

City of Palmdale – Active Transportation Program Plan Scope of Work

At their January 22, 2015 meeting, the California Transportation Commission (CTC) allocated funding for the above-referenced project as part of the CTC's adopted Active Transportation Program (ATP) Plan. On April 10, 2015, the City of Palmdale received an approved Finance letter from the California Department of Transportation, which officially authorized the use funds under the ATP Round 1 program for the above-referenced project.

The Active Transportation Program Plan will update the City's Bicycle and Trails sections of the Parks, Recreation and Trails Element of the General Plan; update of the City's Bicycle Transportation Plan (BTP); create a new Complete Streets Plan, including revisions to the City's Circulation Element of the General Plan; and revise the Suggested Route to School Plan for schools located within the City of Palmdale.

Consultant Tasks

The Consultant selected for the Project shall demonstrate an understanding of the following elements:

- Land use and transportation planning principles and practices.
- Complete Street and First and Last Mile modal connectivity concepts.
- Non-vehicular transportation modes (walk, bike, etc.).
- Transit oriented development and multi-modalism.
- State and Federal environmental rules and regulations (SB 375, AB 32, etc.).
- Caltrans' Risk-Based Invoicing requirements (issued July 1, 2014).
- Energy and Environmental Design (LEED) standards.
- Regional plans to include SCAG's Regional Transportation Plan and Metro's Short/Long Range Transportation Plans, etc.
- Understanding of completed and ongoing land use and transportation plans that may be relevant to this project.

Task 1 – Project Management and Project Organization – Work Plan

Consultant shall prepare a Project Work Plan (WP) that establishes the project team's organization, detailed scope of work, schedule and budget. Goals, deliverables and measures for success shall also be developed as part of the WP. Consultant shall assist the City with establishing a technical working group (TWG) to serve as a venue for managing the project.

<i>Deliverables</i>
Clarification of roles and responsibilities
Establish technical working group (TWG)
Project Kick-Off Meeting
Project Work Plan

Task 2 – Public Outreach and Stakeholder Education and Engagement – Outreach Strategy

Consultant shall develop an Outreach and Engagement Strategy that includes identification of key stakeholders, process, methods of involvement and desired outcomes. The strategy shall guide the methods for outreach, education and overall community engagement.

The Outreach and Engagement Strategy shall include:

- Identification of stakeholders and strategies to communicate with the stakeholders.
- Communication tools, including response tracking.
- Communications forums (i.e. public workshops, meetings and stakeholder interviews).
- Notice and presentation materials.
- Web and social media communications.
- Visualization strategies for concept design and community engagement.

<i>Deliverables</i>
Outreach Strategy
Education Plan

Task 3 – Bicycle Transportation Plan (BTP) Update

Consultant shall evaluate the City’s “expired” Bicycle Transportation Plan, review Caltrans current standards and requirements and update the BTP plan accordingly. BTP plan requirements can be obtained at the following website:

<http://www.dot.ca.gov/hq/LocalPrograms/bta/BTPProcessFinal.htm>.

Consultant shall prepare and update the BTP and also provide recommendations regarding the type of environmental clearance required for the plan if not exempt from CEQA review.

<i>Deliverables</i>
Evaluate the City's existing BTP – conduct assessment
Conduct stakeholder interviews
Conduct public workshop #1
Submit draft plan
Conduct public workshop #2 – present draft plan
Submit revised draft plan
Present to City Council
Submit final plan

Task 4 – Suggested Routes to School - Update

Consultant shall evaluate, update and revise the Suggested Route to School Plan for schools located within the City of Palmdale. Consultant shall assist the City coordinate with key stakeholders (Antelope Valley Transit Authority (AVTA), School Districts, individual schools and school administrators, PTA groups, private schools, Los Angeles County Sheriff Department, City staff and other key stakeholders).

Consultant shall:

- Prepare, plan, organize and conduct outreach meetings at school sites to collect community input on access to each of the schools.
- Provide maps to school sites and conduct outreach to inform parents of the school access plan.
- Obtain existing suggested routes to school maps.
- Evaluate school boundaries for changes in potential school zones.
- Evaluate existing school area traffic controls and devices.
- Examine current walking and biking populations and patterns at school sites - conduct pedestrian/bicycle counts at key locations.
- Evaluate attitudes and barriers to walking and biking for school access.
- Evaluate pedestrian/bicycle connectivity to bus stop and local transit locations.
- Identify gaps and potential improvements in the bicycle / pedestrian network.
- Update existing maps with new boundaries and any additional signage/devices.
- Produce new maps reflecting current boundaries and new suggested routes.
- Prioritize potential improvements that will encourage walking and biking to school sites.
- Identify funding opportunities for school-related pedestrian/bicycle infrastructure improvements.
- Develop an implementation plan.

<i>Deliverables</i>
Meet with stakeholders (individual and group)
Collect plans and data (includes field surveys)
Conduct pedestrian/bicycle counts at key locations
Conduct public workshop #1
Identify funding strategies
Conduct public workshop #2 – present draft plan
Submit revised draft plan
Present to City Council
Submit final plan

TASK 5 – Parks, Recreation and Trails Element and Circulation Element of the City of Palmdale General Plan – Update

Consultant shall update the bicycle and trails sections of the City’s Parks, Recreation and Trails Element of the General Plan and add, modify and/or update policies in the Circulation Element of the General Plan to be reflective of complete streets practices, principles and methods. Consultant shall also prepare a Complete Streets Plan that will be used on an advisory basis regarding the development and construction of streets citywide. Consultant shall provide recommendations for environmental clearances associated with updates to existing plans and the creation of a new Complete Streets Plan. Consultant shall coordinate with key stakeholders (Neighborhood Watch groups, ADA advocacy groups, bicycle advocacy groups, Los Angeles County Fire Department, public/private utility companies, City staff and other key stakeholders).

Consultant shall:

- Prepare, plan, organize and conduct outreach meetings with key stakeholders.
- Evaluate the City’s General Plan, Specific Plans, Zoning Ordinance, Energy Action Plan and other relevant plans (i.e. regional plans including SCAG’s Regional Transportation Plan, Metro’s Short/Long Range Transportation Plan, Lancaster General Plan and Los Angeles County General Plan, etc.).
- Identify and examine current “City” walking and biking populations and patterns - conduct bicycle/pedestrian counts at key locations. This includes travel patterns of handicap / disabled citizens.
- Identify bicycle/pedestrian connectivity or lack thereof within the City of Palmdale and with adjacent jurisdictions (City of Lancaster and Los Angeles County).
- Identify available right of way for bicycle/pedestrian (sidewalk and trails) improvements.
- Evaluate traffic controls and devices near and adjacent to primary bicycle/pedestrian corridor locations.
- Evaluate behaviors and barriers to biking and walking/disabled access.
- Modify the General Plan, Specific Plans, Zoning Ordinance, etc. Add, modify and/or update General Plan policies – modify/update maps, text, data, etc., as necessary.
- Create a new Complete Streets Plan – in accordance with Local, State and Federal laws.

- Prioritize potential improvements that will encourage increased access through walking, biking or other alternative forms of active transportation.
- Identify funding opportunities for citywide pedestrian/bicycle infrastructure improvements.
- Develop an implementation plan including a bicycle/pedestrian connectivity plan (including costs), traffic control modifications, and estimated timeframe of completion.

<i>Deliverables</i>
Evaluate the City's existing Parks, Recreation and Trails Element – conduct assessment
Meet with stakeholders (individual and group) – Conduct Public Workshop #1
Submit draft Complete Streets Plan and proposed modifications to the General Plan
Identify funding strategies
Submit revised draft plan(s)
Conduct Public Workshop #2
Initiate Environmental Review Process – Prepare Initial Study and Mitigated Negative Declaration.
Present to Planning Commission (Consultant to present work products, including regulatory recommendations and required environmental document).
Present to City Council (Consultant to present work products, including regulatory recommendations and required environmental document).
Final product (plan and environmental document). Consultant shall provide one electronic copy and one hard copy of the final products (Plan and environmental). City shall be responsible for final printing and distribution.