</b>	<b>5,000</b>	<b>2,940</b>		<b>8,560</b>		<b>8,560</b>
<b>Task 3</b>	<b>Active Transportation Plan</b>													
3.1	Administrative Draft	8	72	20	20			1,240	9,000	2,100	1,300	13,640		13,640
3.2	Draft ATP	4	50	10	20			620	6,250	1,050	1,300	9,220		9,220
3.3	Final ATP	4	10		20			620	1,250		1,300	3,170		3,170
	<b>Subtotal</b>	<b>16</b>	<b>132</b>	<b>30</b>	<b>60</b>			<b>2,480</b>	<b>16,500</b>	<b>3,150</b>	<b>3,900</b>	<b>26,030</b>		<b>26,030</b>
<b>Task 4</b>	<b>Public Engagement</b>													
4.1	Public Workshop	8	20	9				1,240	2,500		585	4,325		4,325
	<b>Subtotal</b>	<b>8</b>	<b>20</b>	<b>9</b>				<b>1,240</b>	<b>2,500</b>		<b>585</b>	<b>4,325</b>		<b>4,325</b>
<b>Task 5</b>	<b>ADA Assistance</b>													
5.1	Discovery Process		10						1,250			1,250		1,250
5.2	ADA Memorandum		10						1,250			1,250		1,250
	<b>Subtotal</b>		<b>20</b>						<b>2,500</b>			<b>2,500</b>		<b>2,500</b>
	<b>REIMBURSABLES (Reproduction, Travel Costs, PTR)</b>													
	<b>PROJECT SCOPE TOTALS</b>	<b>34</b>	<b>240</b>	<b>78</b>	<b>69</b>			<b>5,270</b>	<b>30,000</b>	<b>8,190</b>	<b>4,485</b>	<b>47,945</b>		<b>59,945</b>



PROJECT SCHEDULE

ID	Task Name	Duration	Start	Finish	Predecessors
1	<b>Task 1 - Project Management</b>	<b>129 days</b>	<b>Thu 1/1/15</b>	<b>Tue 6/30/15</b>	
2	Notice to Proceed	0 days	Thu 1/8/15	Thu 1/8/15	
3	Written Monthly Progress Reports	6 mons	Thu 1/8/15	Wed 6/24/15	2
4	Kick-off Meeting	0 mons	Thu 1/15/15	Thu 1/15/15	2FS+1 wk
5	Focus Meetings	1 wk	Mon 1/26/15	Fri 1/30/15	7
6	<b>Task 2 - Field Investigations and Project Research</b>	<b>15 days</b>	<b>Mon 1/12/15</b>	<b>Fri 1/30/15</b>	
7	Review Existing Plans and Studies	2 wks	Mon 1/12/15	Fri 1/23/15	2
8	Field Investigations	1 wk	Mon 1/26/15	Fri 1/30/15	7
9	<b>Task 3 - Active Transportation Plan</b>	<b>85 days</b>	<b>Mon 2/2/15</b>	<b>Sun 5/31/15</b>	
10	Administrative Draft	1 mon	Mon 2/2/15	Fri 2/27/15	8
11	DNLC Review of Administrative Draft	2 wks	Mon 3/2/15	Fri 3/13/15	10
12	Prepare Draft ATP	1 mon	Mon 3/16/15	Fri 4/10/15	11
13	2015 ATP Grant Call For Projects (Subject to Change)	0 mons	Thu 3/26/15	Thu 3/26/15	
14	DNLTC Review of Draft ATP	2 wks	Mon 4/13/15	Fri 4/24/15	12
15	Prepare Final ATP	2 wks	Fri 5/1/15	Thu 5/14/15	14
16	DNLTC Board Meeting	0 days	Thu 5/14/15	Thu 5/14/15	
17	2015 ATP Grant Applications Due (Subject to Change)	0 days	Sun 5/31/15	Sun 5/31/15	
18	<b>Task 4 - Public Engagement</b>	<b>0 days</b>	<b>Fri 3/20/15</b>	<b>Fri 3/20/15</b>	
19	Public Workshop	0 mons	Fri 3/20/15	Fri 3/20/15	10FS+3 wks
20	<b>Task 5 - ADA Assistance</b>	<b>90 days</b>	<b>Thu 1/8/15</b>	<b>Thu 5/14/15</b>	
21	Discovery Process	90 days	Thu 1/8/15	Wed 5/13/15	2
22	ADA Memorandum	0 days	Thu 5/14/15	Thu 5/14/15	21



**Legend:**

- Task:** Solid blue bar
- Split:** Dotted blue bar
- Milestone:** Diamond symbol
- Summary:** Solid black bar
- Project Summary:** Solid black bar with diamond
- External Tasks:** Solid grey bar
- External Milestone:** Diamond symbol
- Inactive Task:** Solid light blue bar
- Inactive Milestone:** Diamond symbol
- Inactive Summary:** Solid light blue bar
- Manual Task:** Solid teal bar
- Duration-only:** Dotted teal bar
- Manual Summary Rollup:** Solid teal bar with diamond
- Manual Summary:** Solid teal bar
- Start-only:** Solid light grey bar
- Finish-only:** Solid light grey bar with diamond
- Deadline:** Solid red bar
- Critical:** Solid red bar with diamond
- Critical Split:** Dotted red bar with diamond
- Progress:** Solid grey bar with diamond

Project: DNLC ATP Schedule  
Date: Thu 12/11/14



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PROPOSAL FOR

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# ACTIVE TRANSPORTATION PLAN

DEL NORTE LOCAL TRANSPORTATION COMMISSION

DECEMBER 10, 2014

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**GREEN DOT**  
transportation solutions

117 Meyers Street  
Suite 120  
Chico, CA 95928

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ATTACHMENT B - ADDITIONAL PROJECT EXPERIENCE	

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## INTRODUCTION

The Active Transportation Program in California was developed in 2013 in response to changes in the Federal Highway Bill which is the guiding legislation for the national Highway Trust Fund. The latest bill called Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) consolidated many of the programs that funded bicycle and pedestrian projects into a new program called the Transportation Alternatives Program or TAP. This included programs defined as transportation alternatives that includes on-and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, recreational trails, safe routes to school, and programs that support and promote alternatives to single use automobile transportation trips. The program has a national budget of approximately \$800 million annually.

MAP-21 provided states the flexibility to create their own legislative process for distributing TAP funds as long as the program complied with the Federal requirements spelled out in the TAP language. California was one of the only states to develop their own program for administration, project selection and fund distribution for TAP funds. This is called the Active Transportation Program or ATP, passed by the California legislature and signed by Governor Jerry Brown on September 26, 2013. The ATP consolidated existing federal and state transportation programs including the programs under the TAP, Bicycle Transportation Account (BTA), and State Safe Routes to School (SR2S). The TAP is administered by the Caltrans Division of Local Assistance, Office of Active Transportation and Special Programs.

California received an average of \$123 million a year over the three year period from 2013-2016 for ATP projects. The distribution of funds is highly competitive and is managed with the guidance of the 2014 ATP Program Guidelines developed by the California Transportation Commission (CTC). Funds are distributed using a percentage basis and eligible recipients submit applications to Caltrans based on the following categories:

- 40% to Metropolitan Planning Organizations in urban areas with populations greater than 200,000.
- 10% to small urban and rural areas with populations of 200,000 or less.
- 50% to any applicant based on a statewide competitive basis.

Entities eligible for ATP funds include:

- Local, Regional or State Agencies
- Caltrans
- Transit Agencies
- Natural Resource or Public Land Agencies
- Public Schools or School Districts
- Tribal Governments-Federally Recognized
- Private Non Profit Organizations
- Other entities that the CTC determines to be eligible

In order to compete for ATP funds, projects must be identified in an active transportation plan (ATP also) or other eligible planning document. The Del Norte Local Transportation Commission and partner entities recognize the need to properly analyze the region's potential to improve walking and bicycling

as an alternative mode choice for residents and visitors to the County. Though ATP eligible projects have been identified in previous planning documents such as the 2010 Bicycle Facilities Plan, Regional Transportation Plan, Safe Routes to Schools Infrastructure Audit, Safe Routes to School Research and Policy Report and others, a consolidated ATP identifies, organizes and prioritizes future projects. An Active Transportation Plan creates a competitive platform for the region in the ATP program.

Projects identified and eligible in Del Norte County will be competing for 60% of the total ATP funds through the statewide competitive category (50%) and the small urban and rural category (10%). However, the statewide category is extremely competitive and rural areas have a hard time being awarded funds in this category. In Cycle 1 (2014) of the Active Transportation Program only 8 projects of 89 in rural areas were awarded in the statewide category (Fig. 1). The small urban/rural project category is where projects in Del Norte County will have the best chance of getting funded. However, projects must meet the requirements of the program, be well conceived, be supported by data and/or findings, and be presented in a high caliber ATP application. Only 11 applications out of 71 from rural areas were awarded funds in Cycle 1 (Fig. 2). However, when comparing the dollar amount of those 11 awarded projects, it equals 58% of the total funding for the small urban/rural category.

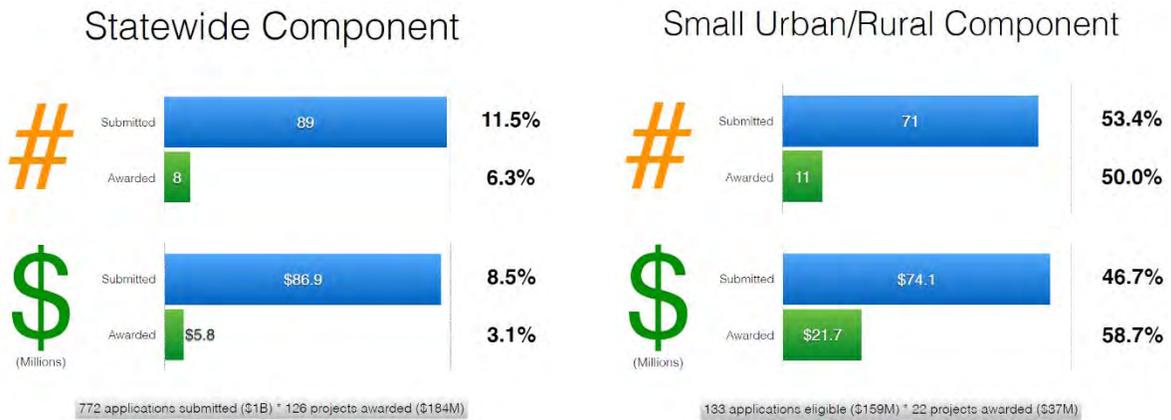


Figure 1

Figure 2

Totaling up the rural area performance in Cycle 1 provides insight into the importance of a comprehensive Active Transportation Plan for the region and competitive projects and grant applications. Rural areas received a total of \$28.6 million (33%) of the funding in this category (Fig. 3) and Green DOT would like to help Del Norte County compete for Cycle 2 funding by developing the region's Active Transportation Plan.

### 2014 ATP - Rural Agencies



Figure 3

The Active Transportation Program and projects identified in the Active Transportation Plan encourage increased use of active modes of transportation, such as biking and walking. By making biking and walking easier and safer, Del Norte County can better manage its transportation network and improve the quality of life for residents and visitors by providing more transportation options associated with environmental and health benefits. The ATP will be prepared as a roadmap for transportation projects that promote and encourage active transportation in all of Del Norte County.

The 2014 ATP goals are aimed:

- To increase the proportion of trips accomplished by biking and walking.
- Increase the safety and mobility of non-motorized users.
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 and Senate Bill 391.
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
- Ensure that disadvantaged communities fully share in the benefits of the program.
- Provide a broad spectrum of projects to benefit many types of active transportation users.

Green DOT is pleased to provide our transportation planning expertise to prepare a product that uses the latest standards of methodology, building on past and present efforts of bicycle and pedestrian planning in the County.

## COMPANY OVERVIEW

We specialize in working with regional transportation planning agencies, local agencies, and tribal governments to develop planning documents that fit the rural needs of the communities we work in. Our planning projects are designed to prepare agencies and tribal governments to successfully deliver the projects identified in the planning document. We have the ability to draw from successes in many rural counties throughout northern California such as Plumas, Lassen, Tehama, Colusa, Mendocino, Modoc, Trinity, Alpine, Calaveras, and Amador.

***Because we are a small niche firm, we can provide the Del Norte Local Transportation Commission with the specific expertise required to prepare an Active Transportation Plan in a cost effective manner.***

## Green DOT Transportation Solutions

Green Dot Transportation Solutions is a sole proprietorship and was started in 2011 as a specialty transportation planning company focusing efforts on traditional transportation plans and transportation project delivery. The teams' goal is to improve transportation facilities and the associated human travel experience by lending creative ideas to the community's we work in. Green DOT works with the built, natural, and human environments to develop effective transportation plans that ultimately create safe, efficient, and progressive transportation solutions. As well as the planning component of projects, the team also assists public agencies with project development and delivery. This provides us the critical understanding of how to prepare projects (within plans) that align with specific funding programs and are reasonably implementable. Green DOT is strategically located in Chico providing services to public

agencies throughout northern California. Green DOT will perform all the work associated with this project.

Contact Green DOT Transportation Solutions:

**Green DOT Transportation Solutions**  
**Jeff Schwein, AICP CTP – Project Manager**  
117 Meyers Street, Suite 120  
Chico, CA 95928  
530-895-1109 Ph.  
530-332-9905 Fax  
[jeff@greendottransportation.com](mailto:jeff@greendottransportation.com)  
[www.greendottransportation.com](http://www.greendottransportation.com)

## KEY PERSONNEL & JOB PLANNING

### Jeff Schwein, AICP CTP, Project Manager/Senior Transportation Planner

Green DOT owner Jeff Schwein is a Certified Transportation Planner (CTP) by the American Institute of Certified Planners (AICP). Jeff has worked in the transportation planning field since 2001 on projects ranging from financial programming to multi-modal planning. His specialty is moving projects from the shelf to the ground with accessible and creative funding and delivery strategies. Jeff works with communities to define projects based on identifiable need as well as project type, in relation to available funding resources. In addition to project level transportation planning, Jeff helps communities prepare transportation plans, bicycle plans, and Safe Routes to School Plans that improve mobility options and create active transportation opportunities. Jeff is committed to progressive transportation planning and stays involved in statewide transportation circles like the Rural Counties Task Force and Regional Transportation Planning Agencies group and regularly attends meetings of the California Transportation Commission (CTC). A complete resume can be found in Attachment A.

### Rebecca Schmidt, Associate Planner

Rebecca Schmidt has been working in the planning field for the past 6 years both in the public and private sectors. Rebecca's projects range from community outreach to land use planning. Rebecca brings to the Green DOT team preparing extensive community outreach, transportation planning research, report writing, state and federal compliance procedures, and project management. Rebecca enjoys fostering cooperative participation of projects by all users between as the public, local, state and federal agencies seeing it through inception to finish. She works with communities to meet goals with progressive approaches for a variety of transportation planning needs such as Regional Transportation Plans, Wayfinding Projects, or Project Study Reports. Rebecca is also active in attendance of California Transportation Commission (CTC) and Caltrans meetings and is a member with the Young Professionals in Transportation Sacramento Chapter as well as the American Planning Association. A complete resume can be found in Attachment A.

## RELEVANT EXPERIENCE & CAPABILITIES

References for each project have been included in the following relevant experience. Please refer to Attachment B for a comprehensive list of Green DOT project experience that demonstrate the professional proficiency our firm has attained through experience.

### School Zone Infrastructure Audit and Circulation Study – Del Norte County, CA – 2014

The Green DOT Transportation Solutions project team prepared an infrastructure audit and circulation study for the Del Norte Local Transportation Commission as part of their Safe Routes to School Plan. Using the latest technology Green DOT performed infrastructure audits of 14 school zones throughout Del Norte County. The technology included a Samsung Note tablet, Trimble Terraflex application and ArcGIS. The process caters to efficient data uploads and minimal post processing time to create existing conditions maps for public discussion at meetings or served online. The final report compliments an earlier social component to the County’s Safe Routes to School program.

**Key Personnel:** *Jeff Schwein – Project Manager*  
**Project Duration:** *July 2013 – December 2013*  
**Project Cost:** *\$42,000*  
**Client Contact:** *Tamera Leighton – Executive Director – (707) 465-3878*  
*Del Norte Local Transportation Commission*  
*1301-B Northcrest Drive #16, Crescent City, CA 95531*



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## Regional Transportation Plan Update – Glenn County, CA – 2014

Green DOT is the primary consultant developing the 2015 Glenn County Regional Transportation Plan (RTP). The plan is used to identify transportation infrastructure and program projects for Glenn County over the next 20 year period. The last RTP for the region was developed in 2009/10 and regions are required to update their plans every 5 years to be eligible for certain funding resources. The planning process is more than merely listing highway and transit capital investments; it requires developing strategies for operating, managing, maintaining, and financing the area’s transportation system in such a way as to advance the area’s long term goals. The 2015 RTP development process will explore ways to improve multi-modal opportunities for regional and inter-regional travel and maintain a strong commitment to traditional highway improvement projects. We have an extensive community outreach plan for the RTP update and look forward to engaging stakeholders through Spring 2015.

**Key Personnel:** *Jeff Schwein – Project Manager, Rebecca Schmidt – Associate Planner*  
**Project Duration:** *October 2014 – June 2015*  
**Project Cost:** *\$32,000*  
**Client Contact:** *Mardy Thomas – Principle Planner – (530) 934-6530*  
*Glenn County Planning and Public Works Agency*  
*777 N. Colusa Street, Willows, CA 95988*

## Countywide Bicycle Plan – Colusa County, CA 2012

Green DOT owner Jeff Schwein prepared the Draft 2012 Colusa County Bicycle Plan. This plan identifies all existing and proposed bikeways throughout the County and incorporated Cities. It includes Class I-IV types of facilities and addresses intersection conflict points as well. All 32 projects identified in the plan qualify for future funding from resources such as the Bicycle Transportation Account program, Transportation Alternatives program and Safe Routes to School program. Additionally, the Bike Plan helps the County collaborate funding resources when roadway and bridge projects are being developed, making the County facilities safer and more enjoyable for bicyclists and pedestrians. This project included an infrastructure audit of existing and proposed bike facilities, extensive mapping, and a comprehensive community outreach campaign that included 6 community meetings. The final plan was adopted by the Colusa County Transportation Commission in November 2012.

**Key Personnel:** *Jeff Schwein – Project Manager*  
**Project Duration:** *2012*  
**Project Cost:** *\$45,000*  
**Client Contact:** *Michael Azevedo – Transportation Program Manager – (530) 458-0466*  
*1215 Market Street, Colusa, CA 95932*



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## STATEMENT OF INTEREST & METHODOLOGY

The Green Dot Transportation Solutions team is committed to improving active modes of transportation. We are equally committed to reducing the carbon footprint and promoting active lifestyles in the communities we work in. We are providing our progressive skills to prepare a product that uses the latest standards of methodology.

Our small, focused company has the capacity to provide responsive assistance to our clients throughout northern California. Our ability to provide technical assistance stems from our consistent involvement in statewide efforts to improve transportation programs and funding in California. This involvement keeps our staff abreast of program changes, funding deadlines and best practices. In addition, our projects throughout rural northern California provide us with an understanding of many solutions and practical applications that might be pertinent to projects in Del Norte County. We embody a collective knowledge that we want to share with your member agencies and local Tribal entities.

Green DOT Transportation Solutions is interested in assisting the DNLTC, the County of Del Norte, the City of Crescent City, the Redwood Coast Transit Authority and the regional Tribal entities to develop a complete Active Transportation Plan, develop projects, and assist in securing project funding. These efforts will be compliant with the ATP guidelines, include the requested the chapters requested in the RFP, and include development of baseline data and performance measures.

## COST PROPOSAL

Green Dot Transportation Solutions proposes to execute the scope defined in this proposal and meet the goals of the project as defined in the Request for Proposals for a total cost not to exceed \$60,000. A detailed budget is as follows:

Additionally, Green DOT Transportation Solutions has prepared the proposal with additional tasks as optional to further facilitate our services to help the DNLTC prepare Cycle 2 ATP applications for the region for a total of \$10,500.00 per application.

	GREEN DOT		Total GD	Task Total
	Principal	Assistant		
	\$120.00	\$95.00		
<b>1.0 Community Outreach</b>				
1.1 Technical Advisory Committee (TAC) Meeting #1 – Kick-off Meeting	4	2		
1.2 TAC Meeting #2 – Present Draft and Findings	6	6		
1.3 Community Meeting #1 – Introductory Meeting	20	35		
1.4 Community Meeting #2 – Present Draft and Findings	20	35		
1.5 Stakeholder Communication	25	30		
1.6 Develop Project Website	5	30		
1.7 Survey Monkey	1	10		
1.8 Social Media Campaign		6		
<b>2.0 GIS</b>		5		
<b>3.0 Draft and Final Plans to DNLTC</b>				
<b>3.1 ATP Chapters</b>				
3.1.1 Americans with Disabilities Act (ADA) Transition Plan	15	15		
3.1.2 Regional Pedestrian Plan	15	35		
3.1.3 Bicycle Facilities	10	20		
3.1.4 Safe Routes to School	10	25		
3.1.5 Recreational Trails Program	10	25		
3.1.6 Funding	35	25		
3.1.7 Implementation	25	12		
<b>4.0 Interagency Coordination</b>	10	5		
<b>5.0 Non Infrastructure Projects</b>				
5.1 Walk and Roll Encouragement Program	5	15		
5.2 Other Projects	10	10		
<b>Total</b>	<b>226</b>	<b>346</b>	<b>572</b>	
	\$27,120.00	\$32,870.00	\$59,990.00	\$59,990.00
<b>Total Hours</b>	<b>226</b>	<b>346</b>	<b>572</b>	
<b>Total Costs</b>	<b>\$27,120.00</b>	<b>\$32,870.00</b>	<b>\$59,990.00</b>	<b>\$59,990.00</b>
<b>6.0 Additional/ Optional Tasks</b>				
6.1 Prepare ATP applications (per application)	40	60		
<b>Total</b>	<b>40</b>	<b>60</b>	<b>100</b>	
	\$4,800.00	\$5,700.00	\$10,500.00	\$10,500.00

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## SCHEDULE OF WORK

Each proposed task has the assigned hours identified directly after the task name. This includes the following:

### 1.0 Community Outreach

Our project team will hold a kickoff meeting within 2 weeks of contract execution. A variety of other tools will be used to comprise a comprehensive community outreach program for this project. These include using the existing Technical Advisory Committee, 2 community outreach meetings, individual stakeholder communication, a project specific website and many methods of comment/input. Subsequent project team meetings will be held on a regular basis to review actual performed scope status versus the contracted scope baseline. The team will obtain DNLTC input, make decisions, and discuss tasks/issues that have the potential to affect the project's overall scope, budget or schedule. The consultant Project Manager will facilitate project team meetings, and prepare and distribute agendas as well as meeting minutes.

#### 1.1 Technical Advisory Committee (TAC) Meeting #1 – Kick-off Meeting

Meeting date and time will be determined. These meetings will be interactive with presentation slide show and Q & A opportunity for welcome input. We will present handouts of materials.

#### 1.2 TAC Meeting #2 – Present Draft and Findings

The governing document of the 2014 ATP Guidelines will be followed and adhered to accordingly within its uniform framework keeping aware of the geographic diversity and complexity that each local jurisdiction faces, specifically Del Norte County. This gives decision makers flexibility within the guidelines. The Green DOT team will deliver any variations yet stay consistent with the 2014 ATP guidelines, 2011 Regional Transportation Plan, 2007 Bicycle Facilities Plan, 2013 School Zone Infrastructure Audits and Circulation Studies, 2007 Passenger Facilities Development Plan, 2014 Short Range Transit Plan, 2014 Baseline Data collection, 2006 Redwood Coast Transit Authority ADA Paratransit Plan, Local Assistance Program Guidelines Chapter 22, state or local ADA transition plans, and other applicable transportation plans.

#### 1.3 Community Meeting #1 – Introductory Meeting

This meeting will introduce the project to the community and will provide interactive exercises with the public to develop competitive projects to include in the Active Transportation Plan. This meeting will narrow down the most important topics and issues the community feels is pertinent, prioritize the projects and provide and any recommendations they may have. The project team will emphasize social equity with input from the community.

#### 1.4 Community Meeting #2 – Present Draft and Findings

This meeting will be used at the draft phase of the project to present the draft Active Transportation Plan to the community. The Green DOT Team will present the draft ATP

through a presentation and or website announcement. This meeting is intended to give the community a chance to review the plan and discuss it with project managers and other members of the public.

#### 1.5 Stakeholder Communication

The project team has a very extensive background in community and stakeholder communication. The team is receptive and understanding with sensitive issues and topics especially for rural areas. Stakeholders have been identified as the City of Crescent City, the County of Del Norte, Yurok Tribe, Elk Valley Rancheria, Redwood Coast Transit Authority, Harbor District, California Highway Patrol, Caltrans, California State and Redwood National Parks, and other local entities. The proposed website will have information posted for any other interested party/ stakeholder that may provide meaningful contributions to the process.

#### 1.6 Develop Project Website

Our project team will develop a simple, project specific website as a means of distributing information to the community and stakeholders regarding the project. This will also help with draft and final document distribution. The project team has the capabilities expand upon the existing [dnlnc.org](http://dnlnc.org) website or build another website. The current domains that are available are [delnorteatp.com](http://delnorteatp.com), [delnortecoatp.com](http://delnortecoatp.com), and [atpdelnorte.com](http://atpdelnorte.com). The project team in coordination with the DNLTC will narrow down appropriate dates and times for the stakeholder meetings and post these dates and times on the website.

#### 1.7 Survey Monkey

To facilitate participation, an online survey will be administered with questions that the DLNLC and the project team agrees upon in order to gage the community needs and wants. Data will be presented in the final draft of the ATP.

#### 1.8 Social Media Campaign

The project team will develop a social media platform of sites including Facebook and Twitter. This will give exposure to the project making it easier for the public and other agencies to gain access to the documents and gives insight to the project progress.

### 2.0 GIS

Our project team will be positioned to develop any maps necessary to convey the spatial definition of the project to the public through various means and in the final report. The 2014 ATP Guidelines specifically expresses which maps must be included in the final ATP.

### 3.0 Draft and Final Plans to DNLTC

The draft Active Transportation Plan will be prepared in a manner that positions the DNLTC and entities within Del Norte County for competitiveness in the Statewide and/or small urban/rural categories of the Active Transportation Program. Production of the draft and final ATP will include all revisions, comments, and additional topics identified during the development of the

plan. The Administration will receive two hard copies, one digital copy in Microsoft Word and one digital copy in PDF of the draft ATP. The draft ATP of 4 hard copies, one digital copy in Microsoft Word and one digital copy in PDF shall be provided. The final ATP will include 10 hard copies, one digital copy in Microsoft Word and one digital copy in PDF shall be given. Data generated, including ArcGIS map for the final ATP will also be given to the DNLTC. The final plan will be submitted to the DNLTC for adoption. There are several chapters to be included in the ATP:

### 3.1 ATP Chapters

The California Transportation Commission (CTC) adopted the 2014 Active Transportation Program Guidelines. These guidelines require components to be integrated in the Active Transportation Plan which will be compliant with the Complete Streets Act Assembly Bill 1358. The ATP will address goals and policies outlined in the 2010 Bicycle Facilities Plan and stay consistent with any other governing documents such as the RTP. All phases of active living plans are done through a comprehensive approach of the 5 E's: Education, Enforcement, Encouragement, Engineering, and Evaluation will be addressed within the Pedestrian, Bicycle and Safe Routes to School chapters.

#### 3.1.1 Americans with Disabilities Act (ADA) Transition Plan

The 2011 Regional Transportation Plan for the region has two policies stating that existing and new transportation infrastructure projects will be examined and constructed to provide equitable access for disabled users. Additionally, the Del Norte General Plan Goal 8.C. Policy 8.C.3. states "the County shall consider the transportation needs of seniors, disabled, minority, low-income, and transit-dependent persons in making decisions regarding public transportation services and in compliance with the American with Disabilities Act." The FHWA is developing new guidelines to ensure access for persons with disabilities is provided wherever a pedestrian way is newly built or altered, and that the same degree of convenience, connection, and safety afforded the public generally is available to pedestrians with disabilities. The project team will ensure proper integration of the ADA Chapter with compliance standards in the final Active Transportation Plan including referencing the State Highway System plan.

Subchapters will recognize each jurisdiction in Del Norte County: City of Crescent City, County of Del Norte, and the Redwood Coast Transit Authority (paratransit).

#### 3.1.2 Regional Pedestrian Plan

The project team will prioritize pedestrian needs in the region and apply this plan to recreational trails and trail-related facilities for both motorized and non-motorized recreational trail uses. The chapter will focus on creating desirable walking opportunities for residents and workers for accessibility to schools, parks, shopping and work, and to transit systems for longer trips.

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The improvements contemplated for the Pedestrian Plan will be integrated into the unique and rural facets of the Del Norte County region.

### 3.1.3 Bicycle Facilities

This Chapter will promote intermodal transportation connectivity by implementing improvements identified in the Del Norte County and Crescent City 2010 Bicycle Facilities Plan Update. The project team will identify existing bicycle facilities, located in the Del Norte County area; focusing on half-mile zones from schools, adhering to the standards in Chapter 1000 of the Caltrans *Highway Design Manual* and identify future projects, safety elements, support facilities and connections.

### 3.1.4 Safe Routes to School

The Safe Routes to School Chapter will identify increased safety and convenience for public school students to walk and or bike to school. In 2014, a Safe Routes to School Project Implementation Plan and School Zone Infrastructure Audit were adopted that supports solutions associated with school zones infrastructure and safety.

### 3.1.5 Recreational Trails Program

The Green DOT project team will identify recreational opportunities since recreational trails are eligible for ATP funding. Some of the eligible projects are trailside and trailhead facilities, information kiosks, benches, bike racks and landscaping. Del Norte County is encompassed by the Klamath National Forest and Six River National Forest making this prime territory for multi-use trails and paths that serve recreational and transportation purposes.

### 3.1.6 Funding

The 2014 ATP fund estimate covers the period from 2014-15 through 2015-16. Approximately \$240 million statewide has been budgeted for all three ATP categories. Fifty percent of the funding (\$120 million total, or \$60 million per year) will be competitively awarded for projects selected by the CTC on a statewide basis. From this portion of the program, a minimum of \$24 million per year is available for Safe Routes to School projects, with at least \$7.2 million for non-infrastructure grants. From the regional standpoint, a minimum of 25 percent must benefit disadvantaged communities. Approximately \$24 million (10%) of the total annual ATP funding will be available for small urban and rural area projects. Projects in Del Norte County will be most competitive for this category of funding. Projects and programs in this chapter will be developed to position them for this funding.

In addition to preparing projects for ATP competition, this chapter will identify sources of match funding and provide a comprehensive strategy for the next 5 year and 10 year time period. This chapter will address project

prioritization as a means of project selection and will complement the Regional Transportation Plan.

#### 3.1.7 Implementation

The implementation plan will be developed in concert with the funding strategy and project prioritization list. It will provide clear guidance on ATP application cycles, funding availability and coordination with other funding resource cycles.

#### 3.1.8 Performance Measures

Throughout this project, the project team, with the input of stakeholders, will gather existing baseline performance data and establish a system of metrics for monitoring performance. This chapter will also provide a structure for measuring system and project performance moving forward. We will draw from current trends of performance measures being developed by regional agencies for the 2016 Regional Transportation Improvement Program.

### 4.0 Interagency Coordination

The Green DOT team knows how important open and on-going communication is. We will help to improve effective coordination and partnerships between Caltrans, local agencies, Tribal communities, Caltrans, State Parks, National Forest Service agencies, stakeholders, and the community. We will utilize existing foundations for coordination such as the TAC, as well as establish enhanced coordination methods as part of this process that are intended to set precedence. This will help provide a smooth flow of information while delivering an easy transition for the ATP process.

### 5.0 Non Infrastructure Projects

#### 5.1 Walk and Roll Encouragement Program

The Bess Maxwell and Joe Hamilton Elementary Schools participate in successful education and encouragement projects that have resulted in more students walking and biking to school safely. This successful program was initiated by funding from the California Endowment - Building Healthy Communities. The program identifies infrastructure improvements but doesn't address them. The project team will develop additional performance measures to quantify the benefits of the program to the community. We will also work with the program committee to assist in expansion to other schools in the County.

#### 5.2 Other Projects

##### 5.2.1 Education, Enforcement, Encouragement, Engineering, Evaluation

Although the 5 E's are used mostly by advocates for Safe Routes to Schools, this is an important combination of strategies to apply for all projects. The 5 E's provides a framework of sharing ideas and successes and further the goals of the ATP.

1. Education objectives to teach safe walking and biking skills;
2. Enforcement strategies to discourage dangerous behaviors;
3. Encouragement approaches to shift parent and/ or student motivations;
  - a. May is National Bike Month
  - b. International Walk to School Day
4. Engineering treatments to improve the physical setting;
5. Evaluation strategies to measure SRTS attitudes, beliefs, behaviors and outcomes.

5.2.2 The California Transportation Commission intends to focus funding for non-infrastructure projects on pilot and start-up projects that can demonstrate funding for ongoing efforts. The CTC identifies several within the 2014 ATP Guidelines that the project team will draw from.

## 6.0 Additional/ Optional Tasks

### 6.1 Prepare ATP applications.

Our project team will be available to prepare competitive applications for eligible entities within Del Norte County for Cycle 2 of the Active Transportation Program.

## PROJECT SCHEDULE

The Green DOT project team will conduct community outreach, coordinate with stakeholders, prepare the draft and final reports, address comments, and ensure submittal to the DNLTC for adoption by June 30, 2015. Please see the project schedule below.

	Jan	Feb	March	April	May	June
1.0 Community Outreach						
1.1 Technical Advisory Committee (TAC) Meeting #1 – Kick-off Meeting	⊕					
1.2 TAC Meeting #2 – Present Draft and Findings				⊕		
1.3 Community Meeting #1 – Introductory Meeting		⊕				
1.4 Community Meeting #2 – Present Draft and Findings				⊕		
1.5 Stakeholder Communication						
1.6 Develop Project Website						
1.7 Survey Monkey						
1.8 Social Media Campaign						
2.0 GIS						
3.0 Draft and Final Plans to DNLTC					⊕	⊕
3.1 ATP Chapters						
3.1.1 Americans with Disabilities Act (ADA) Transition Plan						
3.1.2 Regional Pedestrian Plan						
3.1.3 Bicycle Facilities						
3.1.4 Safe Routes to School						
3.1.5 Recreational Trails Program						
3.1.6 Funding						
3.1.7 Implementation						
3.1.8 Performance Measures						
4.0 Interagency Coordination						
5.0 Non Infrastructure Projects						
5.1 Walk and Roll Encouragement Program						
5.2 Other Projects						
6.0 Additional/ Optional Tasks						
6.1 Prepare ATP applications.						

Project benchmarks include:

<b>TAC Meeting #1-</b>	<b>January 1 or 8, 2015</b>
<b>Community Meeting #1-</b>	<b>February 2015</b>
<b>TAC Meeting #2-</b>	<b>April 2, 2015</b>
<b>Community Meeting #2-</b>	<b>April 2015</b>
<b>DNLTC (present draft ATP)-</b>	<b>May 14, 2015</b>
<b>DNLTC (adopt ATP)-</b>	<b>June 11, 2015</b>

## **ATTACHMENT A – RESUMES**

## Jeff Schwein, AICP CTP - Project Manager

[jeff@greendottransportation.com](mailto:jeff@greendottransportation.com)

Green DOT owner Jeff Schwein is a Certified Transportation Planner (CTP) by the American Institute of Certified Planners (AICP). Jeff has worked in the transportation planning field since 2001 on projects ranging from financial programming to multi-modal planning. His specialty is moving projects from the shelf to the ground with accessible and creative funding and delivery strategies. Jeff works with communities to define projects based on identifiable need as well as project type, in relation to available funding resources. In addition to project level transportation planning, Jeff helps communities prepare transportation plans, bicycle plans, and Safe Routes to School Plans that improve mobility options and create active transportation opportunities. Jeff is committed to progressive transportation planning and stays involved in statewide transportation circles like the Rural Counties Task Force and Regional Transportation Planning Agencies group and regularly attends meetings of the California Transportation Commission.

### EDUCATION

M.A. in Geography and Planning  
California State University, Chico 2001

B.A. in Geography and Planning  
California State University, Chico 1996

### EMPLOYMENT HISTORY

Years of Experience:      Since 2002      Experience with Green DOT:      Since 2011 (inception)

#### **Green DOT Transportation Solutions**

Owner/Transportation Planner

#### **Lumos & Associates, Inc.**

Planning Manager/Senior Transportation Planner

#### **Tehama County Transportation Commission**

Transportation Planner

#### **Haling & Associates**

Environmental Planner

### PROFESSIONAL INFORMATION

- Certified Transportation Planner, CTP
- American Institute of Certified Planners, AICP
- American Planning Association Member
- CSU Chico Department of Geography and Planning Advisory Board –Chairperson
- California Geographical Society Member
- RTP Guidelines/Smart Growth/Blueprint Workgroup Participant — 2007
- Rural Counties Task Force Vice Chairman — 2004/2005
- California Performance Review Rural County Representative — 2005
- Save Prop 42 Coalition for Transportation Funding Participant — 2004/2005
- Caltrans District 2-RTPA Task Force — 2002/2005
- Caltrans Planning Academy Certification — 2003

## PROJECT EXPERIENCE

The following list is a brief introduction to the projects I've been working on since 2006. I was the primary catalyst for these contract awards as well as the Project Manager.

## TRANSPORTATION PROJECTS

- State Route 101 South Entry to City of Eureka PSR/PDS, City of Eureka, 2015.
- Project Development and Delivery Assistance, Amador County Transportation Commission, 2014.
- Glenn County Regional Transportation Plan Update, Glenn County Transportation Commission, 2014.
- Del Norte Website Development and Maintenance, Del Norte Local Transportation Commission, 2014-2017.
- Alpine County Wayfinding Project, Alpine County Community Development, Markleeville, CA-In Progress.
- Active Transportation Program Project Application Development, Humboldt County, CA, 2014.
- Lassen County Park & Ride Study Report, Lassen County Transportation Commission, CA, 2014.
- South Susanville Gateway Complete Streets Project Development, Susanville, CA, In Progress.
- Safe Routes to School Infrastructure Audit and Circulation Study-Del Norte County, 2014.
- Lassen County Regional Blueprint Project, 2014.
- Project Delivery Services, Orleans and Happy Camp Bike/Ped Improvements, Karuk Tribe, 2013.
- Calaveras County Transportation Planning Services, Calaveras COG, 2014.
- Point Arena Safe Routes to Schools Project Management/Delivery, 2013.
- Cycle 6 HSIP Application Development, Del Norte County & Crescent City, 2013.
- Colusa County Bicycle Plan, 2012.
- Middle Klamath River Community Transportation Plan, Karuk Tribe, 2011.
- Humboldt County Regional Transportation Improvement Program, 2011.
- West Fourth Street Corridor Streetscape Planning and Design, City of Hollister, CA – 2010.
- Broadway Village Multi-Modal Implementation Plan, El Dorado County Transportation Commission, - 2010.
- Plumas County Regional Transportation Plan and EIR, Plumas County Transportation Commission, - 2010-2011.
- ARRA Project Delivery, Del Norte County, Crescent City – 2010.
- Community Based Transportation Plan (CBTP), City of Tulare, CA, – 2009.
- 2007/08 Overall Work Program Development for Trinity and Del Norte counties.
- TDA/STIP Administration Services for Trinity County RTPA, 2006-2009.
- 2006 & 2008 STIP Programming for Trinity/Del Norte counties.
- RTPA Handbook and Website Development for Lassen and Modoc counties, -2007-2008.

## PAVEMENT MANAGEMENT SYSTEMS AND INSPECTIONS

- Calaveras County Pavement Inspection with Google Mapping Integration, - 2011.
- Del Norte County Pavement Management System Development and Roadway Inspection, - 2011.
- Alpine County Pavement Management System Development and Roadway Inspection, - 2010.
- Calaveras County Asset Management System Development and Roadway Inspection, - 2009.
- Del Norte Pavement Management System Development and Roadway Inspection, - 2008.

## SOFTWARE DEVELOPMENT

- Transportation Project Management Software Development, 2011-Present.
- Intelligent Transportation Software for CIP, Calaveras Council of Governments, - 2013.

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## Rebecca Schmidt - Associate Planner

[rebecca@greendottransportation.com](mailto:rebecca@greendottransportation.com)

Rebecca Schmidt has an extensive background in public outreach and transportation report writing. Ms. Schmidt has the ability to exceed past accomplishments and handle multiple projects efficiently. Her experience with the Alpine County Wayfinding Project consisted of engaging the community through extensive dialogue and meetings. The interaction with the community was vital in gathering local/ current data. Her experience writing transportation related reports was demonstrated through the California High Speed Rail ASTM standard project delivery process along the Fresno to Bakersfield track. These reports, Phase I Initial Environmental Assessments and Phase II Environmental Site Assessments, consisted of research through mapping, land owner surveys, traversing properties, local government interactions and soil sample analysis. Her experience working with CEQA reports involves county grading permits. These reports comprised of site visits, land owner discussions, current state regulations/ content and Planning Commission hearings. Rebecca Schmidt thoroughly understands compliance procedures and transportation and land use principles. Ms. Schmidt brings to the Green DOT team preparing extensive community outreach, transportation planning research/ reports, state and federal compliance procedures and project management.

### EDUCATION

M.A. in Environmental Policy and Planning  
California State University, Chico, 2014 (pending thesis defense)

B.A. in Political Science/Geography  
California State University, Chico 2011

### EMPLOYMENT HISTORY

Years of Experience: 6+

Green DOT Transportation Solutions  
Associate Planner

Butte County Department of Development Services  
Assistant Planner

Hanover Environmental Services, Inc.  
Staff Scientist

California State University, Chico  
Class Academia

County of Nevada Planning and Environmental Health Department  
Internship

### PROFESSIONAL INFORMATION

- Young Professionals in Transportation – Sacramento Chapter Member
  - American Planning Association Member
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## REBECCA SCHMIDT (CONTINUED)

### PROJECT EXPERIENCE

#### TRANSPORTATION PLANNER

- Alpine County Wayfinding Project, Alpine County Community Development, Markleeville, CA-In Progress.  
Rebecca is the community outreach and GIS specialist for this county-wide Wayfinding Project. The project is focused on developing a wayfinding system for the County that provides safe and effective information and guidance to travelers and visitors. The project has a dedicated website, community outreach component, guide sign graphic development, Caltrans compliance component, kiosk designs, and an implementation plan.

#### TRANSPORTATION PLANNER

- Red Cap Road Bicycle and Pedestrian Improvement Project, Humboldt County, CA-In Progress.  
This rural bicycle and pedestrian improvement project is critical to the safety and mobility of disadvantaged communities in the Klamath River region. It provides an alternative transportation link between residential areas and jobs, schools and community services. Rebecca Schmidt developed funding applications for this project which included demographic analysis, GIS mapping, Federal funding format compliance, and comprehensive project narrative development.

#### ASSISTANT PLANNER

- Assistant Land Use Planner, Butte County Development Services, Oroville, CA.  
Narrowing Rebecca Schmidt's extensive land use experience down to technical report writing, Ms. Schmidt stayed current with California Environmental Quality Act (CEQA). She wrote CEQA compliance reports for Grading Permits. These reports consisted of site assessments and current CEQA regulations. These reports were written within a budgeted and constricted timeframe while being in constant contact with land owners to attend Planning Commission hearings. She also learned and retained General Plan and Zoning Ordinance information to be able to accurately relay information to the community.

#### STAFF SCIENTIST

- High Speed Rail Project, Fresno County, CA-In Progress/ Ongoing.  
The high speed rail is a project in California that is being constructed along the State Highway 99 corridor train tracks. The projected length of the train will be 800 miles with 24 train stations extending from Sacramento to San Diego. Rebecca Schmidt developed approximately 250 Initial Environmental Assessment Phase I and Phase II Reports from Fresno to Bakersfield train tracks along State Highway 99. These reports were generated by researching each parcel for underground storage tanks through Sanborn Insurance Fire Maps, historical databases and GIS mapping. These IEA Reports were distributed to Bender Rosenthal Inc. and the State High Speed Rail Authority in compliance with California American Society for Testing and Materials (ASTM) technical standards.

#### CLASS ACADEMIA

- B-Line Local Transit Project, Chico, CA.  
The B-Line local transit project is a regional bus transit system that travels locally between communities. This B-Line project consisted of determining the safety of bus shelters through a particular area of route. Along with safety, Ms. Schmidt researched how the urbanization dictates the bus routes allowing and not allowing for accessibility to resources. Ms. Schmidt collaborated with fellow academia through applied geography applications and GIS mapping.

### OTHER PROJECTS

- City of Eureka, South Entry Project Study, City of Eureka, 2014-2015.
- Glenn County Regional Transportation Plan Update, Glenn County Transportation Commission, 2014-2015.
- Del Norte Website Development and Maintenance, Del Norte Local Transportation Commission, 2014-2017.

## **ATTACHMENT B – GREEN DOT PROJECT EXPERIENCE**

## Bicycle Facilities Plan-Del Norte County, CA 2011

Project Manager Jeff Schwein prepared an update to the 2007 Bicycle Facilities Plan for Del Norte County. The plan was outdated and many of the projects within the plan were not consistent with the Regional Transportation Plan priorities and policies. Additionally, this project included the addition of two critical plans seeking funding through the Bicycle Transportation Account and the Federal Safe Routes to School program (SRTS).

**Key Personnel:** *Jeff Schwein, Project Manager.*  
**Project Duration:** *June-July 2011*  
**Project Cost:** *\$17,000*  
**Client Contact:** *Tamera Leighton, Executive Director-707-465-3878*  
*Del Norte Local Transportation Commission*  
*1301-B Northcrest Drive, #16, Crescent City, CA 95531*

## Alpine County Wayfinding Project, Alpine County Community Development, Markleeville, CA –In Progress

Wayfinding is a unique communication tool that spatially guides people to a destination. Green DOT is developing a comprehensive wayfinding plan to geographically orient and notify residents and visitors of destinations. The project has a design component, existing conditions analysis, sign location analysis, stakeholder involvement, and culminating guideline and recommendations. Stakeholders include resort owners, tribal governments, trails groups, and the Chamber of Commerce. Additionally, Green DOT is working closely with Caltrans, California State Parks, US Forest Service and other agencies to ensure success of proposed changes.

**Key Personnel:** *Jeff Schwein-Project Manager, Rebecca Schmidt-Associate Planner*  
**Project Duration:** *14 Months*  
**Project Cost:** *\$45,000*  
**Client Contact:** *Brian Peters-Director*  
*Alpine County Department of Community Development*  
*530-694-2410*  
*50 Diamond Valley Road, Markleeville, CA 96120*



## Project Study Report/Project Development Support (PSR/PDS) Development for South Susanville Gateway Project on SR 36-City of Susanville, 2013

The City of Susanville contracted Green DOT Transportation Solutions to develop a Project Study Report/Project Development Support (PSR/PDS) for a pedestrian improvement project that includes sidewalks, pedestrian lighting, landscaping, improved bicycle and pedestrian access, and a new gateway monument sign. The project required diligent communication between Caltrans, City staff, the traffic engineer and our internal Green DOT consulting team to meet a strict December 15<sup>th</sup> deadline. This includes all the required comment circulation periods and appropriate signatures. Green DOT successfully completed the PSR/PDS for the Susanville Gateway Project in an amazing 8 weeks' time and the Lassen County Transportation Commission included the requested \$280,000 (PA&ED/PS&E only) in programming capacity in the 2014 RTIP submittal to the California Transportation Commission.



**Key Personnel:** *Jeff Schwein-Project Manager, Ben Hopkins-Assistant Planner*  
**Project Duration:** *October 2013-November 2013*  
**Project Cost:** *\$19,000*  
**Client Contact:** *Jared Hancock-City Manager*  
*City of Susanville*  
*530-252-5100*  
*66 North Lassen Street, Susanville, CA 96130*

## Lassen County Park & Ride Study, Lassen County Transportation Commission, 2014

The Lassen County Transportation Commission hired the team of Traffic Works and Green DOT Transportation Solutions to prepare a park & ride study to address the regional and local coordinated transportation needs. Lassen County has at least 4 ad-hoc park & ride facilities used by more than 200 vehicles a day. These facilities are un-improved for the most part and cause major safety and maintenance issues. This project is a concerted effort to identify appropriate locations for the park & rides based on the existing and potential future users of the facilities.



We are working with the major employers in the area, land use authorities, Caltrans, and a large stakeholder group to identify existing conditions and programs, users, and future improvements and site

locations. The project involves a major stakeholder outreach effort and will culminate in a final report with recommended projects and an implementation plan.

**Key Personnel:** *Loren Chilson, Project Manager, Robert Acevedo, Transportation Planner  
Jeff Schwein, Transportation Planner, Ben Hopkins, GIS Specialist*

**Project Duration:** *November 2013-June 2014*

**Project Cost:** *\$62,000*

**Client Contact:** *Cynthia Raschein, Sr. Planner  
707 Nevada Street, Susanville, CA 96130  
530-251-8260*

### **Lassen County Regional Blueprint Project, Lassen County Transportation Commission, 2013/14**

Green DOT Transportation Solutions as a sub-consultant to Vestra Resources developed and prepared the Lassen County Regional Blueprint titled Envision Lassen County. This effort had an intensive community outreach component which Green DOT was responsible for. The outreach consisted of a series of stakeholder and community meetings presenting land use and transportation scenarios using the GIS based UPLAN modeling tool. We fostered a creative community engagement that helped stakeholders and community members discover their ideal economic and quality of life conditions in the year 2050. The final report was a combination of vision goals, performance measures, and growth principals that is sure to assist land use and transportation planners make short term decisions based on long term goals.



**Key Personnel:** *Jeff Schwein-Project Manager, Ben Hopkins-Assistant Planner*

**Project Duration:** *January 2012-January 2014*

**Project Cost:** *\$41,500*

**Client Contact:** *Cynthia Raschein, Project Manager-530-251-8260  
Lassen County Transportation Commission*



## Broadway Village Corridor Multi-Modal Implementation Plan, Placerville, CA-2010

Jeff Schwein put together a team to develop a plan that would implement projects that expand the transportation options in Placerville. A lack of sidewalks, bike facilities, excessive property access points, and deficient intersections all compromised the safety and experience for bicyclists and pedestrians on Broadway. Initiated by a local business association, the El Dorado County Transportation Commission sought a Community Based Transportation Planning Grant from Caltrans and was awarded \$125,000 to develop the Broadway Village Multi-Modal Corridor Implementation Plan. Our team developed a plan that met the community's needs with progressive design and financing opportunities. Throughout the process, we utilized technical and stakeholder committees to determine the desired outcomes for the corridor. The main focus was on the roadway improvements that would help autos, trucks, buses, bikes, and pedestrians navigate the area safely and efficiently. A total of 34 projects were identified and broken into 4 terms; 0-5 year projects, 5-10 year projects, 10-20 year projects, and 20+ year projects. Projects were conceptually designed based on survey data allowing the next stage of design to be realistic and cost effective. Funding strategies were also developed to maintain the momentum of the community and take advantage of expected financial resources.

**Key Personnel:** *Jeff Schwein, Project Manager.*  
**Project Duration:** *2009-2010*  
**Project Cost:** *\$125,000*  
**Client Contact:** *Jerry Barton, Senior Planner-530-642-5260*  
*El Dorado County Transportation Commission*  
*2828 Easy Street, Suite 1, Placerville, CA 95667*



## Middle Klamath River Community Transportation Plan, Karuk Tribe of California, Orleans, CA – 2012

This project was funded by a California Department of Transportation environmental justice grant, the purpose of which is to assist historically disadvantaged communities to address transportation issues having a disproportionate impact on the community. The Karuk Tribe and the small, rural communities of Happy Camp, Some Bar and Orleans are disproportionately impacted by the lack of transportation alternatives as compared to urban communities. The plan identified priority projects, transportation alternatives and funding opportunities. The Transportation Plan is based on public outreach conducted by Jeff Schwein in cooperation with representatives from the Karuk Tribe. This effort involved community meetings in Happy Camp, Some Bar and Orleans as well as community surveys. Recommended projects include: roadway improvement projects; bike lanes and improved pedestrian facilities; intersection improvements primarily pedestrian facilities such as cross walks; bike and pedestrians paths and; transit projects.



**Key Personnel:** *Jeff Schwein, Project Manager.*  
**Project Duration:** *January 2012-December 2012*  
**Project Cost:** *\$113,000*  
**Client Contact:** *Sandi Tripp, Transportation Director, 530-627-3016*  
*Karuk Tribe*  
*64236 Second Street, Happy Camp, 96039*



## West Tulare Safe Routes to Schools Project, Tulare, CA 2009

In 2009 Project Manager Jeff Schwein completed the West Tulare Safe Routes to Schools infrastructure audit and planning study. The plan was designed to prioritize community transportation needs and develop near and mid-term improvements surrounding Mulcahy and Roosevelt Schools in West Tulare. Partnering with the Tulare Redevelopment Agency, the project team organized a stakeholder committee to hold a Walk to School Day community event. More than 500 students, parents, teachers, administrators, and community members participated in the event. In addition, our project team performed an infrastructure audit of the entire project area utilizing GPS, GIS, Google Streetview and photographs. The team utilized input received from the walk to school day and the infrastructure audit to identify barriers to riding and biking to school, develop projects, prioritize projects and identify methods for implementing a Safe Routes to School program.

**Key Staff:** *Jeff Schwein, Project Manager*  
**Project Duration:** *2008-2009*  
**Total Project Cost:** *\$50,000*  
**Client Contact:** *Betsy McGovern, Director Tulare Redevelopment Dept., 559-684-4254*



4-Side School Entrance Before Project



5-Side School Entrance After Project Completion

## Plumas County Regional Transportation Plan and EIR, Plumas County, CA-2010

In 2010, project manager Jeff Schwein (then with Lumos & Associates, Inc.) and his team prepared the Plumas County Transportation Plan (RTP) and Environmental Impact Report (EIR). This comprehensive RTP update and full EIR was completed with broader environmental, consultation and public outreach requirements pursuant to SAFETEA-LU legislation as well as air quality requirements pursuant to AB 32 and then pending SB 375 legislation. Transportation projects were identified, screened and



programmatically analyzed to maintain the existing roadway system and accommodate future growth, including multi-modal transportation projects. The RTP identified a wide variety of funding opportunities and identified specific locations for projects targeting all modes of transportation. The project included a robust public outreach component in an effort to extract the desires of the community in developing their future transportation system. The environmental document, a Programmatic EIR, reviewed the proposed projects in a programmatic manner to allow for streamlined project implementation at a later date. **Key Personnel:** Dave Sullivan, *Principal-in-Charge*; Jeff Schwein, *Project Manager*; Audra Miller, *Senior Planner*; Kevin Sevier, *Associate Planner*. **Client Contact:** Martin Byrne, Executive Director-Plumas County Transportation Commission, 1834 East Main Street, Quincy, CA 95971, 530-283-6268.

**Key Staff:** *Jeff Schwein, Project Manager*  
**Project Duration:** *2009-2010*  
**Total Project Cost:** *\$135,000*  
**Client Contact:** *John Mannle, Senior Engineer, Plumas County Transportation Commission*  
*1834 East Main Street*  
*Quincy, CA 95971*  
*530-283-6268*

PROPOSAL FOR AN

# ACTIVE TRANSPORTATION PLAN FOR THE DEL NORTE LOCAL TRANSPORTATION COMMISSION



December 15, 2014

PREPARED FOR:  
**Del Norte Local Transportation Commission**

SUBMITTED BY:  
**Natural Resources Services Division of  
Redwood Community Action Agency**

IN ASSOCIATION WITH:  
**GHD, Inc.**







Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission  
1301-B Northcrest Drive, #16  
Crescent City, California 95531

**Re: Proposal to Prepare an Active Transportation Plan for the Del Norte Local Transportation Commission (DNLTC)**

Dear Ms. Leighton,

Please accept this proposal from the Natural Resources Services division of Redwood Community Action Agency (RCAA) to lead this important project. RCAA is dedicated to helping plan and create equitable transportation systems on the North Coast for people of all means and abilities.

RCAA, and our project partner GHD, have extensive experience preparing bicycle, pedestrian and trail plans; writing successful Active Transportation Program grants; leading complex, regional transportation projects; working successfully with Caltrans in planning and implementation; and developing collaborative working relationships across sectors.

We understand the objective of this project is to prepare a master plan for active transportation and accessibility projects for DNLTC member jurisdictions. The Active Transportation Plan will meet guidelines established by the California Transportation Commission, build from robust previous planning studies, reflect stakeholder and public priorities, and position the Del Norte County region to succeed in funding and implementing key active transportation projects.

RCAA staff will work as a team with GHD for many of the project tasks. RCAA and GHD have successfully collaborated on well over a dozen non-motorized transportation planning projects and watershed restoration projects over the past ten years. The solid working relationship between RCAA and GHD will ensure efficiency and close understanding of intended outcomes.

The RCAA team is committed to this project and is prepared to begin work immediately and efficiently to complete the plan by June 30, 2015. We look forward to a collaborative relationship on this project with DNLTC staff, the Technical Advisory Committee, Caltrans District 1 and other stakeholders.

Please direct all comments, questions, and communication regarding this proposal to Emily Sinkhorn at the contact information listed below.

Thank you,

Emily Sinkhorn  
*Deputy Director*  
Natural Resources Services Division  
Redwood Community Action Agency  
904 G Street  
Eureka, CA 95501  
(707) 269-2061 (office)  
(707) 445-0884 (fax)  
[Emily@nrsrcaa.org](mailto:Emily@nrsrcaa.org)  
[www.naturalresourceservices.org](http://www.naturalresourceservices.org)





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## Project Understanding

RCAA and GHD understand that the Del Norte Local Transportation Commission is seeking completion of an Active Transportation Plan (ATP) to serve as a master plan for multi-modal and accessibility projects in the Del Norte County region. The ATP will identify pedestrian, bicycle and Safe Routes to Schools (SRTS) projects, and produce an Americans with Disabilities Act (ADA) Transition Plan with sub-chapters for Crescent City, Del Norte County, and the Redwood Coast Transit Authority. The plan will seek to position partner agencies for successful ATP funding, and will define performance measures for projects.

While it will be critical to focus potential projects on the populated area of Crescent City, we recognize that the rural communities of Del Norte County also have safety and accessibility needs. This ATP will be inclusive of their concerns and needs.

To achieve this, RCAA and GHD will coordinate with Del Norte Local Transportation Commission to thoroughly review prior plans, studies, and data; identify data and planning gaps; develop review drafts of the ATP; meet with technical advisers, local experts and members of the public; and produce a final plan. It is our objective to deliver the final report by June 30, 2015, to provide clear, consistent, and thoughtful communication to the DNLTC, including monthly progress reports and frequent check-in meetings.

## Company Overview

### Natural Resources Services Division of Redwood Community Action Agency

904 G Street, Eureka, CA 95501  
(707) 269-2061, fax (707) 445-0884  
[www.naturalresourceservices.org](http://www.naturalresourceservices.org)  
[www.rcaa.org](http://www.rcaa.org)



The Natural Resources Services Division of Redwood Community Action Agency (RCAA) team consists of experienced planners with a high level of expertise in developing and implementing active transportation plans in rural and urbanized areas. The Natural Resources Services Division of Redwood Community Action Agency (RCAA), a 501(c)(3) non-profit organization, is based in Eureka and serves northwestern California by establishing, planning and implementing a variety of programs and projects that improve the health of communities and watersheds in the region.

Since 1983, RCAA has served as a leader in the North Coast's efforts to plan for improved function of active and public modes of transportation, build public access and trail systems of all types, promote safe routes to schools, develop and share educational systems and training programs, design and install beautiful, quality interpretive systems, restore and maintain wild and urban watersheds and their habitats, manage stormwater and water quality impacts and convene many successful multidisciplinary/multi-agency collaborations. RCAA engages the public and/or stakeholders in creative and meaningful ways. Long-standing partnerships with and regular engagement of local governments, regulatory agencies, Caltrans, Tribes, community organizations, user groups and the community have been a key component of RCAA's successes. The RCAA team, with expertise in collaborative working relationships, will efficiently and effectively work with the Del Norte Local Transportation Commission (DNLTC) staff and stakeholders to ensure an Active Transportation Plan that works for all modes and people in Del Norte County.

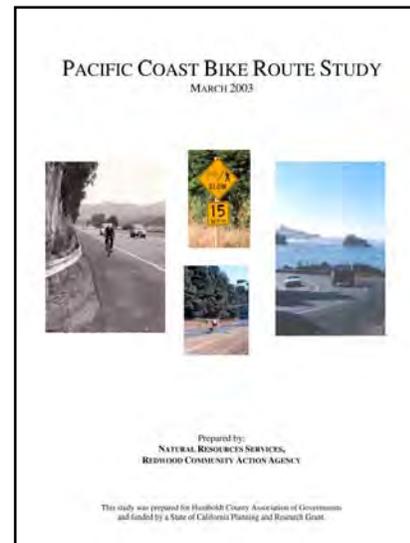


*Innovative public participation tools*

RCAA staff lead regional efforts to implement the vision of a functional active transportation system, including a regional network of multi-use trails, and has established an interpretive signage template system used by a variety of agencies and organizations in the greater Humboldt Bay region. RCAA staff has extensive experience in bicycle planning and trail planning, having conducted the Pacific Coast



Bike Route Study for Caltrans District 1, the Humboldt County Coastal Trail Implementation Strategy, the Humboldt Bay Trails Feasibility Study, and the Mendocino Rail with Trail Corridor Plan. RCAA staff has facilitated the development of active transportation and recreation facilities that benefit both residents and visitors by linking north coast services, residences, communities and open spaces. With an innovative vision for the region of a functional, multi-modal transportation network that is intuitive, interconnected, and that works for people as well as cars, staff pursues improvements that enhance both community and economic strength. RCAA staff leads the regional effort to implement this vision on the North Coast, working with cities, counties, tribes, regional transportation planning agencies, Caltrans, community organizations and the community to plan, design and construct multi-use trail systems, and to plan for an interconnected network of non-motorized transportation and recreation facilities. RCAA also developed the preliminary partnerships and planning documents ([www.trailstrust.org/hp3](http://www.trailstrust.org/hp3)) that HCAOG developed into the 2010 Humboldt County Trails Master Plan. The RCAA team will utilize its experience in active transportation research and development to gather all relevant transportation plans and conduct focused spatial analysis in order to identify data gaps and inform prioritization.



RCAA has researched, developed and implemented many successful active transportation and SRTS Programs in the North Coast region including Education and Encouragement programs and campaigns, school site Walkability Assessments, transportation safety workshops, a SRTS Summit, the development of a regional SRTS Prioritization Tool, and the California Coastal Trail Implementation Strategy for Humboldt County. RCAA's expertise has also been utilized by the California SRTS Technical Assistance Resource Center (TARC) to develop educational materials for a rural SRTS toolkit that rural communities and small towns can use to develop and implement successful SRTS programs. RCAA's knowledge of Complete Streets and Active Living

by Design principals, familiarity with local agencies, including Caltrans District 1, and their expertise in developing practical, tools and policies for the rural – suburban – urban spectrum, has supported active transportation projects and other programs to

## RCAA Project Team Proposal for the DNLTC Del Norte Active Transportation Plan

improve the built environment in a variety of communities. The RCAA team will use this expertise to create a cohesive, high quality report that will aid the DNLTC in funding and implementing active transportation projects in the years to come.

RCAA staff will provide vital experience planning and implementing active transportation projects and Safe Routes to Schools programs in small towns and rural communities. Beyond their expertise, RCAA staff also 'walk the talk' by passionately advocating for active, healthy communities.



### **Project Manager**

Emily Sinkhorn will serve as the project manager for this project.

Emily Sinkhorn  
Deputy Director, Natural Resources Services Division  
Redwood Community Action Agency  
904 G Street, Eureka, CA 95501  
(707) 269-2061 [Emily@nrsrcaa.org](mailto:Emily@nrsrcaa.org)



## Relevant Experience and Capabilities

The following section highlights the relevant accomplishments of the RCAA project team, starting with three representative projects from RCAA, RCAA project staff experience, and a profile of the subcontractor GHD Inc. complete with relevant projects and staff experience.

### **Humboldt County Association of Governments (HCAOG) Regional Safe Routes to Schools Prioritization Tool Project, 2012**

Client: Humboldt County Association of Governments

Contact: Marcella Clem, HCAOG Executive Director, 611 I Street, Suite B Eureka, CA 95501, Marcella.clem@hcaog.net, 707-444-8208

Cost: \$50,000

Year Completed: 2012

Duration: 1 year

RCAA led this regional effort to cultivate capacity for Safe Routes to Schools (SRTS) programs throughout Humboldt County schools and communities. RCAA developed a tool to help jurisdictions select which Humboldt County schools have the greatest need, capacity, and support for programs and infrastructure upgrades that improve safety for students walking and bicycling to school. Rather than local entities competing for the same pot of money available for SRTS projects, HCAOG and RCAA realized that Humboldt County SRTS applications would be more competitive if jurisdictions decided collaboratively which schools should be prioritized for funding that will enable more students to walk and bicycle to school.



RCAA, working with the HCAOG Technical Advisory Committee, created and tested criteria for prioritizing SRTS projects within and between jurisdictions and established a County-wide SRTS Task Force to guide the planning effort and assist in creating and testing the



*Participants of the Dow's Prairie Walkability Audit discuss crosswalk placement*

prioritization criteria. The tool takes into consideration need based on school location, existing infrastructure, socio-economic status of students and families, and safety concerns such as posted speed limits.

This project enabled the first thorough survey of SRTS need and capacity of all schools in Humboldt County – with over 90 schools participating. RCAA staff compiled an inventory of existing SRTS information at schools countywide and coordinated the distribution and collection of federal SRTS parent surveys to help inform HCAOG of school priorities and transportation patterns. Other elements of the project included developing walking maps within a 1 mile radius of schools and conducting walkability assessments at two pilot schools.

The walkability assessments, led by RCAA and involving school officials, city planners and engineers, elected officials, parents, neighbors and students, produced actionable follow-up tasks and documented long-term infrastructure improvement recommendations. Recommendations from the walkability assessment at Toddy Thomas Middle School in Fortuna greatly informed a successful Active Transportation Program grant application which is currently funding infrastructure upgrades and an expanded SRTS encouragement program.

The Tool has helped jurisdictions demonstrate proactive regional coordination and priority of needs based on the 6 “E’s” of engineering, education, encouragement, enforcement, evaluation, and equity. The lasting impact of the SRTS Tool is that it has helped make the case for numerous schools that have recently received funding through the federal Active Transportation Program to install engineering improvements and begin education and encouragement programs in Fortuna and Eureka. The Countywide SRTS Task Force has also continued to meet regularly and grow since the completion of the Tool project.



*Walkability Audit participants work together to identify priorities and recommendations*



### Humboldt County Coastal Trail Implementation Strategy, 2009-2011

Client: State Coastal Conservancy

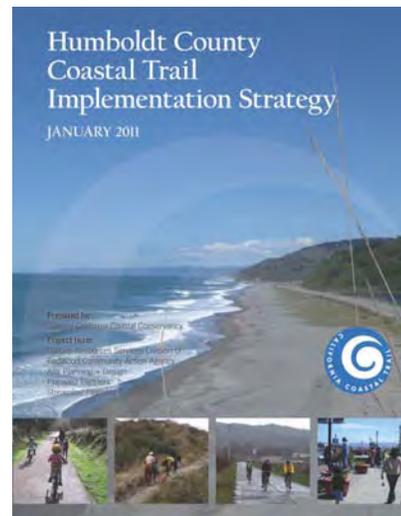
Contact: Peter Jarausch – (510) 286-4177, pjarusch@scc.ca.gov, 1330 Broadway, 13th Floor, Oakland, CA 94612-2530

Cost: \$900,000

Year Completed: 2011

Project Duration: 2.5 years

The *Humboldt County Coastal Trail Implementation Strategy* was a collaborative effort to plan a continuous public right-of-way for the California Coastal Trail (CCT) for non-motorized users along the Humboldt County coast – funded by the California State Coastal Conservancy and led by the Natural Resources Services Division of Redwood Community Action Agency (RCAA). RCAA led coordination with agencies, tribes, municipalities, interest groups, and the public to address challenges, identify priorities for recommended CCT routes and provide guidance to jurisdictions and organizations to complete this network of coastal trails and routes through Humboldt County. RCAA hosted seven public workshops throughout Humboldt County to seek input from both urban and rural areas of the County. RCAA staff also led teams that included Alta Planning + Design and GHD (formerly Winzler & Kelly Consulting Engineers) to develop plans, designs, and compliance for priority Coastal Trail projects, including a 1½-mile urban industrial rail-with-trail segment along the Eureka Waterfront.



The final *Humboldt County Coastal Trail Implementation Strategy* serves as a guiding document and reference for further development of the CCT throughout Humboldt County. The project enabled agencies and municipalities across Humboldt County the opportunity to explore options for operations and maintenance funding and capacity, which often hinders expansion of regional trail systems. The Implementation Strategy also included tools and resources to assist jurisdictions in bringing individual segments of the Humboldt CCT to fruition in a coordinated manner.

## **Pacific Coast Bicycle Route/California Coastal Trail Engineered Feasibility Study (Mendocino County), 2012-2013**

Client: Caltrans District 1 and Mendocino Council of Governments

Contact: Rex Jackman – (707) 445-6412, rex.jackman@dot.ca.gov,  
Phil Dow – (707) 463-1859, dowp@dow-associates.com

Cost: \$133,000

Year Completed: 2013

Project Duration: 1+ years

RCAA and GHD collaborated with Alta Planning + Design on this project. The Mendocino Pacific Coast Bike Route/ California Coastal Trail Engineered Feasibility Study examined current conditions versus needed improvements for the Pacific Coast Bike Route (PCBR) in the right-of-way and parallel routes to Route 1 in Mendocino County, as well as accommodation of the California Coastal Trail (CCT) where it is planned to share the Route 1 right-of-way, per prior studies and plans. The results of this high level planning study were based on a combination of data from Caltrans and other agencies and organizations, review of relevant plans, projects, and policies within the study area;



field gathered data of engineering and environmental conditions and constraints; and broad engagement with the public and stakeholders through two series of region-wide public workshops. The project team and the Technical Advisory Group analyzed the collected data with a set of evaluation criteria that was developed through public and stakeholder input. The conclusion of this planning-level study has been the impetus for further planning and analysis of the Potential Improvement Segments. Since the conclusion of the study, Caltrans has utilized the existing conditions GIS data to advance the Potential Improvement Segments and has secured funding for some of the recommended improvements.



## Key Personnel

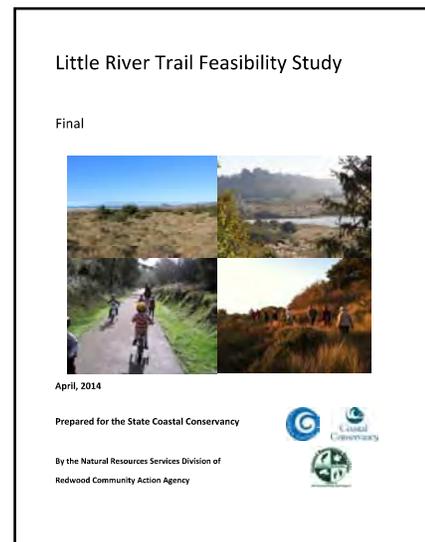
### RCAA Team

**Emily Sinkhorn, Deputy Director.** Ms. Sinkhorn has a broad range of expertise and passion for functional transportation systems, natural resources and community-led change. To each project she brings her experience in community outreach, active transportation planning and policy, and project management. Emily manages many diverse projects in the Active Living program including trail planning, Safe Routes to School, community organizing, bicycle education and community gardens. Emily consistently works with a broad range of agency personnel, educators, and grassroots groups and fosters effective partnerships through these communications. She is successful at bringing together diverse groups of



people and finding common themes for productive collaboration. Emily is a League Certified Cycling Instructor and graduate of the Cascadia Leadership Program.

**Josh Levine, Senior Planner.** Mr. Levine uses his experience with transportation and land use planning along with a focused interest in sustainable systems to work with partners to develop transportation and land use solutions. He has worked on expanding the California Coastal Trail through Humboldt County, working with multiple California state agencies to provide a preferred alternative over the Little River as well as providing input on Eureka's Waterfront Trail, active transportation improvements to Humboldt County Staff, and is helping to develop the City of Eureka's first dog park. He has, as a member of multi-agency and multi-discipline teams, developed research and analysis for educational projects and federal and state agency reports. These have included ocean and inland waterway port facility environmental justice issues, sustainable and complete streets infrastructure, freight and livability, and longer combination vehicle safety and efficacy.



**EMILY SINKHORN**  
DEPUTY DIRECTOR

(707) 269-2061 emily@nrscraa.org



**RELEVANT SKILLS AND EXPERIENCE**

- Deputy Director, Natural Resources Services Division, Redwood Community Action Agency, *Jan 2010 - Present*  
Manages the active living program with a staff of six planners focusing on non-motorized transportation planning, organizing public workshops and outreach efforts, building community partnerships, leading active transportation educational efforts and supporting a network of community gardens.
- Steering Committee Member, Community Bike Kitchen *2013-present*  
Led the development of a grassroots collaboration providing bicycle maintenance tools, resources and knowledgeable mechanics to empower residents to maintain and repair bicycles for transportation security and healthy living.
- Forester, USDA Natural Resources Conservation Service, *2008-2009*  
Led vegetation surveys, supervised rangeland technicians, fostered effective communications with private landowners.
- Forest Hydrologist, Oregon State University, *2007-2008*  
Managed field data collection and interpretation, supervised field staff, and collaborated with multidisciplinary project team.
- Chair of City of Arcata Open Space and Agriculture Committee, *2011-2013*  
Led citizen committee to advise the Arcata City Council on open space issues and recommend open space land for potential acquisition and protection opportunities. Organized fundraising efforts to acquire land and easements for the Arcata Community Forest to complete the Arcata Ridge Trail.
- Board Member and Arcata Coordinator, Green Wheels, *2008-2013*  
Organized bicycle safety and commuting workshops, lead community bike rides, coordinated volunteer outreach events, and authored bimonthly articles for the Community Wheel publication. (Volunteer capacity)

**EDUCATION & TRAINING**

- M.S. Degree, Forest Science, 2007  
Oregon State University, Corvallis, OR
- B.S. Degree, Environmental Science, 2004
- B.S. Degree, Biology, 2004  
Duke University, Durham, NC  
Cum laude graduation award
- League of American Bicyclists Certified Instructor, 2011
- Cascadia Center for Leadership Graduate, 2011
- National Charrette Institute Charrette Facilitation Certificate, 2011

**REPRESENTATIVE PROJECTS**

- **Loleta Community Building Initiative, 2011-present**  
Ms. Sinkhorn coordinates this community organizing project focused on implementing community-generated solutions to unique issues, building resident leadership skills and enhancing relationships between community members in the small, rural town of Loleta. She supports the Loleta Local Organizing Committee, a group of residents organizing to enhance community health and social connections.
- **HCAOG Regional Safe Routes to School Tool, 2012**  
Ms. Sinkhorn served as the project manager for this regional effort to build capacity for Safe Routes to School (SRTS) programs throughout Humboldt County. She coordinated the Countywide SRTS Task Force, led the development of criteria for prioritizing SRTS projects within and between jurisdictions, completed a SRTS inventory for all 90 schools in the county and conducted two walkability assessments at pilot schools.
- **Humboldt Coastal Trail Implementation Strategy, 2010 - 2011**  
Ms. Sinkhorn led the project management for a diverse team of consultants and agency staff to plan the Coastal Trail route through Humboldt County and provide guidance to agencies and jurisdictions to streamline completion of the route. She managed the development of plans and designs for several priority Coastal Trail segments, oversaw the production of the Implementation Strategy document, and lead public and agency outreach.

Ms. Sinkhorn has much expertise and passion for creating effective partnerships to promote active and vibrant communities. She brings to each project her experience in active transportation education, outreach, and advocacy paired with her understanding of the importance of effective multimodal transportation policies. Ms. Sinkhorn is a Certified League Bicycling Instructor and has been instrumental in creating bicycle education opportunities for local residents. She is effective at bringing together diverse groups of people and finding common themes for productive collaboration. She communicates effectively with agency personnel, private landowners, and members of the public and fosters diverse partnerships through these communications. Ms. Sinkhorn has a strong grasp of the coordination and considerations needed for effective resident engagement in active living and transportation planning and policymaking. Her organizational and outreach skills ensure effective project management and thorough engagement with diverse stakeholders.



Josh Levine  
SENIOR PLANNER

(707) 269-2055 josh@nrscraa.org



RELEVANT SKILLS AND EXPERIENCE

- Senior Planner, Natural Resources Services Division, Redwood Community Action Agency, *April 2013- Present*  
Responsibilities include trail planning projects, organizing public workshops and outreach efforts, building partnerships with other agencies and organizations, and leading active transportation educational efforts.
- Research Intern, National Center for Freight Infrastructure Research and Education (CFIRE) *June 2011-January 2013*  
Helped create and plan a STEM camp curriculum for specially selected 8th graders. Planned an official site visit from the Research and Innovative Technology Administration, Project Management for CFIRE's 10 university coalition, Aid in the management of the National University Transportation Center 2011 grant solicitation proposal, and researched the efforts of ocean and inland waterway port facilities in becoming better neighbors in their communities and more environmentally responsible.
- Project Assistant, National Center for Freight Infrastructure Research and Education (CFIRE), *January 2010 -June 2011*  
Conducted interviews with truckers concerning congestion and value of time, provided research and analysis for a variety of topics including: local road management and maintenance, elderly mobility, megaregions and sustainable infrastructure, freight as it relates to livability and longer combination vehicle safety and efficacy.
- Municipal and Community Development Volunteer, Peace Corps, *July 2007 - September 2009*  
Organized and coordinated different agents and agencies to work towards enhancing community services. Worked with international NGOs and community leaders working towards greater citizen and community action.
- Paid Intern, Wisconsin Transportation Center (WisTrans) *January 2007-June 2007*  
Gathered and organized statistics for the 'Quick Guide to Midwest Freight Statistics' and was a contributor to the 'Upper Midwest Freight Corridor Study II' publication

EDUCATION & TRAINING

- M.S. Degree, Urban and Regional Planning, 2011  
University of Wisconsin - Madison, Madison, WI
- B.S. Degree, Sociology, 2003  
Buckinghamshire Chilterns University, High Wycombe, UK
- Transportation Management and Policy Graduate Certificate, 2011

REPRESENTATIVE PROJECTS

- PALCO Marsh Interpretive Trail, 2014**  
Mr. Levine worked with the City of Eureka to develop and implement approximately .5 miles of crushed shale trail and 4 viewing platforms with interpretive signage and amenities for the California Coastal Conservancy.
- Eureka Waterfront Trail, Phase B, 2014**  
Mr. Levine worked with landscape architects and civil engineers to develop landscape plans and a Railway Corridor Safety Plan for the NCRAA and the City of Eureka.
- Little River Trail Feasibility Study, 2013**  
Mr. Levine worked with structural engineering consultants and several state agencies' staff to plan a piece of the California Coastal Trail route in Humboldt County. He worked towards a preferred trail alternative, including a river crossing, which required the coordination of the project team and the timely collection of relevant information. In addition he worked on garnering public opinion on the project by holding workshops and creating informative maps for public digestion.
- Design Visions for Regional Transportation Corridors, (Design Professionals, Madison, WI) 2011**  
Mr. Levine worked with a group of architects, urban planners, and transportation planners to help envision a Downtown Madison, WI Bus Rapid Transit system. This involved multiple planning sessions, where ridership, aesthetics, future development were determined and eventually distilled into a document presented to the Capital Area Regional Planning Commission.

Josh, uses his experience with transportation and land use planning along with a focused interest in sustainable systems to work with partners to develop transportation and land use solutions. He has worked on expanding the California Coastal Trail through Humboldt County, working with multiple California state agencies to provide a preferred alternative over the Little River as well as providing input on Eureka's Waterfront Trail, active transportation improvements to Humboldt County Staff, and is helping to develop the City of Eureka's first dog park. He has, as a member of multi-agency and multi-discipline teams developed research and analysis for educational projects and federal and state agency reports. These have included; ocean and inland waterway port facility environmental justice issues, sustainable and complete streets infrastructure, freight and livability, and longer combination vehicle safety and efficacy.

**Profile of Subcontractor: GHD, Inc.**

RCAA staff will work as a team with GHD, Inc. for many of the project tasks. RCAA and GHD have successfully collaborated on over a dozen non-motorized transportation planning projects and watershed restoration projects over the past ten years.

RCAA and GHD will collaborate on project planning, outreach and document preparation – as outlined by task in the Cost Proposal. GHD will lend experience in ADA Transition Planning and assist RCAA with GIS analyses and mapping for the Active Transportation Plan.

The solid working relationship between RCAA and GHD will ensure efficiency and close understanding of intended outcomes. The shared perspective of the project team on robust stakeholder engagement and the production of high quality project deliverables will ensure effectiveness and clear communication to assure project deadlines and quality of work.

**GHD, Inc.**

GHD is one of the world’s leading engineering and environmental consulting companies. Established in 1928, GHD employs more than 8,500 people across five continents and serves clients in the global markets of water, energy and resources, environment, property and buildings, and transportation. Wholly owned by its people, GHD is focused on client success. Our global network of engineers, planners, scientists, project managers, and economists collaborate to deliver sustainable outcomes for our clients and the community.



GHD’s Eureka office has been serving Northern California communities since 1961 and has a long history of working collaboratively with regional municipalities. As long-standing residents of the North Coast, we have a vested interest in the prosperity of the region.

GHD’s breadth of experience in traffic planning, engineering, and design is proven in the many On-Call Engineering Services contracts with cities throughout Northern California, including the cities of Petaluma, American Canyon, Sonoma, Rio Dell, and Rohnert Park. We have the expertise to successfully prepare an Active Transportation Plan: our “context-sensitive” plans and designs have integrated bicycle and pedestrian safety programs including bicycle trails and promenade designs; traffic calming and “road diets;” and median and landscape improvements into many traffic improvement projects. We have coordinated closely with Caltrans, producing Caltrans studies such as Engineering Feasibility Studies, Initial Engineering Studies, and Project Study Reports.



## RCAA Team Proposal for the DNLTC Del Norte Active Transportation Plan



Public meetings and design charrettes are integral to these projects. We also have decades of successful projects performing street maintenance and rehabilitation; traffic counts, collision data evaluations, and speed surveys; updates of traffic design and construction standards; signs and markings; signals; traffic control plans; traffic signal and lighting plans; Intelligent Transportation Systems (ITS); ADA accessibility upgrades; agency coordination; and grant writing. Our work spans feasibility and technical studies, planning, street improvement plans (plans, specs and engineering), permitting, and construction management.

Our experienced GIS team saves projects time and money through effective use of existing data, and efficient collection of new data. Combining GPS units with tablets streamline data collection and development of GIS files for constraints mapping and alignment generation.

Our Project Team consists of skilled professionals who have served public agencies and private clients to safely integrate multi-modal improvements into challenging traffic environments. Civil Engineer Jesse Willor has nine years of experience in planning and designing for ADA accessibility, bicycle and pedestrian trails, and street improvements including beautification and storm drainage; Landscape Architect Jessica Hall has over 12 years experience planning and designing greenways, watershed enhancement projects, and urban habitats in the Los Angeles area, including projects focused on integrated stormwater capture, traffic calming, and bicycle and pedestrian trails and connectivity. She also has three years of experience as an architectural designer, which included Universal Design for ADA accessibility.

## **Representative Projects – GHD**

### **US 101 Multimodal Safety Corridor**

Smith River, CA

Client: Smith River Rancheria

Contact: Nita Rolf, (707) 487-9255

Cost: \$398,965

Year Completed: 2014

Project Duration: 2 years

GHD addressed walking and cycling safety on US Highway 101 from Rowdy Creek to the intersection of North and South Indian Roads in the Smith River Rancheria. GHD provided the following services:

- Design from conceptual to final
- Public outreach
- Special environmental studies to support NEPA and CEQA
- Permits including Caltrans Encroachment Permit
- Geotechnical investigation
- Cost estimating

This project, funded by Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grant, improves safety for vehicles, pedestrians, and bicyclists by colorizing shoulders, constructing pedestrian level lighting at key intersections, and building gateway monuments and distinctive signs to the entrance of the Rancheria and the community of Smith River.

### **Covelo Round Valley Engineered Feasibility Study**

Mendocino County, CA

Client: Mendocino Council of Governments

Contact: Phil Dow, (707) 463-1859

Cost: \$273,000

Year Completed: 2014

Project Duration: 1 ½ years

GHD was part of a team that performed the Non-Motorized Needs Assessment and Engineered Feasibility Study for the Covelo Round Valley, a rural population of 4,000 in the unincorporated town of Covelo. Many residents commute by foot or bicycle in an area that lacks bicycle and pedestrian infrastructure. Narrow roads and a lack of shoulders make travelling dangerous for the inhabitants of this area. GHD worked closely with residents and stakeholders to determine the best improvements for pedestrian, cyclist and motorist safety. Tasks performed by GHD included:

- Non-motorized technical needs analysis
- Routing/alignment analysis
- Conceptual design



- Environmental studies
- Cultural resource studies
- Drainage studies
- Topographic survey
- Extensive public outreach

### **Trinidad Gateway Improvements**

Trinidad, CA

Client: City of Trinidad

Contact: Dan Berman, (707) 677-3876

Approximate Contract Cost: \$150,000

Year Completed: 2012

Project Duration: 10+ years

GHD provided planning and design support to the city of Trinidad in the development of the Trinidad Gateway Improvements. The project retrofits existing streets with new sidewalks, curb extensions, stormwater infiltration, enhanced crossings, and an entry landscaped area. The project increases curbside aesthetics and provides safer pedestrian, bicyclist and ADA access in this scenic coastal town.

**Additional GHD Representative Projects**

Project	Location	Caltrans Studies (ATP, IES, EFS, PSR, PSR-D)	Types of Project							Phases of Work				
			ADA Accessibility	Bicycle/Pedestrian Enhancements	Community Outreach/Charrettes	Stormwater Design	Traffic Engineering Design	Street Improvement Plans	Signal Design	Planning	Permitting	Design	Construction Administration	
Anavkaam Road and Parking Lot	Happy Camp, CA		•											
Arcata Rail-With-Trail Connectivity	Arcata, CA		•	•	•	•	•	•				•	•	•
Covelo Round Valley Non Motorized Facility Feasibility Study	Mendocino County, CA	•	•	•	•	•						•		
Crescent City Harbor District Promenade and Coastal Trail	Crescent City, CA		•	•	•	•	•					•	•	•
East Washington Pedestrian Crossing	Petaluma, CA		•	•	•	•							•	•
Eureka Waterfront Trail	Eureka, CA		•	•	•	•	•						•	•
Fortuna Boulevard Paving and Pedestrian Improvements	Fortuna, CA		•	•				•					•	•
Foster Avenue Roundabout and Trail	Arcata, CA		•	•	•			•	•			•	•	•
Humboldt Bay Trail North	Humboldt County, CA		•	•	•							•		
Humboldt Bay Trail South	Humboldt County, CA	•	•	•	•							•		
Humboldt Road Improvements	Del Norte County, CA		•	•	•	•	•	•	•			•	•	•
Main and Laurel Street Improvements	Fort Bragg, CA		•	•	•	•	•	•	•	•	•	•	•	•
Main Street Realignment	Fort Bragg, CA	•	•	•	•	•	•	•	•	•	•	•	•	•
Mendocino County Rail-with-Trail Corridor Plan	Mendocino County, CA		•		•							•		
North & South Indian Roads Safety Improvements	Smith River, CA		•			•		•				•	•	•
Pacific Coast Bike Route Feasibility Study	Mendocino County, CA	•			•							•		
Petaluma Blvd North Improvements	Petaluma, CA			•	•	•	•	•	•	•	•	•	•	•
Petaluma Blvd Road Diet and Pedestrian Improvements	Petaluma, CA			•	•	•	•	•	•	•	•	•	•	•
Rio Dell Safe Routes to Schools	Rio Dell, CA		•	•	•	•		•	•			•	•	•
Rio Dell Gateway	Rio Dell, CA	•	•	•	•	•	•	•	•	•	•	•	•	•
San Pablo Avenue Rehabilitation	San Pablo, CA				•	•	•	•	•	•		•	•	•
Singley Road Improvements	Humboldt County, CA					•		•				•	•	•
Trinidad Gateway Improvements	Trinidad, CA		•	•	•	•		•				•	•	•
Ukiah Rail-with-Trail, Phase I	Ukiah, CA		•	•	•	•		•				•	•	•
Ukiah Safe Routes to School	Ukiah, CA		•	•	•							•	•	
US 101 Multimodal Safety Corridor	Smith River Rancheria		•		•	•		•				•	•	•
Van Wyke Trail	Trinidad, CA	•						•				•	•	•
Wildwood Avenue Enhancement	Rio Dell, CA				•		•	•	•	•	•	•	•	•



## Jesse Willor, PE Project Manager



**Qualified.** BS/Environmental Resources Engineering/Humboldt State University/ 2005

**Connected.** American Society of Civil Engineers -- Member. American Public Works Association – Member.

**Relevance to project.** Mr. Willor is a project manager involved in managing and designing various public transportation projects. His nine years of experience includes trail design, roadway design, pre-manufactured bridge selection, pre-manufactured bridge abutment design, boardwalk design, mitigation design, storm drainage design and analysis and erosion and sediment control design, as well as experience in managing construction. This expertise has been gained from a variety of street improvement, trail design and trail planning projects.

### **Assistant Project Manager Eureka Waterfront Trail Phase B | City of Eureka, CA**

Served as assistant project manager for the second phase of design, including construction-ready PS&Es and environmental compliance documents for a Class I segment of the non-motorized California Coastal Trail along 1 mile of Waterfront Drive in the City of Eureka. The project is primarily in the right-of-way of a city street and a railroad and is entirely within the California Coastal Zone. Project tasks involved: topographic survey, wayfinding signage, interpretive signage, trailheads, intersection and trail design, engineering construction documents, cost estimates, natural features inventory, analysis of environmental impacts, re-alignment analyses, ADA considerations, stakeholder coordination, and permitting.

### **Project Engineer Covelo / Round Valley Engineered Feasibility Study | Mendocino County, CA**

Served as the project engineer for a feasibility study and 30% preliminary design

for a 1.5-mile long Class I Trail facility along Hwy 162 and bicycle and pedestrian improvements in the town of Covelo. Project is in both private and tribal land as well as state highway right-of-way presenting stakeholder coordination and alignment section challenges. Project tasks included class I trail design, bike lane design, intersection reconfiguration, ADA accessibility considerations, driveway design, drainage analysis, pre-manufactured bridge selection, preliminary grading, parking layout, cost estimates, signage and striping designs.

### **Project Engineer Humboldt Bay Trail Feasibility Study | Humboldt County, CA**

Served as the project engineer for a feasibility study and 30% preliminary design for a 5-mile long Class I Trail facility along Humboldt Bay. Project location presented significant design challenges including analyzing bridge and boardwalk structures to avoid impact to sensitive habitat, multiple right-of-way ownerships and associated design constraints.

## Jessica Hall, PLA

### Landscape Architect



**Qualified.** MA/Landscape Architecture/California State Polytechnic University at Pomona/2001; BA/Architecture/Princeton University/1992

**Licensed.** California Registered Landscape Architect #5780

**Connected.** Member, American Society of Landscape Architects. Member, California Native Plant Society. Statewide Steering Committee Member, California Urban Streams Partnership.

**Relevance to project.** Ms. Hall has 13 years planning and designing projects that create access while restoring watershed-sensitive landscapes in urban environments. She has over 15 years of project coordination including interactions with permitting agencies, clients, and public and stakeholder groups. Ms. Hall also has eight years of experience in construction administration, where she has been responsible for ensuring that projects proposed are feasible and constructible.

**Additional training.** Federal Budget Training, Washington DC. Binational River Restoration Workshop, Yuma AZ. River Restoration Shortcourse: Fluvial Geomorphic + Ecological Processes, Provence, France. Stream Assessment and Restoration Design, Los Angeles, CA. Understanding and Appreciating Native Grasses Workshop, Lake Elsinore and Santa Rosa Plateau, CA. Watershed Coordinator Training, Fresno, CA. Riparian Ecology and Restoration Workshop, Santa Maria, CA. Sustainable Design, Los Angeles, CA.

#### **Public Outreach & Planning District 1 Climate Change Pilot Studies**

##### **Humboldt County, CA**

Planned and executed public meetings in four counties. Prepared public meeting presentation and visual materials, led outreach including media communications. Co-facilitated meetings and discussions. Contributed to technical memo development.

#### **Landscape Architect Waterfront Drive Trail Project Phase C | City of Eureka, CA**

As landscape architect for the preliminary design phase of a Class I segment of the non-motorized California Coastal Trail, developed a concept plan for a small park at the Tydd Street trailhead. The trail runs along the Eureka Slough and under US Highway 101 before linking up with the Eureka Waterfront and Humboldt Bay Trails. The project is entirely within the California Coastal Zone.

#### **Landscape Architect & Watershed Coordinator**

##### **Ballona Creek Greenway Plan | Los Angeles, California, United States**

Greenway plan covering 8 miles included trails, upland landscaping, stormwater remediation and channel naturalization feasibility analysis for eight miles of concreted Ballona Creek channel in Los Angeles and Culver City, California. Led community site assessment walks and design charrettes, drafted concepts and planning document. Site specific designs included integration of traffic calming, beautification and bike facilities into streets adjacent to pocket parks and trails. Project managed completion of final draft. Project won Honor Award in 2011 from the Westside Urban Forum.



# Gary Davidson

## GIS Analyst



**Qualified.** B.S/1988/Environmental Resources Engineering/Humboldt State University, CA

**Relevance to project.** Mr. Davidson has a background in civil design and construction management that has provided him with the foundation for advanced capabilities as a Geographic Information system (GIS) analysis. His expertise includes design, siting studies, transportation planning, implementation, spatial analysis, and training. His work has included on-site evaluation and analysis of individual and community water and wastewater systems; development of stormwater, wastewater, and potable water master plans using geodatabases for the development of hydraulic models and capital improvement programs; and the use of GIS to develop complete facilities management systems.

### GIS Analyst

#### City-wide GIS Utility Mapping System | City of Fortuna, CA

Performed GIS analysis for this city-wide inventory of all city-owned assets associated with the stormwater, water, wastewater, traffic signage, and lighting systems.

### GIS Analyst

#### Rail-with-Trail Connectivity Project | City of Arcata, CA

Set up the field-based GIS data collection and virtually all of the GIS mapping for a project consisting of conducting PMS level road inventories, producing maps, and conducting analysis for roads on and near each of the 108 Reservation/Rancherias in the State of California. Developed a field-based GIS system to collect data on the estimated 1,500 "Indian" roads throughout California, including traffic counts, bridge inventory, and road-way conditions that affect Tribal lands.

### GIS Analyst

#### Pacific Coast Bike Route Engineered Feasibility Study| Mendocino County, CA

Created GIS/GPS interface to facilitate time and cost-savings in mapping route alignments and constraints. Project included establishing the feasibility and probable construction costs of establishing Class I bike

lanes along the entire 103-mile long Caltrans Route 1 in Mendocino County. GHD served as a sub-consultant to Alta Planning + Design.

### GIS Analyst

#### Indian Reservation Roads (IRR) Inventory | State of California

Set up the field-based GIS data collection and virtually all of the GIS mapping for a project consisting of conducting PMS level road inventories, producing maps, and conducting analysis for roads on and near each of the 108 Reservation/Rancherias in the State of California. Developed a field-based GIS system to collect data on the estimated 1,500 "Indian" roads throughout California, including traffic counts, bridge inventory, and road-way conditions that affect Tribal lands.

### GIS Analyst

#### Guam Hazard Identification and Elimination System | Guam

Provided GIS analysis for a project to create a unique GIS mapping system and statistical database of all traffic accidents on the island of Guam for the years 2005 and 2006 for the Guam Department of Public Works. The final product of the project was a highly interactive and easily updatable GIS database enabling the DPW to identify the intersections with highest likelihood of accident injuries/fatalities.

## Job Planning / Scope of Work

### Task 1. Start-up Meeting and Project Management

As soon as a contract would be awarded, the RCAA team will commence refining the project timeline and schedule with DNLTC staff and outlining immediate tasks for each staff member. RCAA will also solicit DNLTC staff for an appropriate date to hold the in-person project start-up meeting.

#### Task 1.1 Hold start-up meeting with DNLTC staff

The RCAA team will meet with DNLTC staff to finalize the project scope, detail the project timeline and refine the list of stakeholders. The project team will have reviewed existing documents and composed a draft ATP document outline.

#### Task 1.2 Refine work schedule and project milestones

After feedback from DNLTC staff, RCAA will refine the schedule for key project milestones and meeting dates. RCAA staff will confirm the refined project schedule with DNLTC staff before delivering this work product.

#### Task 1.3 Monthly conference calls with DNLTC staff

RCAA will lead monthly or as needed conference calls with DNLTC staff to check in on project progress.

#### Task 1.4 Monthly written progress report and invoice preparation

The RCAA team will prepare monthly written progress reports and invoices to the DNLTC. The RCAA team will participate in monthly check-in calls with DNLTC staff to ensure clarity on project management tasks.

#### Task 1.5 Subcontractor Management

RCAA will manage subcontractor project tasks, deliverables and invoicing.

#### Task 1 Deliverables:

- Start-up meeting
- Refined work schedule and project milestones
- Monthly written progress reports and invoices to DNLTC
- Executed subcontract

### Task 2. Review Existing Data and Assess Gaps

Conducting a thorough review of existing studies completed by DNLTC, Caltrans and other local agencies will help identify data gaps for further technical field studies in Task 4 and help shape the outline for the administrative draft ATP.



Task 2.1 Compile existing GIS data

RCAA/GHD will receive existing GIS data from DNLTC from previous transportation planning studies. The project team will also seek land use data from the county and population locations from Census.gov.

Task 2.2 Gather recent collision data

The project team will compile existing traffic collision data (particularly involving bicyclists and/or pedestrians) from SWITRS and TIMS.

Task 2.3 Document review

Review previous relevant transportation planning studies in Del Norte including the School Zone Infrastructure Audit (2013), Safe Routes to School Project Implementation Plan (2014), US Highway 101 Traffic Calming and Gateway Project Study (2012), the Regional Transportation Plan (2011), North Sate Transportation for Economic Development Study Full Compendium Report (2013), Del Norte County & Crescent City Bicycle Facilities Plan Update (2010), Trail Planning Report (2009), Relevant Transit Plans and Reports and the RCTA Americans with Disabilities Act Para Transit Plan. This list will be revised and added to through consultation with the DNLTC Staff.

Task 2.4 Identify data gaps

Review of existing studies in Task 2.3 and an analysis of spatial data will help identify key data gaps for further fieldwork and technical studies. This will focus task 2.5 and 2.6

Task 2.5 Research and update existing policies and design best practices for active transportation programs and facilities

Task 2.6 Research existing and potential Safe Routes to School and Active Transportation education and encouragement programs

Task 2 Deliverables:

- Compiled GIS database (Tasks 2.1 and 2.2)
- Summary of data gaps from document review and GIS analysis (Tasks 2.3 and 2.4)
- (Outcomes from Tasks 2.5 and 2.6 will be incorporated into the Administrative Draft.)

### **Task 3. Stakeholder and Public Outreach**

Outreach for the Active Transportation Plan will focus on stakeholder meetings and public outreach efforts at community events throughout Del Norte County. RCAA has convened numerous meetings, coalitions, and task forces to mobilize community partners on transportation safety and community wellness issues. Task 3 will directly inform Task 5 and ultimately the final report.

#### Task 3.1 Refine outreach plan

The project team will work with DNLTC staff to refine the outreach plan and identify key stakeholders such as mobility and senior advocacy groups, transit operators, local businesses, civic groups, school district representatives, public health department staff, law enforcement and community organizations. The public outreach plan may include attending up to two community events or tabling at community hot spots (such as the Ray's in Crescent City).

#### Task 3.2 First meeting with DNLTC TAC and outreach to other key stakeholders

The project team will first meet with TAC members to understand their priorities for an Active Transportation Plan. Next the project team will reach out to tribal representatives from the Yurok Tribe, Elk Valley Rancheria and Smith River Rancheria, Caltrans District 1 staff, and other key stakeholder identified in the outreach plan. RCAA and GHD staff will conduct agenda preparation, meeting facilitation, and note taking for stakeholder meetings and/or phone calls.

#### Task 3.3 Attend community events or table at community hot spots to gain public feedback on the ATP

The project team will solicit community feedback on active transportation priorities at up to two ongoing community events (such as the Chamber Economic Summit in spring 2015) in up to two Del Norte communities.

#### Task 3 Deliverables:

- Outreach plan memo
- Summary of public and stakeholder input

### **Task 4. Conduct Technical Studies**

The technical studies will be efficiently conducted using information gathered during Task 2 and 3, along with feedback from DNLTC monthly calls. Initial field studies will focus on photo documentation and inputting GPS coordinates while subsequent field studies will focus on areas that have been prioritized by Task 2 and 3.

#### Task 4.1 Field and GIS based studies to update existing conditions and priorities in the pedestrian and bicycle network

Field studies will be used to update the plans reviewed in Task 2 and to add location data as necessary from information gathered from Task 3. Where



possible the RCAA team will use Google Earth and Streetview imagery, while being mindful of the limitations, especially the acquisition dates.

The RCAA team will also focus on any infrastructure changes since the 2013 School Zone Infrastructure Audit focusing on half-mile increments and including one-mile distances from schools. Pedestrian access around transit stops will also be documented.

During each field study, the RCAA team will photo document and input GPS coordinates utilizing tablets with GIS enabled software. The first field visit will occur directly after the start-up meeting (Task1.1) and will focus on client priorities and suggestions.

#### Task 4.2 ADA Transition Plan

In order to meet the requirements of the ADA Transition Plan the RCAA project team will create preliminary maps identifying potential physical obstacles that limit the accessibility of key destinations and public facilities to individuals with disabilities. The project team will first utilize findings from previous studies and Google Earth imagery to document existing conditions, and then conduct targeted field visits to verify preliminary findings and explore additional locations. In the ADA Transition Plan, the team will describe the methodology necessary to make the facilities accessible and provide a suggested schedule for making the access modifications. The ADA Transition Plan for Transportation Infrastructure chapter will include clearly delineated sub-chapters for the jurisdictions of the City of Crescent City, County of Del Norte and the Redwood Coast Transit Authority. The RCAA project team will identify the public officials responsible for implementation of the Transition Plan and create a potential timeline for its implementation.

#### Task 4.3 Safe Routes to School analysis

Utilizing the data collected from the 2013 SRTS Research and Policy Report examine routes and improvements that could increase the number of students using active transportation to arrive and depart from school. The RCAA project team will review the 2013 School Zone Infrastructure Audit focusing on the ½ mile and 1 mile radii and note locations where additional field studies are needed.

#### Task 4 Deliverables:

- Internal Draft of the ADA Transition Plan chapter
- (Outcomes from Tasks 4.1, 4.2 and 4.4 will be incorporated into the Administrative Draft.)

#### **Task 5. Development of Priority Projects, Cost Estimates and Performance Measures**

The RCAA team will compile a comprehensive list of priority projects using data collected from Task 2, 3 and 4. This list will contain cost estimates and identify performance measures.

Task 5.1 Identify a preliminary list of potential priority projects

Criteria for selecting priority projects – will be developed with DNLTC but will be consistent with the CTC’s Active Transportation Program guidelines and also include project readiness.

Task 5.2 Refine priority project list, prepare cost estimates and identify performance measures

Compile existing cost estimates and performance measures from document review list and vetting the compiled list through stakeholder interviews, presentation and discussion with the TAC, Commission and through tabling public spaces and events.

Task 5 Deliverables:

- Preliminary list of potential priority projects
- (Outcomes from Task 5.2 will be incorporated into the Administrative Draft.)

**Task 6. Administrative Draft Preparation**

The preparation and distribution of an administrative draft will allow ample time for a full review by DNLTC staff and TAC. This review will be incorporated into the final draft.

Task 6.1 Preparation of an administrative draft Active Transportation Plan

The project team will first prepare an outline for the administrative draft Active Transportation Plan. After review of the outline by DNLTC staff, the project team will begin preparing the administrative draft detailing the relevant chapters and including the draft mapping as per the CTC’s guidelines for Active Transportation Plans. The ATP will include all the components required for an Active Transportation Plan as detailed by the California Transportation Commission’s most recent Active Transportation Program guidelines. Chapters of the ATP will include:

- Executive Summary and Introduction
- An ADA Transition Plan
- Regional Pedestrian Priorities and Needs
- Bicycle Facilities Plan
- Safe Routes to School Inventory and Priorities
- Priority infrastructure projects, policy priorities and performance measures

Task 6.2 Distribution of Administrative Draft

Two hard copies, one digital copy in Microsoft Word and one digital copy in Adobe PDF will be distributed to DNLTC staff and TAC for review and comment.



The project team will summarize and incorporate comments and feedback on the administrative draft to prepare the draft plan.

Task 6 Deliverables:

- Outline for Administrative Draft Active Transportation Plan
- Administrative Draft Active Transportation Plan
- Summary of comments from DNLTC staff and TAC

**Task 7. Draft Active Transportation Plan**

Following Task 6 the Draft ATP will be widely distributed allowing for all stakeholders to comment and review. These comments will be summarized and provided for in the final document.

Task 7.1 Preparation of draft Active Transportation Plan

The project team will utilize feedback from Task 6 to prepare a draft ATP plan. Maps utilized in the administrative draft will be also be updated from feedback and input.

Task 7.2 Present Draft Plan to TAC

The project team will present the Draft Active Transportation Plan at a regularly scheduled DNLTC Technical Advisory Committee (TAC) meeting to solicit feedback and comments from the TAC and other stakeholders.

Task 7.3 Distribution of Draft Active Transportation Plan

Four hard copies, one digital copy in Microsoft Word and one digital copy in Adobe PDF will be distributed to DNLTC staff, TAC, DNLTC commissioners and stakeholders for review and comment. The project team will also work with DNLTC staff to make the draft publicly available on the DNLTC website and in print in public locations. The project team will compile agency and public comments to inform refinement of the final Active Transportation Plan.

Task 7 Deliverables:

- Draft Active Transportation Plan
- Summary of public and agency comments

**Task 8. Final Active Transportation Plan**

The final copy of the ATP will be created from the feedback and review generated from the Draft and Administrative Draft ATP documents (Task 6 and 7) and distributed to stakeholders. A final presentation will be given to either the TAC or DNLTC at the preference of the DNLTC.

Task 8.1 Preparation of final Active Transportation Plan

The project team will utilize feedback to refine the ATP plan.

Task 8.2 Present ATP Plan to TAC or Commission

At the discretion of the DNLTC.

Task 8.3 Distribution of Active Transportation Plan

Ten hard copies, one digital copy in Microsoft Word and one digital copy in Adobe PDF will be distributed to DNLTC staff, TAC, DNLTC commissioners. The project team will work with DNLTC staff to make the Active Transportation Plan publicly available on the DNLTC website.

Task 8 Deliverables:

- Final Active Transportation Plan

**Critical Milestones:**

- Project kickoff, second or third week of January 2015
- Analyze existing conditions and conduct technical studies, January – February
- Administrative Draft, March-April 2015
- Draft ATP Presentation to DNLTC, April-May 2015
- Final ATP, June 2015



## Statement of Interest and Methodology

### Interest

The Natural Resources Services division of RCAA is dedicated to working collaboratively to improve the built environment in our North Coast region, pursuing active transportation options for people of all ages and abilities. Our commitment to helping create equitable transportation through safe access to goods, services, employment, and education for people of all means and abilities is substantiated by our long history of planning, managing, and implementing active transportation projects throughout Humboldt County. The project team also has a strong interest in elevating the awareness of the unique rural transportation issues in Far North California and increasing the competitiveness of active transportation projects in our region to compete for state and federal funding. Working to produce a high-quality Active Transportation Plan for the Del Norte County region fits our team's interest and skill sets in creating safe, affordable, and accessible transportation options.

### Unique Abilities and Value-Added Benefits of the RCAA-GHD Project Team

The RCAA project team brings many unique qualifications and abilities to this project as detailed in our staff and project qualifications and further detailed below.

- Both RCAA and GHD **have worked extensively and successfully with Caltrans District 1** in both planning and implementation projects including multiple feasibility studies (e.g. Mendocino Pacific Coast Bike Route Engineered Feasibility Study [2013], Little River Trail Feasibility Study [2014], Caltrans District 1 Climate Change Pilot Study) and implementation of complex active transportation projects (e.g. Hole-in-the-Hammond Coastal Trail project [2009]).
- The project team is **very familiar with Caltrans standards, particularly for bicycle and pedestrian facilities**, while also being experienced in working creatively to find solutions.
- RCAA and GHD staff have been directly involved in writing successful Active Transportation Program grant applications and **intimately understand the state's ATP guidelines**. (Emily Sinkhorn was selected to be an ATP application reviewer for the March 2015 ATP call for projects.)
- In addition to experience with the ATP program, the project team has been successful in **building relationships with diverse funding partners** for active transportation projects.
- RCAA is acknowledged as a **leader in rural Safe Routes to Schools efforts** – having been invited to present for National Safe Routes to School Partnership webinars and contracted to prepare a Rural SRTS Toolkit by the California SRTS Technical Assistance Resource Center (TARC).

- The project team employs **efficient project planning** by stacking outreach meetings with technical field studies.
- RCAA and GHD staff have worked successfully on many projects with Regional Transportation Planning Agencies and **understand the challenges and opportunities in regional planning**.
- The project team brings unique skills in planning and implementing trail projects within the Coastal Zone.
- The project team is experienced in planning accessibility projects, and GHD staff are trained in preparing ADA Transition Plans.
- The project team will streamline real-time data collection in the field with a mobile tablet GIS system.
- RCAA and GHD staff are local north coast residents who are experienced in rural transportation planning and **familiar with transportation planning issues in Del Norte County**.
- As consultants from Humboldt County, the project team will have **reduced travel costs** to Del Norte County.
- RCAA brings extensive, creative outreach experience in preparing **innovative outreach tools** fit the cultural context of a community and invite participation.
- **The RCAA team is experienced in leading multiple consulting teams on large-scale planning and implementation projects.** Our focus on relationship building, effective communication and attention to detail for work products lend professionalism and creativity to each of our projects. Our history of successful work with local jurisdictions, agencies and community groups throughout the North Coast exemplifies RCAA's capacity for multi-disciplinary collaboration, professionalism and project management. In addition, our **effective project management skills** will ensure our work serves the needs of the DNLTC, is of high quality, and meets deliverable and meeting deadlines.

### **Project Methodology**

RCAA and GHD, Inc. have outlined an approach to meet the objectives of the RFP and ensure efficient services and communication. Our project methodology below details an approach that will achieve the desired objectives of the RFP and complements our proposed Scope of Work detailed under the Job Planning section of this proposal.

**Establish a collaborative working relationship** with DNLTC staff, Technical Advisory Committee (TAC), Caltrans District 1 and other key stakeholders so that the project proceeds efficiently with high quality. Our project team will first approach the project by holding a start-up meeting with DNLTC staff to refine the schedule for key project milestones and key meeting dates, finalize contract details and understand client priorities. The project team will continue to coordinate monthly with DNLTC staff to ensure clear communication and timely progress. (Task 1)



**Ensure efficient project planning** by grouping client, stakeholder and outreach meetings (such as the start-up meeting) with field studies. (Tasks 1,3,4)

**Compile, incorporate and update information and priorities from prior studies, plans and inventories.** The RCAA team will thoroughly review and incorporate technical information, mapping and planning priorities from past studies. The project team will also connect non-motorized transportation planning with recreational trail planning efforts such as the Coast-to-Crest Trail. (Task 2)

**Conduct an effective GIS and satellite-based analysis of existing non-motorized planning information** to identify data gaps and refine locations for further study and documentation in the field. (Task 2)

**Conduct field studies** during up to three full-day assessments with multiple project team staff. Technical field studies will focus on locations with less data from previous studies and sites needing more examination for the ADA Transition Plan. Field studies will be grouped with meetings. (Task 4)

**Conduct effective stakeholder and public outreach.** The project team will meet early on in the project (February) with the TAC and Caltrans District 1 staff to understand key active transportation priorities. The project team will also solicit public input on active transportation priorities in the Del Norte region by attending community events and/or tabling at community hot spots. (Task 3)

**Develop appropriate and informed criteria** with the TAC for evaluating and selecting priority active transportation projects. The criteria will be consistent with the CTC's Active Transportation Program guidelines, reflect the results of previous studies and be responsive to current needs. (Task 5.1)

**Identify priority projects which are most feasibility and impactful.** Our project team is experienced in assessing feasibility and developing detailed cost estimates for implementation fund seeking. (Task 5)

**Recommend appropriate best practices** in facility design and Safe Routes to School education and encouragement programs to inform the Active Transportation Plan. (Tasks 2.5 and 2.6)

**Compile results into a cohesive, high-quality report.** The project team will work early on with DNLTC staff to refine an outline for the administrative draft Active Transportation Plan. Compiling of information and results into the administrative draft will be ongoing from the beginning of the project in order to refine a final project by June 30, 2015. The project team will submit the administrative draft plan to DNLTC staff and TAC for review in March or early April. As feedback informs the refinement of the plan, the team will present the draft plan to the TAC in May and the final plan to the Del Norte Local Transportation Commission or TAC in June.



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**REVISED**  
**REQUEST FOR PROPOSALS**

for

**ACTIVE TRANSPORTATION PLAN**  
for the Del Norte Local Transportation Commission

Prepared for: Del Norte Local Transportation Commission  
Prepared by: Tamera Leighton, Executive Director  
1301-B Northcrest Drive, #16  
Crescent City, California 95531  
(707) 465-3878  
Posted: October 24, 2014  
**Revised: November 25, 2014**  
Responses Due: December 15, 2014

**REQUEST FOR PROPOSALS (RFP) TO PROVIDE  
ACTIVE TRANSPORTATION PLAN  
FOR THE DEL NORTE LOCAL TRANSPORTATION COMMISSION**

**A. BACKGROUND**

**The Region** The region served by the Del Norte Local Transportation Commission, the Regional Transportation Planning Agency (RTPA) for Del Norte County exists totally within the boundaries of Del Norte County. Del Norte County is California's northernmost coastal county, with a land area of approximately 1,070 square miles. The County is bounded by Curry County, Oregon, to the north, mountainous Siskiyou County to the east, Humboldt County to the south, and by the Pacific Ocean to the west. Crescent City, the county seat, is located roughly halfway between Portland, Oregon (330 miles north) and San Francisco, California, (350 miles south). Regionally, Crescent City is located approximately 85 miles north of Eureka, Humboldt County, about 26 miles south of Brookings, Oregon and 83 miles west of Grants Pass, Oregon and Interstate 5.

The principal north-south route through Del Norte County is US Highway 101, which provides access to coastal towns and cities to the north and south. Crescent City is located on US Highway 101. Del Norte County has two main routes providing access to inland communities: State Route, or SR 197/US Highway 199 to Hiouchi and Gasquet, and Route 169 to Klamath Glen. SR 197/US Highway 199 connects US Highway 101 to the Interstate 5 in Oregon.

The county's diverse geography includes inland mountain ranges of coniferous forests, low coastal mountain ranges with temperate forests and the Redwood State and National Parks, and rugged coastlines with gray sand beaches on the Pacific coast. The climate of Del Norte County is consistently mild along the coast, becoming more variable inland. In Crescent City and along the coastal fringe, there is minimal temperature fluctuation. Coastal daytime temperatures average 45-55 degrees during winter months. Temperatures increase to 55-65 degrees during mid summer and early fall months, with higher temperatures when coastal fog disperses. Inland, temperatures differences are more marked. Del Norte County/Crescent City area's annual rainfall generally ranges between 70 - 80 inches, with the heaviest rainfall occurring from November through March.

**Population** The California Department of Finance estimated the Del Norte County population at 25,372 as of 2011. This includes a population of 17,860 within the unincorporated area of the County and 7,512 within the City of Crescent City. Caltrans data forecasts a County population of 35,408 in 2030.

**Organization and Management** The Del Norte Local Transportation Commission (DNLTC) is the Regional Transportation Planning Agency (RTPA) for the Del Norte County region. The DNLTC consists of six members—three members representing the Del Norte County Board of Supervisors and three members representing the City of Crescent City. With the addition of a representative of the Caltrans District 1 Director, the DNLTC Board becomes the Policy Advisory. A Technical Advisory Committee (TAC) advises the DNLTC on various transportation matters. The TAC is comprised of two representatives from the Planning and Public Works staff of the City and the County, and

one representative from the Harbor District, Yurok Tribe, California Highway Patrol, Redwood Coast Transit Authority, and Caltrans.

**Previous work** The 2011 Regional Transportation Plan, 2007 Bicycle Facilities Plan, 2013 School Zone Infrastructure Audits and Circulation Studies, 2007 Passenger Facilities Development Plan, 2014 Short Range Transit Plan, 2014 Baseline Data collection, 2006 Redwood Coast Transit Authority ADA Paratransit Plan.

## **B. SCOPE OF SERVICES**

**Objective** Develop an Active Transportation Program (ATP) Plan. The goal of this plan is to prepare the City of Crescent City, the County of Del Norte, Native American Tribes and other local government entities for the various types of funding included as part of the Active Transportation Program. The Plan must be presented in one large document with chapters addressing specific topics addressing the separate funding types. The plan will be developed to meet the requirements set forth by the California Transportation Commission in the ATP Guidelines on behalf of the Del Norte Local Transportation Commission. The work for the Active Transportation Program Plan will include:

- An Americans with Disabilities Act (ADA) Transition Plan for Transportation Infrastructure chapter, including clearly delineated sub-chapters for the following jurisdictions: City of Crescent City, County of Del Norte, Redwood Coast Transit Authority (paratransit). The State Highway System plan should be referenced and is available for review at:  
<http://www.adaac.org/secured/asset/caltrans/TransitionReport.aspx?mode=public>
- A Regional Pedestrian Plan chapter identifying and prioritizing pedestrian needs in the Del Norte region including recreational trails.
- A Bicycle Facilities chapter that updates the 2007 Bicycle Facilities Plan information and that focuses on new route priorities given the competitive requirements of the Active Transportation Program.
- A Safe Routes to School chapter that will utilize the 2013 School Zone Infrastructure Audit and that will include one-mile but focus on half-mile zones from schools.
- Other applicable plans for ATP-eligible projects that would put partner agencies and governments in position to obtain ATP funding.
- A chapter defining performance measures and the top ten (or fewer) priority unfunded projects that addresses Active Transportation Program.

**Product** The Del Norte Local Transportation Commission is soliciting proposals from qualified consultants to provide an Active Transportation Plan with the following:

- Written monthly progress reports
- Administrative draft ATP: 2 hard copies, one digital copy in Microsoft Word and one digital copy in Adobe PDF
- Draft ATP: 4 hard copies, one digital copy in Microsoft Word, and one digital copy in Adobe PDF

- Final ATP: 10 hard copies, one digital copy in Microsoft Word, and one digital copy in Adobe PDF

Proposing consultants must present their own approach that delivers the preceding items and considers State and Federal Active Transportation Program information. Establishing methodologies, tasks and schedules are the obligation of the consultant.

## **PROPOSAL SUBMITTAL REQUIREMENTS**

### Company Overview

1. Firm name and business address including phone number, fax number and web site.
2. Type of ownership and parent company if applicable.
3. The name of the proposed project manager for this project.

### Key Personnel and Job Planning

4. Resumes of key personnel to be assigned to the project. Include length of service with the firm, professional education and years of experience.
5. If any part of the project cannot or is not planned to be performed in-house, describe the portion that would be subcontracted along with a profile of said subcontractor.
6. If you have multiple company offices, please identify the location where the majority of the work will be performed.

### Relevant Experience and Capabilities

7. Please provide a list of three relevant projects, including year completed, project duration, cost, and client contact information.

### Statement of Interest and Methodology

8. A narrative describing the firm's interest, unique abilities, and value added benefits your firm is able to bring to this project. (Please limit to three pages.)

### Cost Proposal

9. The current Overall Work Program budget for the contractor's responsibilities listed above for FY 2014-15 is \$35,000 with any remaining funding to be included in the 2015-16 year. A contract will include a total product crossing fiscal years at an anticipated cost of \$60,000. Your proposal value is one of the selection criteria.

9. REVISED: While the current Overall Work Program budget for the contractor's responsibilities listed above for FY 2014-15 is \$35,000, DNLTC hopes to complete the plan by June 30, 2015 with an anticipated cost of \$60,000 and intends to revise the work program to accommodate this cost. Your proposal value is one of the selection criteria.

### Schedule of Work

10. The project schedule must be clearly stated with intermittent milestones. Because the project must be completed by December 30, 2015, specific benchmarks are preferred and a more timely completion is preferred. Reference checks for performance may be made by DNLTC.

10. REVISED. The project schedule must be clearly stated with intermittent milestones. DNLTC's preference is for a project schedule ending June 30, 2015 with specific benchmarks. Later completion dates will be considered.

## PROPOSAL EVALUATION AND SELECTION

The Technical Advisory Committee will evaluate those proposals that meet the stated requirements and will make a recommendation to the Del Norte Local Transportation Commission. Proposals will be evaluated based on the following point values:

Comprehensiveness of application:	15 points
Qualifications of Individual or Firm:	30 points
Interest/Methodology:	35 points
Value	10 points
Reference check and timely performance	10 points
 Total Available Points:	 100 points

## C. INSTRUCTION FOR SUBMITTING A PROPOSAL

All proposals must include the following:

1. Proposals including attachments must not exceed 40 pages;
2. Six identical unbound copies of proposal;
3. Electronic copy of proposal in unlocked .PDF format.

The schedule of activities related to this contract is as follows:

October 24, 2014	RFP Issued
November 21, 2014	Final questions due
December 1, 2014	Summary of questions and responses available upon request
<b><u>December 15, 2014</u></b>	<b><u>Proposals due to DNLTC by 5 p.m.</u></b>
January 7, 2015	TAC review of proposals and selection recommendation
January 8, 2015	Anticipated Contract Award
December 30, 2015	Project Completion

Please direct all questions and deliver proposals to:

Tamera Leighton, Executive Director  
 Del Norte Local Transportation Commission  
 1301-B Northcrest Drive, #16  
 Crescent City, California 95531

Desk: (707) 465-3878.

E-mail: Tamera@DNLTC.org

## TERMS AND CONDITIONS

The Del Norte Local Transportation Commission (DNLTC) is not obligated to accept any of the proposals submitted or to enter into an agreement with any of the proposers. At its discretion, the DNLTC may elect to award all or any portion of the project scope of work as defined in the RFP. DNLTC reserves the right to reject any or all responses, to waive any technical requirement, and to select the firm that, in the DNLTC's judgment, best

meets the requirements of this project and the needs of the DNLTC.

#### **D. PROTEST PROCESS**

**Purpose:** The purpose of these procedures is to set forth the procedures to be utilized by DNLTC in considering and determining all bid protests or objections regarding solicitations, proposed award of a contract, or award of a contract whether before or after award.

**General:** In order for a bid protest to be considered by DNLTC, it must be submitted by an interested party (as defined below in accordance with the procedures set forth herein). A protest which is submitted by a party which is not an interested party or which is not in accordance with the procedures shall not be considered by DNLTC, and will be returned to the submitting party without any further action by DNLTC.

**Definitions:** For purposes of these Bid Protest Procedures: The term “Bid” includes any bid or offer submitted by a bidder in response to an Invitation for Bid (IFB), and a proposal submitted by an offeror in response to a Request for Proposals (RFP). The term “contract” means that document to be entered into between DNLTC and the successful bidder and offeror. The term “days” refers to normal business days of DNLTC staff offices. The term “interested party” means any person: (a) who is an actual or prospective proposer, bidder, or offeror in the procurement involved; and (b) whose direct economic interest would be affected by the award of the contract or by failure to award a contract. The term “solicitation” means an Invitation for Bids (IFB), Request for Proposals (RFP), or other form of document used to procure equipment or services.

**Grounds for Protest:** Any interested party may file a bid protest with DNLTC on the grounds that: DNLTC has failed to comply with applicable Federal or State Law; DNLTC has failed to comply with its procurement procedures; DNLTC has failed to comply with the terms of the solicitation in question, including the failure to adhere to the evaluation criteria set forth in the solicitation, if applicable; DNLTC has issued restrictive or discriminatory specifications; or, award is made to other than the highest scoring responsive and responsible bidder on formally advertised procurements.

**Contents of Protest:** A bid protest must be filed in writing and must include: The name and address of the protestor; the name of the procurement solicitation, a detailed statement of the grounds for the protest, including all relevant facts and a citation to the Federal or State law, the provision of DNLTC procurement procedures, or specific term of the solicitation alleged to have been violated; any relevant supporting documentation the protesting party desires DNLTC to consider in making its decision; the desired relief, action, or ruling sought by the protestor.

Protests must be filed with DNLTC executive director. All protests must be received at the DNLTC address listed above during normal office hours of 8:00 a.m. to 5:00 p.m., Pacific Time. If any of the information required by this section is omitted or incomplete, DNLTC will notify the protestor, in writing, within one day of the receipt of the protest, and the protestor will be given one day to provide the omitted or incomplete information in order for the protest to be further considered. Note that this provision only applies in the case of a failure to state any grounds for a protest and does not apply to stating inadequate grounds

for a protest or the failure to submit documentation.

**Timing Requirements and Categories of Protests:** DNLTC will consider the following categories of bid protests within the time period set forth in each category: Any bid protest alleging improprieties in a solicitation process or in solicitation documents must be filed no later than five days prior to the scheduled bid opening or deadline for submittal or proposals, as appropriate, in order to be considered by DNLTC. Any protest based on such grounds not filed within this period will not be considered by DNLTC. This category of protests includes, but is not limited to, allegation of restrictive or exclusionary specifications or conditions. Any bid protests regarding the evaluation of bids or proposals by DNLTC, or improprieties involving the approval or award or proposed approval or award of a contract must be filed with DNLTC no later than 72 hours after the protestor's receipt of DNLTC's written notice of its decision or intended decision to award a contract. Any protest filed after such date which raises issues regarding the bid proposal evaluation, or the contract approval or award will not be considered by DNLTC.

**Review of Protest by DNLTC:** DNLTC will notify the protestor within 3 days of timely receipt of a bid protest that the protest is being considered. In the notification, DNLTC will inform the protestor of any additional information required for evaluation of the protest by DNLTC, and set a time deadline for submittal of such information. If DNLTC requests additional information, and it is not submitted by the stated deadline, DNLTC may either review the protest on the information before it, or decline to take further action on the protest. In its sole discretion, DNLTC may give notice of any bid protest to other bidders or proposers for the procurement involved in the protest, as appropriate, and permit such bidder or offeror to submit comments to DNLTC relative to the merits of the bid protest. DNLTC will set a time deadline for the submittal of such comments, which will be no less than 5 days after DNLTC provides notification of the protest. In its sole discretion, DNLTC may schedule an informal conference on the merits of a bid protest. All interested parties will be invited to participate in the conference. Any information provided at the conference will only be considered by DNLTC in deciding the bid protest if it is submitted to DNLTC in writing within 3 days after the conference.

**Effects of Protest on Procurement Actions:** Upon receipt of a timely protest regarding either the solicitation process of the solicitation documents in the case of sealed bids, DNLTC will postpone the opening of bids until resolution of the protest. The filing of the protest will not, however, change the date on which bids are due, unless DNLTC determines, and so notifies all bidders, that such a date change is necessary and appropriate to carry out the goals of the procurement and assure fair treatment for all bidders. Upon receipt of a timely protest regarding evaluation of bid or proposals, or the approval or award of a contract, DNLTC will suspend contract approval or other pending action, or issue a stop work order if appropriate, until the resolution of the protest. In this event, the successful bidder or proposer may not recover costs as a change order. Notwithstanding the pendency of a bid protest, DNLTC reserves the right to proceed with any appropriate step or action in the procurement process or in the implementation of the contract in the following cases:

- a. Where the item to be procured is urgently required;
- b. Where DNLTC determines, in writing, that the protest is vexatious or frivolous;
- c. Where delivery or performance will be unduly delayed, or other undue harm to DNLTC will occur, by failure to make the award promptly; or,

- d. Where DNLTC determines that proceeding with the procurement is otherwise in the public interest.

**Summary Dismissal of Protests:** DNLTC reserves the right to summarily dismiss all or any portion for a bid protest that raises legal or factual arguments or allegations that have been considered and adjudicated by DNLTC in a previous bid protest by any interested party in the same solicitation or procurement action.

**Protest Decisions:** After review of a bid protest, the Procurement Officer shall make a recommendation to the Executive Director of the appropriate disposition of such protest. The recommendation shall be made on the basis of the information provided by the protestor and other parties, the results of any conferences, and DNLTC's own investigation and analysis. If the protest is upheld, DNLTC will take appropriate action to correct the procurement process and protect the rights of the protestor, including re-solicitation, revised evaluation of bids or proposals or DNLTC's determination, or termination of the contract. If the protest is denied, DNLTC will lift any suspension imposed and proceed with the appropriate state of the procurement process or the contract.

**Judicial Appeals:** A protest adversely affected by a bid protest decision may appeal such decision to an appropriate court of the State of California located in the county of Del Norte.

## **E. STANDARD CONSULTING AGREEMENT**

The selected firm shall be retained under the RTPAs standard professional services agreement. A sample of this agreement is available upon request. The contract shall provide payment for work performed up to a not-to-exceed amount. The final Scope of Work and Schedule (Exhibit A to the Standard Consulting Agreement) will be negotiated by the Consultant and the Del Norte Local Transportation Commission.

Please direct all communications and deliver proposals to:

Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission  
1301-B Northcrest Drive, #16  
Crescent City, California 95531

Desk: (707) 465-3878.  
E-mail: [Tamera@DNLTC.org](mailto:Tamera@DNLTC.org)

**Item 7 Staff Report**

**DATE: JANUARY 7, 2014**  
**TO: TECHNICAL ADVISORY COMMITTEE**  
**FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR**  
**SUBJECT: TRANSIT AND HUMAN SERVICES COORDINATED  
TRANSPORTATION COORDINATED PLAN**

**REQUESTED ACTION:** Review draft Transit and Human Services Coordinated Transportation Coordinated Plan and provide input.

**BACKGROUND:** The Coordinated Plan was first developed and adopted by DNLTC in 2008 in response to the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). MAP-21 now requires the development of this plan in order for agencies to be eligible for various federal funds. The plan identifies the following:

- Transportation Services and Providers,
- Demographics of Transit Dependent Population,
- Current and Future Unmet Transit Needs, and
- Implementation and Prioritization of Strategies to Fill Gaps.

A preliminary draft plan was reviewed by the TAC on November 3 and the final draft was provided on December 17.

**DISCUSSION:** The Del Norte Local Transportation Commission is updating the Coordinated Public Transit-Human Services Transportation Plan in partnership with Nahila Ahsan, Research Analyst, Business Forecasting Center, University of the Pacific, whose services are provided by the State. The last document was adopted in 2008. There is no anticipated financial impacts for the update. However, an updated plan is vital to successful grant applications for planning, capital and operational activities.

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COORDINATED PUBLIC TRANSIT – HUMAN  
SERVICES TRANSPORTATION PLAN

DEL NORTE LOCAL TRANSPORTATION COMMISSION

December 23, 2014

### **Acknowledgement**

The Business Forecasting Center would like to thank Tamera Leighton for her invaluable assistance and input throughout this planning process. We also like to thank other Del Norte regional staff, stakeholders, community members, and other individuals who made this work possible.

### **Points of Contact**

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### **Prepared by**

Jeffrey A. Michael, Thomas E. Pogue, Nahila Ahsan, Jesse Neumann, and Gilbert Perez with the assistance of Alfonso Rodriguez, Andie Smith, Anjul Shingal, Neria Howard, and Sydney Stanfill.

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This report has been prepared by the Business Forecasting Center in the Eberhardt School of Business at the University of the Pacific.



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## GLOSSARY FOR ACRONYMS

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- ADA – Americans with Disabilities Act
- ADHC – Adult Day Health Care
- AoA – Administration on Aging
- Caltrans – California Department of Transportation
- CAL – Community Assistance League
- CalWORKs – California Work Opportunity and Responsibility to Kids
- CDBG – Community Development Block Grants
- CSBG – Community Services Block Grant
- CTC – California Transportation Commission
- CTC – County Transportation Commissions
- CTSA – Consolidated Transportation Service Agency
- DOT – Department of Transportation
- FTA – Federal Transit Administration
- HCBS – Home and Community-Based Services
- HRA – Human Resource Agency
- JARC – Job Access and Reverse Commute
- LTC – Local Transportation Commissions
- LTF – Local Transportation Funds
- MAP-21 - Moving Ahead for Progress in the 21st Century
- MPO – Metropolitan Planning Organization
- MSA – Metropolitan Statistical Area
- NEMT – Non-Emergency Medical Transportation
- OAA – Older American Act
- Paratransit – Paratransit is specialized door-to-door transport for people with disabilities who are unable to ride fixed route public transportation.
- PTA – Public Transportation Account
- RCT – Redwood Coast Transit
- RTC – Regional Transit Committee
- RTPA – Regional Transportation Planning Agency
- RTPA – Regional Transportation Planning Agency
- SABG – Substance Abuse Prevention-Treatment Block Grant
- SAFETEA-LU – Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
- Section 5310 – Elderly Individuals and Individuals with Disabilities
- Section 5317 – New Freedom
- SGR – State of Good Repair
- SHA – State Highway Account
- SSBG – Social Services Block Grant
- SSTAC – Social Services Transportation Advisory Council
- STF – State Transportation Funds
- STIP – State Transportation Involvement Program
- TANF – Temporary Assistance for Needy Families
- TAP – Transportation Alternatives Program
- TDA – Transportation Development
- TE – Transportation Enhancements

- Title III – Support and Access  
Services
- Title VI – Grants to American Indian  
Tribes

## 1. INTRODUCTION<sup>1</sup>

### PURPOSE OF THE PLAN

This document is an update to the 2008 Coordinated Public Transit-Human Services Transportation Plan for Del Norte County. Coordinated transportation is essential to keep people linked to social networks, employment, healthcare, education, social services, and recreation. Having access to reliable transportation can present a challenge to vulnerable populations, such as seniors, people with disabilities, and low income individuals. For these groups, a coordinated transportation plan is necessary to improve access, efficiency, and promote independence.<sup>2</sup>

According to the Federal Transit Administration (FTA), the coordinated plan should be a “unified, comprehensive strategy for public transportation service delivery that identifies the transportation needs of [three priority groups/transportation disadvantaged groups]: 1) individuals with disabilities, 2) seniors, and 3) individuals with limited incomes. This plan lays out strategies for meeting these needs, and prioritizing services.” The plan should be developed through a process that includes representatives of public, private, nonprofit, and human services transportation providers; members of the public; and other stakeholders.

The FTA has defined coordination of transportation services as “...a process in which two or more organizations interact to jointly accomplish their transportation objectives.” The *2004 Executive Order: Human Service Transportation Coordination* called for the Secretaries of Transportation, Health and Human Services, Education, Labor, Veterans Affairs, Agriculture, Housing and Urban Development, the Interior, as well as the Attorney General, the Commissioner of Social Security and others to form an Interagency Transportation Coordinating Council to:

- Promote interagency cooperation and minimize duplication and overlap of services
- Determine the most appropriate, cost-effective transportation services within existing resources
- Improve the availability of transportation services to the people who need them
- Develop and implement a method to monitor progress on these goals

The 2008 Coordinated Plan was initially developed to satisfy requirements for the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which was signed into law on August 10, 2005. With the passage of SAFETEA-LU, agencies receiving funding from any of the three Federal Transit Administration (FTA) human-services transportation programs: 1) Elderly Individuals and Individuals with Disabilities (Section 5310), 2) Job Access and

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<sup>1</sup> Language and information from this section was taken from the 2008 Del Norte County Coordinated Plan; the 2013 Coordinated Plan Updates for the San Francisco Bay Area, Humboldt, and Amador Counties; and other related documents that will be referenced throughout the report.

<sup>2</sup> Language taken from *2004 Executive Order: Human Service Transportation Coordination*. Issued by George W. Bush, February 24, 2004. <http://georgewbush-whitehouse.archives.gov/news/releases/2004/02/20040224-9.html>

Reverse Commute (JARC; Section 5316), and 3) New Freedom (Section 5317), had to certify that the projects to be funded had been discussed in a locally developed, coordinated public transit/human-services transportation plan. Moving Ahead for Progress in the 21st Century (MAP-21), which replaced SAFETEA-LU, was signed into law on July 6, 2012; it is the nation’s key surface transportation program. Under MAP-21, only funds under the expanded Elderly Individuals and Individuals with Disabilities (Section 5310) program are subject to the coordinated-planning requirement.<sup>3</sup>

This plan is intended to meet the coordinated-planning requirement as well as to provide the Del Norte Local Transportation Commission and its partners a “blueprint” for implementing a range of strategies intended to promote and advance local efforts to improve transportation for persons with disabilities, older adults, and persons with low incomes. This plan will be adopted by the Del Norte Local Transportation Commission so that all transportation providers within Del Norte County who are eligible for FTA Section 5310 funding can apply for those funds to serve the three priority groups/transportation disadvantaged groups.

#### UPDATE APPROACH

Updating the coordinated plan consisted of the following tasks:

- Conduct literature search
- Update elements of previous plan (demographic profile, transportation resources, etc.)
- Conduct outreach
- Process/analyze information/data collected from outreach
- Identify and prioritize solutions
- Develop coordination strategies

The 2008 Coordinated Plan was the starting point for this update. More recent planning documents, Transportation Commission, Transit Agency Board and/or Social Services Transportation Advisory Council (SSTAC) meeting minutes, coordinated plans from other counties, and other resources also shaped the update. Efforts were also made to gather input from the general public and stakeholders through outreach meetings, internet and paper surveys, phone calls, and written comments. This update is shaped by the four required elements of the coordinated plan:<sup>4</sup>

- 1) An assessment of the transportation needs for transportation disadvantaged populations (seniors, people with disabilities, and people with low incomes)
- 2) Inventory of existing transportation services

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<sup>3</sup> MAP-21 consolidated Section 5310 & Section 5317 programs into a single expanded Elderly and Disabled (Sec. 5310) program. MAP-21 also consolidated the Section 5311 & Section 5316 programs, but currently there is not a coordinated-planning requirement for the expanded Formula Grants for Other than Urbanized Areas (Sec. 5311) program.

<sup>4</sup> U.S. Department of Transportation, FTA. Circular: FTA C 9070.1G “*Enhanced Mobility of Seniors and Individuals and Individuals with Disabilities Program Guidance and Application Instructions*.” Page V-2. June 6, 2014. [http://www.f+ta.dot.gov/documents/C9070\\_1G\\_FINAL\\_circular.pdf](http://www.f+ta.dot.gov/documents/C9070_1G_FINAL_circular.pdf)

- 3) Strategies for improved service and coordination
- 4) Identify priorities based on resources, time, and feasibility

Assessment of the targeted populations' transportation needs begins with a demographic profile in Section 2. Existing transportation services are reviewed in Section 3, where key public and private transit providers as well as health and social service transit and interregional transportation providers are identified. Another requirement of a Coordinated Plan update includes an assessment of progress since the previous plan. That assessment is conducted in Sections 4 and 5 where progress with regard to coordination of services and the priority strategies identified in the 2008 plan are examined in turn.

The Coordinated Plan's assessment of transportation needs concludes in Section 6 with a discussion of service gaps and unmet transportation needs. Strategies, activities, and/or projects to address identified gaps between current services and needs are then examined in Section 7. These required components of the Coordinated Plan make some sections of these sections very broad and others very specific. In addition, as Section 5310 funding now requires any potential future project or strategy to be identified and included within the plan, these sections include discussions of both public transit and social service transportation providers because neither party can completely fulfil the needs for all people within the county. Lastly, Section 8 identifies and prioritizes implementation plans for the high priority projects and strategies identified in the preceding sections.

## OUTREACH

This coordinated plan used a multitude of means to ensure participation by seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; as well as other members of the public. Key tools and strategies to solicit information and feedback from stakeholders and the general public included:<sup>5</sup>

- Presentation and discussion at the Technical Advisory Committee (TAC) for the Transportation Commission on November 5, 2014
- Public and stakeholder workshop on November 5, 2014 at 1pm in the Health and Human Services building conference room in Crescent City
- Online survey on surveymonkey.com. One for stakeholders and one for the general public.
- Toll-free phone in number to make arrangements to do survey over the phone or request a hard copy of a survey to be mailed
- Hard copy of survey emailed to agencies to distribute to their community/clients
- Hard copies of public survey distributed at public meetings with postage paid envelopes
- Solicited written comments through email or mail

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<sup>5</sup> Stakeholders in this report refers to agency staff for social services, transit providers, elected officials, and other individuals who work in transportation and/or with individuals with disabilities, seniors, and low income people.

The consultants for this project and designed contacts from Del Norte County employed different techniques to advertise opportunities for engagement. Emails were sent to county agencies and non-profit organizations, an event listing was placed in the *Del Norte TriPLICATE* newspaper, flyers were distributed to different people and agencies, and flyers were posted in various locations. Details of outreach strategies, instruments, and input from outreach activities are presented in Appendix A.

## MAP-21

MAP-21 authorized funding for federal transit programs through May 31, 2015. MAP-21 is a policy driven approach which authorizes funding through fiscal year 2014 and focuses on transforming the framework of grant programs by consolidating certain programs and repealing others. What MAP-21 means for FTA grantees:

- Consolidated transit programs for improved efficiency
- Targeted funding increased, particularly for improving the state of good repair (SGR)
- New reporting requirements
- Required performance measures for state of good repair (SGR), planning, and safety

MAP-21 has retained many, but not all, of the coordinated planning provisions of SAFETEA-LU. For example, MAP-21 eliminated the New Freedom program as a stand-alone program and incorporated it along with the existing Section 5310 program into a new consolidated program under Section 5310 called the “Enhanced Mobility of Seniors and Individuals with Disabilities,” which provides a mix of capital and operating funding for projects. MAP-21 also eliminated JARC as a stand-alone program but funding for JARC types of activities is available under FTA’s urban and rural formula programs (Section 5311 for rural areas and 5307 for urban areas).

The remainder of this section provides an overview of the transportation funding environment. This overview is not an exhaustive discussion on transportation funding in Del Norte County, but it is an initial effort to develop a comprehensive list of potential transportation funding sources. Appendix B lists some of the funding sources discussed in this narrative along with additional funding sources for transportation and transit services. However, it is important to note that funding requirements, the competitive nature of the funds, and local resources inherently constrain the county’s ability access to many of these funding sources.

## FUNDING FOR PUBLIC TRANSPORTATION IN RURAL CALIFORNIA

Transportation funding in California is complex. Funding for public transportation in rural California counties is dependent primarily on two sources of funds: 1) Federal Section 5311 funds for rural areas and 2) Transportation Development Act (TDA) funds generated through California sales tax revenues. These two funding programs are described further below.

Federal and state formula and discretionary programs provide funds for transit and paratransit services. Transportation funding programs are subject to rules and regulations that dictate how they

can be applied for, used, and/or claimed through federal, state, and regional levels of government. Funds for human service transportation come from a variety of non-traditional transportation funding programs, including both public and private sector sources.

Federal transit funding programs require local matching funds. Each federal program requires that a share of total program costs be derived from local sources and may not be matched with other federal Department of Transportation funds. Examples of local matches, which may be used for the local share, include state or local appropriations, non-DOT federal funds, dedicated tax revenues, private donations, revenue from human service contracts, private donations, and revenue from advertising and concessions. Non-cash funds, such as donations, volunteer services, or in-kind contributions may be an eligible local matching source, however, the documentation for this is extensive and usually not practical for rural agencies.

The following sections discuss different funding sources, some of which are new and some of which have been consolidated or changed from previous programs.

#### FEDERAL FUNDING SOURCES

##### FTA SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM<sup>6</sup>

This program provides formula funding to increase the mobility of seniors and persons with disabilities. Funds are apportioned based on each state's share of the targeted populations and are apportioned to both non-urbanized (for all areas with population under 200,000) and large urbanized areas (over 200,000). The former New Freedom program (Section 5317) is folded into this program. The New Freedom program provided grants for services for individuals with disabilities that went beyond the requirements of the Americans with Disabilities Act (ADA). Activities eligible under New Freedom are now eligible under the Enhanced Mobility of Seniors and Individuals with Disabilities program.

As the designated recipient of these funds, Caltrans is responsible for defining guidelines, developing application forms, and establishing selection criteria for a competitive selection process in consultation with its regional partners. State or local government authorities, private non-profit organizations, or operators of public transportation that receive a grant indirectly through a recipient are eligible recipients and sub-recipients for this funding. Projects selected for 5310 funding must be included in a local coordinated plan. The following section gives an overview of the way the funding program works:

##### Eligible Projects:

- Capital/operating/administration.

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<sup>6</sup> Language and information from this section was taken from the 2013 Coordinated Plan Update for Humboldt County.

- At least 55% of program funds must be used on capital projects that are public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable
- The remaining 45% may be used for any other eligible purpose, including capital and operating expenses and New Freedom-type projects:
  - Public transportation projects that exceed the requirements of the ADA.
  - Public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit.
  - Alternatives to public transportation that assist seniors and individuals with disabilities.
- At most, 10% is allowed for program administration

Statewide Funding Formula:

- 60% to designated recipients in urbanized areas with populations over 200,000.
- 20% to states for small, urbanized areas (under 200,000 population).
- 20% to states for rural areas.

Funding:

- Funds are apportioned for urban and rural areas based on the number of seniors and individuals with disabilities.
  - Federal share for capital projects, including acquisition of public transportation services is 80%.
  - Federal share for operating assistance is 50%.

The national apportionment for FTA Section 5310 in FY 2014 was over \$257 million, with California receiving \$28.7 million.<sup>7</sup>

FTA SECTION 5311 FORMULA GRANT FOR RURAL AREAS<sup>8</sup>

The Section 5311 program provides capital, planning, and operating assistance to support public transportation in rural areas with populations less than 50,000. The Section 5311 program, as amended under MAP-21, combines the 5311 program and 5316 JARC activities into one program. The goal of the program is to:

- Enhance the access of people in non-urbanized areas to health care, shopping, education, employment, public services, and recreation

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<sup>7</sup> “FY Apportionment Tables.” U.S. Department of Transportation-Federal Transit Administration. [http://www.fta.dot.gov/12853\\_14875.html](http://www.fta.dot.gov/12853_14875.html)

<sup>8</sup> Language and information from this section was taken from the 2013 Coordinated Plan Update for Humboldt County and the Federal Transit Administration website ([http://www.fta.dot.gov/grants/13093\\_3555.html](http://www.fta.dot.gov/grants/13093_3555.html))

- Assist in the maintenance, development, improvement, and use of public transportation systems in non-urbanized areas
- Encourage and facilitate the most efficient use of all transportation funds used to provide passenger transportation in non-urbanized areas through the coordination of programs and services
- Assist in the development and support of intercity bus transportation

Program goals also include improving access to transportation services to employment and employment related activities for low-income individuals and welfare recipients and to transport residents of urbanized and non-urbanized areas to suburban employment opportunities.

Eligible projects under 5311 are as follows:

- Planning, capital, operating, job access and reverse commute projects, and the acquisition of public transportation services.

The funds are formula based:

- Rural Formulas:
  - 83.15% of funds apportioned based on land area and population in rural areas.
  - 16.85% of funds apportioned on land area, revenue-vehicle miles, and low-income individuals in rural areas.
- Tribal Programs:
  - \$5 million discretionary tribal program.
  - \$25 million tribal formula program for tribes providing transportation.
  - Formula factors are vehicle revenue miles and number of low-income individuals residing on tribal lands

Eligible Recipients:

- States, Indian Tribes
- Subrecipients: State or local government authorities, nonprofit organizations, operators of public transportation or intercity bus service that receive funds indirectly through a recipient
- Subrecipients: States or local government authorities (for areas under 200,000 population), non-profit organizations, or operators of public transportation that receive a grant indirectly through a recipient

#### TOLL CREDIT FUNDS IN LIEU OF NON-FEDERAL MATCH FUNDS<sup>9</sup>

Federal-aid highway and transit projects typically require project sponsors to provide a certain amount of non-federal funds as a match to federal funds. Through the use of “Transportation Development Credits” (sometimes referred to as toll revenue credits), the non-federal share match

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<sup>9</sup> Language and information from this section was taken from the 2013 Coordinated Plan Update for Trinity County

requirement in California can be met by applying an equal amount of Transportation Development Credit and therefore allow a project to be funded with up to 100% federal funds for federally participating costs. Caltrans has been granted permission by the FTA to utilize Toll Credits, and in the past has made credits available for FTA Section 5310, 5311, 5316, and 5317 programs. At this time it is unclear whether or not Toll Credits will be made available as local match for FTA Section 5310 projects for the next funding cycle.

#### NON-TRADITIONAL TRANSPORTATION PROGRAM FUNDING

##### TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

Prior to MAP-21, apportionments of Transportation Enhancements (TE)<sup>10</sup> were included in the State Transportation Improvement Program (STIP) for each region. MAP-21 replaced TE with the Transportation Alternatives Program (TAP) which is funded at 2% of the total of all MAP-21 programs with set-asides. TAP projects must be related to surface transportation, but are intended to be enhancements that go beyond the normal transportation project functions. Eligible activities include Transportation Enhancements; Recreational Trails; Safe Routes to Schools program; and planning, designing, or constructing roadways within the right-of-way of former interstate routes or other divided highways.

In September 2013, California legislation created the Active Transportation Program (ATP). The ATP consolidates existing federal and state programs, including TAP, Bicycle Transportation Account, and Safe Routes to School into a single program with a focus to make California a national leader in active transportation.<sup>11</sup>

#### STATE FUNDING SOURCES

##### TRANSPORTATION DEVELOPMENT ACT (TDA)<sup>12</sup>

The California Transportation Development Act has two funding sources for each county that are locally derived and locally administered: 1) The Local Transportation Fund (LTF) and 2) the State Transit Assistance Fund (STA).

- **LTF** revenues are recurring revenues derived from ¼ cent of the retail sales tax collected statewide. The ¼ cent is distributed to each county according to the amount of tax collected in that county. In counties with a population of less than 500,000 as of the 1970 US Census, TDA funds may be allocated under Article 8 for transit services or for local streets and roads, pedestrian, or bicycle projects.

Prior to approving TDA funds for purposes other than public transportation, specialized transportation, or facilities for bicycles and pedestrians, the local Transportation

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<sup>10</sup> MAP-21 replaced TE with the Transportation Alternatives Program (TAP).

<sup>11</sup> “Caltrans Active Transportation Program (ATP).” <http://catsip.berkeley.edu/caltrans-active-transportation-program-atp>

<sup>12</sup> Language and information from this section was taken from the 2013 Coordinated Plan Update for Humboldt County

Commission, sometimes referred to as the Regional Transportation Planning Agency (RTPA), conducts an annual unmet transit need process which includes a public hearing and assessment of transit. Commission staff and the local SSTAC review public comments received and compare the comments to the adopted definitions to determine if there are unmet transit needs, and whether or not those needs are “reasonable to meet.” Each RTPA is required to adopt definitions of “unmet transit need” and “reasonable to meet.” Any unmet transit needs that are reasonable to meet must be funded before funds can be allocated for streets and roads.<sup>13</sup>

- **STA** are revenues derived from sales taxes on gasoline and diesel fuels. STA is allocated annually by the local transportation commissions based on each region’s apportionment. Unlike LTF, they may not be allocated to other purposes. STA revenues may be used only for public transit or transportation services.

#### STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)<sup>14</sup>

Since 2006, the California Transportation Commission (CTC) has designated STIP into three categories: 1) highway projects, 2) rail and transit projects, and 3) enhancement projects. These projects are funded from federal Transportation Enhancement (TE) funds. However, due to the elimination of the TE Program in MAP-21, the CTC now classifies those projects as bicycle and pedestrian projects. Rail and transit projects, which were primarily allocated with the Public Transportation Account (PTA) funding, are now severely limited and will remain so in the future. In order to remain in the STIP, rail and transit projects now need to be eligible for State Highway Account (SHA) or federal funds. Under law, county shares are based on the total of STIP funding estimated from all sources.

#### SOCIAL SERVICES FUNDING SOURCES<sup>15</sup>

This section summarizes a variety of social services funding sources. A portion the budgets for these sources are used to fund transportation services for clients, patients, and other beneficiaries.

#### OLDER AMERICANS ACT (OAA)

The Older Americans Act was signed into law in 1965 amidst growing concern over seniors’ access to health care and their general well-being. The Act established the federal Administration on Aging (AoA) and charged the agency with advocating on behalf of Americans 60 or older. AoA implemented a range of assistance programs aimed at seniors, especially those at risk of losing their independence. Transportation is a permitted use of funds under the Act, providing needed access to nutrition and other services offered by the AoA, as well as to medical and other essential services. No funding is specifically designated for transportation, but funding can be used for transportation

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<sup>13</sup> The concept of “unmet needs that are reasonable to meet” is discussed later in this report.

<sup>14</sup> Language and information from this section was taken from the 2014 Report of STIP Balance County and Interregional Shares

<sup>15</sup> Language and information on social service funding was found through various government documents (i.e. Health and Human Services), information from key contacts, AARP, the 2008 Coordinated Plan, and other internet sources.

under several sections of the OAA, including Title III (Support and Access Services), Title VI (Grants to American Indian Tribes), and the Home and Community-Based Services (HCBS) program.

#### REGIONAL CENTERS

Regional Centers are nonprofit private corporations, established by state legislation. They provide or coordinate services and support all eligible individuals with intellectual and/or developmental disabilities, children at risk, and their families in choosing services and supports through individual lifelong planning as a means to achieve healthy and productive lives in their own communities. There are 21 regional centers with more than 40 offices located throughout the state. Transportation is a critical component of Regional Centers because clients need specialized transportation services for traveling to and from sheltered workshops. Regional Centers are primarily funded with a combination of State General Fund tax dollars and Federal Medicaid funds. The primary contractual relationship is with the State Department of Developmental Services.

#### MEDI-CAL

Medi-Cal is California's health care program for children and adults with limited income and resources. Medi-Cal will help pay for transportation expenses for non-emergency medical transportation trips for individuals who require a wheelchair van, ambulance, litter van, or simply a high level of care. The transportation provider must be licensed by Medi-Cal.

#### TITLE XX SOCIAL SERVICES BLOCK GRANT (SSBG) (DEPARTMENT OF SOCIAL SERVICES)<sup>16</sup>

The Social Services Block Grant (SSBG) is a flexible source of funds that states use to support a wide variety of social services activities. States have broad discretion over the use of these funds.

Eligible recipients of these funds are Child Welfare Services, Foster Care, Deaf Access, Community Care Licensing, CDE Child Care and Departments of Development Services programs. Portions of these funds can be used to provide transportation for social services agencies' clients either in the form of transportation vouchers purchased from the public transit system, or through the use of agency vehicles.

#### COMMUNITY SERVICES BLOCK GRANT (CSBG) (DEPARTMENT OF COMMUNITY SERVICES & DEVELOPMENT)

The Community Services Block Grant is designed to assist low income persons through different services: employment, housing assistance, emergency, nutrition and health, and other services. All states, territories, tribal governments, and migrant and seasonal farm workers' agencies are eligible for this funding. Portions of these funds can be used to transport participants of these programs to and from employment sites, medical and other appointments and other necessary destinations.

#### CONSOLIDATED HEALTH CENTER PROGRAM (BUREAU OF PRIMARY HEALTH CARE)

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<sup>16</sup> "Social Service Block Grant: Background and Funding." Congressional Research Service.  
<http://fas.org/sgp/crs/misc/94-953.pdf>

The Consolidated Health Center Program funds are used to fund health centers that provide primary and preventative health care to diverse and underserved populations. Centers provide care at special discounts for people with incomes below 200% of the poverty line. Health Centers can use funds for various methods of patient transportation including: center-owned vans, transit vouchers and taxi fare for patrons. Eligible organizations include all community-based organizations, including faith based organizations that contribute to patients' health care.

#### COMMUNITY MENTAL HEALTH SERVICES BLOCK GRANT (CENTER FOR MENTAL HEALTH SERVICES STATE PLANNING BRANCH)

This program supports improved access to community-based health-care for people with serious mental illnesses. Grants are awarded for both the health services and supporting services including the purchase and operation of vehicles to transport patients to and from appointments. Additionally, funds can be used to reimburse those able to transport themselves. There is no matching requirement.

#### SUBSTANCE ABUSE PREVENTION & TREATMENT BLOCK GRANT

The Substance Abuse Prevention and Treatment Block Grant (SABG) Program was authorized by Congress to provide funds to states, territories, and one Indian Tribe for the purpose of planning, implementing, and evaluating activities to prevent and treat substance abuse. It is the largest Federal program dedicated to improving publicly-funded substance abuse prevention and treatment systems.<sup>17</sup> Funds may be used to support transportation-related services such as mobility management, reimbursement of transportation costs and other services. There is no matching requirement for these funds.

#### CHILD CARE & DEVELOPMENT FUND (ADMINISTRATION FOR CHILDREN & HUMAN SERVICES)

This program provides subsidized child care services to low income families. Part of these funds may be used to pay for transportation services provided by child care providers. This can include driving the child to and from appointments, recreational activities, and more. Funds may be used to provide voucher payments for transportation needs. Eligible recipients include states and recognized Native American tribes.

#### DEVELOPMENTAL DISABILITIES PROJECTS OF NATIONAL SIGNIFICANCE (ADMINISTRATION FOR CHILDREN AND FAMILIES)

The purpose of this program is to promote and increase independence, productivity, inclusion and integration into the community of persons with developmental disabilities, and to support national and state policy that enhances these goals. Projects are awarded for programs that are considered innovative and likely to have significant national impacts. This funding can be used towards the training of personnel on transportation issues pertaining to mental disabilities as well as the reimbursement of transportation costs. Matching requirements vary by funding opportunity

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<sup>17</sup> "Fact Sheet: Substance Abuse Prevention and Treatment Block Grant."  
[http://beta.samhsa.gov/sites/default/files/sabg\\_fact\\_sheet\\_rev.pdf](http://beta.samhsa.gov/sites/default/files/sabg_fact_sheet_rev.pdf)

announcement. Any state, local, public or private non-profit organization or agency may apply for these grants.

#### HEAD START (ADMINISTRATION FOR CHILDREN AND FAMILIES)

This program provides grants to local public and private agencies to provide comprehensive child development services to children and families. These programs generally provide transportation services for children who attend the program either directly, or through contracts with transportation providers. Program regulations require the Head Start makes reasonable efforts to coordinate transportation resources with other human services agencies in the community. Local public, private non-profit, and for-profit agencies eligible to receive funds.

#### TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF)/CALWORKS

This program provides temporary assistance to needy families. Recipients are required to participate in activities that assist them in obtaining employment. Supportive services such as transportation and childcare are provided to enable recipients to participate in these activities. These funds cannot be used for construction or to subsidize current operating costs. State and county funds in the CalWORKs program are used to meet the TANF maintenance of effort (MOE) requirement and cannot be used to match other federal funds. State and federally recognized Native American tribes as well as those families eligible as defined in the TANF state plan can receive this funding. Funds are paid out in cash to eligible recipients for transportation use and other needs.

#### COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG)<sup>18</sup>

Community development block grants are funds from the federal department of housing and urban development that are given to the state to disseminate among all eligible counties and local governments. The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable community members, and to create jobs through the expansion and retention of businesses.

The annual CDBG appropriation is allocated between States and local jurisdictions called “non-entitlement” and “entitlement” communities respectively. Entitlement communities are comprised of central cities of Metropolitan Statistical Areas (MSAs); metropolitan cities with populations of at least 50,000; and qualified urban counties with a population of 200,000 or more (excluding the populations of entitlement cities). States distribute CDBG funds to non-entitlement localities not qualified as entitlement communities.

#### OTHER SOURCES

This section summarizes a number of other sources of transportation support.

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<sup>18</sup> “Community Development Block Grant Program-CDBG.” U.S. Department of Housing and Urban Development. [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/communitydevelopment/programs](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs)

#### PRIVATE AND NON-PROFIT FOUNDATIONS

Many small agencies that target low-income, senior and/or disabled populations are eligible for foundation grants. Typically, foundation grants are highly competitive and require significant research to identify foundations appropriate for transportation of the targeted populations.

#### SERVICE CLUBS AND FRATERNAL ORGANIZATIONS

Organizations such as the Rotary Club, Soroptomists, Kiwanis, and Lions often pay for special projects. For transportation, they might pay for or help contribute toward the cost of a new vehicle.

#### AB 2766 VEHICLE AIR POLLUTION FEES

California Assembly Bill 2766 allows local air quality management districts to level a \$2 to \$4 per year fee on vehicles registered in their district. These funds are to be applied to programs designed to reduce motor vehicle air pollution as well as towards the planning, monitoring, enforcement, and technical study of these programs. Across the state, these funds have been used for local transit capital and operating programs.

#### TRAFFIC MITIGATION FEES

Traffic mitigation fees are one-time charges on new developments to pay for required public facilities and to mitigate impacts created by or reasonably related to development. There are a number of approaches to charging developers; these fees must be clearly related to the costs incurred as a result of the development with a rational connection between fee and development type. Furthermore, fees cannot be used to correct existing problems or pay for improvements needed for existing development. A county may only levy such fees in the unincorporated area over which it has jurisdiction, while a city must levy fees within the city limits. Any fee program must have the cooperation of all jurisdictions affected.

#### ADVERTISING

One modest but important source of funding for many transit services is on-vehicle advertising. Given the general improvement in the economy, it may be fruitful for local transit agencies to enhance their efforts to pursue an advertising program that could lead to discretionary revenue. However, it is important to consider that managing an advertising program requires staff time and can potentially overload vehicle aesthetics with excessive advertising.

#### CONTRACT REVENUES

Transit systems can also generate income from contracted services. Social service providers, employers, higher education institutions, and other entities may contract with local transit services. These contracted revenues can form important funding streams for local transit service agencies. This may involve subsidizing dedicated routes or contributing funds to the overall transit system.

#### EMPLOYER AND MEMBER TRANSPORTATION PROGRAMS

Businesses and other local agents with workers, visitors, and/or members with transportation needs are sometimes willing to provide transportation to fill their needs. This may not be limited to employment sites but could also include transportation to recreational activities, shopping destinations, and medical appointments. These programs have their own buses and routes that may involve coordination of their transportation efforts with other transportation programs and services. Examples include some vacation resorts or tribal casinos that provide multi-purpose transportation services.

#### IN-KIND

In-kind contributions can take many forms. Donations can range from financial contributions to the donation of a vehicle, a transit bench, and right of way for bus stops as well as contributions by local businesses in the form of featuring transit information and/or selling transit tickets.

## 2. DEMOGRAPHICS PROFILE

### DESCRIPTION AND DEMOGRAPHIC SUMMARY<sup>19</sup>

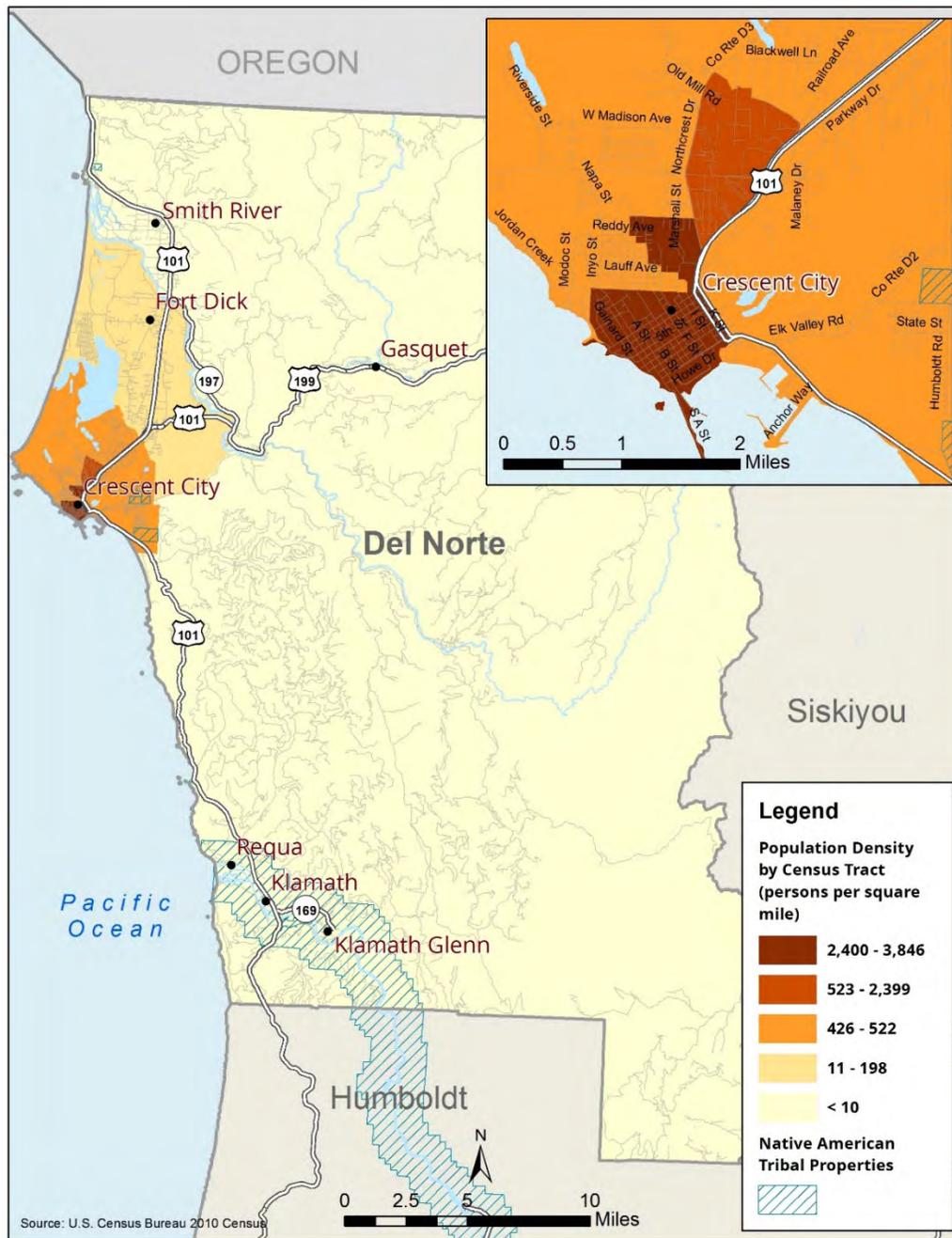
Del Norte County is located in the far northwest corner of California, bordered by Oregon to the north, the Pacific Ocean to the west, Humboldt County to the south, and Siskiyou County to the east. The county spans just over 1,200 square miles and has a population density of approximately 28.4 persons per square mile as of the 2010 Census; the population density for the state of California was 239 people per square mile. Crescent City is the county seat and the only incorporated city in the county. According to Del Norte’s 2013-2014 Overall Work Plan, the county has high indicators of poverty, low literacy, and poor health.

Del Norte is relatively isolated, with the majority of the population clustered in the western part of the county. The county also has a significant Native American population; almost 7% of Del Norte’s population is Native American compared to California’s 0.4%. The terrain is mountainous and forested with cool, wet weather. Redwood forests make up the eastern section of the county. Approximately 22.4% of parcel land in Del Norte County is privately owned, while the remainder is publicly owned. The vast majority of the publicly owned land is federal, including lands in Six Rivers National Forest.

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<sup>19</sup> The language and information from this section were taken from Del Norte County’s 2008 Coordinated Plan-Human Services Transportation Plan and 2013-2014 Overall Work Plan (Local Transportation Commission)

**FIGURE 1 DEL NORTE COUNTY POPULATION DENSITY BY CENSUS TRACT MAP: CENSUS 2010**



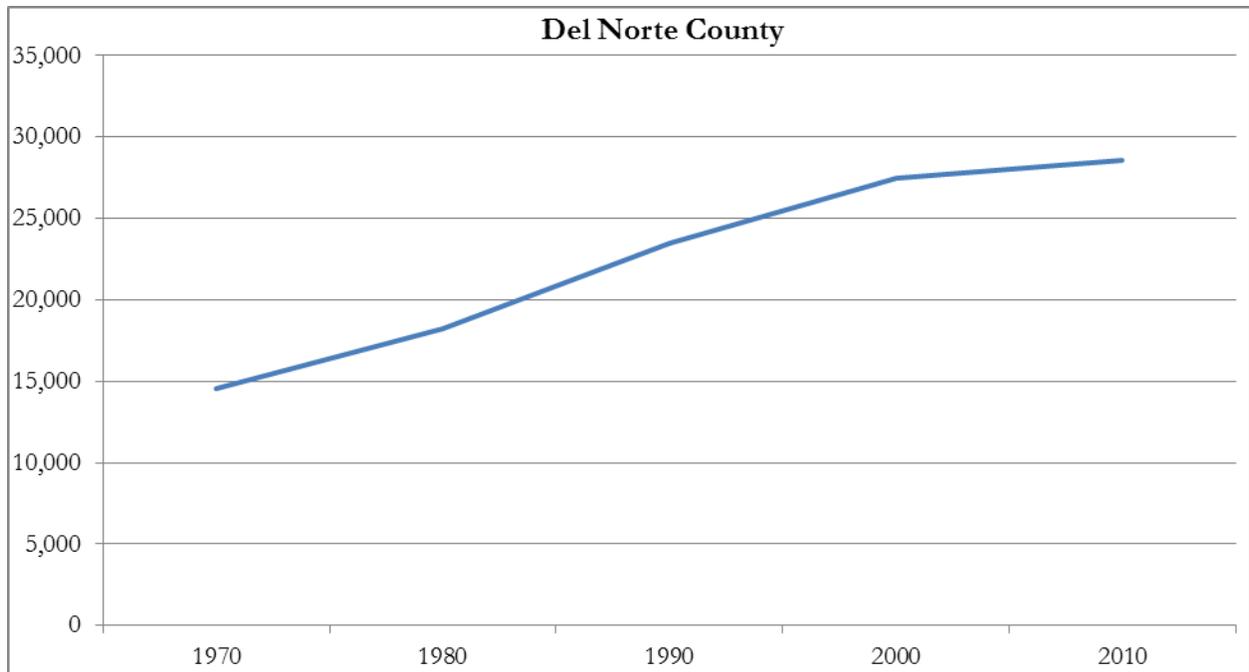
Source: Business Forecasting Center

### COUNTY DATA

Nationwide, transit system ridership is drawn largely from various groups of persons who make up what is often called the “transit dependent” population. This category includes elderly persons, persons with disabilities, low-income persons, and members of households with no available vehicles. These groups have also been described as transportation disadvantaged. There is overlap

among these groups. For example, a senior may also have disabilities and have a low income. Using California’s Department of Finance population projection data between 2010 and 2060, Del Norte County’s population that is under the age of 65 is expected to decrease approximately 5% (see Table 2).

Using California’s Department of Finance population projection data between 2010 and 2060, Del Norte County’s population that is under 65 is expected to decrease approximately 5% (see Table 2). and Table 1 below provide some population characteristics, including details of the key demographic groups for this report: seniors, individuals with disabilities, and low income individuals. For comparison, the total population and percent of these demographic groups is also presented for California and the United States.<sup>20</sup>



**FIGURE 2 POPULATION TRENDLINE (1970-2010)**

*Source: California State Data Center, Historical Census Populations of California, Counties, and Incorporated Cities, 1850-2010*

<sup>20</sup> Data from the State of California’s Department of Finance is also referenced in this section. Note that the data from the U.S. Census Bureau and Department of Finance slightly differ from one another because of years the data represent as well as differences in the sources of data and methodology of calculation.

**TABLE 1 BASIC POPULATION CHARACTERISTICS**

Area	Total Population	% of state population	% persons aged 65+	% persons w/ disability	% poverty level
United States	311,536,594	-	13.4%	12.1%	15.4%
California	37,659,181	-	11.8%	10.1%	15.9%
Del Norte	28,357	0.08%	14.2%	21.5%	21.8%

Source: U.S. Census Bureau: American Community Survey (ACS), 2013 5-Year Estimates

#### LOW-INCOME RESIDENTS

According to American Community Survey (ACS) 5-Years Estimates for 2013, 21.8% of the population in Del Norte County for whom poverty status is determined live below the poverty level, which is higher than the state and national rates. The ACS determines poverty status for different age, race, and gender groups.

#### PEOPLE WITH DISABILITIES<sup>21</sup>

According to the American Community Survey (ACS) 2013 5-Year data, 21.5% of the non-institutionalized population of Del Norte County population has a disability, which is higher than U.S. and California’s population with disabilities (see Table 1). The top three disability issues for those disabled between the ages of 18 and 64 are independent living, cognitive, and ambulatory difficulties. For those 65 and older, the top three disabilities issues are hearing, ambulatory, and independent living difficulties.

These disability statistics, which cover six disability types, were produced based on questions introduced to the ACS in 2008.<sup>22</sup> Because of changes in questions, one must be cautious when comparing previous Census/ACS disability data.

#### OLDER ADULTS

To better understand how the older adult population in Del Norte County is changing, refer to Table 2. Table 2, which is from the California’s Demographic Research Unit, shows the total number of older adults (65 and older) in 2010 along with projections for every decade until 2060. As is the case nationwide, the population in Del Norte County is aging.

In 2010, 13.5% of Del Norte County’s population was age 65 or older. Between 2010 and 2030, the number of people 65 and older is expected to grow 86%.<sup>23</sup> By 2040 it is estimated that

<sup>21</sup> “Disability.” ACS. <https://www.census.gov/people/disability/methodology/acs.html>

<sup>22</sup> For more information, please visit the Census Bureau’s page on Disability and American Community Survey at <https://www.census.gov/people/disability/methodology/acs.html>

approximately 25.4% of the county will be a senior citizen. According to the U.S. Census Bureau’s American Community Survey’s 2013 5-Year Estimate data, 49.8% of the non-institutionalized population in Del Norte County that is 65 and older has a disability; the rate for California is 36.8%.

**TABLE 2 POPULATION PROJECTIONS FOR DEL NORTE COUNTY**

Age Group	2010	2020	2030	2040	2050	2060	Population Change 2010-2060
Under 65	24,686	24,176	23,672	23,778	23,466	23,355	-5%
65-74 (Young Retirees)	2,177	3,276	3,863	3,661	3,924	3,615	66%
75-84 (Mature Retirees)	1,243	1,600	2,482	3,021	2,867	3,172	155%
85+ (Seniors)	438	582	844	1,417	1,922	2,016	360%
Subtotal Pop: Age 65+	3,858	5,459	7,189	8,098	8,714	8,804	128.2%
% Older Adults	13.5%	18.4%	23.3%	25.4%	27.1%	27.4%	-

Source: State of California, Department of Finance, State and County Population Projections by Major Age Groups, January 2013

<sup>23</sup> Calculated percent change for total number of adults 65+ between 2010 and 2030.

### 3. EXISTING TRANSPORTATION RESOURCES

This section documents the various transit providers and resources in Del Norte County, including public, private, and social service providers.<sup>24</sup>

#### PUBLIC TRANSIT SERVICE<sup>25</sup>

The public transit services discussed in this section are also considered interregional transportation services because these providers service and promote connectivity to communities outside of Del Norte County.

#### REDWOOD COAST TRANSIT (RCT)

Redwood Coast Transit (RCT) operates both fixed-route and demand response service. The Cultural Center in Crescent City is an important point for RCT routes either as a meeting point or transfer point. A description of the services RCT provides are discussed below.

#### **Crescent City Fixed-Route Service**

RCT operates four local fixed-routes using two buses on hourly headways in Crescent City. Service times vary by route.

- Route 1/Blue (Parkway/El Dorado): operates in a counter-clockwise direction traveling north along US 101 to Washington Boulevard, serving commercial and residential uses in the area, then services Del Norte High School and residential neighborhoods along El Dorado and H Streets before returning to the Cultural Center.
- Route 2/Red (A/Inyo/Washington): is paired with Route 1 and covers much of the same area in a clockwise direction, serving the neighborhoods around A and Inyo Streets, Del Norte High School, and the commercial area around Northcrest Drive and Washington Boulevard.
- Route 3/Green (Northcrest): makes an out-and-back trip along Northcrest Drive north of town to the Community Assistance Network (CAN) on Standard Veneer Road.
- Route 4/Orange (Bertsch/Howland Hill): is paired with Route 3 and makes a small loop in town before serving lodging south along US 101 to Sandmine Road. The route then serves the Bertsch/Howland Hills residential neighborhood and Elk Valley Casino before returning to the Cultural Center via Elk Valley Road.

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<sup>24</sup> Some organizations offer demand response services; some of these services are branded and named Dial-a-Ride. These terms will be used with clarifying details in the report.

<sup>25</sup> Language and information from this section was taken from the Short-Range Transit Development Plan for the Redwood Coast Transit Authority from 2014.

## **Intercity Routes**

RCT operates two coastal routes and an inland route, described below:

- **Route 10 Del Norte Coast/Klamath:** This route provides one morning and two afternoon round trips Monday through Saturday between Crescent City and Klamath Glen. In addition to scheduled stops, passengers may call ahead to arrange for a pick-up at additional locations.
- **Route 20 Smith River/Arcata:** This intercity route was initiated in July 2005 to replace the loss of Greyhound's intercity service to the Del Norte region. Route 20 operates between Smith River (three miles south of the Oregon border) and Arcata, which is 78 miles south of Crescent City in Humboldt County. Route 20 operates Monday through Saturday and allows for links between other transit service and operators: Curry Public Transit, Arcata-Mad River Transit System, South-West Point Bus Service, Amtrak, Greyhound, and Redwood Transit System.

The Route 20 night run leaving Arcata after 10 PM was specifically added to provide a complete connection from Amtrak (via San Francisco) to Crescent City without requiring passengers to spend the night in Arcata, as was previously the case.

- **Route 199 Crescent City/Gasquet:** This route was implemented in 2010 and operates three times a day Monday through Saturday in each direction between Crescent City and Gasquet.

### **YUOK TRIBE TRANSIT PROGRAM<sup>26</sup>**

The Yurok Tribe has been successful in obtaining FTA funding to establish and increase passenger transportation services. The Tribe was granted Section 5311(f) funding to purchase a 16-passenger vehicle and contracted with Klamath Trinity Non-Emergency Transportation (KT-NET) in Humboldt County beginning in December 2009 to bring their services as far as Wautec, better serving the upriver portion of the Yurok Reservation. Wautec residents can get to Weitchpec, Hoopa, Willow Creek, and Arcata utilizing a combination of KT-NET and Redwood Transit. Additionally, Section 5311 (c) funding is available for demand response service in the Klamath area and between Klamath and Crescent City. The demand response service, called Dial-a-Ride, began in July 2013.

The Tribe will coordinate with Redwood Coast Transit to complement the two transit systems and work to minimize any duplication of services while enhancing dispatching efforts. Additionally, there may be opportunities for joint training (driver training, emergency preparedness training, and customer service training).

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<sup>26</sup> In addition to the Short-Range Transit Development Plan for the Redwood Coast Transit Authority from 2014, this information was taken from "Yuroks' \$1 rides to, from Klamath" from The Triplicate. Found here: <http://www.triplicate.com/News/Local-News/Yuroks-1-rides-to-from-Klamath>

The Yurok Tribe also supports three vanpools for commuters from Klamath to Crescent City. The vanpools pick up passengers in Klamath and arrive in Crescent City at approximately 8:30 AM and leave Crescent City around 5:30 PM. The Yurok Tribe Transit program will also expand to include a river transportation program on a 22 mile segment of the Klamath River from the coast upstream to the village of Weitchpec.

## PRIVATE SERVICE

### TAXI SERVICE

Comfort Cab Company and Del Norte Taxi Service provide taxi services.

## SOCIAL SERVICE TRANSPORTATION

### COMMUNITY ASSISTANCE LEAGUE

The Community Assistance League (CAL) is a non-profit organization in Crescent City offering services to low income, elderly, and disabled individuals. Previously operated as Easter Seals, it is a volunteer-run organization. In late 2012, the Community Assistance League was designated as the Consolidated Transportation Services Agency (CTSA) for Del Norte County. Although the Community Assistance League is not a direct provider of transportation, its role in the community compliments its role as the CTSA.

The local transportation commission funds the CTSA with approximately \$24,000 annually (fluctuating based on economic conditions in the state). With these funds, the CAL assists individuals in finding transportation options for non-emergency medical needs and pays for transit fares or gas vouchers for low income individuals. Public transit options are fully funded and strongly encouraged, but transit is not always a feasible option.

The CAL conducts a “Care and Treatment Clinic” every Wednesday from 1:30 PM to 3:00 PM. Individuals in need of assistance attend the clinic to request travel funds. Two volunteers collect information from the individuals regarding medical needs and income. It takes approximately 15 minutes to process a person’s file the first time and five minutes each time thereafter once a file is on record. CAL either issues a check to RCT for a bus pass (\$35) or a gas voucher to be used the day before or day of the trip. No reimbursements are made after the trip. Volunteer staff members conduct cross checks to ensure that passengers do indeed have an appointment and they randomly follow up with a portion of the trips to determine that the individual kept the appointment. In this way, CAL ensures that the CTSA dollars are used appropriately. The CAL overhead is very low because it is staffed by volunteers.

### REDWOOD COAST TRANSIT DIAL-A-RIDE

Dial-a-Ride is the name of the door-to-door demand-response service operated in Crescent City by Redwood Coast Transit for elderly and disabled persons; members of the general public may take

Dial-a-Ride for a higher fee. Service is provided Monday through Friday from 7:00 AM until 7:00 PM and Saturday from 8:00 AM to 7:00 PM. In November 2012, Dial-a-Ride service was reduced by one hour per weekday (starting 30 minutes later and ending 30 minutes earlier) and two hours per Saturday (starting 90 minutes later and ending 30 minutes earlier). Up to three 12-passenger wheelchair lift equipped vans are in service during peak hours.

#### DEL NORTE ASSOCIATION FOR DEVELOPMENTAL SERVICES / COASTLINE ENTERPRISES

Del Norte Association for Developmental Services (DNADS)/Coastline Enterprises, which is located in Crescent City, is a non-profit corporation established in 1973 serving individuals with developmental disabilities and seniors living in Del Norte County. DNADS/Coastline Enterprises provides a variety of programs aimed at enhancing the lives of individuals with developmental disabilities and seniors.

Transportation services provided include transporting clients for Redwood Coast Regional Center within Del Norte County and transporting dialysis patients from Del Norte County to McKinleyville in Humboldt County three days a week for dialysis. DNADS serves clients in Crescent City and in the outlying, unincorporated towns of Hiouchi, Gasquet, Fort Dick, Smith River, and Klamath. The transportation program employs three part-time drivers and has four eight-seat buses.

DNADS/Coastline does a Mobility Training Program for Redwood Coast Regional Center clients but would like to expand the program to the general public. However, expanding this program requires additional resources. DNADS/Coastline Enterprises would like to expand their program and hire mobility trainers who will work with local residents to train them to be safe pedestrians and to use public transit services. DNADS/Coastline will conduct outreach through the Regional Center, senior centers, local businesses, and social service agencies to identify residents who could benefit from mobility training.<sup>27</sup>

The various programs operated by DNADS with transportation elements are described below:

#### DNADS NON-EMERGENCY MEDICAL TRANSPORTATION (NEMT)/DIALYSIS TRANSPORTATION

DNADS provides transportation from Del Norte County to the McKinleyville Dialysis center located in Humboldt County three days a week on Mondays, Wednesdays, and Fridays. The daily round trip is 195 miles. The dialysis trip begins at 7:30 am and returns at 7:30 pm. The operating budget is funded by Medi-Cal and out-of-pocket pay.

Medi-Cal only reimburses transportation to the nearest dialysis center, which is currently in McKinleyville. If the McKinleyville clinic is unable to accommodate all of the patients, Coastline will still transport patients to McKinleyville, but the clinic will transport patients to another clinic in Eureka. It is possible a dialysis clinic will open in Brookings, Oregon, which is only 26 miles from Crescent City.

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<sup>27</sup>A part of this section was taken from the March 2014 SSTAC meeting minutes

#### DNADS REDWOOD COAST REGIONAL CENTER CLIENTS DAY PROGRAM TRANSPORTATION

DNADS employs and trains drivers to transport adult Redwood Coast Regional Center (RCRC) clients to and from day programs or work sites using Coastline Enterprises vehicles. Clients are transported Monday through Friday between 7:30 am and 5:00 pm.

This program is funded through the RCRC; however, the reimbursement rate has recently changed and is currently under negotiation. Previously, the RCRC reimbursed each client at \$1.50 per mile that they were transported. As an example, for a vehicle with 8 passengers traveling 35 miles, DNADS would be reimbursed \$420. Now RCRC only reimburses \$1.50 per vehicle mile, regardless of how many passengers are carried, so the same 35 mile trip with 8 passengers would be reimbursed at \$52.50. While the first formula more than paid for DNADS transportation costs, the current formula does not cover DNADS costs, and the program is in jeopardy of being discontinued or reduced.

#### INTERREGIONAL TRANSPORTATION SERVICES<sup>28</sup>

Most of the transportation services mentioned above are also considered interregional transportation services because they provide transportation services within and outside of Del Norte County. This section discusses a number of other transportation resources outside of Del Norte County that are useful for those who live, work, or study in Del Norte County.

##### AMTRAK (NATIONAL)

Amtrak delivers rail passenger service and some bus services between different cities and towns throughout the U.S. Although Del Norte has an Amtrak bus stop, efficient and direct service routes to other towns and key regional locations are not available. Del Norte County residents can access Amtrak services (bus or train) by connecting to other locations, such as Arcata and Klamath Falls. For example, riders can access Coast Starlight service in Klamath Fall by using the SouthWest POINT route, which is part of the Amtrak Thruway network.

##### CURRY PUBLIC TRANSIT (SOUTHERN OREGON)

Curry Public Transit provides intra-and inter-city transportation for the elderly, disabled, students, and the general public. Curry Public Transit has demand response and fixed route service; the fixed route service is called the Coastal Express. Coastal Express route buses travel the US Hwy 101 corridor from Smith River (in Del Norte County) northward through Bandon, Coos Bay, and North Bend. Connections are available to Porter Stage Lines in Coos Bay and Redwood Coast Transit in Smith River.

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<sup>28</sup> Language and information from this section was taken from the 2013 Humboldt County Coordinated Plan and Redwood Coast Transit Authority Short Range Transit Development Plan

The Coastal Express schedule for Smith River was developed as an extension of service already in place from Brookings to North Bend. For this reason, the scheduled times in Smith River are based on Curry Transit vehicle and driver availability. There are four southbound timed transfers with RCT's Route 20 during the day.

Fares on the Coastal Express are based on per city segment. A "city segment" is defined as extending from before the first designated stop within a city limit to beyond the last designated stop before the other city limit. Fares for students, seniors and persons with a disability are half priced. Active duty military personnel and veterans ride free with an appointment at the Brookings or Coos Bay Veterans Administration clinics.

Ridership has increased over the years for Coastal Express, while demand response service ridership has slightly decreased.

#### GREYHOUND (NATIONAL)

Greyhound is an intercity bus service serving the United States, with some service to Canada and Mexico. Greyhound operates a route along the I-5 corridor from Sacramento to Seattle, going through Redding, Medford, Eugene, and Portland. On the coast, Greyhound travels from Arcata to Oakland. Greyhound provides important links to the Del Norte region via Route 20 in Arcata, California and via the SouthWest POINT in Klamath Falls, Oregon.

Northbound, Greyhound passengers can connect to the Route 20 night run in Arcata allowing passengers who travel from Oakland and beyond to catch morning buses in Crescent City (Route 20 to Coastline Express or SouthWest POINT to Klamath Falls). This provides an important interstate link. Prior to operating this night run, northbound trips required at least a two night stay (one night in Arcata and one night in Crescent City) to connect further north, whereas now just one night is required in Crescent City. Southbound passengers can take Greyhound via Route 20 from the Coastal Express to travel from Portland/Eugene/Coos Bay to points south of Arcata. Passengers can also take the Southwest Point from Grants Pass to Crescent City to Arcata to catch Greyhound to points south.

#### HUMBOLDT TRANSIT AUTHORITY (HTA)

Travel between various Humboldt and Del Norte County communities is common. HTA provides services that may be beneficial to Del Norte County community members. HTA provide transportation services in the Highway 101 corridor throughout the county. The HTA joint powers agreement is between the cities of Arcata, Eureka, Fortuna, Rio Dell and Trinidad and the County of Humboldt.

HTA operates and maintains the Redwood Transit System (RTS), the Willow Creek Transit Service, and the Southern Humboldt Transit Systems (SHTS). In addition, under contract, HTA operates and maintains the Eureka Transit Service (ETS) and provides administrative services for the region. The following is an overview of some HTA services.

#### ARCATA MAD RIVER TRANSIT SYSTEM (AMRTS) (HUMBOLDT COUNTY)

The AMRTS is a local service in Arcata, California. Passengers arriving on Redwood Coast Transit (RCT) Route 20 can transfer to this local service to access various destinations, such as medical facilities, Humboldt State University, and shopping locations. Service is primarily on hourly headways and trip planning can be accomplished on Google Transit/Maps. AMRTS coordinates with RCT to maximize connections with the Route 20 service between Smith River and Arcata.

#### EUREKA TRANSIT SERVICE (ETS)

The ETS has four fixed-routes within the City of Eureka and operates Monday through Friday with limited service on Saturday. Four routes operate hourly and serve most major destinations in the city. All routes provide timed connections either in downtown, at Harris and F Streets or at the Bayshore Mall. The Red and Gold routes mostly serve the western part of the city, including Humboldt County Social Services along Koster Street, the Bayshore Mall along Broadway Street, and the Eureka Mall along Harris Street. The Purple and Green routes serve the east part of the city. Major destinations along these routes include St. Joseph Hospital, the Humboldt Senior Resource Center, and the Silvercrest Senior Residences. The Green route also serves Cutten and Redwood Acres in the south and southeastern extremes of the city.

#### REDWOOD TRANSIT SYSTEM (HUMBOLDT COUNTY)

Redwood Transit System (RTS) is an intercity transit service operated by the Humboldt Transit Authority. Bus service is provided as far north as Trinidad and as far south as Scotia daily. One route also operates between Arcata and Willow Creek Monday through Saturday. Transfers between RTS and Redwood Coast Transit are most conveniently provided at the Arcata Transit Center. Trip planning can be accomplished on Google Transit/Maps.

#### SOUTHWEST POINT (OREGON)

The Oregon Department of Transportation (ODOT) established an intercity route between Klamath Falls and Brookings in April 2009, operated by Klamath Shuttle out of Klamath Falls. The SouthWest POINT (which stands for **P**ublic **O**regon **I**ntercity **T**ransit) operates eastbound and westbound runs, each starting in the morning and ending in the early evening. This services serves Del Norte County directly by having stops in Smith River, Crescent City, and Gasquet. The service also serves Medford Airport and Greyhound. Fares are distance based.

This intercity service connects passengers with other regional transit systems, including Del Norte's Redwood Coast Transit; Curry Public Transit, which serves the southern Oregon coast; Josephine County Transit, which serves Grants Pass, Wolf Creek and Cave Junction; Rogue Valley Transit, which serves the Greater Medford area, Ashland, Phoenix and Talent; and Basin Transit, which serves the Klamath Falls area.

## 4. COORDINATION OF SERVICES

This section’s discussion on coordination focuses on coordination between public, private, and non-profit agencies to deliver services to transportation disadvantaged communities. A Consolidated Transportation Service Agency (CTSA) is an organization or agency that provides coordinated transportation services, information/resources to the public, and technical assistance to community and specialized transportation providers. CTSA’s were made possible by California legislation, the 1979 Social Service Transportation Improvement Act, also called AB 120. Seeking to facilitate the coordination of social service transportation services that were often times inefficient and duplicative, the Social Service Transportation Improvement Act allowed for the designation of CTSA’s in each of California’s counties. Agencies authorized to make such designations include:

- county transportation commissions (CTCs)
- local transportation commissions (LTCs)
- regional transportation planning agencies (RTPAs)
- metropolitan planning organizations (MPOs)

CTSA’s present riders with a range of mobility options by coordinating providers and human and social service agencies. Coordination with multiple providers enables CTSA’s to increase the availability and cost-effectiveness of specialized transportation services, attempt to prevent service duplication, and improve the quality and utilization of services. CTSA’s also work to increase public awareness of specialized transportation options.<sup>29</sup>

Some of the objectives of coordinating transportation include identifying opportunities to reduce duplication of services by comingling clients from various agencies, allowing agencies to share vehicles, and providing information about where and when existing services are operating so agencies can schedule different types of clients on vehicles that are serving the same destinations.

While most rural counties have a designated CTSA, many CTSA’s may not have the capacity to fully carry out tasks associated with coordination often as a result of the lack of resources (staff, time, money, and regulations.). The CTSA in Del Norte County is the Community Assistance League, a non-profit organization that is volunteer run.

Coordination in a different context also takes place between other agencies inside and outside of Del Norte. These coordination efforts work to create a more connected transit system that allows people access to more opportunities and destinations, ideally, in a relatively more efficient manner.

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<sup>29</sup> Language and information from this section was taken from the 2013 Coordinated Plan Update for the SF Bay Area

## SUMMARY OF COORDINATION ISSUES RAISED IN THE 2008 PLAN

### BARRIERS TO COORDINATION

Del Norte County's 2008 Coordinated Plan found the following barriers to coordination in Del Norte County:

- **Funder limitations:** Some funders limit the type of passengers service providers can transport for different reasons.
- **Organizational Capacity:** There was some concern that the organizational capacity of Coastline Enterprises was limited because it had one full-time and one part-time employee. This was seen as a limitation because it restricted the organization's ability to perform Consolidated Transportation Services Agency (CTSA) related functions and its ability to take on coordination efforts in conjunction with the transit agency
- **Role/Capacity of SSTAC:** The Social Services Transportation Advisory Council (SSTAC) wasn't seen as effective as it could be because of its occasional meeting schedule. Another concern was the lack of key policy makers in its membership.
- **Service Demands:** The type of services community members demand appear to be highly personalized service and may limit coordination efforts that attempt to maximize the use of fixed public transit
- **Lack of Coordination:** Coordination efforts between transit and social service transportation providers in Del Norte County were found to be minimal

### DUPLICATION OF SERVICES

The 2008 Plan found there to be some duplication of service between Coastline Enterprises (the CTSA at the time) and Redwood Coast Transit (RCT). Coastline Enterprises generally provided trips for people whose needs were not being met by the transit agency. Both Coastline Enterprises and RCT administered separate call centers and had separate maintenance and facility arrangements. Improved communication and coordination of maintenance, facilities use, call centers, and trip planning, between Coastline Enterprises and RCT was seen as a way to save resources and become more efficient in providing services.

### CONTEMPORARY [2014] COORDINATION ISSUES

The foundation and benchmark for this plan was the 2008 Coordinated Plan. SSTAC and transportation commission meeting minutes, regional transportation plans, short range transit plans, and other documents informed this plan along with information from the public and stakeholders. As documented in Appendix A, public and stakeholder input was collected through outreach meetings, surveys (online, paper, and phone), communication with county contacts, and comments from the public and different stakeholders.

Based on this consultation, there appears to be a range of transportation services available to people with lower incomes, seniors, and persons with disabilities in the region. However, gaps in service remain due to issues like geography, limitations in fixed-route and demand response services, program/funding constraints, eligibility limitations, and gaps in knowledge by both the public and stakeholders about existing services.

#### SUCSESSES/PROGRESS IN COORDINATION SINCE 2008

The barriers identified in the 2008 Coordinated Plan continue to be barriers today. The geography, terrain, and rural nature of a place cannot be easily changed as these are inherent characteristics of a region. Large engineering and infrastructure projects can change landscapes and improve connectivity but this is not always feasible or desirable.

Addressing funding constraints and regulatory challenges and issues is beyond the scope of Del Norte County as funding amounts and many of the regulations are determined by state and federal policies and procedures. Transportation providers and other stakeholders continue to apply for funds to maintain, improve, and strengthen services, but grant applications do not always result in funding. Funding sources allow programs and policies to be developed that can make improvements and changes.

#### BARRIERS TO COORDINATION IDENTIFIED BY STAKEHOLDERS AND THE PUBLIC

Barriers identified in the last coordinated plan are still issues today for Del Norte County. Additional issues and barriers to coordination and challenges in providing transportation services emerged in the writing of this update. These issues are discussed more in detail below.

- **Resource Constraints**

The single most significant barrier to increased coordination and mobility was identified as the lack of resources (staff, funding, time, and equipment) to pursue such activities. Coordination requires leadership, which requires resources. Also, because rural counties often do not have the large number of public and private agencies that can share resources, coordination opportunities can be limited simply by the number of organizations operating within the region. A lack of software/technology or incompatibilities with software/technology prevent sharing of scheduling and dispatching, client eligibility data, and reports

- **Rules, Restrictions, Regulations**

Coordinating transportation for different parties is difficult because of the following issues:

- Different client eligibility requirements prohibit clients from different groups to share transportation services for different reasons
- Inter-county and intra-county jurisdictional issues
- Different agencies with different requirements for driver screening, training and licensing, and vehicle safety

- Liability/insurance issues
- Privacy requirements, such as HIPPA, prevent sharing client information
- Reporting requirements that vary for federal, state, and local funding sources

- **Logistics**

Just the very task of coordinating transportation requires time and leadership. In addition, the following other logistical issues emerge as barriers to coordination:

- Social service agencies typically provide programs and services to a very discretely defined client population. Often the unique needs of the client population are such that they cannot be co-mingled with other passengers for various reasons.
- Some agency clients' needs are so specific, coordination efforts were difficult to impossible to achieve. These agencies respond by providing services that tend to be very limited in scope, focusing on getting clients to programs or appointments and providing high levels of care for more fragile or mobility limited riders.

#### DUPLICATION OF SERVICES

It does not appear that services are being duplicated at this time.

## 5. PROGRESS ON THE 2008 PRIORITY STRATEGIES

This section summarizes the priority strategies identified in the 2008 Coordinated Plan with comments on their progress. Section 7 will identify the new priority strategies moving forward from this Coordinated Plan update.

### HIGHEST RANKED STRATEGIES AND FIVE YEAR PROGRESS<sup>30</sup>

#### SUMMARY OF HIGH PRIORITY STRATEGIES IDENTIFIED IN 2008 COORDINATED PLAN

This section will summarize the high priority strategies identified in the last Coordinated Plan. These don't reflect all the strategies in the last plan but are the ones that were deemed high priority. These strategies were created in the last plan to address specific needs and service gaps in Del Norte County. These strategies were recommended for short and long term projects that could be eligible for various grants and funding sources.

#### **1) Create One-Stop Resource/Mobility Management Center**

The development of a mobility management center in Del Norte County would accomplish many of the strategic objectives in the 2008 Coordinated Plan. A mobility management center could be a central organization for people to get transit information. The center could also be in charge of the administration of ride share programs, volunteer driver program and could help with travel assistance, organize travel training (teaching people how to use public transit), coordinate scheduling of trips, and write grant applications for programs.

Mobility management center functions have the potential to improve mobility and help the county and other organization save resources.

#### **2) Expand In-County and Out-of-County Service**

An Intercity Transit Study was being completed in Del Norte County around the time that the 2008 Coordinated Plan was in progress. The Transit Study recommended one to three days of service per week between Crescent City and the Hiouchi/Gasquet area; this service would address an unmet need. The Transit Plan also looked at the possibility of increased service in the Smith River area, potentially adding stops off the highway. The Intercity Transit Study also recommended adding a mid-day stop in Arcata, which would provide options for shorter trips that would be more doable for seniors and people with disabilities who are trying to access medical appointments or other services in Humboldt County.

In order to enhance mobility while in Humboldt County, it was recommended that Redwood Coast

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<sup>30</sup> Language and information from this section was taken from Del Norte County's 2008 Coordinated Plan. Chapter 7, titled Implementation Plan for Recommended Strategies, discuss the strategies more in depth.

Transit (RCT) expand their coordination efforts with Humboldt County transportation providers to determine if it is possible to create inter-county paratransit partnerships for RCT riders when they arrive in Humboldt County. The RCT route changes that were being considered to improve in and out of county connections are the most cost-effective options recommended in the Intercity and Regional Bus Service Development Plan.

### **3) Public transit marketing**

A marketing plan and/or marketing strategies were seen as useful tools for helping the community understand the services available to them, allowing for an increase in ridership on the fixed route transit system. This strategy was also viewed as a way to help migrate riders who were able to use fixed route service from using demand response services. The tasks associated with the strategy were seen as helping the overall system become more effective and efficient.

Marketing strategies to increase ridership included the following ideas:

- using Google Transit for trip planning
- creation of a brochure with information about all transportation services in the county
- production of an educational program about transportation service on the local public television channel
- distributing information to the senior center and other social service agencies
- establishing highly visible bus stops

### **4) Transition more members of general public to fixed route service/modify Redwood Coast Transit Dial-A-Ride service**

Dial-a-Ride (DAR) service from Redwood Coast Transit is available to the general public and is often filled with requests from general public riders who prefer DAR because there may be no bus service where they live or bus stops close to where they live. Stakeholders have reported scheduling difficulties for people with disabilities, who were identified as being in more in need of demand response service. A strategy to encourage migration of general public DAR users to the fixed route service was recommended.

Efforts to transition general public riders to the fixed route system are expected to increase the cost effectiveness and efficiency of the overall public transit system. This strategy could also increase revenue for the Dial-a-Ride system by charging general public riders that continue to use DAR a higher price. This strategy could help make DAR service more effective overall for those riders that need this higher level of service the most. It may also encourage more seniors and people with disabilities to use the DAR service, easing the strain on social service transportation providers.

This strategy also called for a bus buddy program to be established to increase fixed route transit service use among those seniors and people with disabilities who may just need guidance on how to use fixed route services. Like travel training programs, these efforts can be highly cost effective and

result in more travel options for many people. It is expected that a bus buddy program in Del Norte County would be incorporated into the mobility management center and travel training program.

#### PROGRESS IN PRIORITY STRATEGIES AND OTHER RELATED UPDATES

Since the 2008 Coordinated Plan, the following changes have occurred that may impact coordination, the priority strategies, and other issues related to transportation services:

##### **1) Create One-Stop Resource/Mobility Management Center**

No Mobility Management Center has been established in Del Norte County. Although a Mobility Management Center in Del Norte County has the potential to increase mobility through its different functions, the proposed strategy in the last Coordinated Plan may not be financially feasible for a small county like Del Norte. Establishing and maintaining the center would be too costly.<sup>31</sup>

##### **2) Expand In-County and Out-of-County Service**

Additional services and routes have been established and modified since the last Coordinated Plan. For instance, Redwood Coast Transit's Route 199 was implemented in 2010 and operates three times a day Monday through Saturday in each direction between Crescent City and Gasquet. The Yurok Tribe's transit program has also grown since the last coordinated plan.

##### **3) Public transit marketing**

Redwood Coast Transit operates a user friendly website at <http://www.redwoodcoasttransit.org/> that advertises transit services and resources. In addition, the public can call a phone number to get transit information. In addition, the 2014 Short-Range Transit Development Plan for the Redwood Coast Transit Authority provides a number marketing strategies that have and will continue to be implemented.

##### **4) Transition general public to fixed route/Modify Dial-A-Ride service**

New eligibility requirements and an increase in fares have been implemented to reduce the general public's use of Redwood Coast's Dial-a-Ride service, allow the system to provide better service to those who are eligible.

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<sup>31</sup> March 2014 SSTAC minutes

## 6. SERVICE GAPS AND UNMET TRANSPORTATION NEEDS

This section discusses service gaps and unmet transportation needs in Del Norte County. This collection of unmet needs were generated through stakeholder engagement, input from the public, Del Norte County's 2008 Coordinated Plan, planning documents, and local government meeting minutes (i.e. SSTAC).

### KEY ORIGINS AND DESTINATIONS<sup>32</sup>

Crescent City, the county seat and where the population is most concentrated, is a key point of origin and also a key destination because it has a variety of services and resources. Other key points of origin include Smith River, Hiouchi, and Gasquet. The following are some major destinations and opportunity centers in Crescent City for those who reside inside and outside of the county:

- **Sutter Coast Hospital:** an acute care, community-based, non-profit hospital serving residents of Del Norte and Curry Counties
- **Rural Health Center:** A clinic that is the urgent rare portion of Sutter Coast Hospital's Emergency Department, treating those with urgent, but less serious, conditions and providing weekly specialty clinics for patients with Medi-Cal coverage
- **Del Norte Community Health Center:** a federally qualified health clinic that accepts Medi-Cal patients and provides a variety of specialty health care services, including family practice medical care, women's health specialty care, pediatrics, and family dentistry
- **Shopping:** Crescent City merchants sell a variety of groceries and supplies
- **Schools:** The Del Norte campus of the College of the Redwoods offers matriculated and community education classes. Also, public and parochial schools serve many of the county's children
- **Social service organizations and government agencies:** Many of these agencies provide resources for low-income residents, people with disabilities, and older adults
- **Employment:** The majority of the county's jobs are located in Crescent City

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<sup>32</sup> Language and information from this section was taken from the 2008 Del Norte County Coordinated Plan

Other key destinations include the following:

- **Cities in Oregon and other California Counties for medical services:** Since there are few medical specialists practicing in Del Norte County, some people needing specialized medical care must travel to larger medical centers located in Medford (in Oregon), Eureka, Redding, or Sacramento. In addition, Crescent City doctors other than the Rural Health Center physicians do not accept Medi-Cal patients, so these patients must go to Eureka, Arcata, or McKinleyville, CA, when their needs cannot be met at the Rural Health Center.
- **Cities in Oregon and other California counties for shopping:** When merchandise is not available in Crescent City, shoppers may need to travel to places like Medford, Eureka, and San Francisco.
- **Klamath for drug-related services:** A drug court has been established in Klamath. People may need to travel from anywhere in Del Norte County to Klamath to participate in this service.
- **Various areas in Del Norte County for recreation:** Recreation is an important part of life and commerce in Del Norte County. Recreational destinations include Crescent Beach, Enderts Beach, Crescent City Harbor, the Smith River, the Klamath River, national recreation areas near Gasquet, the Redwood National and State Parks, the Elk Valley Casino in Crescent City, and the Lucky 7 Casino in the Smith River area.

## EVALUATION CRITERIA

According to the Transportation Development Act (TDA), prior to allocating funds, rural counties are required to hold a minimum of one public hearing to receive comments on unmet transit needs that may exist and that might be reasonable to meet. Local entities define “unmet transit needs” and “needs that are reasonable to meet;” these definition are used by local entities, such as Social Services Technical Advisory Councils (SSTAC), in recommending transportation services to the local transportation commission. The following passage represent portions of these definitions:

- **Unmet Transit Needs:**
  - 1) Public transportation and specialized transportation service needs that are identified in the latest update of the Regional Transportation Plan and have not been implemented or funded; and
  - 2) Needs identified by community members which have substantial community support expressed through such means as community organizations, at public meetings, etc.
- **Reasonable to Meet:**
  - 1) There are adequate TDA resources available to the claimant to provide an adequate level of service in relation to the identified need; and

- 2) The cost to provide adequate service is supportable in terms of project benefits; and
- 3) Project farebox revenues will be sufficient to comply with Transportation Development Act Provisions relating to farebox revenues as a percentage of operating costs; and
- 4) Existing transit operators are capable of expanding their service; or establishment of a new service is logistically feasible.

## GAPS, CHALLENGES, AND UNMET TRANSIT NEEDS<sup>33</sup>

The 2008 Coordinated Plan, SSTAC meeting minutes, 2014 Coordinated Plan outreach and data collection, and other planning documents helped to inform this section. The following issues were identified as gaps and unmet needs in transit service:

- **Non-Emergency Medical Transportation (NEMT):** Although NEMT is available on a limited basis, it continues to be a significant unmet need. According to the May 2013 SSTAC minutes, the kidney dialysis trips through Coastline Enterprises are full and have a waiting list.
- **Service hours:** The hours of operation for transit services prevents those who have shift work or who work hours outside of the 8am-5pm window, students with night classes, those needing to run errands, or who need to travel for other purposes to access opportunities and services.
- **Mobility costs:** Stakeholders and other respondents mentioned the high cost of gas, high cost of out of town service, and high cost of the Dial-a-Ride (possibly Redwood Coast Transit) service.
- **Inefficiency of bus service:** This was an issue that came up frequently regarding existing bus services within the county as well as to destinations outside the county.
- **Knowledge gaps:** Residents, visitors, and stakeholders are not fully aware of services available and/or how to access them. For example, according to the discussion in the May 2013 SSTAC meeting minutes, it appeared that some potential riders were not aware of NEMT service by Coastline Enterprises as a stakeholder had reported that service was not utilized to its fullest extent

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<sup>33</sup> Language and information from this section was taken from the 2008 Del Norte County Coordinated Plan

- **Transit infrastructure:**
  - Bus stops: the rainy weather in the county has been identified as an issue for people who wish to ride the fixed route transit system. Bus shelters are reportedly needed, particularly near senior and low cost housing areas.
  - Restroom: Requests were also received for restrooms at the bus hub (Cultural Center) on Front Street.
- **Recreational opportunities:** A number of respondents requested services to different parks and recreational destinations. Requests were also made for additional services during the summer to access parks and other natural resource locations in the county.

#### REASONABLE TO MEET

The following unmet needs, gaps, and challenges are deemed “reasonable to meet,” meaning Del Norte County and other agencies may have the capacity to address these issues until the next coordinated plan update. Some of these unmet needs are not resource intensive.

- **Knowledge gaps:** It common for a number of stakeholders and/or members of the public to be uninformed or not fully educated about existing transportation services. This proves to be a barrier to mobility and contributes to perceived unmet needs and challenges. Creative and simple solutions to marketing have the potential to address some gaps and increase ridership.
- **Inefficiency of bus service:** Existing resources and capacity should be used to adjust routes and services to be more efficient and cost effective.

The following issues also came up a number of times. These issues are placed under this heading as these issues are being addressed in some way.

- **Transit infrastructure:** A number of respondents identified lack of bus stop shelters as a challenge and necessary improvement. Two bus shelters will be added every year.
- **Service hours:** Respondents and outreach participants identified service hours as a challenge to their mobility and ability to access services and opportunities. Redwood Coast Transit hours of service will be adjusted in 2015
- **Recreational Opportunities:** A respondents in the Coordinated Plan Update Public survey mentioned wanting to access recreational locations via public transit. It appears that Redwood Coast Transit stops along points of interest, such as Jedediah Smith Redwood State Park. If there are other points of interest along transit routes, it is recommended that stops be added. This has the potential to increase the farebox recovery rate. If adding stops is too costly, policies should be implemented that allow riders to make requests to get off at points between long distance routes.

#### UNREASONABLE TO MEET

Below is the list of unmet needs that were uncovered during the public outreach and survey processes that were not considered reasonable to meet at this time.

- **Mobility Costs:** Although it is important to address the affordability of transportation (i.e. transit fares, cost of gas, etc.), lowering the cost of transit service will hurt the farebox recovery rate. The County also does not have the ability to control fuel prices. Perhaps local non-profits and other agencies can apply for funding to help people subsidize the cost of gas or bus tickets.
- **NEMT:** There are not enough resources at this time to expand non-emergency medical transportation

## 7. IDENTIFICATION OF STRATEGIES AND EVALUATION

### EVALUATION CRITERIA

A number of factors were utilized to develop and identify strategies that would address unmet transit needs in the community. Three main themes and a series of questions related to those themes were taken into consideration when developing a list of strategies. This criteria was used to process, analyze, and interpret data collected from surveys, public outreach, and conversations with stakeholders.

#### **1) Unmet needs: Does the strategy address transportation gaps or barriers?**

This question also brought up additional concerns for consideration. Does the strategy:

- provide service in a geographic area with limited transportation options?
- serve a geographic area where the greatest number of people need a service?
- improve the mobility of clientele subject to state and federal funding sources (i.e. seniors and individuals with disabilities)?
- provide a level of service not currently provided with existing resources?
- preserve and protect existing services?

#### **2) Feasibility: Can this strategy be feasibly implemented given the timeframe and available resources?**

Other questions for consideration:

- Is the strategy eligible for MAP-21 or other grant funding?
- Is the strategy result in efficient use of available resources?
- Does the strategy have a potential project sponsor with the operational capacity to carry out the strategy?
- Does the strategy have the potential to be sustained beyond the grant period?

#### **3) Coordination: How does this strategy build upon existing services?**

Additional concerns for consideration:

- avoid duplication and promote coordination of services and programs?
- allow for and encourage participation of local human service and transportation stakeholders?

## IDENTIFICATION OF STRATEGIES

The identification of new high priority strategies was conducted in conjunction with Del Norte County and analysis of outreach findings. The unmet needs, gaps, and challenges findings were consolidated into themes and organized into unreasonable/reasonable to meet lists, which shaped the high priority strategies. Funding restrictions, time, and the availability of other resources were also considered. Table 3 contains the reasonable to meet unmet needs that were considered in the identification of new high priority strategies. The high priority strategies attempt to align with the unmet needs and evaluation criteria discussed previously.

**TABLE 3 REASONABLE TO MEET UNMET NEEDS**

<b>Transit Need</b>	<b>Area</b>	<b>Notes</b>
Gaps in knowledge about existing services	Marketing/Outreach/Education	Low cost/no cost strategies should be implemented to increase the public's knowledge of services and confidence taking services. The 2014 Short Range Transit Development Plan discusses marketing strategies in detail that can/will be addressed.
Fixed route service inefficiency	Service Modifications	Consider evaluating service routes and modifying them to make them more efficient and productive
Bus stop shelters	Transit Infrastructure	This need is being addressed given current capacity; two shelters are being installed a year.
Change service hours/expand service hours, including longer evening service	Expanded Service	Adjustments to Redwood Coast Transit's schedule will be made in 2015. Efforts should be made to inform the public about these services for they can be utilized.
Accessing recreational destinations/opportunities	Service Modifications/Coverage	Do outreach/marketing about existing services/routes to recreational areas. Consider modifying routes that run near but currently may not stop at a recreational destination to service the spot.

### PRIORITY STRATEGIES

The following is a list of strategies for Del Norte County to pursue until the next coordinated plan. Not all strategies directly connect with reasonable to meet unmet needs but are strategies to help maintain current services and help address other gaps and issues.

**TABLE 4 DEL NORTE COUNTY HIGH PRIORITY STRATEGIES**

Strategy 1	Maintain, evaluate, and strengthen current levels of transportation service(s)
Strategy 2	Multi-organizational approach to solutions
Strategy 3	Implement strategies from marketing plan/assessment
Strategy 4	Establish a Mobility Management staff position

## 8. IMPLEMENTATION PLAN FOR HIGH PRIORITY STRATEGIES

This section provides more detail about the four high priority strategies identified for Del Norte County and discusses preliminary steps for implementation. It is important to note that the details provided for each strategy are conceptual and further discussion and planning would be required before moving forward with any of the strategies. In addition, funding restrictions and availability, administrative capability/organizational capacity, regulations, and other issues related to implementing these strategies need to be considered when it comes to planning and making progress on these strategies.

### **Strategy 1: Maintain, evaluate, and strengthen current levels of transportation service(s)**

While there are certainly transportation needs of the residents of Del Norte County that are not being met, existing services are a lifeline for some people. In this time of decreasing budgets and increasing competition for federal and local grant funding, it is important to first and foremost protect the current level of service from decreased funding. Before attempting to increase or expand service to other areas, Del Norte County transit providers should be sure that funds exist for the forecasted future to maintain the current level of services provided.

It is also important to evaluate services to make sure they are as efficient and productive as they can be given the conditions related to operating transit services in the county. Evaluating transit service could allow for service modifications and other solutions that can be cost effective within the existing budget. For example, instead of operating 8 hours in one stretch, Redwood Coast Transit can break up services in multiple segments over the day.

Resources are crucial for maintaining services; additional support could go toward capital equipment, staff/consultant salaries, evaluation, grant writing, and other operational support.

### **Strategy 2: Multi-organizational approach to solutions**

Del Norte County transit service providers currently communicate and coordinate services with other providers inside and outside the county. This strategy calls for maintaining and establishing more communication/connections between various stakeholders inside and outside the county (community development, health and human services, other government agencies, education, non-profits, economic development, and private businesses) to come up with solutions to transportation and other related issues, share information and resources, apply for funding, address coordination issues, and other related activities. This can be done by the creation of an email list serv, holding a meeting once or twice a year, or inviting each other to existing meetings to help others stay in the loops and establish coordination opportunities. Another recommendation is for transit staff to do more outreach to other stakeholders as there appear to be communication and knowledge gaps between different groups and the services they provide.

Having an agency or mobility management staff be a central coordinator and leader may be more effective. The individual or agency in charge of this endeavor will have actively engage in outreach to make the initiative meaningful. This strategy can also be folded into the mobility management position (Strategy 4).

**Strategy 3: Increase outreach and education about transit services/marketing of transit services**

This strategy calls for the implementation of a marketing plan focused on the different services offered. The 2014 Short Range Transit Plan was filled with marketing and outreach strategies, some of which were low/no cost. Marketing and outreach can also take shape through improved communication between various stakeholders like the staff of social services agencies and non-profit organizations. Stakeholders mentioned communication as one of the barriers to coordination and accessing important information about transportation services from a central location was desired. Gaps in knowledge about services lead to perceived unmet needs and other issues and can be a barrier to mobility.

**Strategy 4: Establish a Mobility Management staff position**

The implementation of a Mobility Management or Transit Specialist position has the potential to address multiple unmet transit needs and improve mobility. This position, which should be housed in an existing agency, could coordinate existing services, maximize current transportation resources, work with various stakeholders and update them on various issues, and provide potential riders with a comprehensive set of service/schedule information. This position can be full-time or part-time.

This strategy could lead to more efficient, cost effective solutions to unmet transit needs. The following are proposed tasks for this position, which have the potential to improve mobility and address gaps in service and unmet transit needs:

- Provide marketing and outreach through printed information, a website, telephone, and in person
- Provide trip planning and travel navigation assistance
- Oversight and implementation of a transportation voucher program
- Provide vehicles and drivers for scheduling of special group transportation
- Coordinate transportation activities with different organizations and agencies
- Coordinate a volunteer driver program
- Participate in and assist to convene coordination meetings/workshops
- Grant writing
- Organize travel training
- Organize workshops on different topics related to transportation, including vehicle maintenance
- Oversee a senior driver safety training program

This position can increase efficiency of existing transportation services through evaluative methods and improve traveler information on all available transportation services.

#### SUMMARY AND NEXT STEPS

This Coordinated Public Transit and Human Services Transportation Plan was produced to meet the requirements for MAP-21 and provide data, information, and recommendations to local governments, service providers, community-based organizations, advocates, community residents, and other stakeholders to address the needs for mobility and transportation options among the area's seniors, people with disabilities, and low income individuals. Additional resources and information regarding topics discussed in and relevant to this plan, such as the Redwood Coast Transit Authority's 2014 Short-Range Transit Development Plan, are listed in Appendix C.

Grant applications for FTA Section 5310 funds are offered yearly. Caltrans must certify that projects funded through the 5310 program are included in the Coordinated Plan. Updates to the Coordinated Plans are required every four or five years, (four years in air quality nonattainment and maintenance areas and five years in air quality attainment areas).

## APPENDIX A: PUBLIC OUTREACH MATERIALS

FIGURE 3 COPY OF THE PUBLIC MEETING FLYER

# You're Invited...

to Attend a Workshop on Transit Needs for Seniors, People with Disabilities,  
and Low Income Residents

## Voice your opinion!

*Come provide your input on a plan being developed to better coordinate transportation for Del Norte area residents*



<b>Date</b>	<b>Wednesday, November 5, 2014</b>
<b>Time</b>	<b>1:00pm-2:30pm</b>
<b>Location</b>	<b>Health and Human Services 880 Northcrest Drive Crescent City, CA</b>

**What** We will discuss updates to the region's Coordinated Public Transit-Human Services Transportation Plan. We encourage the community to provide input on the new plan and share thoughts on social service transportation needs and issues

Human service agency representatives, bus riders, community residents, elected officials, transportation staff, and other interested parties are encouraged and welcome to attend

**Hispanohablantes: Lo invitamos a comentar sobre las necesidades de transito. Por favor llame a Nahila Ahsan a 209-932-3045 o envíe un mensaje por correo electrónico a [nahsan@pacific.edu](mailto:nahsan@pacific.edu) para hacer una encuesta**

*Please contact Tamera Leighton at 707-465-3878 or [tamera@dnltc.org](mailto:tamera@dnltc.org) in advance if you need assistance getting to the workshop, will need language interpretation, and/or other assistance for the meeting. Best efforts will be made to accommodate you.*

### Can't Make It?



**Email Comments**  
[coordplan14@pacific.edu](mailto:coordplan14@pacific.edu)

**Online Survey**  
Give input online through our survey:  
[https://  
www.surveymonkey.com/s/  
delnortecpl4](https://www.surveymonkey.com/s/delnortecpl4)

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**Over the Phone**  
Schedule to do the survey over the phone or request a paper survey

**TOLL FREE NUMBER**  
844-462-9040

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**Mail Comments**  
Business Forecasting Center  
3601 Pacific Avenue  
Stockton, CA 95212

**All Comments due:  
November 19, 2014**

**FIGURE 4 SURVEY SUMMARIES: PUBLIC AND STAKEHOLDER**

**Coordinated Public Transit-Human Services Transportation Plan  
 Public Survey: Del Norte County  
 90 Respondents**

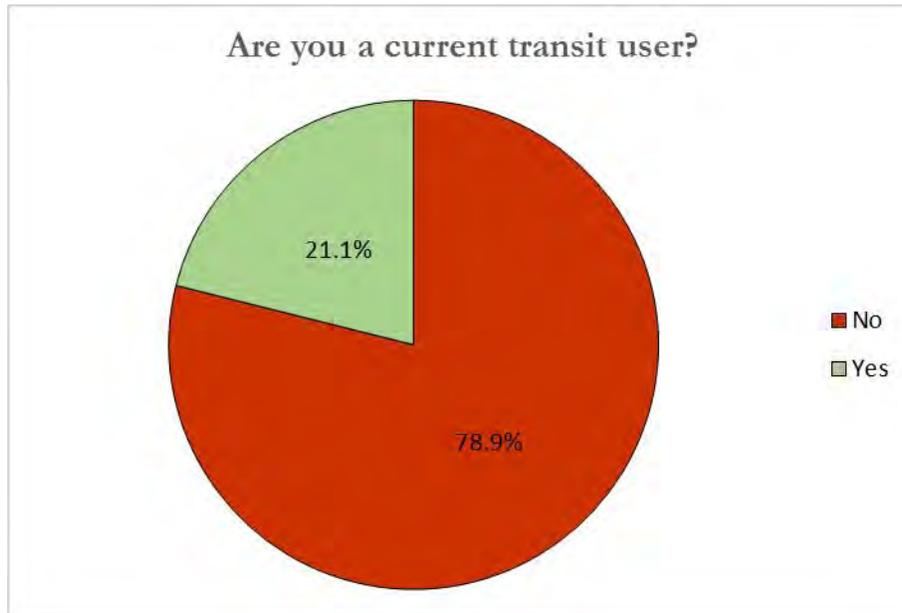
**Location and Transit Use**

1. In what ZIP code is your home located? (Write your 5-digit ZIP code. For example, 00544 or 94305)

Zip Code	Location	Count	%
97415	Boonville	4	4.4%
95567	Smith River	7	7.8%
95548	Klamath	2	2.2%
95543	Gasquet	3	3.3%
95531	Crescent City	74	82.2%

90 Responses

2. Are you a current transit user? (Answer yes if you have used buses, shared vans, Dial-a-Ride, etc. in the past year)



90 Responses (Yes 19, No 71)

**Reasons for Not Using Transit**

3. Why aren't you currently a transit user? Check all that apply.

<b>Answer Options</b>	<b>Count</b>	<b>%</b>
Own my own car	66	93.0%
No transportation service where I live	13	18.3%
Doesn't go where I need to go	12	16.9%
Doesn't run often enough	12	16.9%
Don't know the routes/where it goes	9	12.7%
Takes too long	9	12.7%
Other (please specify)	5	7.0%
I don't feel safe	3	4.2%
Unreliable service(s)	3	4.2%
Physical disabilities/mobility issues make it hard	3	4.2%
Too expensive	1	1.4%

**Comments from Other:**

- No place to get out of the rain
- The bus stop closest to my house is where I work, so I am not able to take the bus
- I have use of a friend's vehicle
- Need to go various places before, during and after work
- I walk

*71 Responses*

4. What factors would make you become a transit user? (Then, go to question 9)

Respondents mentioned the following factors that would make them more likely to use public transit:

- **No vehicle access:** Most people who answered this question mentioned they would take transit if their vehicle broke down or no longer had access to their vehicle
- **Lower Cost:** If services cost less
- **Service Related:**
  - They would take transit if there were more services
  - if there was better service to rural areas
  - if service took me straight to work
  - if service was more efficient
  - if people could even access bus stops/service. Stops and service are too far from where people live and work
- **Logistics:** One person mentioned having a better schedule
- **Disability Accommodation:** Some said that they would use the services if their disability would be accommodated.
- **Convenience:** Some said that if stops were closer to their places of work and home they would ride the bus. In addition, respondents also mentioned inefficiency of service routes deterring them from taking the bus because the amount of time it takes to get around.
- **Bus Stops**
  - Some people said they would use the bus system if the stops were better kept
  - Covered benches/bus shelters were also requested
  - bus stops/service are far from residence or work. One respondent said that the bus service was 4 miles away from his/her house.
- **Out of County:** One respondent said they would use the bus if service was available out of the county

*49 Responses*

**Transit Use Patterns**

5. Which transportation services have you used/do you use in your county? (Check all that apply)

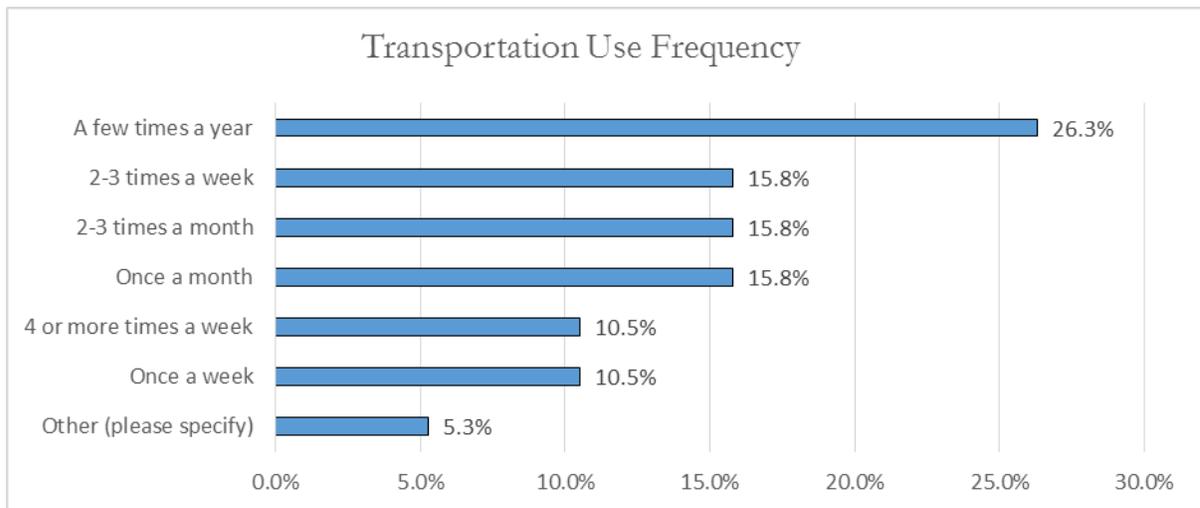
Answer Options	Percent	Count
Public bus/van service (flex/fixed route)	84.2%	16
Dial-a-Ride (DAR)	42.1%	8
Private (i.e. taxi)	42.1%	8
Non-profit (i.e. health clinic, church, senior center van/bus)	10.5%	2
I don't use transit services in my county but use them elsewhere	0.0%	0
Other (please specify)	10.5%	2

**Comments from Other:**

- Yurok tribe dial-a-ride
- The Point Shuttle/bus service from Brookings to Klamath Fall via CC

*19 Responses*

6. How often do you/have you use transportation services in your county in the past year?



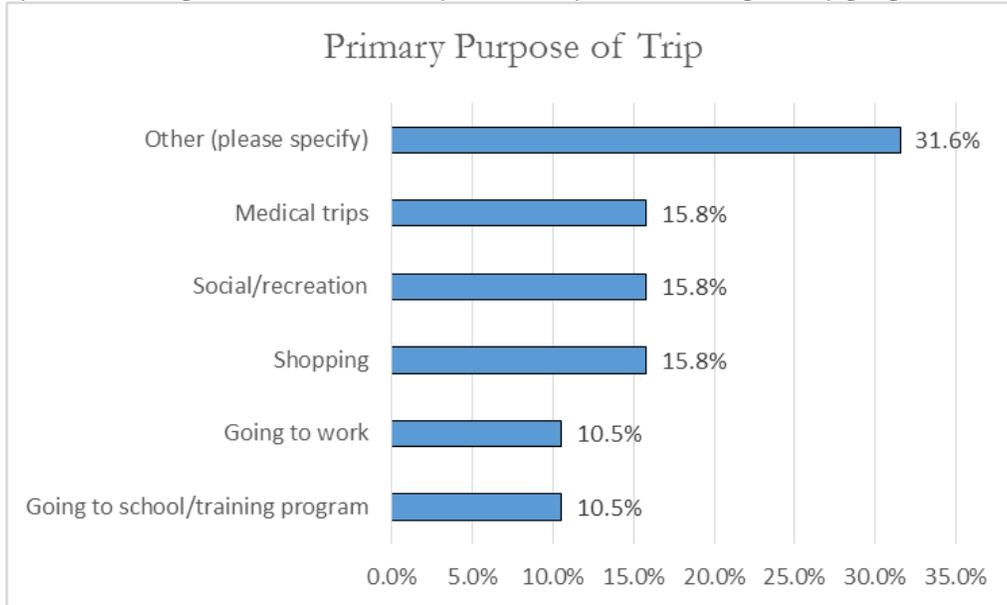
**Comments from Other:**

- None this year

*19 Responses*

**Trip Purpose**

7. When you use transportation services in your county, what is the primary purpose of the trip?

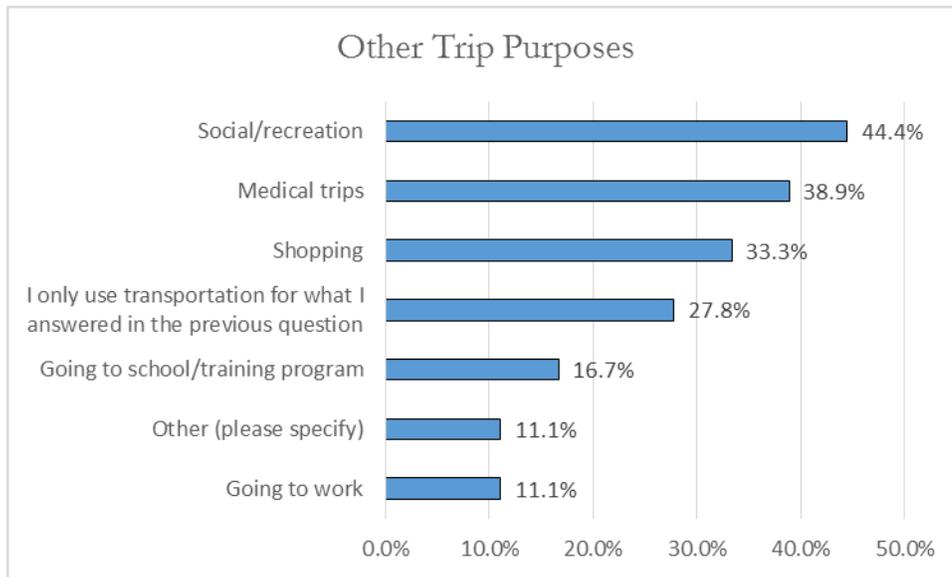


**Other comments**

- Shopping and medical and social/recreation
- Meetings
- Coming from work
- Medford, OR, Eureka, CA
- Vacation
- 

*19 Responses*

8. For what other purposes do you use transportation services in your county? Check all that apply.



**Comments from Other:**

- Kids’ schools are in town. Concerts...etc.
- Government meetings

18 Responses

**Transit Improvement**

9. The following is a list of possible improvements related to a transit system. Please indicate their importance for your county by circling the correlating number.

Answer Options	Not Important	Somewhat Unimportant	Neither important or unimportant	Somewhat Important	Very Important	Rating Average	Response Count
Service area within my county	1	1	2	8	60	4.74	72
On-time performance	1	2	4	19	48	4.50	74
Access to transit information	1	2	5	20	44	4.44	72
Service to major cities	2	3	7	15	48	4.39	75
More frequent service	1	0	9	23	41	4.39	74
Weekend service	3	1	3	30	37	4.31	74
Service between different counties	3	3	5	23	42	4.29	76
Later evening service	2	4	12	22	35	4.12	75
Earlier trips in the morning	2	5	8	25	32	4.11	72
Faster Service to my destination	1	1	18	23	27	4.06	70

**Other Improvements Received Through Comments**

Summarized qualitative answers into themes/categories:

**Weekend Service:** Weekend service was seen as important by those who answered this question

**Bus Experience:** This ranges from the courtesy of drivers to seat belts to extra storage space

**Out of County:** This was specifically requested for Medford and Eureka

**Expanded Service:** Expanded service to unserved rural areas  
**Lower Cost:** Cost is an important factor for those riding public transit

*78 Responses*

10. Are there any gaps in transportation service that make it difficult or impossible for you to access your destination? If so, please explain.

**Disability access:** More disabled access  
**Service frequency:** Request for convenient out of town service, especially for medical purposes.  
**Out of town:** More options for commuters, especially routes to and from Sacramento.  
**Service related:** More service during the day and on weekends. More information provided.  
**Timing:** More day times.  
**None:** Many respondents cited no gaps in service and were very happy with the transit system

*40 Responses*

11. What would you recommend to reduce any gaps in service?

**Service expansion:** taxi vouchers, pairing with the other transportation businesses in the area  
**Service frequency:** more daytime routes  
**Service modifications:** more buses  
**Weekend service:** requested  
**Uncategorized**

*30 Responses*

**Background Information**

12. Which of the following best describes your current employment status (check all that apply)?

Status	%	Count
Employed	53.1%	43
Retired	35.8%	29
Other (please specify)	8.6%	7
Student	3.7%	3
Unemployed	3.7%	3
Homemaker	1.2%	1

*Note: Categories overlap. For example, and individual can be retired and disabled.*

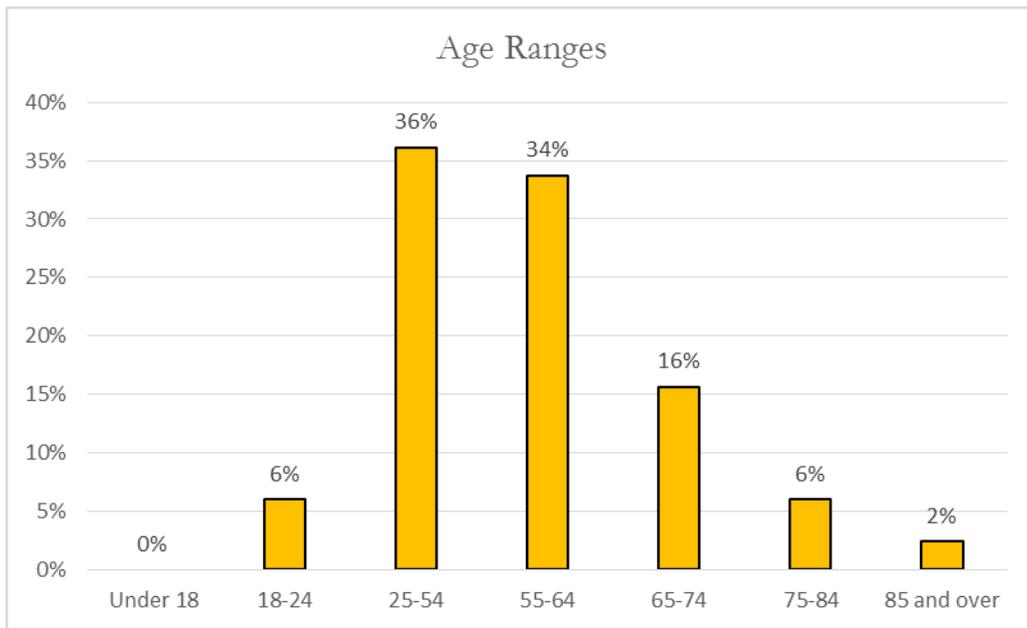
**Comments from Other**

- Volunteer in Foster Grandparent program (5 days weekly)

- Employed part-time intermittently
- Disabled
- Disabled
- Disabled
- Part-time employed
- Self employed

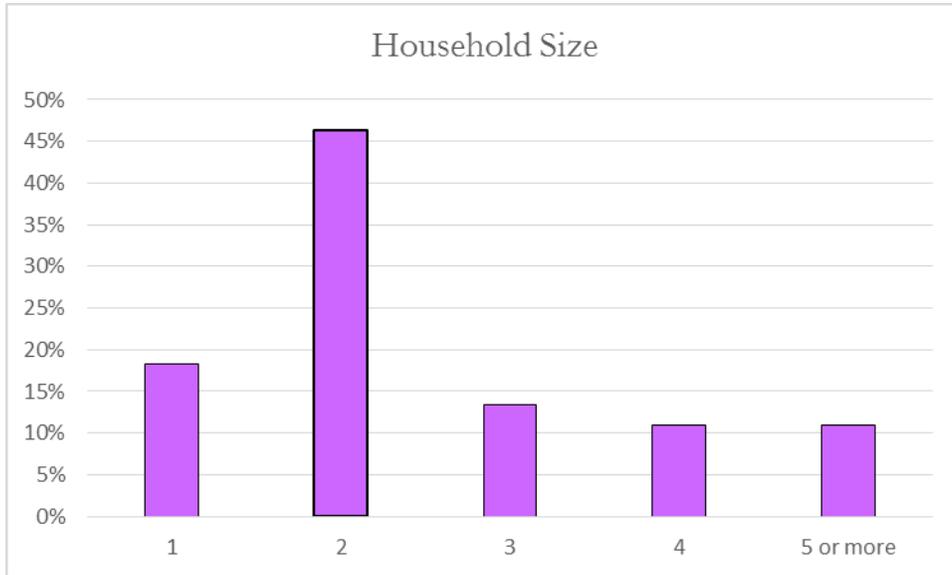
41 Responses

13. What is your age range?



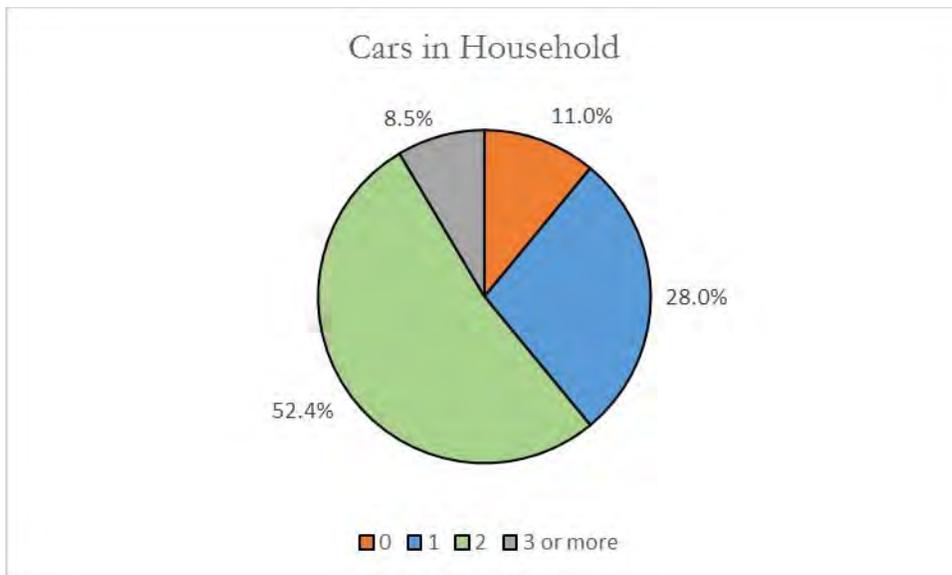
83 Responses

14. Including yourself, how many people currently live in your household?



83 Responses

15. How many cars are available for your household's regular use?



82 Responses

16. Measuring disability: Do you have any conditions or limitations that affect your performance or quality of life? (Check all that apply)

<b>Answer Options</b>	<b>%</b>	<b>Count</b>
<i>I do not have a disability</i>	68.5%	50
<i>Ambulatory difficulty: have serious difficulty walking or climbing stairs</i>	13.7%	10
<i>Hearing difficulty: deaf or have serious difficulty hearing</i>	11.0%	8
<i>Independent living difficulty: because of a physical, mental, or emotional problem, having difficulty doing errands alone such as visiting a doctor's office or shopping</i>	9.6%	7
<i>Cognitive difficulty: because of a physical, mental, or emotional problem, have difficulty remembering, concentrating, or making decisions</i>	8.2%	6
<i>Vision difficulty: blind or have serious difficulty seeing, even when wearing glasses</i>	6.8%	5
<i>Other disability (please specify)</i>	6.8%	5
<i>Self-care difficulty: have difficulty bathing or dressing</i>	4.1%	3

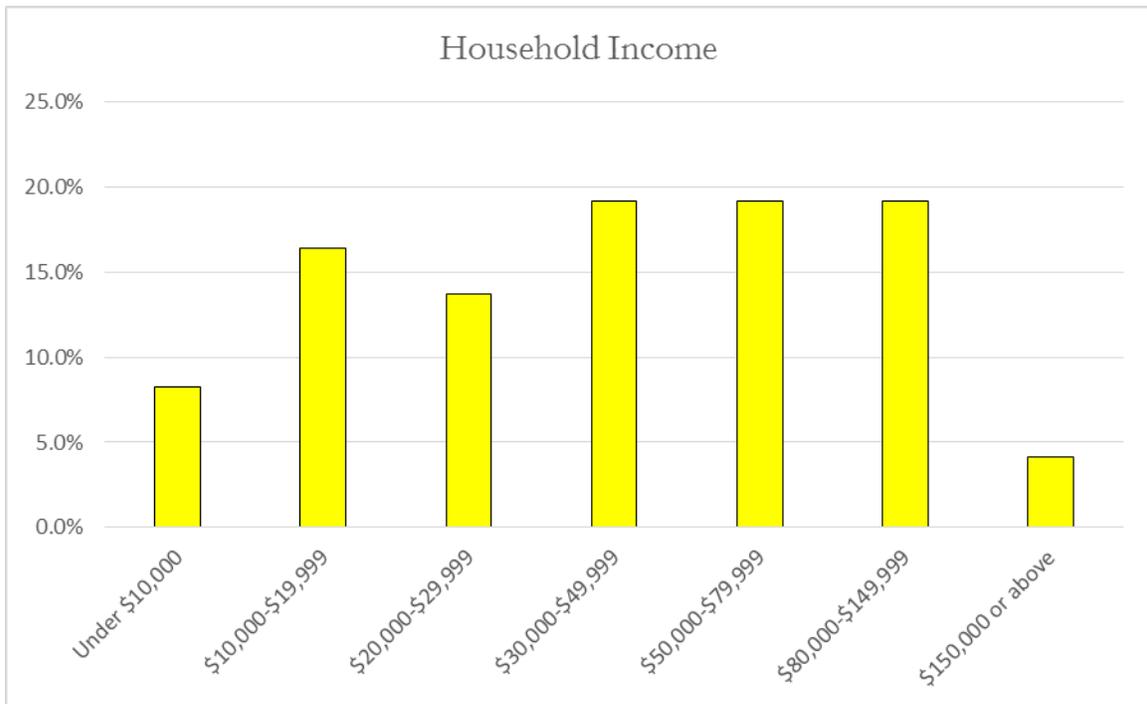
*Note: Categories overlap, meaning people can have more than one disability.*

**Comments from Other:**

- I can walk but not for long distances due to arthritis in feet
- I have been diagnosed with Parkinson's disease and am thinking of the future
- Care taker
- Have some walking difficulty – but not disabled
- Do not like to drive at night or long distances

73 Responses

17. What is your annual household income range?



73 Responses

### Conclusion

18. Feel free to use this space to share additional comments about transit service in your county.

Summarized qualitative answers into themes/categories:

**Infrastructure:** This includes both sidewalks and the quality of bus stops

**Expanded Service:** Both to unserved areas and more frequent service to areas already being served

**Timing:** The timing of routes should be better coordinated with resident's schedules and needs

**Out of County:** This is especially necessary for medical trips to Eureka

**Other:** This category includes the types of buses used, the use of electric vehicles, enhanced security and more

28 responses

19. If you would like to share more information and comments, please enter your name and contact details so a member of the project team can contact you.

14 responses. Information is confidential to maintain privacy of respondents.

**Public Transit-Human Services Transportation Coordinated Plan**

*Stakeholder Survey: Del Norte County  
 13 Responses*

**Contact Information**

1. Please provide your organization's name, address, and telephone number.

<b>Organization Name</b>	<b>Address</b>	<b>City/Town</b>
Community Assistance League	415 HWY 101 South	Crescent City
Harrington House of RHS	286 M Street	Crescent City
College of the Redwoods, Upward Bound	883 W. Washington Blvd	Crescent City
Coastline Enterprises/Del Norte Association for Developmental Services	950 Front Street	Crescent City
Del Norte Local Transportation Comp.	981 "H" Street	Crescent City
Redwood Coast Transit Authority	140 Williams Drive	Crescent City
Del Norte County DHHS AOD Programs	1279 2nd Street Suite C	Crescent City
Redwood Coast Regional Center	1301 A Northcrest Drive	Crescent City
Del Norte Community Health Center	150 County Lane	Crescent City
Del Norte Association for Development	950 Front Street	Crescent City
Sutter Coast Hospital	800 E. Washington	Crescent City

3 responses came 3 representatives from the Community Assistance League

Rest of information is confidential to maintain privacy of respondents.

2. Please provide the name, email address and telephone number of someone to contact for future follow-up.

*Confidential to maintain privacy of respondents*

3. Which of the following classifications best describes your organization (Choose one)?

<b>Classifications</b>	<b>% of Respondents</b>	<b>Count</b>
Not-for-profit	41.7%	5
Healthcare/health services provider	25.0%	3
Other (please specify):1) Private, non-profit, DV Prevention Program; 2) Federal TRiO Grant, Outreach	16.7%	2
Private Transit Provider	8.3%	1
Public Transit Provider	8.3%	1

12 Respondents

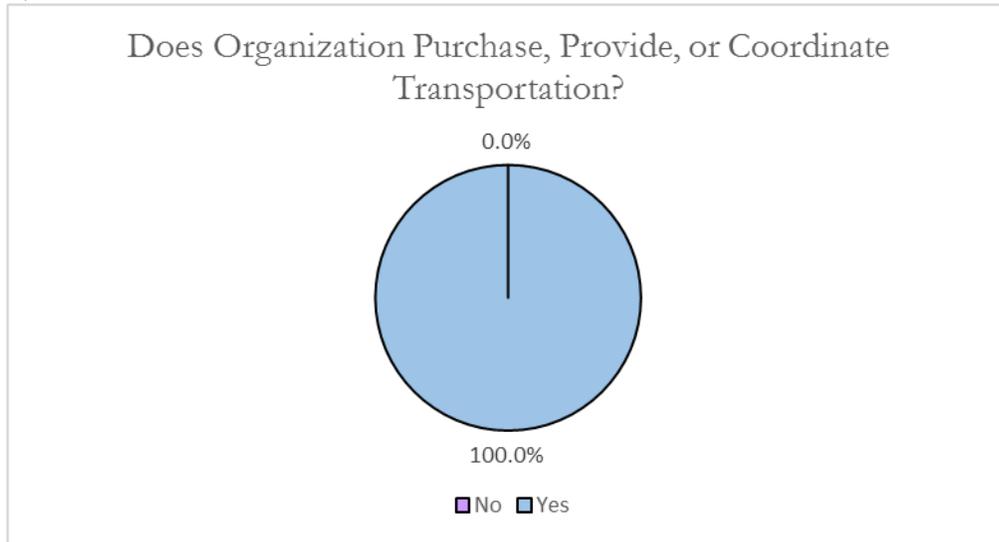
4. Which of the following populations do you serve/represent (check all that apply)?

<b>Populations</b>	<b>% of Respondents</b>	<b>Count</b>
Persons with disabilities	75.0%	9
Persons with low incomes	66.7%	8
General public	66.7%	8
Seniors/Elderly	58.3%	7
Children/Youth	58.3%	7
Students	41.7%	5
Veterans	33.3%	4
Seeking employment/education	16.7%	2
Pursuing counseling/substance abuse	16.7%	2
Other (please specify): Domestic Violence victims	8.3%	1

12 Respondents

**Organization Type**

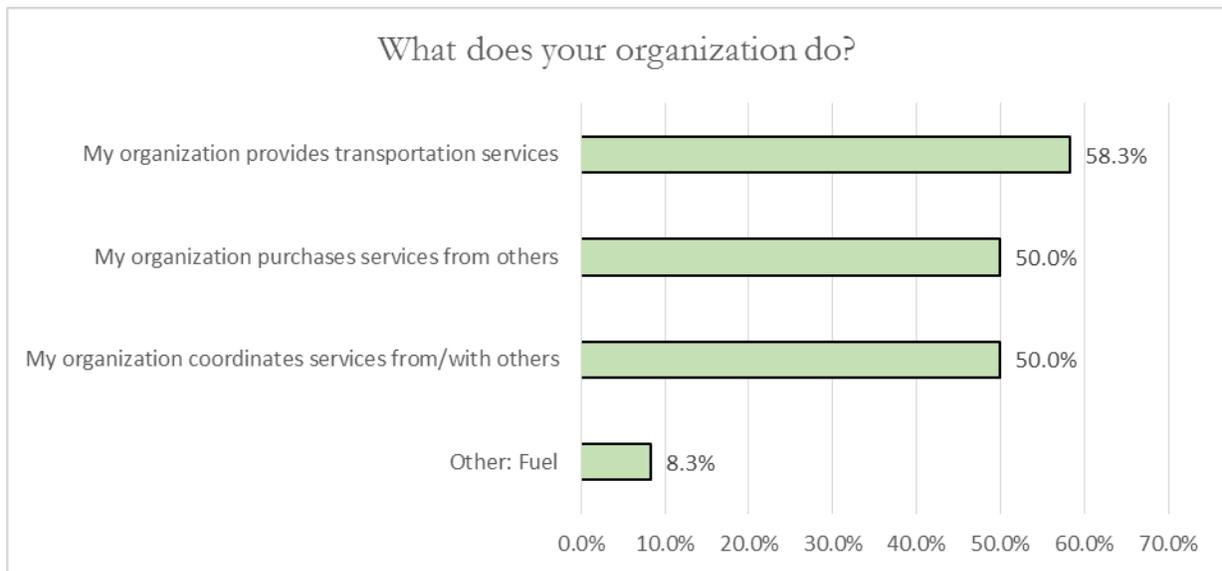
5. Does your organization provide, purchase, or coordinate any transportation services? (Skip logic question)



12 Respondents

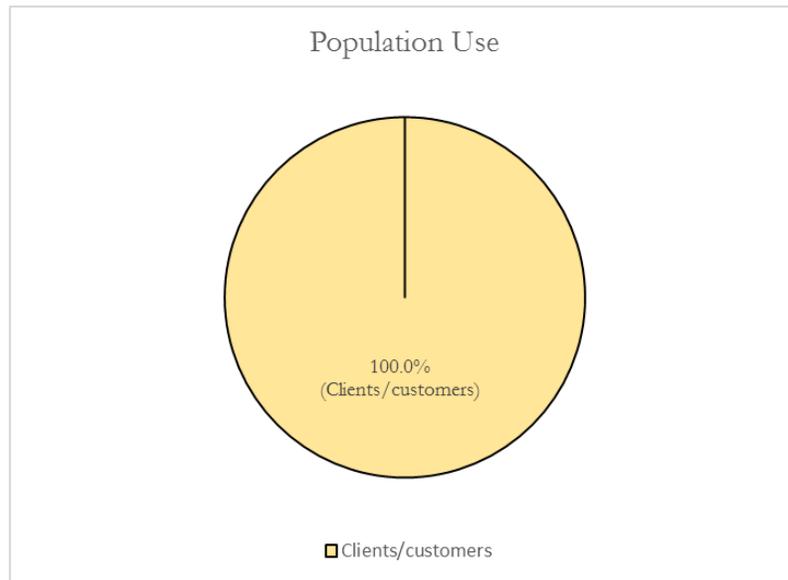
**Organization Background and Transportation Services**

6. What does your organization do? (Check all that apply)



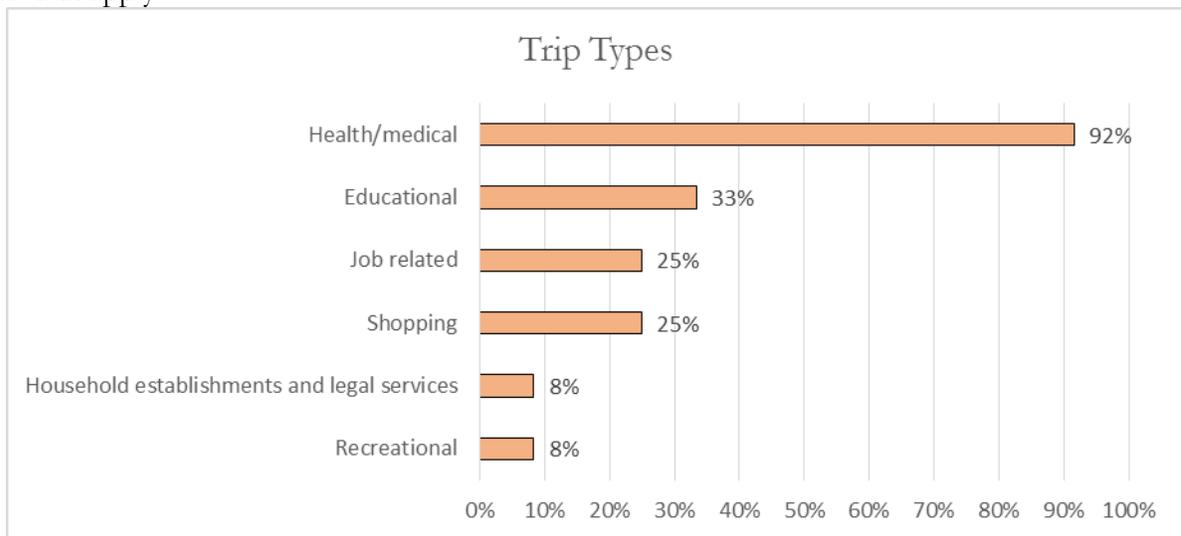
12 Respondents

7. Who uses the transportation service you provide, purchase, or coordinate? (Check all that apply)



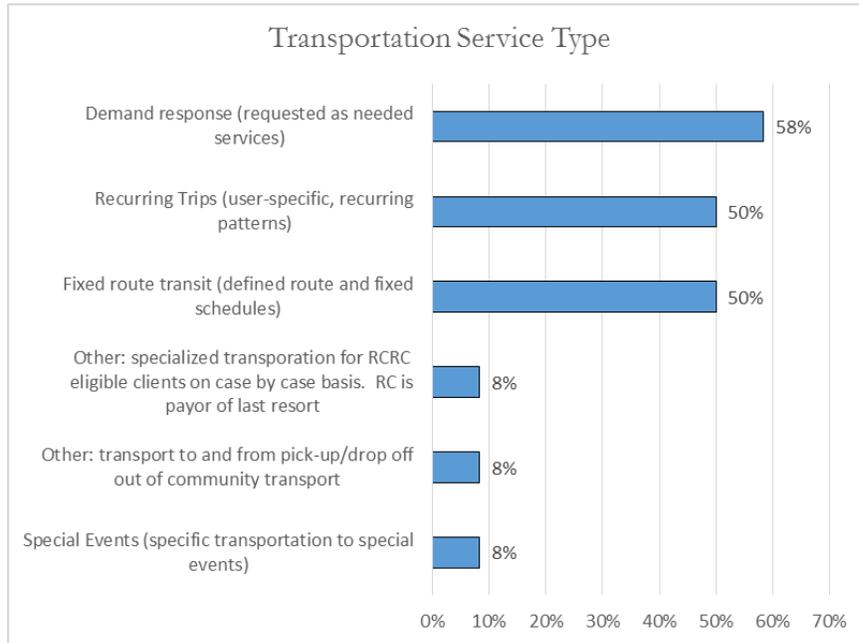
12 Respondents

8. What type(s) of trips does your transportation service provide, purchase, or coordinate? Check all that apply.



12 Respondents

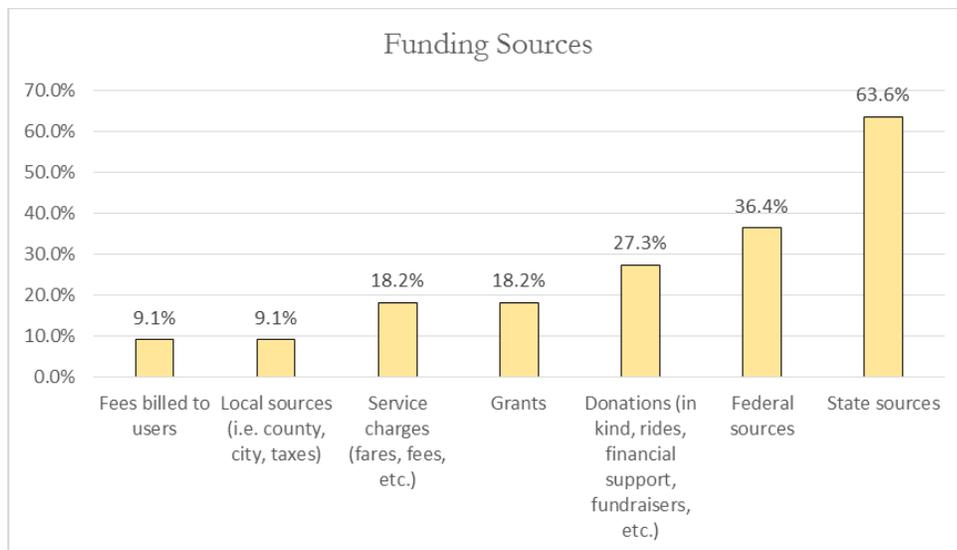
9. Please indicate the kind of transportation services your organization provides, purchases, or coordinates? Check all that apply.



12 Respondents

**Transportation Services**

10. How do you fund the transportation services your organization provides, purchases, or coordinates? Check all that apply.



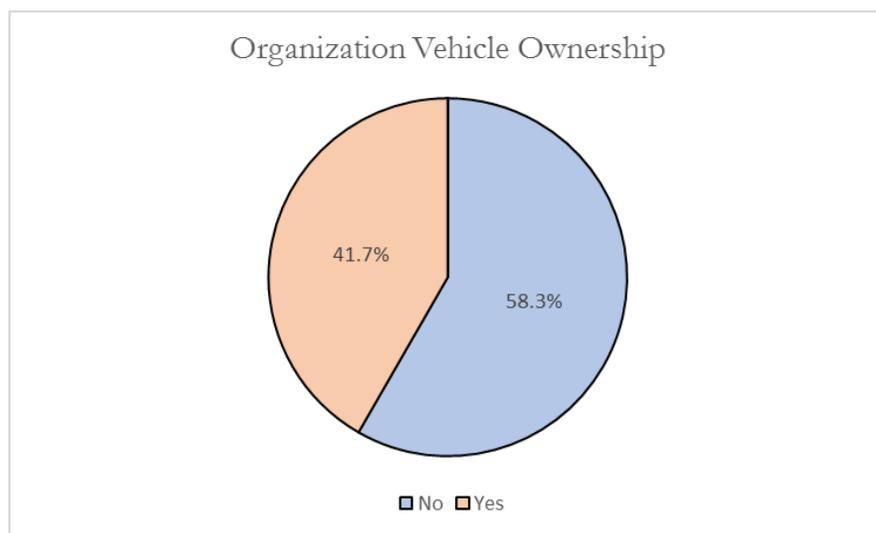
11 respondents

11. In a typical week, how many one-way passenger trips do you provide, purchase, or coordinate:

*Total passenger trips: Number of trips per week varies by the organization’s capacity. For instance, the public transit system provides over 2500 one way passenger trips a week and other organizations provide anywhere from 5 to over 50 trips a week. Most organizations provide weekday trips.*

*12 respondents*

12. Does your organization own/operate a fleet of vehicles? (Skip logic question)



*12 Respondents*

**Vehicle Count**

13. How many of each type of vehicle does your organization use to provide transportation services?

The organization count refers to the number of organizations that own a vehicle. The vehicle count refers to the number of vehicles total for each organization. For example, 1 organization owns a car bringing the vehicle count to a total of 1. This information is not comprehensive for the county or may also not be comprehensive for the organization(s) in question.

Vehicle Type	Organization Count	Vehicle Count
Van	4	6
Bus	2	16
Car	1	1
Truck/SUV	0	0

*5 Responses/Organizations*

**Unmet Needs, Coordination, and Duplicate Services**

14. What unmet needs is your organization anticipating or currently experiencing with regard to transportation?

The following is a summary of the unmet transportation needs stakeholders identified for the community/clients they work with:

- **Limited Resources:**
  - limited funds, including money for fuel, to help clients to travel out of town for different trips.
  - need financial support to help buy domestic violence clients bus passes for out of county travel
  - the public transit system doesn't have the financial capacity to meet public unmet needs like non-emergency medical transportation, longer service hours, and Sunday service
- **Out of town trips:** Support for out of town trips was a need mentioned by a few stakeholders
- **Non-emergency medical transportation:**
  - A few stakeholders identified transportation for medical appointments as well as needs for medical services that are out of town
  - another unmet need is getting patients home from the hospital upon discharge
  - not enough gas vouchers for patients to see specialists
- **Transportation to access different social services:** public transportation to/from client program
- **Outlying Areas:** need transportation for clients in outlying areas (like Smith River and Fort Dick). Also need Dial-A-Ride in these areas.

*9 Respondents*

15. What unmet needs are your CLIENTS/CUSTOMERS experiencing with regard to transportation?

The answers in question 14 are also applicable to this question.

- **Outlying Areas:** rural outlying clients struggle with unmet transportation needs

- **Non-emergency medical transportation (NEMT):** This issue came up the most.
  - a couple of stakeholders mentioned a need NEMT for disabled and fragile clients.
  - a couple of stakeholders also mentioned the challenge of getting patients home after being discharged from the hospital
  - Getting to out-of-area medical appointments. Either due to no vehicle, no one to transport, no effective public transportation, especially to Redding, Bay Area, or Sacramento area medical care.
- **Limited Resources:**
  - currently have more clients so we have been cutting back on the amount we can provide each client.
  - the cost of fuel and cost of traveling long distance
  - clients don't have a car or gas to get to out of town appointments
- **Service Limitations**
  - There is no public transit. The only transit available is a fee based service available in a limited area during limited hours and limited days.
  - Cumbersome nature of trying to use public transportation for medical visits. Having to change from one bus. No familiarity with other counties transportation system and are sick to begin with are makes it more difficult. Rural nature of our county is also a difficulty.
  - need service for NEMT, Sunday service, and evening service
- **Transportation to access different social services and other opportunities:**
  - public transportation to/from client programs; specifically in the mornings. Transportation for clients who live in outlying areas (fort dick, Smith River) including dial a ride services for these areas.

*11 Respondents*

16. Please describe specific gaps in transportation service where service is needed, but does not currently exist.

Answers from previous questions are applicable to this question and were referenced in this question as well. The following comments were made about gaps in transportation service:

- **Outlying areas**
  - outlying areas do not have sufficient transportation services

- **Non-emergency medical transportation (NEMT)**

-This is the most frequent issue of discussion. Wheelchair and fragile clients need assisted transportation to out of town services and appointments. Many of our clients can't afford the high cost of fuel or transportation out of the area to their doctors' appointments. There is no true non-emergency medical transportation for out of county medical needs.

- NEMT trips to Eureka.

- Non-Emergency medical transportation for out of area medical appointments.

- **Service Related**

-an all-county transit system that operates 7 days a week

-Sunday and evening public transit.

- “We don't have regular transportation to our outlying areas. For example, there is no grocery store in Smith River and unless you have a car, people have to wait for the week-end to go grocery shopping.”

*10 Respondents*

17. Please describe areas where transportation service is duplicated.

No one identified service duplication.

18. Given funding constraints, how else do you think transportation services can be improved?

The following comments were received:

- Providing services to the outlying areas
- Nemt
- Ride sharing.
- More transportation throughout the county and better help for people that have to go to specialists or even to their doctor's appointment.
- RCTA is pursuing Greyhound interline service to increase revenue and provide more efficient scheduling and public information for intercity services.

*5 Respondents*

19. What opportunities do you see for improved coordination of transportation services?

Stakeholders offered the following recommendations:

- Opportunities to develop regular transportation to the outlying areas
- A place where the public can get information on how to use the transportation/Funding for a "one stop transportation shop" in the event that true NEMT is not available that specializes in multi-county transportation information.
- a place/person to explain public transportation uses
- Promote the importance of buy in by the community at large. Through media and civic activism.
- A possible example would be Oregon. They have Translink available to their Medicaid clients. Network of volunteers that are able to pick them up from home, hospital, etc. Take them to MD appts. as well.
- Greyhound interline service, coordination with County to obtain MediCal non-emergency, non-medical transportation funding for Medi-Cal recipients to access Medi-Cal services.

*6 Respondents*

**Conclusion**

20. Use this space to share any additional comments about the coordination transportation system in your county.

One stakeholder shared the following comment: “Again, it would be good to have timely and consistent transportation services to our clients who live in the outlying areas...”

## APPENDIX B: TRANSPORTATION FUNDING MATRIX

This matrix gives an overview of a number of the federal and state funding sources related to transportation. Some sources are specifically for transportation while others are social services funding sources with transportation as a component.

Program Fund Source	Funding Purpose	Use of Funds	Estimated Fund Amount	Eligible Recipients	Matching Requirements	Comments
<i>Federal Sources</i>						
FTA Section 5304: Sustainable Communities Grants	Promote a safe, sustainable, integrated and efficient transportation system. Identify and address mobility deficiencies in the multimodal transportation system, encourage stakeholder collaboration, public engagement, and integrate Smart Mobility 2010 concepts.	Funds studies of multimodal transportation issues having statewide, interregional, regional or local significance to assist in achieving the Caltrans Mission and overarching objectives. Rural areas can request funds for student interns	\$8.3 million available for California for FY 2015-16 grant cycle. Minimum grant is \$50,000 and maximum is \$500,000.	<i>Primary Recipients:</i> MPO/RTPAs, Transit Agencies, Cities, Counties, and Native American Tribal Governments; <i>Sub-recipients:</i> Universities, Community Colleges, Cities and Counties, Community-Based Organizations, Non-Profit Organizations, and other public entities	Local Match: 11.47% of the total project amount (in-kind contributions allowed)	This grant is also funded by the State Highway Account (SHA)
FTA Section 5310: Enhanced Mobility of Seniors & Individuals with Disabilities Program	Enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and ADA complementary paratransit services.	Capital projects; operating assistance; administration	Formula Grant: \$254.8 million in FY 2013; \$258.3 million in FY 2014 (national total)	Nonprofit agencies, public agencies	20% match for capital projects; 50% match for operating assistance; up to 10% to administer the program, to plan, and to provide technical assistance	
Section 5317 Funding was repealed by MAP-21, but funds authorized under the program and not yet obligated or expended remain available until the period of availability expires, or until the funds are fully rescinded by Congress, or otherwise reallocated. Under MAP-21 Section 5317 funding remains available through Section 5310 program funding.						

Program Fund Source	Funding Purpose	Use of Funds	Estimated Fund Amount	Eligible Recipients	Matching Requirements	Comments
FTA Section 5311 Formula Grant for Rural Areas	Provide capital, planning, and operating assistance to support public transportation in rural areas with populations less than 50,000. A portion of 5311 funds is set aside for a Tribal Transit program, which provides direct federal grants to Indian tribes to support public transportation on Indian reservations. Low-income populations in rural areas are now incorporated as a formula factor, similar to the repealed Job Access and Reverse Commute (JARC) program.	Planning, capital, operating, job access and reverse commute projects, and the acquisition of public transportation services	\$599.5 million in FY 2013; \$607.8 million in FY 2014 (National total)	Public agencies, local governments, tribal governments, nonprofit agencies	20% for capital, 50% operating assistance, 20% for ADA non-fixed-route paratransit service, using up to 10% of a recipient's apportionment	
FTA Section 5311(f)	Funds public transit projects that serve intercity travel needs in non-urbanized areas.	Capital projects and operations	Unknown	Public agencies, local governments, tribal governments, nonprofit agencies	50% for operating costs, 80% for capital costs	
Section 5316 JARC funding was repealed by MAP-21, but funds authorized under the program and not yet obligated or expended remain available until the period of availability expires, or until the funds are fully rescinded by Congress, or otherwise reallocated. Under MAP-21 Section 5316 funding remains available through Section 5311 program funding.						

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Program Fund Source	Funding Purpose	Use of Funds	Estimated Fund Amount	Eligible Recipients	Matching Requirements	Comments
FTA Section 5312 Research, Development, Demonstration, and Deployment Projects	Support research activities that improve safety, reliability, efficiency, and sustainability of public transportation by investing in the development, testing, and deployment of innovative technologies, materials, and processes; carry out related endeavors; and to support the demonstration and deployment of low-emission and no-emission vehicles to promote clean energy and improve air quality.	Research, Innovation and Development, Demonstration, Deployment and Evaluation	\$70.0 million in FY 2013; \$70.0 million in FY 2014  (total amount available for all states)	Fed government agencies, state and local governments, providers of public transportation, private or nonprofit organizations, technical and community colleges, and institutions of higher education.	20% non-fed share match (may be in-kind). Low- or no-emission bus projects and low- or no-emission us facilities projects must comprise 65% and 10% respectively, of the total annual appropriation.	The previous Section 5312 (Research, Development, Demonstration, and Deployment Projects) and Section 5314 (National Research Programs) are now consolidated into one program under Section 5312.
FTA Section 5314 Technical Assistance and Standards Development	Provide technical assistance to the public transportation industry and to sponsor the development of voluntary and consensus based standards to more effectively and efficiently provide transit service, as well as support the improved administration of federal transit funds.	Grants for technical assistance	\$70.0 million in FY 2013; \$70.0 million in FY 2014 (national total)	Fed government agencies, state DOTs, public transportation agencies, nonprofit and for-profit entities.	20% non-federal share (non-federal share may be in-kind)	

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Program Fund Source	Funding Purpose	Use of Funds	Estimated Fund Amount	Eligible Recipients	Matching Requirements	Comments
Federal Transit Administration (FTA) Section 5339 Funds  (5339 was established by MAP-21, replaced 5309)	Capital projects for bus and bus-related facilities.	Capital projects only	\$422 million FY 2013; \$427.8 million FY 2014 (national amount)	Designated recipients and states that operate or allocate funding to fixed-route bus operators; <i>Subrecipients:</i> public agencies or private nonprofit organizations engaged in public transportation, including those providing services open to a segment of the general public, as defined by age, disability, or low income.	20% for capital projects	
Regional Surface Transportation Program (RSTP)	Provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals.	1) Construction, Reconstruction, Rehabilitation, Resurfacing, Restoration, and operational improvements on federal highways and bridges; 2) Mitigation of damage to the environment by projects funded through RSTP ; 3) Capital costs for transit projects eligible under Federal Transit Act; 4) Carpool projects; 5) Highway and Transit safety improvements and programs and hazard elimination; 6)Highway and Transit R&D and	Unknown	State of California distributes the funds to regional agencies and counties based on population	Unknown	

Program Fund Source	Funding Purpose	Use of Funds	Estimated Fund Amount	Eligible Recipients	Matching Requirements	Comments
		Technology Transfer programs; 7) Capital and Operating costs for traffic monitoring, management and control; 8) Surface transportation planning programs; 9) Transportation Enhancement Activities; 10) Transportation control Measures listed in Section 108 of the Clean Air Act				
Federal Highway Administration (FHWA) Strategic Partnerships grant	Achieve the Caltrans Mission and Grant Program Overarching Objectives, encourage regional agencies to partner with Caltrans to identify and address statewide/interregional transportation deficiencies in the state highway system, strengthen government-to-government relationships, and result in programmed system improvements.	Funds transportation planning studies of interregional and statewide significance, in partnership with Caltrans.	Approximately \$1.5 million will be available statewide for the FY 2015-16 grant cycle. The minimum grant is \$100,000 and the maximum amount per grant cannot exceed \$500,000.	To qualify as a pooled fund study, more than one state transportation agency, federal agency, other agency such as a municipality or metropolitan planning organization, college/university or a private company must find the subject important enough to commit funds or other resources to conduct the research, planning, and technology transfer activity.	20% of the total project amount (in-kind contributions allowed)	
<i>State Sources</i>						

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Program Fund Source	Funding Purpose	Use of Funds	Estimated Fund Amount	Eligible Recipients	Matching Requirements	Comments
Transit System Safety, Security and Disaster Response Account  Renamed the Transit Security Grant Program	Develop disaster response transportation systems that can move people, goods, and emergency personnel and equipment in the aftermath of a disaster	Capital projects	Varies by county	Agencies, transit operators, regional public waterborne transit agencies, intercity passenger rail systems, commuter rail systems	None	Part of Proposition 1B approved November 7, 2006.
Proposition 1B funds will sunset in 2016, but funds authorized under its formula and not yet obligated or expended remain available until the program's expiration.						
State Transit Assistance Fund (STAF)	Public transit and paratransit services	Capital projects and operations	Varies from year to year depending on appropriation to Public Transportation Account of which 75% goes to STAF	Allocated by formula to public transit operators	None	Revenues derived from sales taxes on gasoline and diesel fuels.
State Transportation Improvement Program (STIP)	Major capital projects of all types, including transit.	Transit capital projects	Varies from year to year depending on appropriation to Public Transportation Account of which 25% goes to STIP	Information unknown	Information unknown	Determined once every two years by California Transportation Commission.
Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA)	Advance the State's policy goals of providing mobility choices for all residents, reducing congestion, and protecting the environment	Transit capital projects	Unknown	Transit operators and local agencies who are eligible to receive STAF funds pursuant to California Public Utility Code Section 99313	None	Bond act approved by voters as Proposition 1B on November 7, 2006
Rural Planning Assistance (RPA)	Information unknown	Used for activities associated with the planning process	Unknown	Information unknown	Information unknown	

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Program Fund Source	Funding Purpose	Use of Funds	Estimated Fund Amount	Eligible Recipients	Matching Requirements	Comments
Rural Planning Assistance (RPA) Discretionary Grant	Information unknown	Used for activities associated with the planning process	Unknown	Information unknown	Information unknown	
State Planning & Research (SP&R)	Involves researching new areas of knowledge; adapting findings to practical applications by developing new technologies; and transferring these technologies, including the process of dissemination, demonstration, training, and adoption of innovations by users.	The State Planning and Research Program funds States' statewide planning and research activities. The funds are used to establish a cooperative, continuous, and comprehensive framework for making transportation investment decisions and to carryout transportation research activities throughout the State.	Unknown	State Agencies	Information unknown	The Federal share of the cost of a project carried out with SP&R funds shall be 80% unless the Secretary determines that the interests of the Federal-aid highway program would be best served by decreasing or eliminating the non-Federal share.
<i>Health and Human Services Funding</i>						
Title XX Social Services Block Grant (SSBG) (Department of Social Services)	Goals: 1. Reduce dependency, 2. Achieve self-sufficiency, 3. Protect children and families, 4. Reduce institutional care by providing home/community based care, 5. Provide institutional care when other forms of care are not appropriate.	SSBG funds a variety of initiatives for children and adults including: daycare, protective services, special services to persons with disabilities, adoption, foster care, housing, substance abuse, transportation, home-delivered meals, etc.	\$1.7 billion nationwide per year. States are allocated funding based on a formula connected to the state's population	Child Welfare Services, Foster Care, Deaf Access, Community Care Licensing, CDE Child Care, and Department of Developmental Services programs.	None	Grant must be used for one of the goals of SSBG and cannot be used for certain purposes such as the purchase or improvement of land or payment of wages to any individual in social services. These funds are not allocated separately but are used in lieu of state general fund.
Community Services Block Grant (CSBG) (Department of Community Services & Development)	Assist low income persons with employment services, housing assistance, emergency referral services, nutrition and health services	Support services and activities for low-income individuals that alleviate the causes and conditions of poverty in communities.	California FY 2014 Allocation: \$59,270,847	States, Territories and Tribal Governments	Unknown	

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Program Fund Source	Funding Purpose	Use of Funds	Estimated Fund Amount	Eligible Recipients	Matching Requirements	Comments
Consolidated Health Center Program (Bureau of Primary Health Care)	Offer access to comprehensive primary and preventive health care and social services to medically underserved and underserved populations.	Fund health centers that provide primary and preventative health care to all residents including diverse underserved populations. Health centers can use funds for center-owned vans, transit vouchers, and taxi fare.	\$1.4 billion nationwide for FY14	Community based organizations including tribal and faith based organizations.	None	Special discounts are given to those with incomes below 200% of the poverty line
Older Americans Act Title III B - Grants for Supportive Services & Senior Centers (Administration on Aging)	Funds are awarded by formula to State units on aging for providing supportive services to older persons, including operation of senior centers. May be used to purchase and/or operate vehicles and funding for mobility management services	Capital projects and operations.	FY 2014 California allocation: \$128,480,963	States and territories, recognized Native American tribes and Hawaiian Americans as well as non-profit organizations	5%	Funds are awarded to State agencies on aging and are disseminated to local organizations from there based on a formula related to the number of underserved populations in an area
Program for American Indian, Alaskan Native, & Native Hawaiian Elders (Administration on Aging)	This program supports nutrition, information and referral, multipurpose senior centers and other supportive services for American Indian, Alaska Native and Native Hawaiian elders. Transportation is among the supportive services, including purchase and/or operation of vehicles and for mobility management.	Patient transportation services and delivery of home-served meals	Unknown	Recognized Native American tribes and Hawaiian Americans as well as non-profit organizations.	Unknown	Funds are given based on a formula related to the share of the American Indian, Alaskan Native, and Native Hawaiian populated aged 60 and over in their respective service area
Community Mental Health Services Block Grant (Center for Mental Health Services State Planning Branch)	Improve access to community-based health-care delivery systems for people with serious mental illnesses. Grants also allot for supportive services, including funding to operate vehicles, reimbursement of transportation costs and mobility management	Capital projects and operations.	Unknown	States and Territories	None	None
Substance Abuse Prevention & Treatment Block Grant (Substance Abuse & Mental	Block grants provide funds for substance use prevention and treatment programs. Transportation-related services supported by these grants may be	Plan, implement, and evaluate activities that prevent and treat substance abuse and promote public health	\$1.8 billion nationwide each year for FY 2014 and 2015	States, Territories and Tribal Governments	None	20% of funds must be spent on education, 5% must go to increase the availability of treatment services for pregnant

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Program Fund Source	Funding Purpose	Use of Funds	Estimated Fund Amount	Eligible Recipients	Matching Requirements	Comments
Health Services Administration)	broadly provided through reimbursement of transportation costs and mobility management to recipients of prevention and treatment services					women, 5% on administrative needs and the rest of discretionary
Child Care & Development Fund Administration for Children & Human Services)	Provide subsidized child care services to low income families. Not a source of direct transportation funds, but if child care providers include transportation as part of their usual services, covered by their fee, these services may be covered by voucher payments	Voucher payments to child care providers	Unknown	States and recognized Native American Tribes	Unknown	None
Head Start (Administration for Children & Families)	Head Start provides grants to local public and private agencies to provide comprehensive child development services to children and families. Local Head Start programs provide transportation services for children who attend the program either directly or through contracts with transportation providers	Program expansion and cost of living adjustments	Over \$8 billion in FY 2014 (\$1 billion increase from 2013)	Local public and private non-profit and for-profit agencies	Unknown	The Head Start regulation requires that programs make reasonable efforts to coordinate transportation resources with other human service agencies in their communities.
TANF / CalWORKs (California work opportunity & responsibility to kids) (Department of Social Services)	Provide temporary assistance to needy families. Recipients are required to participate in activities that assist them in obtaining employment. Supportive services, such as transportation and childcare are provided to enable recipients to participate in these activities.	Cash aid paid out to eligible recipients for use on transportation and other needs	Unknown	States and Federally recognized Native American tribes. Eligible families as defined in the TANF state plan	Unknown	TANF funds cannot be used for construction or to subsidize current operating costs. State and county funds in the CalWORKS program are used to meet the TANF maintenance of effort (MOE) requirement and cannot be used to match other federal funds.
Community Development Block Grants (CDBG) (Department of Housing & Community Development)	Create or preserve jobs for low income and very low income persons.	Planning and technical assistance	Unknown	Counties with less than 200,000 residents and cities of less than 50,000 residents	Unknown	Applicants cannot be participants on the US Department of HUD CDBG entitlement program.

*Regional/Local Sources*

Coordinated Public Transit – Human Services Transportation Plan – Administrative Draft Plan  
 Del Norte Local Transportation Commission

Program Fund Source	Funding Purpose	Use of Funds	Estimated Fund Amount	Eligible Recipients	Matching Requirements	Comments
Transportation Development Act (TDA) Articles 4 and 8 (1/4 cent sales tax)	Transit operating assistance and capital projects, local street and road maintenance and rehabilitation projects, pedestrian/bicycle projects	Capital projects and operations	Varies by county	Cities and counties. Allocated by population formula within each county	Unknown	
Transportation Development Act (TDA) Articles 4.5	Paratransit operating assistance and capital projects	Capital projects and operations	Up to 5% of the Local Transportation Fund revenue	Cities and counties and CTSA's	Unknown	
Local Transportation Fund (LTF)	Some counties have the option of using LTF for local streets and roads projects, if they can show there are no unmet transit needs.	Development and support of public transportation needs	Unknown	County based. Based on population, taxable sales and transit performance	Unknown	
<i>Other Sources</i>						
Service Clubs and Fraternal Organizations	Variety of transportation services, including capital improvements	Capital projects and operations	Unknown	Wide variety of agencies and organizations	None	May be interested in paying for bus benches or shelters
Advertising on Buses	Variety of transportation services, including capital improvements	Various projects and operations	Unknown	Wide variety of agencies and organizations	None	
Employers	Variety of transportation services, including capital improvements	Capital projects and operations	Unknown	Wide variety of agencies and organizations	None	Employers sometimes are willing to underwrite transportation to support their workers getting to/from worksite.
In-Kind	Donations from the community that support transit planning and services	Varies	Unknown	Varies	None	Value of donations can count towards amount for funding requirement

## APPENDIX C: RESOURCES

Although the sources used to write this update are referenced in footnotes, the following is a more detailed list of many of the sources utilized to write this plan, inform our outreach, and resources that provide relevant and useful information related to this project.

“Administration on Aging (AoA)” Administration for Community Living. United States Department of Health and Human Services. Accessed here:

[http://www.aoa.acl.gov/AoA\\_Programs/HCLTC/supportive\\_services/index.aspx](http://www.aoa.acl.gov/AoA_Programs/HCLTC/supportive_services/index.aspx)

“Affordable Care Act – Aging and Disability Resource Center.” Catalog of Federal Domestic Assistance. Accessed here:

<https://www.cfda.gov/index?s=program&mode=form&tab=core&id=983b4e60ccbaec266ff78fe7aaf87b3>

“Alternatives Analysis (5339).” Federal Transit Administration. United States Department of Transportation. Accessed here: [http://www.fta.dot.gov/grants/13094\\_7395.html](http://www.fta.dot.gov/grants/13094_7395.html)

“California Work Opportunity and Responsibility to Kids (CalWORKs).” California Department of Social Services. Accessed here: <http://www.cdss.ca.gov/calworks/>

California Active Transportation Safety Information Pages (CATSIP). “Caltrans Active Transportation Program (ATP).” Accessed here: <http://catsip.berkeley.edu/caltrans-active-transportation-program-atp>

“Community Development Block Grant Program-CDBG.” U.S. Department of Housing and Urban Development. Accessed here:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/communitydevelopment/programs](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs)

“Community Mental Health Block Grant (MHBG).” California Department of Health Care Services. Accessed here: <http://www.dhcs.ca.gov/services/MH/Pages/MHBG.aspx>

“Consolidated Health Centers (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care).” Catalog of Federal Domestic Assistance. Accessed here:

<https://www.cfda.gov/index?s=program&mode=form&tab=core&id=02e94a19f6a571b8a9567d47bc893e1e>

“Creating Connected Communities: A Guidebook for Improving Transportation Connections for Low-and Moderate-Income Households in Small and Mid-Sized Cities,” U.S. Department of Housing and Urban Development and Office of Policy Development and Research, [http://www.huduser.org/portal/publications/pdf/Creating\\_Cnnted\\_Comm.pdf](http://www.huduser.org/portal/publications/pdf/Creating_Cnnted_Comm.pdf), April 2014.

“Developmental Disabilities Projects of National Significance.” Catalog of Federal Domestic Assistance. Accessed here:

<https://www.cfda.gov/index?s=program&mode=form&tab=core&id=509a37ef1b4afb97275134d77a47d3fb>

“Disability.” American Community Survey. United States Census Bureau. United States Department of Commerce. Accessed here:

<https://www.census.gov/people/disability/methodology/acs.html>

“Fact Sheet: Substance Abuse Prevention and Treatment Block Grant.” Accessed here:

[http://beta.samhsa.gov/sites/default/files/sabg\\_fact\\_sheet\\_rev.pdf](http://beta.samhsa.gov/sites/default/files/sabg_fact_sheet_rev.pdf)

“Formula Grants for Other than Urbanized Areas (5211),” Federal Transit Administration, United States Department of Transportation, Accessed here:

[http://www.fta.dot.gov/grants/13093\\_3555.html](http://www.fta.dot.gov/grants/13093_3555.html)

“Framework for Action, Building the Fully Coordinated Transportation System.” United We Ride, Coordinating Human Service Transportation. Accessed here:

[http://www.unitedweride.gov/1\\_81\\_ENG\\_HTML.htm](http://www.unitedweride.gov/1_81_ENG_HTML.htm)

“HIV Care Formula Grants.” Catalog of Federal Domestic Assistance. Accessed here:

<https://www.cfda.gov/index?s=program&mode=form&tab=core&id=0b51831d19acdfed5f622ba0e5d763af>

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[http://www.fta.dot.gov/grants/13093\\_3563.html](http://www.fta.dot.gov/grants/13093_3563.html)

“National Research & Technology Program (5312).” Federal Transit Administration. United States Department of Transportation. Accessed here:

[http://www.fta.dot.gov/grants/13094\\_3551.html](http://www.fta.dot.gov/grants/13094_3551.html)

“Public Transportation Modernization, Improvement, and Service Enhancement Account.” Strategic Growth Plan, Bond Accountability. Accessed here:

<http://www.bondaccountability.dot.ca.gov/bondacc/MainMenuAction.do?%3E&page=modernization>

“Section 5310 Program Overview.” Federal Transit Administration. United States Department of Transportation. Accessed here: [http://www.fta.dot.gov/13094\\_8348.html](http://www.fta.dot.gov/13094_8348.html)

“Social Service Block Grant: Background and Funding.” Congressional Research Service. 2012. Accessed here: <http://fas.org/sgp/crs/misc/94-953.pdf>

“Substance Abuse Prevention and Treatment Block Grant.” Substance Abuse and Mental Health Services Administration. United States Department of Health and Human Services. Accessed here: <http://www.samhsa.gov/grants/block-grants/sabg>

“Surface Transportation Program (STP).” Federal Highway Administration. United States Department of Transportation. Accessed here: <http://www.fhwa.dot.gov/map21/factsheets/stp.cfm>

“Transit System Safety, Security & Disaster Response Account.” Strategic Growth Plan, Bond Accountability. Accessed here: <http://www.bondaccountability.dot.ca.gov/bondacc/MainMenuAction.do?%3E&page=transitsystemsafety>

California Department of Transportation. “Caltrans Sustainable Transportation Planning Grants.” Accessed here: <http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>

California Transportation Commission, “2014 report of STIP Balances County and Interregional Shares,” 2014. Accessed here: [http://www.catc.ca.gov/programs/STIP/orange\\_books/2014\\_Orange\\_Book.pdf](http://www.catc.ca.gov/programs/STIP/orange_books/2014_Orange_Book.pdf)

Federal Transit Administration. (June 6, 2014). FTA C 907.IG Circular. “Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions.” Retrieved from [http://www.fta.dot.gov/documents/C9070\\_1G\\_FINAL\\_circular.pdf](http://www.fta.dot.gov/documents/C9070_1G_FINAL_circular.pdf)

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Metropolitan Transportation Commission, “Coordinated Public Transit-Human Services Transportation Plan Update for the San Francisco Bay Area.” 2013. Accessed here: [http://www.mtc.ca.gov/planning/pths/4-13/Coord\\_Plan\\_Update.pdf](http://www.mtc.ca.gov/planning/pths/4-13/Coord_Plan_Update.pdf)

Nelson Nygaard Consulting Associates; Innovative Paradigms; FLT Consulting Inc., “Coordinated Public Transit-Human Services Transportation Plan,” Del Norte County, 2008. Accessed here: <http://www.dot.ca.gov/hq/MassTrans/Coord-Plan-Res.html>

Nelson Nygaard Consulting Associates; Innovative Paradigms; FLT Consulting Inc., “Coordinated Public Transit-Human Services Transportation Plan,” Trinity County, 2008. Accessed here: <http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/CoordinatedPlng/TRINITY.pdf>

Sacramento Area Council of Governments, “SACOG Public Transit and Human Services Transportation Coordinated Plan,” Update: October 16, 2014. Accessed here: <http://www.sacog.org/transit/2014/Final%20SACOG%20Coordinated%20Plan%20app%2010-16-2014.pdf>

Tahoe Metropolitan Planning Organization, “Coordinated Human Services Transportation Plan,” Lake Tahoe Basin, 2008. Accessed here: <http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/CoordinatedPlng/2007Plans/Tahoe.pdf>

Transportation Research Board. “Communication with Vulnerable Populations: A Transportation and Emergency Management Toolkit.” Transit Cooperative Research Program. Federal Transit Administration. United States Department of Transportation. 2011.

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## APPENDIX D: STAKEHOLDER LIST

The following list consists of organizations, department, agencies and/or individuals who should be at the table when it comes to the discussion on coordinated transportation. Note this list is not comprehensive and some these contacts may change in the next few years; however, this list can be used a starting point for outreach.

### COLLEGE OF THE REDWOODS

- Various departments: Upward Bound, Disability Services, college administration, student groups, and others

### COMMUNITY SERVICE ORGANIZATIONS

- Organizations like Kiwanis, Lyons, or other similar groups if they exist in the county

### DEL NORTE COUNTY GOVERNMENT (VARIOUS DEPARTMENTS AND UNITS)

- Health and Human Services
  - Behavioral Mental Health
- Board of Supervisors
  - Transportation Commission
- Local governments
- Community Development
- Economic Development
- Probation Officers/Case Works/Social Workers

### DEL NORTE COUNTY OFFICE OF EDUCATION

### HOSPITALS/CLINICS

- Open Door Health

### NON-PROFIT ORGANIZATIONS

- Community Assistance League
- Rural Human Services

### PLACES OF WORSHIP

### SENIOR CENTERS

- Del Norte Senior Center

### TRANSPORTATION PROVIDERS (INSIDE AND OUTSIDE THE COUNTY)

- Private: various
- Public: Redwood Coast Transit, Yurok Tribal Transit
- Non-profit/Social Services: various

TRIBAL GROUPS

- Yurok Tribe
- Elk Valley Rancheria
- Smith River Rancheria



**Item 7 Staff Report**

**DATE: JANUARY 7, 2014**  
**TO: TECHNICAL ADVISORY COMMITTEE**  
**FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR**  
**SUBJECT: OVERALL WORK PROGRAM AMENDMENT 3**

**REQUESTED ACTION:** Recommend DNLTC adopt resolution 2015 01 approving the 2014-15 Overall Work Program Amendment 3.

**BACKGROUND:** The Overall Work Program (OWP) is the primary management tool for the Del Norte Local Transportation Commission, identifying the activities and a schedule of work for regional transportation planning in Del Norte County. The following chart reflects the changes to the Overall Work Program, thus creating the necessity for Amendment 3. This amendment is necessary to accommodate completing the Active Transportation Plan in the current year. The Regional Transportation Plan will be completed on time with the contracting process taking place this year and with consultant work beginning on July 1, 2015.

<b>Work Element:</b>	<b>Purpose of change:</b>	<b>Action taken:</b>
General	Revenue and expenditure	Revenue Summary and Expenditure Detail pages follow this amendment to document the changes in the work elements.
A	Complete Active Transportation Plan by June 2015	A3: Contributes funds to WE D-2. Maintain some staff time to accommodate consultant selection process in current year with product completion by June 2016. The Regional Transportation Plan update is a requirement by statute.
D	Complete Active Transportation Plan by June 2015	D2: Accepts funds from A3 to enable the completion of the Active Transportation Plan by June 2015 and to accommodate Active Transportation Program grantseeking in Spring 2015. Current planning is necessary to maintain a high level of eligibility for Active Transportation Program applications.

**RESOLUTION NO. 2015 01**

**DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION  
APPROVING AMENDMENT 3 OF THE 2014-15 OVERALL WORK PROGRAM**

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is responsible for the planning, allocating and programming of funds; and

WHEREAS, the 2014-15 Overall Work Program (OWP) is the primary management tool for the Del Norte Local Transportation Commission, identifies the activities and a schedule of work for regional transportation planning in Del Norte County, and is a requirement of the Memorandum of Understanding between Del Norte Local Transportation Commission and the California Department of Transportation; and

WHEREAS, the Del Norte Local Transportation Commission adopted the 2014-15 OWP at the May 2014 meeting, Amendment 1 in the June 2014 meeting and Amendment 2 in the November 2014 meeting; and

WHEREAS, the Del Norte Local Transportation Commission will increase efficiency by completing work by June 2015; and

WHEREAS, Amendment 3 of the 2014-15 OWP makes the following changes to accommodate common evolution of the work since it's development in March 2014 and with no change in total staff services:

<b>Work Element:</b>	<b>Purpose of change:</b>	<b>Action taken:</b>
General	Revenue and expenditure	Revenue Summary and Expenditure Detail pages follow this amendment to document the changes in the work elements.
A	Complete Active Transportation Plan by June 2015	A3: Contributes funds to WE D-2. Maintain some staff time to accommodate consultant selection process in current year with product completion by June 2016. The Regional Transportation Plan update is a requirement by statute.
D	Complete Active Transportation Plan by June 2015	D2: Accepts funds from A3 to enable the completion of the Active Transportation Plan by June 2015 and to accommodate Active Transportation Program grantseeking in Spring 2015. Current planning is necessary to maintain a high level of eligibility for Active Transportation Program applications.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the Del Norte Local Transportation Commission hereby approves Amendment 2 of the 2014-15 Overall Work Program.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission, a Regional Transportation Planning Agency of the State of California on the 8th day of January 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Michael Sullivan, Chair  
Del Norte Local Transportation Commission

Attest:

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Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission

Del Norte Local Transportation Commission  
Expenditure Detail  
2014 - 2015 Overall Work Program, Amendment 3

Work Element	Description	Funding Sources	DNLTC	Consultant/ Other
A	Long Range Planning	RPA	\$ 22,000	\$ 4,900
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
<b>Total A</b>	<b>\$26,900</b>		<b>\$22,000</b>	<b>\$4,900</b>
B	Overall Work Program Development	RPA	\$ 12,000	\$ 40,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
<b>Total B</b>	<b>\$52,000</b>		<b>\$ 12,000</b>	<b>\$ 40,000</b>
C	Public Participation and Information Dissemination	RPA	\$ 18,000	\$ 12,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other/RSTP	\$ 14,300	\$ 13,700
<b>Total C</b>	<b>\$58,000</b>		<b>\$ 32,300</b>	<b>\$ 25,700</b>
D	Multi-Modal Transportation Planning	RPA	\$ 15,000	\$ 60,146
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
<b>Total D</b>	<b>\$75,146</b>		<b>\$ 15,000</b>	<b>\$ 60,146</b>
E	Storm Damage Reduction Planning	RPA	\$ 6,000	\$ 57,098
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
<b>Total E</b>	<b>\$63,098</b>		<b>\$ 6,000</b>	<b>\$ 57,098</b>
F	Transportation Development Act Administration and Fiscal Management	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ 21,000	\$ 37,000
		SAFE	\$ -	\$ -
<b>Total F</b>	<b>\$58,000</b>		<b>\$ 21,000</b>	<b>\$ 37,000</b>
G	SAFE: Service Authority for Freeway Emergencies	RPA	\$-	\$ -
		PPM	\$-	\$ -
		TDA	\$-	\$ -
		Other: SAFE	\$ 6,000	\$ 15,400
<b>Total G</b>	<b>\$21,400</b>		<b>\$ 6,000</b>	<b>\$ 15,400</b>
H	Safe Routes to Schools	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other: PHI / Cal Endow	\$ 4,000	\$ 46,000
<b>Total H</b>	<b>\$50,000</b>		<b>\$ 4,000</b>	<b>\$ 46,000</b>
H	Transportation Improvement Program (TIP) development	RPA	\$ -	\$ -
		PPM	\$ 12,000	\$ 75,000
		TDA	\$ -	\$ 25,000
		Other: RSTP	\$ -	\$ -
<b>Total H</b>	<b>\$112,000</b>		<b>\$ 12,000</b>	<b>\$ 100,000</b>
		<b>Total</b>	<b>\$ 130,300</b>	<b>\$ 386,244</b>

**Del Norte Local Transportation Commission  
2014/15 Overall Work Program Revenue Summary**

Amendment 3

Work Element	Description	RPA	TDA	STIP PPM	SAFE/RSTP/ Other	Work Element Total
<b>A</b>	<b>Long Range Planning</b>					
Product 1	Regional Transportation Plan Development	\$ 12,000.00	\$ -	\$ -	\$ -	
Product 2	Last Chance Grade Planning	\$ 5,000.00				
Product 3	Regional Transportation Plan Update	\$ 4,000.00	\$ -	\$ -		
Product 4	2015 Databook	\$ 5,900.00	\$ -			
	<b>Total Work Element A</b>	<b>\$ 26,900.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,900.00</b>
<b>B</b>	<b>Financial Planning &amp; Programming</b>					
Product 1	Overall Work Program	\$ 52,000.00	\$ -	\$ -	\$ -	
	<b>Total Work Element B</b>	<b>\$ 52,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,000.00</b>
<b>C</b>	<b>Information Dissemination</b>					
Product 1	Informed Local Transportation Commission	\$ 30,000.00	\$ -	\$ -	\$ 1,200.00	
Product 2	Partnerships and Planning Agreements	\$ -	\$ -	\$ -	\$ 26,800.00	
	<b>Total Work Element C</b>	<b>\$ 30,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,000.00</b>	<b>\$ 58,000.00</b>
<b>D</b>	<b>Multi-Modal Transportation Planning</b>					
Product 1	Annual Transit Needs Assessment	\$ 3,000.00	\$ -	\$ -	\$ -	
Product 2	Active Transportation Planning	\$ 69,146.00	\$ -	\$ -	\$ -	
Product 3	Coordinated Public Transit-Human Services Tra	\$ 3,000.00	\$ -	\$ -	\$ -	
	<b>Total Work Element D</b>	<b>\$ 75,146.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,146.00</b>
<b>E</b>	<b>Storm Damage Reduction Planning</b>					
Product 1	Climate Change and Stormwater Management	\$ 63,098.00	\$ -	\$ -	\$ -	
	<b>Total Work Element E</b>	<b>\$ 63,098.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 63,098.00</b>
<b>F</b>	<b>Transportation Development Act Administration and Fiscal Management</b>					
Product 1	Office Operations	\$ -	\$ 20,000.00	\$ -	\$ -	
Product 2	Fiscal Management	\$ -	\$ 36,000.00	\$ -	\$ -	
Product 3	SSTAC Support	\$ -	\$ 2,000.00	\$ -	\$ -	
	<b>Total Work Element F</b>	<b>\$ -</b>	<b>\$ 58,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58,000.00</b>
<b>G</b>	<b>SAFE: Service Authority for Freeway Emergencies</b>					
Product 1	Call Box System Maintenance & Reporting	\$ -	\$ -	\$ -	\$ 21,400.00	
	<b>Total Work Element G</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,400.00</b>	<b>\$ 21,400.00</b>
<b>H</b>	<b>Safe Routes to Schools</b>					
Product 1	SRTS Program Implementation	\$ -	\$ -	\$ -	\$ 50,000.00	
	<b>Total Work Element H</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>
<b>I</b>	<b>Transportation Improvement Program (TIP) development</b>					
Product 1	Maintain Transportation Improvement Program			\$ 12,000.00		
Product 2	Project Representation	\$ -	\$ -	\$ 75,000.00	\$ -	
Product 3	Communication and Outreach	\$ -	\$ 25,000.00	\$ -	\$ -	
	<b>Total Work Element I</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>	<b>\$ 87,000.00</b>	<b>\$ -</b>	<b>\$ 112,000.00</b>
<b>TOTAL LABOR AND EXPENSES</b>		<b>\$ 247,144.00</b>	<b>\$ 83,000.00</b>	<b>\$ 87,000.00</b>	<b>\$ 99,400.00</b>	<b>\$ 516,544.00</b>

**WORK ELEMENT A** Long Range Planning  
Amendment 3

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount (\$)	RPA	STIP/PPM	TDA	Other
DNLTC Staff Services	\$ 22,000.00	\$ 22,000.00	-	\$ -	\$ -
Consultant	\$ 4,900.00	\$ 4,900.00	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 26,900.00</b>	<b>\$ 26,900.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

**Previous Accomplishments**

Transportation planning includes identifying transportation problems and needs and analyzing, through detailed planning studies, various transportation strategies to address those needs. The DNLTC must conduct special studies for selected corridors, road segments and key locations to evaluate safety concerns, project alternatives, estimated costs, and setting priorities. It also monitors delivering agency funded projects for project cost, scope and schedule. DNLTC has provided Project Initiation Documents for the gateway of the greater urban area on US Highway 101. It has participated in the Highway 197/199 Project Delivery Team, commented on STIP and SHOPP to Caltrans and California Transportation Commission, participated in the development of Caltrans District System Management Plan, advocated for solutions at Last Chance Grade, Highway 101 Corridor Study/Access Plan, Goods Movement Action Plan, Regional Blueprint Plan, Climate Change Adaptation Workgroup, Statewide Needs Assessment Policy Workgroup, Travel Demand Modeling, and Safe Routes to Schools programs.

**Objective**

To monitor and track progress toward RTP goals, policies and actions identified in the 2011 RTP and to accomplish a comprehensive update of the RTP based on the agency's five-year planning cycle (2016) through continuous, annual work that contributes to the goals and that informs the policy of the RTP.

**Discussion**

The RTP is prepared in compliance with state and federal regulations governing regional transportation planning. The RTP represents a 20-year planning horizon that must be updated every five years. The RTP contains a discussion of regional transportation issues, problems and possible solutions accompanied by respective goals, objectives and policies. The RTP serves as the overarching regional transportation policy and guidance document for local and state decision makers. Public participation in regional transportation planning is mandatory and this participation is encouraged by providing information to the public and receiving public input, which is most often accomplished via the DNLTC website but is also accommodated via paper documents.

**Product 1: Regional Transportation Plan Development**

The Regional Transportation Plan is the reference document for transportation related improvements in the region. Progress toward goals, objectives and actions found in the RTP must be regularly visited and documented by meeting agendas and minutes. Any improvements to existing or new facilities and services are to be checked for consistency with the RTP. Established metrics, performance measures and policies of the RTP are utilized to accomplish this. Products will include Quarterly RTPA meeting notes, comment letters re MAP-21, meeting minutes and comments on documents, information and letters supporting goods movement as necessary, meeting minutes from Safety and Security participation including MOUs with Congregate Care Facilities, letters of support for airport authority projects when necessary, updated website.

Task/Activity	Schedule
1 Assess regional priorities and participate in the system planning process on an ongoing basis. Comment on policies, procedures and mandates under development. Prepare for and attend Regional Transportation Planning Agency executive director meetings on a quarterly basis or as requested by the California Department of Transportation District 1.	July-June
2 Advocate for federal MAP-21 implementation that supports rural transportation issues and meets the needs of the Regional Transportation Plan.	July-June
2 Coordinate and consult with Tribal governments as requested, including but not limited to the Smith River Rancheria for the US Highway 101 corridor, the Elk Valley Rancheria on US Highway 101 trail crossing and Humboldt Road/Sandmine round about, and the Yurok Tribe on their Klamath area pedestrian safety plan.	July-June
3 Actively engage the goods movement industry and other transportation organizations in regional transportation planning. Track efforts to improve goods movement on the interregional US Highway 101 and 199 corridors and State Route 299. Support policies, programs and actions that provide goods movement throughout the Northcoast region.	July-June

- 4 Transportation safety and security planning activities to support the RTP, including attending local and regional meetings on a monthly basis or as requested by the Del Norte Office of Emergency Services. Monthly
- 5 Support Border Coast Regional Airport Authority activities that increase transportation options. As needed  
Participate in coordinated transportation planning and programming activities with airports in the region by attending the Boarder Coast Regional Airport Authority meetings as topics of significance arise.
- 6 Post transportation articles and documents to the website that inform the public regarding planning activities that support the Regional Transportation Plan. Monthly

Product 1 Estimate	Amount (\$)	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 12,000	\$ 12,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Product 2: Last Chance Grade Planning**

Advocate for long term solutions to the instability of Last Chance Grade on US Highway 101, including reviewing and commenting on Caltrans documents and disseminating community information upon request by Caltrans. Products include comments on the Caltrans District 1 work effort: Economic Impact Study, Engineered Feasibility Study. This is support work only and will inform the Regional Transportatin Plan through the prioritization process.

- 1 Public information available on website. July - June
- 2 Support the District 1 Climate Change Adaptation Pilot Strategy for Critically Vulnerable Assets that studies Last Chance Grade by direct participation, providing comment, facilitating information sharing, and including results in the Regional Transportation Plan. As needed
- 3 Participate in long range planning, including Economic Impact Study and Engineered Feasibility Study. As needed

Product 2 Estimate	Amount (\$)	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 5,000	\$ 5,000	\$-	\$-
Consultant	\$ -	\$ -	\$-	\$-
<b>Total</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$-</b>	<b>\$-</b>

**Product 3: Regional Transportation Plan Update**

The Regional Transportation Plan is the primary long-range planning document for the Del Norte region. Prior work includes regular updates since 1996. The last RTP Update was adopted in July 2011, including a Program Environmental Impact Report. Baseline data has been collected in preparation for the 2015 update. The RTP will improve or maintain transportation infrastructure that that moves the data in a positive direction or decreases the decline as required by MAP-21. In this year, DNLTC will begin the update to allow for more than one year for the process. DNLTC maintains a Regional Transportation Plan (RTP), which is meaningful to the region, consistent with state and federal transportation planning requirements, and conforms to the most current RTP guidelines established by the California Transportation Commission. DNLTC is designated as the Regional Transportation Planning Agency (RTPA) for the Del Norte County region. In that capacity, DNLTC is required by Federal and State law to prepare a Regional Transportation Plan (RTP). Of primary consideration is the provision that the RTPA develop a project evaluation and selection process that will enable the most cost-effective projects to be move forward resulting in measurable outcomes. The RTP is a long-range (20 year) transportation planning document that establishes the region's transportation goals, objectives, and policies. The work will be initiated in the 2014-15 year and the majority of the work will be completed in the 2015-16 year, with a total product cost of approximately \$90,000 based on past revisions. This product is a mandate for the DNTLC and for nearly all funding sources for regional partners.

- 1 Draft Request for Proposals (RFP), administer the selection process and prepare and execute contract for services with qualified and experienced consultant. March-June

Product 3 Estimate	Amount (\$)	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 4,000	\$ 4,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Product 4: 2015 Databook**

Develop the 2015 Databook, an economic and demographic profile for Del Norte County, to document progress toward

- 1 Contract management for 2015 Databook. July - Sept
- 2 Review and comment on draft databook. Jan - Feb
- 3 Develop the 2015 Databook, an economic and demographic profile for Del Norte County, to document progress toward economic issues impacted by transportation and support RTP development including chapter development, document review and final approval. Sept - Feb

Product 3	Amount (\$)	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 1,000	\$ 1,000	\$ -	\$ -
Consultant	\$ 4,900	\$ 4,900	\$ -	\$ -
Total	\$ 5,900	\$ 5,900	\$ -	\$ -

**WORK ELEMENT D Multi-Modal Transportation Planning**

Amendment 3

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount (\$)	RPA	STIP/PPM	TDA	
DNLTC Staff	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	
Consultant	\$ 60,146.00	\$ 60,146.00	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 75,146.00</b>	<b>\$ 75,146.00</b>	<b>\$ -</b>	<b>\$ -</b>	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

**Previous Accomplishments**

Coordinated Human Transportation Plan; 2000, 2002 and 2007 Transit Development Plan and updates; Comprehensive Public Transit Service Plan, Transit Marketing Plan, Transit Maintenance Facility Site Selection Study, Federal Transit Administration (FTA) Section 5311 Regional Program of Projects, Coordinated Public Transit – Human Services Transportation Plan, Transportation emergency preparedness and safety and security planning, 2013 Short Range Transit Plan.

**Objective**

To coordinate multi-modal transportation planning activities. Bike paths, sidewalks, walking trails and transit systems all work together to create a smooth flowing, easily navigable transportation flow through a community by integrating existing roadways with new transportation modes, we create facilities that are safe and efficient for all users.

**Discussion**

This work element contains tasks that maintains program eligibility and increase opportunities for multi-modal program funding and active transportation alternatives.

**Product 1: Annual Transit Needs Assessment**

The Regional Transportation Planning Agency is responsible for the annual unmet transit needs process. The RTPA must determine that all transit needs that are "reasonable to meet" are being met before TDA allocations can be used for non-transit purposes. The task is accomplished with the assistance of the Social Services Transportation Advisory Council (SSTAC). Products include meeting agendas, minutes, project-specific website updates, public hearing notices and final report. Note: DNLTC allocates 100% of the available transit funds for transit purposes; therefore, this activity is a planning process and the information gained informs transportation planning.

Task/Activity	Schedule
1 Del Norte Local Transportation Commission conducts a public hearing to receive public comments regarding unmet transit needs annually. The information will be used to inform transportation planning as DNLTC allocates 100% of its TDA for transit purposes.	February
2 Based on the testimony gathered as well as information from SSTAC members, DNLTC staff and SSTAC members identify potential unmet transit needs and staff prepares a report to the public via paper and the website to DNLTC.	March
3 Both DNLTC staff and SSTAC prepares an analysis of unmet transit needs and reports the unmet needs to Redwood Coast Transit Authority and Del Norte Local Transportation Commission for transportation planning purposes. Because TDA is already allocated for transit purposes, this information will inform transportation planning, such as future Regional Transportation Plan and transit plan updates.	April
4 Per the TDA, DNLTC staff and SSTAC will provide a recommendation to the DNLTC to inform them of unmet needs. The result of the recommendations is predictable because all of the transit planning documents identify unmet needs: DNLTC will allocate TDA funds for transit purposes, which is a long-standing policy.	May

D1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Service	\$ 3,000	\$ 3,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>

### Product 2: Active Transportation Planning

Initiate the preparation of an Active Transportation Plan per the federal ATP requirements by considering bicycle, pedestrian, and safe routes to schools planning. Evaluate gaps in the planning efforts and establish a scope of work to develop a plan that meets all requirements. This work is a requirement for ATP funding eligibility. The ATP will include a chapter specifically addressing the first phase will include an Americans with Disabilities Act Transition Plan for Transportation Facilities. The Active Transportation Plan will inform the Regional Transportation Plan. This work will continue into the 2015-16 year. The product will be a scope of work and consultant selection process resulting in an Active Transportation Plan that meets MAP-21 and partner agencies ADA Transition Plan for transportation facilities needs.

Task/Activity	Schedule
1 Evaluate the current information and the requirements of the ATP and establish necessary steps to meet planning requirements necessary for funding.	October
2 Coordinate with City, County and Tribes to document their ATP needs and incorporate these needs into the planning process.	October-May
3 Develop a scope of work resulting in an Active Transportation Plan that meets the requirements for American with Disabilities Act (ADA) transition plan for transportation facilities, MAP-21 and multi-modal transportation infrastructure. Post RFP, administer consultant selection process.	October-November
4 Participate in the planning process in partnership with local agencies and the consulting team. Initiate the project beginning with the ADA transition plan chapter.	October-June
5 Participate in the planning process in partnership with local agencies and the consulting team.	June

Product 2 Estimate	Amount (\$)	RPA	STIP/PPM	TDA
DNLTC Staff Service	\$ 9,000	\$ 9,000	\$ -	\$ -
Consultant	\$ 60,146	\$ 60,146	\$ -	\$ -
<b>Total</b>	<b>\$ 69,146</b>	<b>\$ 69,146</b>	<b>\$ -</b>	<b>\$ -</b>

### Product 3: Coordinated Public Transit-Human Services Transportation Plan

Prior work is the 2008 Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan). Consultant services for this product are provided by the state and staff is making a contribution to the planning process to represent regional priorities and meaningful public participation. The scope of work and work contract are products of Caltrans. This plan is a requirement for transit funding eligibility.

Task/Activity	Schedule
1 Contribute to the work effort of the state by assisting in the local public participation process.	September
2 Review and contribute information to the draft documents.	September - June
3 Adopt the Coordinated Public Transit-Human Services Transportation Plan	June

Product 3 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ -	\$ 3,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Item 7 Staff Report**

**DATE: JANUARY 7, 2014**  
**TO: TECHNICAL ADVISORY COMMITTEE**  
**FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR**  
**SUBJECT: HARBOR TRAIL: STARFISH WAY SEGMENT**

**REQUESTED ACTION:** Recommend DNLTC fund Harbor Trail: Starfish Way segment.

**BACKGROUND:** The Harbor Trail was voted the #3 priority unfunded project in the Regional Transportation Plan by both the TAC and DNLTC, and DNLTC has sufficient Regional Surface Transportation Program funds to help the Harbor build this project. The project has been publicly vetted by the Harbor and through the Regional Transportation Plan update. The CCHD has submitted a request to DNLTC that is attached. The Regional Surface Transportation Program funding chart is also attached.

Both the TAC and DNLTC received information about this project in the December public meetings and have had opportunity to meet with CCHD staff to ask any detailed, project specific questions.

WES WHITE  
President

SCOTT R. J. FELLER  
Secretary

PATRICK A. BAILEY  
Commissioner

RONALD A. PHILLIPS  
Commissioner

JAMES RAMSEY  
Commissioner

**Board of Harbor Commissioners**

of the

**Crescent City Harbor District**

Phone (707) 464-6174 Fax (707) 465-3535

101 Citizens' Dock Road

Crescent City, California 95531

www.ccharbor.com



CHARLES HELMS  
CEO/Harbormaster

ERNEST PERRY  
Harbor Planner

December 19, 2014

Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission  
1301 Northcrest Drive, Suite B PMB 16  
Crescent City, CA 95531

Re: Regional Surface Transportation Program Funding Request  
Harbor Trail - Starfish Way Segment

Dear Ms. Leighton:

Enclosed please find our request for funding from the Regional Surface Transportation Program in the amount of \$370,100 for the construction of the Harbor Trail – Starfish Way Segment.

The Crescent City Harbor District Board of Harbor Commissioners took action at their special meeting December 18, 2014 to submit this funding request and adopted Resolution No. 2014-005 for the request. The construction of the Starfish Way Segment of the Harbor Trail will provide for pedestrians and bicyclist to travel the ADA compliant Coastal Trail from within the City of Crescent City to Anchor Way and South Beach without having to travel alongside the vehicular traffic on U.S. Highway 101, thereby improving safety and access for both local residents and visitors to our area.

Thank you for consideration of our funding request. If you have any questions or desire additional information in order to consider this request, please do not hesitate to contact us.

Sincerely,

Charles Helms  
CEO/Harbormaster

DEL NORTE LOCAL TRANSPORTATION COMMISSION  
REGIONAL SURFACE TRANSPORTATION PROGRAM  
2014-2015 FUNDING REQUEST

Crescent City Harbor District  
101 Citizens Dock Road  
Crescent City, CA 95531

(707)464-6174

## PART ONE – GENERAL PROJECT INFORMATION

1. **Project Title:** Harbor Trail – Starfish Way Segment
2. **Project Purpose and Need:** The Harbor Trail - Starfish Way Segment Project (proposed project) is part of the larger Crescent City Harbor District Promenade and Coastal Trail project (see RSTP Funding Request Map). Under the larger project, the Crescent City Harbor District (CCHD) has constructed a waterfront promenade, a segment of the Coastal Trail from Sunset Circle to the intersection of Citizens Dock Road and Starfish Way, signage and displays, a new restroom and fish cleaning station, and associated facilities predominantly within existing developed portions of the Crescent City Harbor. The proposed project (Harbor Trail - Starfish Way Segment) would construct a segment of the Coastal Trail from Citizens Dock Road to Anchor Way within the larger Crescent City Harbor District Promenade and Coastal Trail project as identified on the Project Footprint Map. The project area is located west of U. S. Highway 101 and is accessible from Citizens Dock Road and Anchor Way. A Regional Vicinity Map is also included in the application.

The design of the proposed project, and its associated construction plans, was completed in 2012. An environmental review of the overall project was conducted, circulated through the State Clearinghouse (SCH #2012042019) and a Mitigated Negative Declaration was adopted on September 4, 2012. Following the adoption of the Mitigated Negative Declaration, the California Coastal Commission issued Coastal Development Permit No. CDP 1-12-029, not only for construction of the improvements already completed, but for the proposed project as well. While the Harbor District did receive a grant from the California Coastal Conservancy for the design and construction plans portion of the overall project, the Harbor District did expend nearly \$75,000 in Harbor District funds to complete the design and construction plans portion of the overall project.

The project area is located along Starfish Way between Citizens Dock Road and Anchor Way. Crescent Beach lies to the immediate southeast of the Harbor. The project area is under CCHD ownership. Existing uses within and near the project area include paved roads, parking lots for automobiles and boat trailers, RV parking, boat docks, a boat launch ramp, restaurants, and commercial and industrial buildings. The project area is developed and includes no remaining natural habitat, although harbor seals and California sea lions commonly utilize docks and some rip-rap areas in other areas of the Harbor.

The purpose of the project is to improve access and safety through Harbor facilities for Harbor visitors (specifically pedestrians and bicyclists). The project would include constructing an approximately 1,150 foot-long coastal trail consisting of a 14-foot wide ADA-compliant asphalt multi-use trail along Starfish Way between Citizens Dock Road and Anchor Way. The project would also include installation of several signs, pedestrian bollards, and replacement of three existing drainage inlets. The project includes implementation of a portion of the improvements that were identified in the 2006 Crescent City Harbor Master Plan (RRM Design Group, 2006). The project intends to utilize Regional Surface Transportation Program (RSTP) funding for the majority of the construction cost, but the Harbor District will be contributing Project Administration costs of \$21,850 as a match to the RSTP funds.

3. **Project Sponsor:** Crescent City Harbor District
4. **Contact Person(s):** Charles Helms, CEO/Harbormaster  
[charlie@ccharbor.com](mailto:charlie@ccharbor.com)  
and  
Wilma Madden, Administrative Assistant  
[wilma@ccharbor.com](mailto:wilma@ccharbor.com)  
Crescent City Harbor District  
101 Citizens Dock Road  
Crescent City, CA 95531
5. **Total Project Cost:** \$391,950.00
6. **Project Administration Cost/Harbor Match:** \$21,850.00
7. **Total RSTP Funds Requested:** \$370,100.00

**PART TWO - FUNDING**

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Mobilization and Demobilization	LS	1	40,170.00	40,170.00
2	Construction Signs	EA	10	515.00	5150.00
3	Traffic Control	LS	1	20,600.00	20,600.00
4	Water Pollution Control	LS	1	10,300.00	10,300.00
5	Sheeting, Shoring & Bracing	LS	1	3,090.00	3,090.00
6	Type G1 Drainage Inlet	EA	3	4,120.00	12,360.00
7	Storm Drain Junction Box	EA	1	4,635.00	4,635.00
8	12" Storm Drain	LF	20	103.00	2,060.00
9	Remove Concrete and HMA	SY	1,050	1,081.50	32,445.00
10	Trail Excavation	LS	1	24,205.00	24,205.00
11	Imported Borrow	LS	1	13,905.00	13,905.00
12	Class II Aggregate Base	CY	560	51.50	28,840.00
13	Hot Mix Asphalt	TON	350	113.30	39,655.00
14	Minor Concrete	CY	6	824.00	4,944.00
15	AC Dike	LF	1,150	36.05	41,457.50
16	Concrete Valley Gutter	LF	1,150	18.54	21,321.00
17	Truncated Domes	SF	90	46.35	4,171.50
18	Thermoplastic Marking	SF	600	8.24	4,944.00
19	4" Traffic Strip	LF	2,320	4.12	9,558.40
20	Reset Road Sign (single post)	EA	1	412.00	412.00
21	Roadside Sign	EA	6	515.00	3,090.00
22	Relocate Planter Box	EA	10	257.50	2,575.00
23	Relocate <E> Telephone Utility Box	EA	1	824.00	824.00
24	Adjust SS Manhole to grade	EA	2	515.00	1,030.00
25	Obelisk Vehicle	EA	1	3,883.50	3,883.50
26	Bollards	EA	4	1,751.00	7,004.00
27	Pavement Marking CCT	EA	3	51.50	154.50
28	Pavement Marking CCT Arrow	EA	1	20.60	20.60
				<b>SUBTOTAL</b>	<b>\$342,805.00</b>
	Construction Management	LS	1	27,295.00	27,295.00
	<b>TOTAL CONSTRUCTION ESTIMATE</b>	-----	-----	-----	<b>\$370,100.00</b>
	Project Administration - Harbor Match				21,850.00
	<b>TOTAL PROJECT COST ESTIMATE</b>	-----	-----	-----	<b>\$391,950.00</b>

## PART THREE – SELECTION CRITERIA

- 1. Project Consistency:** Is the project consistent with federal, state, regional, or local land use and regional transportation plans, goals and policies? If so, please document.

The project is included in the Crescent City Harbor District's Master Plan which was adopted in January, 2006. The project is also included in the 2011 Del Norte Regional Transportation Plan adopted by the Del Norte Local Transportation Commission and is ranked as priority number 3 in the unfunded top priority list. In addition, the project is consistent with the Del Norte County General Plan's Goal for Non-Motorized Transportation which aims "(t)o provide a safe, comprehensive, and integrated system of facilities for non-motorized transportation."

- 2. Project Urgency:** Is RSTP funding a vital match to another funding source? Is there a one-time opportunity to complete this project that will be lost if RSTP funds are not secured?

This is a top priority project for the DNLTC Regional Transportation Plan and the only top priority project ready for construction. The Crescent City Harbor District has already constructed a section of the Coastal Trail from Sunset Circle to the intersection of Citizens Dock Road and Starfish Way utilizing a grant from the California State Coastal Conservancy. The RSTP funding of this segment of the Coastal Trail will complement the much longer section already constructed with the use of Conservancy funds. The Harbor District does not have sufficient funds to construct the Starfish Way section of the Coastal Trail without the RSTP funding.

- 3. Project Funding Including Leveraging:** Is the project financially viable? Are all sources of funding listed and is there documentation that all funding will be available for the project? Is there a local match or participation in the proposed project from other funding sources?

The Harbor District has funded and completed all pre-construction phases for this project for a current contribution of nearly \$75,000. In addition to this, the Harbor District's funding request for RSTP funds includes \$21,850.00 in matching funds provided by the Harbor District. The balance of the project cost will be covered by the requested RSTP funds.

- 4. Regional Benefit:** Is there a demonstrated regional benefit to the project? If so, please describe.

At this time, the only other route for use by pedestrians and bicyclists is along Highway 101, which does not have sidewalks or bicycle lanes in the vicinity of the Harbor District property. Since a portion of the Harbor District property lies inside the city limits of the City of Crescent City, with the balance of the Harbor District property within the unincorporated portion of Del Norte County, provision of a bicycle and pedestrian route in this area would be a regional benefit.

- 5. Project Safety:** Does the project have an identifiable safety benefit? If so, please describe.

There is neither sidewalk nor bicycle lane in this area, leaving pedestrians and bicyclists use of a very narrow shoulder on Highway 101 and putting them in very close proximity to vehicular traffic. By providing a bicycle and pedestrian pathway along Starfish Way, outside of the Highway 101 right of way, improves safety for bicyclists and pedestrians as they will no longer be in very close proximity to vehicle and truck traffic. With construction of this section of the Harbor Trail, along Starfish Way between Citizens Dock Road and Anchor Way, there would be a Class I and II Bicycle and Pedestrian route that connects with the City of Crescent City's segment of the Coastal Trail to Anchor Way and South Beach.

- 6. Americans with Disabilities Act:** Does this project improve accessibility for people with disabilities? If so, please describe.

The project was designed and construction plans developed in accordance with the Americans with Disabilities Act. Since the present pedestrian and bicycle traffic in the project area has use of neither sidewalk nor bicycle lane, this project would improve accessibility for people with disabilities by providing an ADA compliant segment of the California Coastal Trail.

- 7. Agency Ability:** Does the applicant agency have full funding to carry out the project with the ability to operate and maintain the project?

The Crescent City Harbor District has sufficient budget to maintain this section of the California Coastal Trail once it is constructed upon receipt of the requested RSTP funds.

#### **PART FOUR – ATTACHMENTS TO REQUEST**

Resolution from the Crescent City Harbor District Board of Harbor Commissioners authorizing the request

Location Maps (3)

Project Construction Plan Sheets (3 pages)

CEQA documentation (Notice of Determination - Recorded)

Coastal Development Permit No. 1-12-029

Photos of project location existing conditions (2 pages)

**CRESCENT CITY HARBOR DISTRICT  
BOARD OF COMMISSIONERS  
RESOLUTION NO. – 2014-005**

**A RESOLUTION APPROVING THE REQUEST FOR  
REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDS FROM THE  
DEL NORTE LOCAL TRANSPORTATION COMMISSION  
TO CONSTRUCT THE HARBOR TRAIL - STARFISH WAY SEGMENT**

**WHEREAS**, the Del Norte Local Transportation Commission has the authority to award Regional Surface Transportation Program funds for the construction of transportation projects; and

**WHEREAS**, the Del Norte Local Transportation Commission has a list of unfunded top priority projects within the adopted 2011 Regional Transportation Plan; and

**WHEREAS**, the Harbor Trail is the Number 3 project on the list of unfunded top priority projects within the 2011 Regional Transportation Plan; and

**WHEREAS**, the Crescent City Harbor District has already constructed the segment of the Harbor Trail from Sunset Circle to the intersection of Citizens Dock Road and Starfish Way utilizing grant funds from the California State Coastal Conservancy; and

**WHEREAS**, the Crescent City Harbor District wishes to utilize Regional Surface Transportation Program funds to construct the segment of the Harbor Trail along Starfish Way from Citizens Dock Road to Anchor Way; and

**WHEREAS**, the Crescent City Harbor District Board of Commissioners at its special meeting on December 18, 2014, reviewed and approved the contents of the funding request to the Del Norte Local Transportation Commission and should the funds be awarded, the Harbor District as recipient will enter into an agreement with the Del Norte Local Transportation Commission.

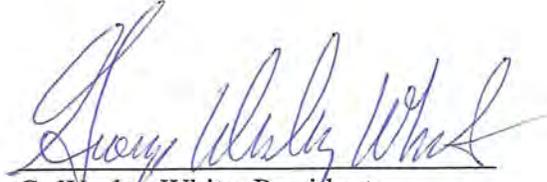
**NOW, THEREFORE BE IT RESOLVED** by the Crescent City Harbor District Board of Commissioners, County of Del Norte, State of California, that Charles Helms, CEO/Harbormaster of the Crescent City Harbor District is hereby authorized and directed to accept all Regional Surface Transportation Program funds from the Del Norte Local Transportation Commission and to execute, implement, and administer all documents, including an Agreement with the Del Norte Local Transportation Commission relating to the acceptance of the funds for the construction of the Starfish Way segment of the Harbor Trail.

**PASSED AND ADOPTED** this 18th day of December, 2014, by the following  
polled vote of the Crescent City Harbor District Board of Commissioners:

AYES: COMMISSIONERS BAILEY, PHILLIPS, RAMSEY, AND WHITE

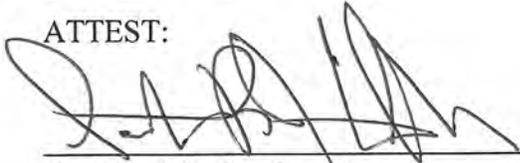
NOES: NONE

ABSENT: COMMISSIONER FELLER



G. Wesley White, President,  
Crescent City Harbor District  
Board of Commissioners

ATTEST:



Scott R. J. Feller, Secretary  
Crescent City Harbor District  
Board of Commissioners

APPROVED AS TO FORM:



Autumn E. Luna  
Deputy General Counsel

STOVER ENGINEERING SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF ELECTRONIC COPIES OF THIS PLAN SHEET.

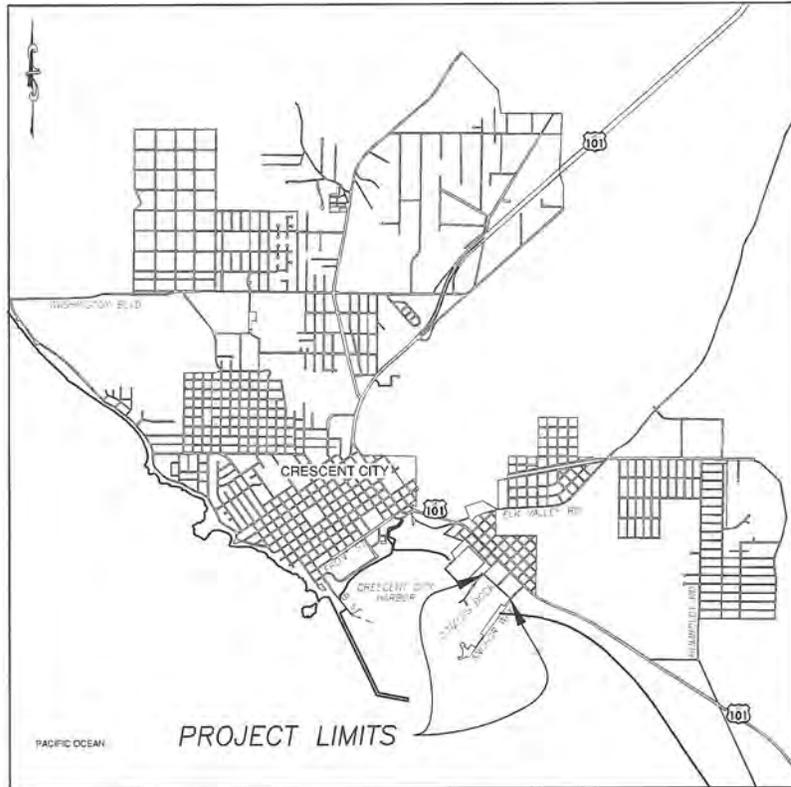
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STATE MAP  
NTS



COUNTY MAP  
NTS



CITY MAP  
NTS

CRESCENT CITY HARBOR DISTRICT  
CALIFORNIA COASTAL TRAIL

HARBOR TRAIL  
STARFISH WAY SEGMENT

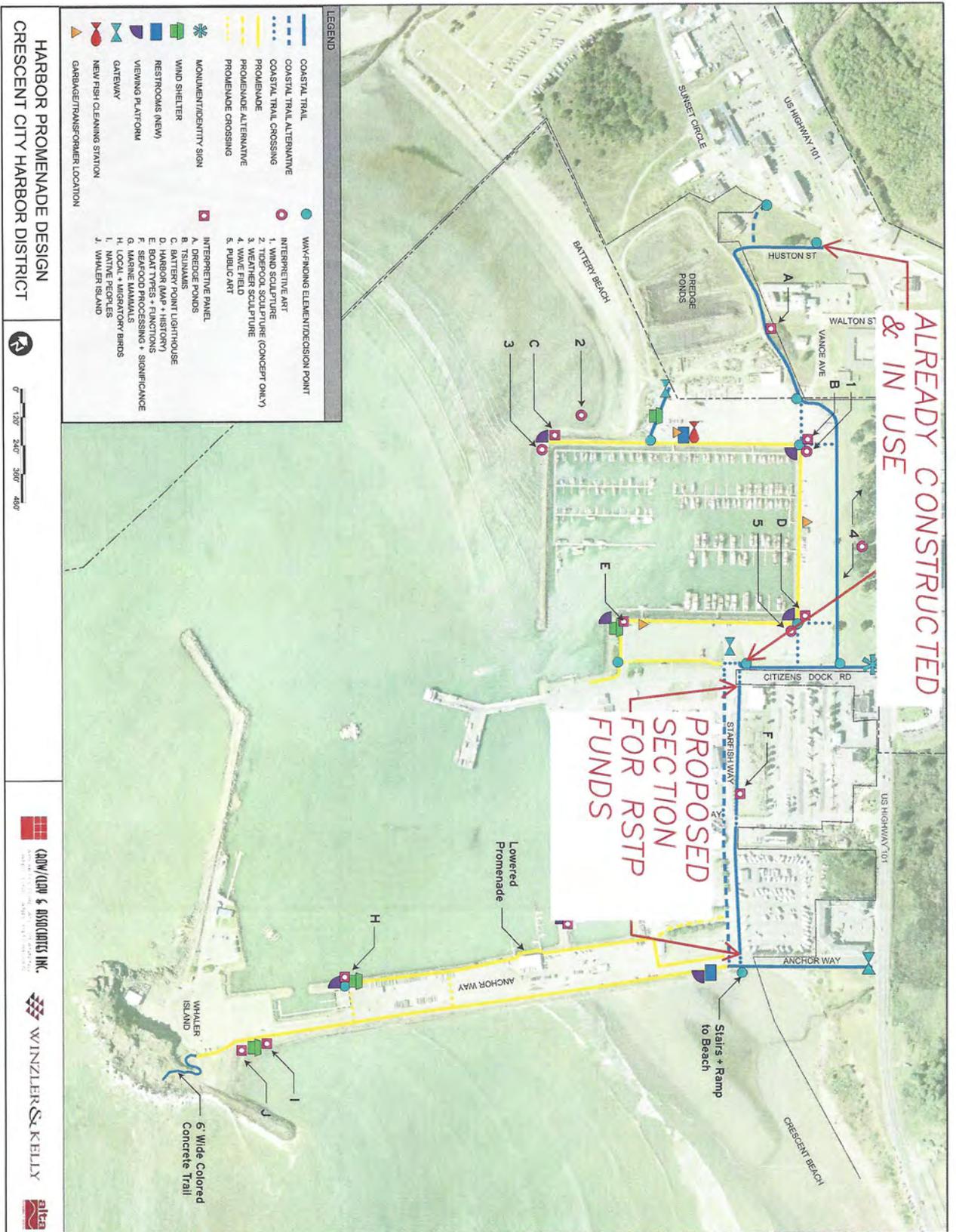
ONE INCH

SCALE: NTS

DATE: 04/30/14

JOB No. 4221

VICINITY MAP



RSTP FUNDING REQUEST FOR HARBOR TRAIL-STARFISH WAY SEGMENT



**PROJECT FOOTPRINT MAP**  
**Crescent City Harbor District**  
**Starfish Way Segment Project**



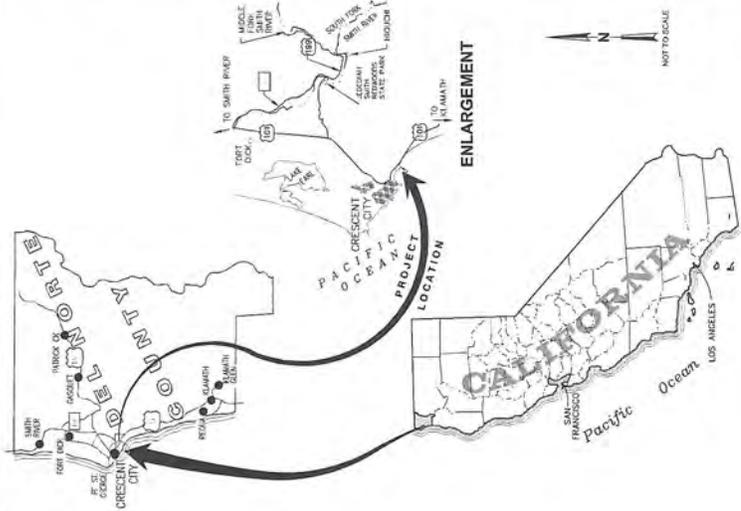
# CRESCENT CITY HARBOR DISTRICT WATERFRONT AMENITIES IMPROVEMENTS CALIFORNIA COASTAL TRAIL PROJECT

NOVEMBER 2012

PREPARED BY



## AREA MAP



## LOCATION MAP



## APPROVALS

CRESCENT CITY HARBOR DISTRICT  
DISTRICT REPRESENTATIVE: RICHARD YOUNG

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

CROW CLAY & ASSOCIATES:  
PROJECT MANAGER: MIKE CROW

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

GHD INC.  
PROJECT MANAGER: MERRITT A. PERRY



APPROVAL: *Merritt A. Perry* DATE: 3/05/2012

COVER SHEET

**G-001**

NOVEMBER 2012  
PROJECT NO. 0120711001

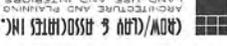
REVISIONS

NO.	REVISION	DATE

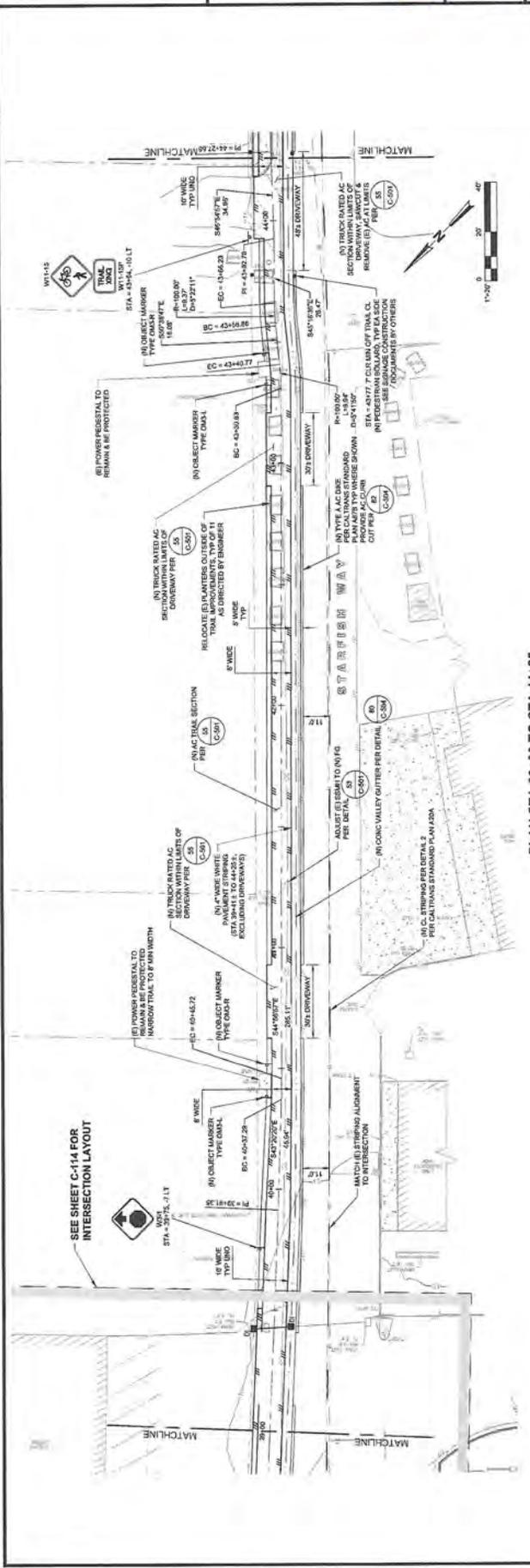
CRESCENT CITY HARBOR DISTRICT  
CALIFORNIA COASTAL TRAIL  
WATERFRONT AMENITIES IMPROVEMENTS  
CRESCENT CITY, DEL NORTE COUNTY, CALIFORNIA



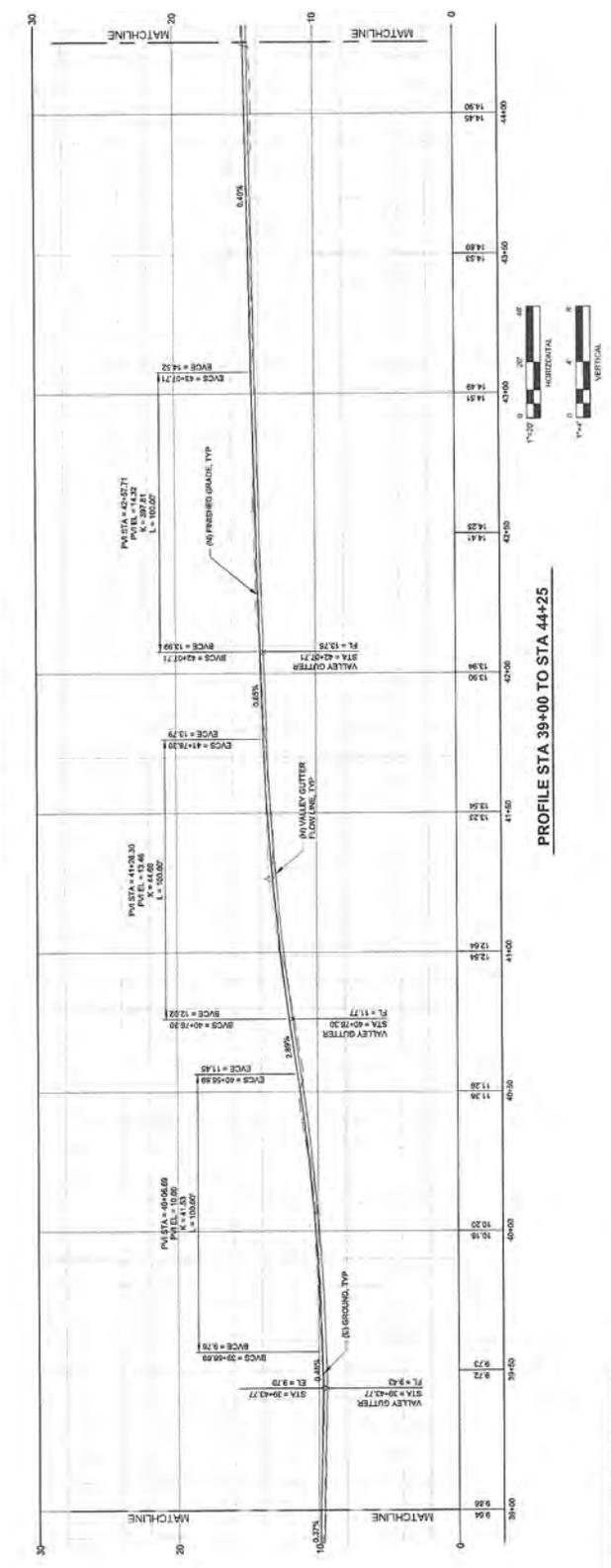
GHD INC.  
212 First Street  
Berkeley, CA 94701  
Tel: 925.835.1200  
www.gwh.com



CROW CLAY & ASSOCIATES INC.  
ARCHITECTURE AND PLANNING  
LAND USE AND INTERIORS  
10000 Wilshire Blvd, Suite 1000  
Beverly Hills, CA 90210  
Tel: 310.277.1100  
www.crowclay.com

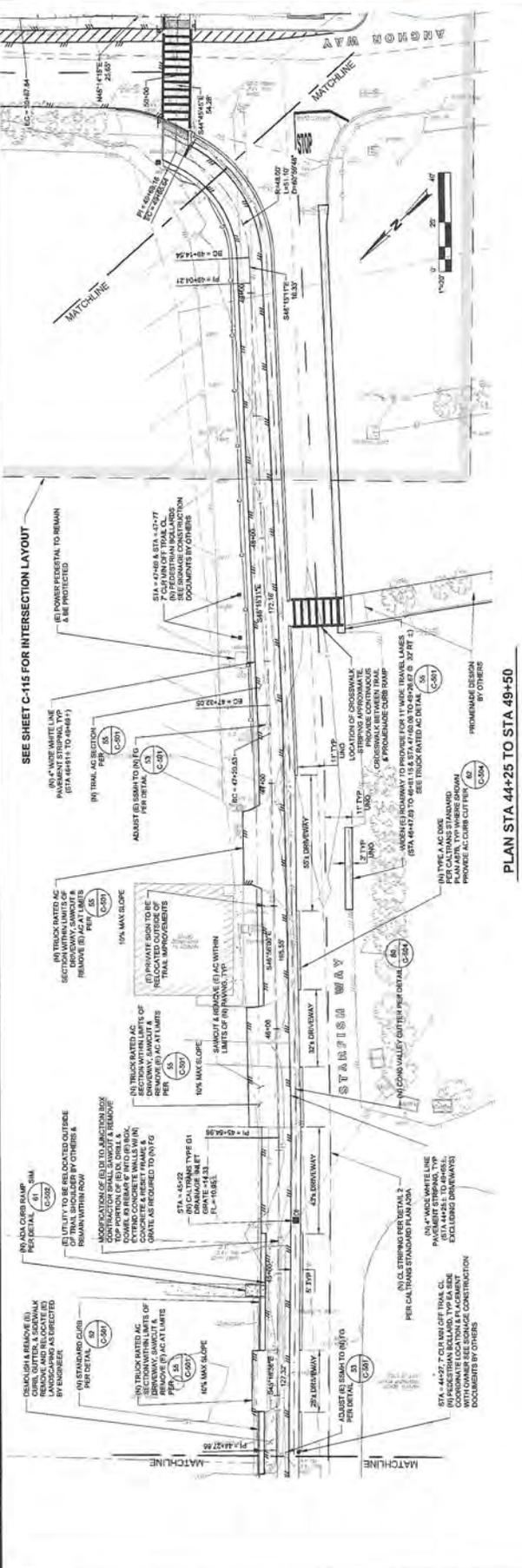


PLAN STA 39+00 TO STA 44+25

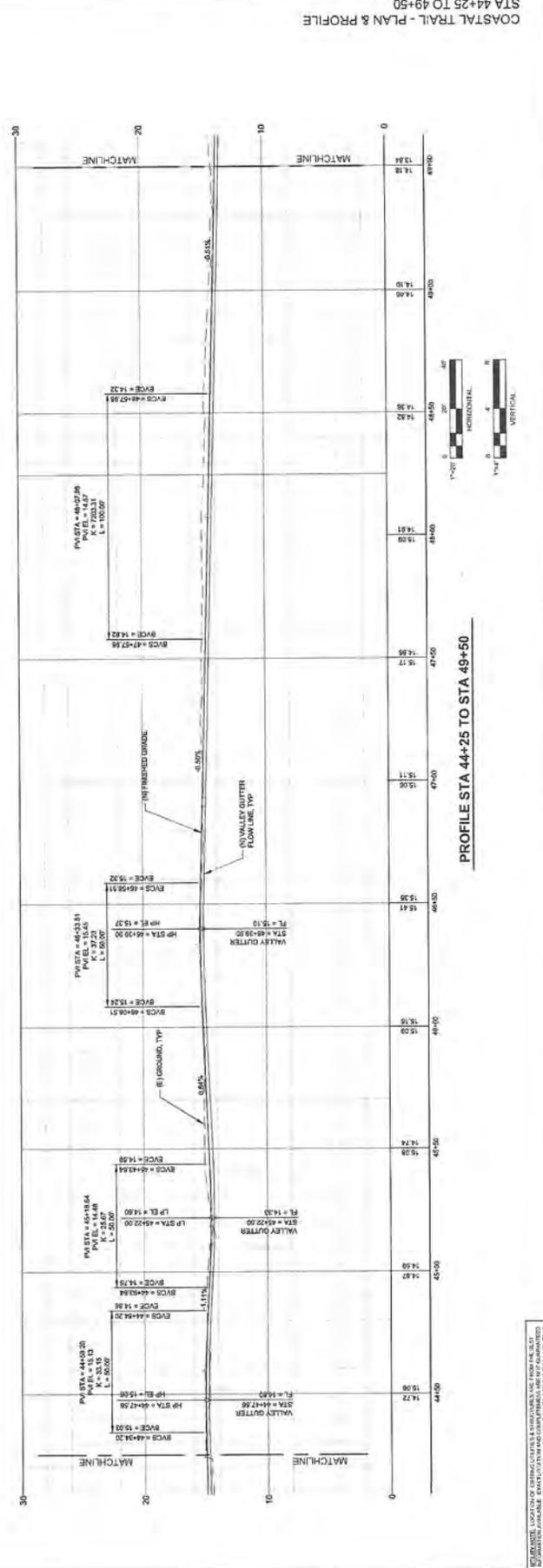


PROFILE STA 39+00 TO STA 44+25

STATIONING, LOCATION OF CURB, UTILITIES & STRUCTURES ARE FROM THE BEST AVAILABLE DATA. THE DESIGNER HAS CONDUCTED VISUAL SURVEYS AND PHOTOGRAPHS TO VERIFY THE LOCATION OF THE UTILITIES AND STRUCTURES. THE DESIGNER HAS CONDUCTED VISUAL SURVEYS AND PHOTOGRAPHS TO VERIFY THE LOCATION OF THE UTILITIES AND STRUCTURES.



PLAN STA 44+25 TO STA 49+50



PROFILE STA 44+25 TO STA 49+50

NOTES: 1. VERIFY ALL EXISTING UTILITIES AND RECORD THEM AS SHOWN. 2. VERIFY ALL EXISTING CONSTRUCTION AND RECORD THEM AS SHOWN. 3. VERIFY ALL EXISTING ELEVATIONS AND RECORD THEM AS SHOWN. 4. VERIFY ALL EXISTING SLOPES AND RECORD THEM AS SHOWN. 5. VERIFY ALL EXISTING MATERIALS AND RECORD THEM AS SHOWN. 6. VERIFY ALL EXISTING CONDITIONS AND RECORD THEM AS SHOWN. 7. VERIFY ALL EXISTING PLANS AND RECORD THEM AS SHOWN. 8. VERIFY ALL EXISTING DETAILS AND RECORD THEM AS SHOWN. 9. VERIFY ALL EXISTING NOTES AND RECORD THEM AS SHOWN. 10. VERIFY ALL EXISTING REFERENCES AND RECORD THEM AS SHOWN.

**Notice of Determination**

**Appendix D**

**To:**  
 Office of Planning and Research  
 U.S. Mail: Street Address:  
 P.O. Box 3044 1400 Tenth St., Rm 113  
 Sacramento, CA 95812-3044 Sacramento, CA 95814

County Clerk  
 County of: Del Norte  
 Address: 981 H Street, Suite 160  
Crescent City, CA 95531

**From:**  
 Public Agency: Crescent City Harbor District  
 Address: 101 Citizens Dock Road  
Crescent City, CA 95531  
 Contact: Richard Young, CEO/Harbormaster  
 Phone: 707-464-6174

Lead Agency (if different from above):  
FILED  
 Address: \_\_\_\_\_  
 Contact: SEP 06 2012  
 Phone: ALISSIA D. NORTHRUP, CLERK-RECORDER  
COUNTY OF DEL NORTE

**SUBJECT: Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resources Code.**

State Clearinghouse Number (if submitted to State Clearinghouse): 2012042019

Project Title: Crescent City Harbor District Promenade and Coastal Trail

Project Applicant: Crescent City Harbor District

Project Location (include county): West of Hwy 101, between Sunset Circle & Anchor Way, Crescent City, Del Norte County

**Project Description:**

The project includes the development of design guidelines and construction of a waterfront promenade, extension of the Coastal Trail, restrooms, and associated facilities, predominately within existing developed portions of the Harbor. The project would generally improve access, safety, and amenities available to Harbor visitors by constructing 1) a waterfront promenade consisting of a 12 ft. wide ADA compliant concrete walkway around the Inner Boat Basin, on Citizens Dock Rd, and along Anchor Way; 2) a multi-use Coastal Trail consisting of a 14 ft. wide ADA compliant asphalt trail from Huston Street on the north end to Anchor Way on the south end; 3) informational and directional signage associated with both; and 4) two new public restrooms, one on the north side of the Inner Boat Basin and one on Anchor Way adjacent to South Beach.

This is to advise that the Crescent City Harbor District Board of Commissioners has approved the above  
 Lead Agency or  Responsible Agency)

described project on September 4, 2012 and has made the following determinations regarding the above  
 (date)  
 described project.

1. The project  will  will not] have a significant effect on the environment.
2.  An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA.  
 A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
3. Mitigation measures  were  were not] made a condition of the approval of the project.
4. A mitigation reporting or monitoring plan  was  was not] adopted for this project.
5. A statement of Overriding Considerations  was  was not] adopted for this project.
6. Findings  were  were not] made pursuant to the provisions of CEQA.

This is to certify that the final EIR with comments and responses and record of project approval, or the negative Declaration, is available to the General Public at:

Crescent City Harbor District Office, 101 Citizens Dock Road, Crescent City, CA 95531

Signature (Public Agency): [Signature] Title: Harbor Planner

Date: September 6, 2012 Date Received for filing at OPR: \_\_\_\_\_

**CALIFORNIA COASTAL COMMISSION**

North Coast District Office  
1385 Eighth Street, Suite 130  
Arcata, California 95521  
PH (707) 826-8950 FAX (707) 826-8960



Page 1

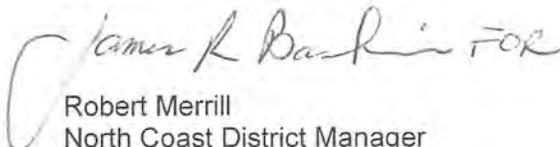
Date: **March 12, 2014**Permit Application No.: **1-12-029****COASTAL DEVELOPMENT PERMIT**

On November 13, 2013, the California Coastal Commission granted to **Crescent City Harbor District** this permit subject to the attached Standard and Special conditions, for development consisting of: **Construct a 2,500-foot-long segment of the California Coastal Trail through the harbor area connecting Sunset Circle to Anchor Way and install interpretive and directional signs** more specifically described in the application filed in the Commission offices.

The development is within the coastal zone at **Crescent City Harbor, Sunset Circle to Anchor Way, Crescent City, Del Norte County.**

Issued on behalf of the California Coastal Commission by

CHARLES LESTER,  
Executive Director

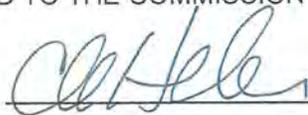
  
Robert Merrill  
North Coast District Manager

**ACKNOWLEDGMENT:**

The undersigned permittee acknowledges receipt of this permit and agrees to abide by all terms and conditions thereof.

The undersigned permittee acknowledges that Government Code Section 818.4 which states in pertinent part of that: "A Public entity is not liable for injury caused by the issuance... of any permit..." applies to the issuance of this permit.

**IMPORTANT:** THIS PERMIT IS NOT VALID UNLESS AND UNTIL A COPY OF THE PERMIT WITH THE SIGNED ACKNOWLEDGEMENT HAS BEEN RETURNED TO THE COMMISSION OFFICE. 14 Cal. Admin. Code Section 13158(a).

Date: March 17, 2014Signature 

## COASTAL DEVELOPMENT PERMIT

### STANDARD CONDITIONS:

1. **Notice of Receipt and Acknowledgment.** The permit is not valid and development shall not commence until a copy of the permit, signed by the permittee or authorized agent, acknowledging receipt of the permit and acceptance of the terms and conditions, is returned to the Commission office.
2. **Expiration.** If development has not commenced, the permit will expire two years from the date on which the Commission voted on the application. Development shall be pursued in a diligent manner and completed in a reasonable period of time. Application for extension of the permit must be made prior to the expiration date.
3. **Interpretation.** Any questions of intent or interpretation of any condition will be resolved by the Executive Director or the Commission.
4. **Assignment.** The permit may be assigned to any qualified person, provided assignee files with the Commission an affidavit accepting all terms and conditions of the permit.
5. **Terms and Conditions Run with the Land.** These terms and conditions shall be perpetual, and it is the intention of the Commission and the permittee to bind all future owners and possessors of the subject property to the terms and conditions.

### SPECIAL CONDITIONS:

1. **Final Revised Project Plans.**
  - A. PRIOR TO ISSUANCE OF COASTAL DEVELOPMENT PERMIT NO. 1- 12-029, the applicant shall submit, for review and approval of the Executive Director a plan for all directional, cautionary, interpretive, and commemorative signage, fencing, barriers, and seating to be constructed as part of the Harbor Trail Project.
    1. The plan shall demonstrate that the signage, barriers and other site improvements to be erected at the project site meet the following criteria:
      - a. The improvements are visually compatible with the character of surrounding areas with respect to height and bulk, and do not significantly obstruct views from public vantage points (Beach Front Park, Highway 101, Sunset Circle, Citizens Dock Road, RV Park Road, Anchor Way, and other public vantage points);
      - b. The signage substantially conforms with the preliminary signage [plans/descriptions] prepared by: Alta Planning and Design, titled "S15" (Signage Design and Dimensions) and dated October 2012;
      - c. The improvements substantially conform in architectural style, construction materials, surface treatments, and physical appearance with other similar improvements within the Crescent City Harbor area.
      - d. Split-rail fencing shall line 1) both sides of Huston Street, between Sunset Circle and the dredge spoil dewatering pond to the southwest and 2) the east side of the trail segment between the wetlands and the dredge spoil dewatering pond, extending south approximately 500 ft. to the crosswalk and pedestrian obelisk, to provide a barrier between identified wetlands;

### COASTAL DEVELOPMENT PERMIT

- e. The coastal trail and the fence design shall substantially conform with the preliminary plan prepared by: Winzler & Kelly, titled "C-503" (Fence Details), and dated April 2012; and
  - f. The chain link fence that will separate the dredged material disposal pond access road from the northern part of the trail shall be no taller than 4.5 feet high.
2. The plan shall contain at a minimum:
- a. To-scale, dimensioned elevation plan depictions of the signage, including clear representation of sign verbiage and symbology; and
  - b. A description of the materials and colors of the sign elements.
  - c. Final location and style of all fencing and guard railings.
- B. The permittee shall undertake development in accordance with the approved final plans. Any proposed changes to the approved final plans shall be reported to the Executive Director. No changes to the approved final plans shall occur without a Commission amendment to this coastal development permit unless the Executive Director determines that no amendment is required.

## 2. Erosion and Run-Off Control Plans.

A. PRIOR TO ISSUANCE OF COASTAL DEVELOPMENT PERMIT NO. 1-12-029, the applicant shall submit, for review and approval of the Executive Director, a plan for erosion and run-off control.

### 1. EROSION CONTROL PLAN

- a. The erosion control plan shall demonstrate that:
  - (1) During construction, erosion on the site shall be controlled to avoid adverse impacts on adjacent environmentally sensitive resource areas;
  - (2) The following temporary erosion control measures shall be used during construction: hay bale and/or silt fence barriers around all ground-disturbed excavations, stormwater drainage inlet protection;
  - (3) Following construction, erosion on the site shall be controlled to avoid adverse impacts on adjacent environmentally sensitive resource areas;
  - (4) The following permanent erosion control measures shall be installed: landscaping of all open areas disturbed by project construction not otherwise developed with structures or impervious surfacing; and
  - (5) The erosion control plan is consistent with all terms and conditions of the permit.
- b. The plan shall include, at a minimum, the following components:
  - (1) A narrative report describing all temporary run-off and erosion control measures to be used during construction and all permanent erosion control measures to be installed for permanent erosion control;
  - (2) A site plan showing the location of all temporary erosion control measures;
  - (3) A schedule for installation and removal of the temporary erosion control measures;
  - (4) A site plan showing the location of all permanent erosion control measures; and
  - (5) A schedule for installation and maintenance of the permanent erosion control measures.

### 2. RUN-OFF CONTROL PLAN

- a. The run-off control plan shall demonstrate that:
  - (1) Runoff from the project shall not increase sedimentation into coastal waters;

### COASTAL DEVELOPMENT PERMIT

- (2) Runoff from new impervious trail surfaces, the dredged material disposal pond construction access road, and other impervious surfaces of the approved development where impervious surfaces did not previously exist, shall be directed/collected and discharged into either 1) vegetated trailside swales, 2) adjacent grassland areas, or 3) the dredged material disposal pond to avoid degradation of water quality either on or off the site; and
        - (3) The proposed runoff control plan is consistent with all terms and conditions of the permit.
      - b. The plan shall include, at a minimum, the following components:
        - (1) A schedule for installation and maintenance of the vegetated swale and bio-filtration detention drainage basin systems; and
        - (2) A site plan showing finished grades (at one-foot (1') contour intervals) and the location of the drainage improvements.
    - B. The erosion and runoff control plan shall, prior to submittal to the Executive Director, be reviewed and certified by a qualified professional to ensure that the plan is consistent with the drainage requirements of the City of Crescent City Public Works Department and the stormwater runoff treatment standards set forth herein.
    - C. The permittee shall undertake development in accordance with the approved final plans. Any proposed changes to the approved final plans shall be reported to the Executive Director. No changes to the approved final plans shall occur without a Commission amendment to this coastal development permit unless the Executive Director determines that no amendment is legally required.
  3. **Construction Responsibilities and Debris Removal.** The permittee shall comply with the following construction-related requirements:
    - A. No construction materials, debris, or waste shall be placed or stored where it may be subject to wave erosion and dispersion and shall be removed from the coastal waters immediately;
    - B. Any and all debris resulting from construction activities shall be disposed at an authorized disposal facility;
    - C. Staging and storage of construction machinery and storage of debris shall not take place on any adjacent coastal access support facilities (e.g., bike paths, or walkways);
    - D. No debris, soil, silt, sand, bark, slash, sawdust, rubbish, cement or concrete, oil or petroleum products, or other organic or earthen material from any grading and construction activities shall be allowed to enter into or be placed where it may be washed by rainfall or runoff into coastal waters;
    - E. Any fueling of construction equipment shall occur at the location depicted in the plan prepared by Stover Engineering, titled "Staging Area," dated November 30, 2012, along Citizens Dock Road between Marine Way and Starfish Way, and located a minimum of 100 feet landward from the Mean High High Water (MHHW) line of the Crescent City Harbor;
    - F. Silt screens, straw bales, and/or coir-rolls appropriate for use in riverside and floodplain settings applications shall be installed around the perimeter of the areas to be graded and excavated prior to the initiation of grading and excavation activities and shall be maintained throughout project construction. Additional silt and sediment barrier materials shall be kept at the site and deployed as needed to reinforce sediment containment structures should unseasonable rainfall occur;
    - G. Mechanized heavy equipment, including excavation, paving, and materials delivery vehicles used during the construction process shall not be staged, operated, stored, or re-fueled within 100 feet of the waters of Crescent City Harbor or Elk Creek;



Starfish Way looking northerly May 5, 2014



Starfish Way at Anchor Way May 5, 2014



Starfish Way at Citizens Dock Road May 5, 2014



Starfish Way at Anchor Way looking southerly May 5, 2014

Del Norte Local Transportation Commission  
RSTP Funding (Fund # 619)

*Note: County of Del Norte receives \$224,000 of RSTP funds on an annual basis. These funds are not represented in this spreadsheet.*

Description	Year Approved	Allocation Amount	Payee	Rescinded or Invoice Date	Amount Paid or Rescinded	Reserved Balance
Front St. Emulsion & Striping	2009	5,334.21	City of Crescent City	5/4/11	5,334.21	0
HSIP Match Funds: Ped Crossing	2009	17,100	DN County Road Dept	10/10/13	16,798.15	0.00
HSIP Match Funds: Pebble Beach	2010	185,594	DN County Road Dept			185,594.00
Front Street Design	2010	275,000	City of Crescent City	6/30/11	37,288.38	
including 2nd and B design	2012	30,000	City of Crescent City	6/30/12	260,351.49	7,360.13
Elk Valley Rancheria Match Funds	2011	96,000	Elk Valley Rancheria	9/25/11	25,260.00	70,740.00
Front St & Reverse Curve Match	2012	400,000	City of Crescent City			400,000.00
2012-13 Overall Work Program	2012	19,620	DNLTC: Project Initiation	1/30/13	16,988.84	0.00
SRTS Environmental & Design	2014	60,000	DN County Road Dept	6/30/14	30,591.88	0.00
Front Street NEPA & Survey	2014	12,500	City of Crescent City			12,500.00
Harbor Trail / Starfish Way NEPA	2014	8,000	Crescent City Harbor District			8,000.00
DNLTC Accounting Operations	2014	150,000	DNLTC Accounting	0	0.00	150,000.00
						834,194.13
Balance available at July 1, 2013				1,183,474.33		
Invoices paid: July 1, 2013 through June 30, 2014				-47,390.03		
2013-14 Received				215,389.00		
Interest Income year ended June 30, 2014 (Will add after audit.)				4,625.00		
<b>Fund Balance June 30, 2014</b>				<b>1,356,098.30</b>		
Less outstanding project commitments				-834,194.13		
<b>Available for projects</b>				<b>521,904.17</b>		