

**Improving Safety and Mobility Along Highway 1 On the Unincorporated San Mateo Midcoast**

**Local Government Commission Scope of Services**

**Task 1 Planning and Coordination**

The County and Local Government Commission (LGC) will work with agencies, schools, businesses and community organizations to identify key issues and stakeholders, and form an advisory group for guidance on setting the charrette schedule, venues and activities to maximize public input and participation and promote the event.

- Task 1.1** Develop list of key government, community and business representatives.
- Task 1.2** Consult with advisory group on charrette event development and promotion.
- Task 1.3** Identify focus groups to be held at the charrette.
- Task 1.4** Set charrette schedule and venues.

<b>Deliverable</b>	<b>Documentation</b>
<b>Directory of key stakeholders</b>	<b>Progress reports on efforts and contact lists</b>
<b>Progress reports on planning efforts</b>	<b>Phone calls, emails and meeting notes</b>
<b>Draft and final charrette schedule</b>	<b>Copy of final agenda and list of focus groups</b>

**Task 2 Data Collection**

The County and LGC will gather physical planning information related to the study area.

- Task 2.1** Collect, organize and review community and study area data: city and regional policy and code documents, aerial and base maps, traffic volumes and crash data, demographics, etc.
- Task 2.2** Conduct field visit and kick off meeting to review site conditions and discuss project goals.

<b>Deliverable</b>	<b>Documentation</b>
<b>Collected planning information</b>	<b>List of documents and data sources; existing conditions summary</b>
<b>Field survey and meeting notes</b>	<b>Agenda, sign-in sheets, meeting notes</b>

**Task 3 Publicity and Outreach**

The County and LGC will contact businesses, schools, recreational organizations, religious organizations and service organizations to distribute flyers and encourage participation at the charrette. Key outreach materials will be produced in English and Spanish to reach the Spanish-speaking population.

- Task 3.1** Draft and print flyers
- Task 3.2** Provide flyers to stakeholders and local leaders for distribution
- Task 3.3** Mail flyers or postcards community-wide or to target groups
- Task 3.4** Distribute announcements to local media
- Task 3.5** Meet with Caltrans staff to discuss the upcoming charrette and related issues

<b>Deliverable</b>	<b>Documentation</b>
<b>Printed flyers and other outreach materials as needed</b>	<b>Copies of English and Spanish flyers and other promotional materials</b>
<b>Outreach activities including flyer distribution, phone calls, emails, in-person presentations</b>	<b>Log of materials distributed and other outreach efforts</b>

**Task 4 Charrette Event**

The County and LGC will conduct a 5-day community design charrette that will consist of multiple public engagement activities compressed into a focused amount of time. These activities include project development team meetings, workshops, interviews with stakeholder groups, walking audits, classroom activities and hands-on design workshops. The design team will consist of Dan Burden of Walkable Communities, Inc., Paul Zykofsky, AICP of LGC, traffic engineer Brian Ray of Kittleson & Associates, an urban designer or landscape architect, a photo simulation illustrator, and supporting LGC, Caltrans and County staff.

**Task 4.1** Convene a pre-charrette community circulation workshop to educate the community on the health and safety benefits of a walkable community, pedestrian friendly community design elements, and how incorporating smart growth principles into design can improve quality of life.

**Task 4.2** Convene charrette to develop a community vision plan for HWY 1 through San Mateo County. The charrette will include:

- 3-5 focus groups.
- Evening kickoff meeting.
- Community circulation audits, and community design workshop
- 2-3 design team work days
- Review of concepts with County staff and Caltrans representatives.
- Closing evening presentation of conceptual plan and design to the community.

Deliverable	Documentation
<b>Charrette event (the resulting plan will be delivered under Task 5 below)</b>	<b>List of charrette participants, record of charrette activity responses, and copies of presentations generated at charrette.</b>

**Task 5 Report and Follow-up**

The design team will prepare a final report with a conceptual plan and detailed recommendations to improve community circulation and safety along HWY 1 and the surrounding neighborhoods in the County. LGC and others as needed from the charrette design team will return to the County several months after the release of the final report to brief County decision makers on the plan for endorsement and implementation decisions.

**Task 5.1** Prepare draft report: refine and complete drawings and graphics: prepare recommendations with proposed implementation strategies, suggested phasing, and potential funding sources, and prepare summary of public input and the design development process.

**Task 5.2** Circulate draft report for review and comments.

**Task 5.3** Revise report based on input from Task 5.2 and deliver final report.

**Task 5.4** Present final report to County decision makers.

Deliverable	Documentation
<b>40+ page draft report in electronic format for review and comments</b>	<b>Draft report and circulation list</b>
<b>Final report in printed and electronic formats</b>	<b>Final report</b>
<b>Presentation to County decision makers</b>	<b>Copy of presentation and other relevant meeting documentation, such as agenda and minutes</b>

**Task 6** The County of San Mateo will be the administrator of the project, which includes contracting, reporting, accounting, invoicing, and provision of documentation as required by Caltrans.

**BUDGET/COSTS**

<b>Task</b>	<b>Total Cost</b>
1. Project Planning and Coordination	\$12,334
2. Data Collection	\$6,167
3. Publicity and Outreach	\$6,520
4. Community Design Charrette Event	\$59,919
5. Final Report and Follow-up	\$37,499
<b>TOTALS</b>	<b>\$122,439</b>

<b>PERSONNEL</b>	<u>Amount</u>
<b>Local Government Commission Staff</b>	
Program Director	\$7,820
Project Manager	\$28,210
Project Coordinator	\$2,695
<b>Subtotal</b>	<b>\$38,725</b>
<b>Partners &amp; Consultants</b>	
Walkable Communities (Facilitator, Planner)	\$17,120
Photo Simulation	\$5,000
Urban Designer	\$26,340
KAI (Transportation Engineer)	\$26,340
<b>Subtotal</b>	<b>\$74,800</b>
<b>TOTAL PERSONNEL</b>	<b>\$113,525</b>
<b>DIRECT COSTS</b>	
Supplies	\$30
Telecommunications	\$70
Mailing Costs	\$1,000
Equipment & Facilities Rental	\$600
Printing & Publications	\$1,680
Travel	\$5,534
<b>TOTAL DIRECT COSTS</b>	<b>\$8,914</b>
<b>TOTAL EXPENSES</b>	<b>\$122,439</b>