

LASSEN COUNTY TRANSPORTATION COMMISSION



REQUEST FOR PROPOSALS

State Route 36 Complete Street and Safe Mobility Study

August 2, 2018

Lassen County Transportation Commission
1631 Alhambra Blvd, Ste. 100
Sacramento, CA 95816
www.lassenctc.com

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I. INTRODUCTION

The Lassen County Transportation Commission (“LCTC” or the “Commission”) is the Regional Transportation Planning Agency (RTPA) for Lassen County. LCTC represents the regional transportation planning interests and is responsible for leading regional transportation for the Lassen County region, which includes the County of Lassen and the City of Susanville.

The Commission is made up of three members of the Lassen County Board of Supervisors and three members of the Susanville City Council.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Commission include the following:

1. Establishment of rules and regulations to provide for administering transportation planning and allocating the Transportation Development Act (TDA) Funds.
2. Receipt and approval of claims for TDA Funds.
3. Conduct public meetings and hearings as required by law.
4. Administer the regional transportation planning process
5. Every five years update and adopt a Regional Transportation Plan.
6. Every two years adopt a Regional Transportation Improvement Program.
7. Oversee the delivery of State Transportation Improvement Program projects, pursuant to the requirements of Senate Bill 45 (Statutes of 1997) and the April 1998 Memorandum of Understanding with Caltrans.
8. Coordinate, consult, and collaborate with the Susanville Indian Rancheria and Lassen Transit Service Agency.
9. Conduct outreach efforts to traditionally under-represented and under-served populations such as the elderly, disabled, low-income, and minority (i.e. Black, Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islander) community groups.

II. BACKGROUND

Lassen County lies in northeastern California, situated at the north end of the Sierra Nevada Range. It is bounded by the State of Nevada to the east, and by the Counties of Modoc, Shasta, Sierra and Plumas to the north, west and south, respectively. It is the eighth largest of California's 58 counties, in terms of acreage, with its lower valleys generally above 4,000 feet and mountains rise to heights of 8,200 feet.

Lassen County is 4,690 square miles in total area. The Federal government owns more than half of Lassen County's landmass, including Lassen National Forest to the west, the Sierra Army Depot to the east, and large range and timber tracts that are administered by the Bureau of Land Management. A lesser portion of the county's land resources is State-owned. A small section of Lassen National Volcanic Park lies in the western region of the County.

The City of Susanville (City) is the Lassen County seat and the only incorporated city in the County. The City is located within Caltrans District 2 in the northeastern area of the State.

The City has a population of 17,947 with 14.3% under the age 18 and 6.6% over age 65 (*2010 US Census*). 2016 US Census projections show the population declining by 17.3% from April 2010 to April 2016. The median household income is \$46,863 and 22.8% of the population live below the poverty line (*US Census Bureau, American Community Survey and Puerto Rico Community Survey, 5-Year Estimates*). The City is identified as a low-income community as defined by Assembly Bill 1550 (AB 1550).

Unincorporated community centers include Westwood, Clear Creek, Bieber, Johnstonville, Janesville, Standish, Litchfield, Herlong, Doyle, Milford, Leavitt Lake, Little Valley, Ravendale, Termo and Madeline.

Major highways within the County are U.S. 395 and State Routes (SR) 36, 44, and 139. In addition, State Routes 70, 147, and 299 extend across parts of the County.

State Route 36 (SR 36) serves as the main arterial through the City of Susanville and portions are locally-designated as Main Street. Few improvements to the signing, striping, or other features have been updated in several decades, and in many respects the roadway no longer fits the needs of the local community.

III. PROJECT SUMMARY AND DESCRIPTION

SR 36 serves as the backbone of the community, as well as being part of the State Highway System. The study will bring together Caltrans, City of Susanville, County of Lassen, the Lassen Transit Services Agency (LTSA), and, LCTC, blending stakeholder needs and building good will.

As detailed below, to the extent possible, the proposed study will integrate prior work, and translate the visions and strategies of prior studies and plans to conform with Caltrans design standards, resulting in a set of actionable strategies with strong community, government agency, and Caltrans support.

Existing State Route 36

SR 36/Main Street consists of approximately three miles of continuous 4-lane conventional highway through the City of Susanville. Sidewalks range from non-existent to 20 feet wide. There are uncontrolled pedestrian crossings and no bike lanes. The corridor is a barrier that divides the City of Susanville and restricts access to activity centers, including the Susan River, Susan River Park, Susan River Trail, Bizz Johnson Trail, Lassen High School, grocery stores, restaurants, and shopping.

Antiquated lane striping creates a trap lane in portions of the town. These conditions result in a high number of collisions along the corridor. The outdated conditions of the corridor no longer reflect the current needs of the community and fail to meet the standards of Caltrans Main Street, California Guidelines. The striping completed during the SR 36 CAPM project will be to current engineering standards.

High vehicle speeds create a safety concern along SR 36. Furthermore, the corridor does not adequately address the needs of alternative transportation including pedestrian access, public transit, and bicyclists. According to the Transportation Injury Mapping System (TIMS) and Statewide Integrated Traffic Records System (SWITRS) data, 202 accidents have occurred between 2006 and 2016. The corridor in front of Lassen High School is particularly troubling and is the spot of frequent accidents. There was a recent pedestrian fatality at this location in 2013. This creates a safety concern for local students, although accident data has not previously triggered a safety project on this corridor.

The City of Susanville desires pedestrian and bicycle access along SR 36. A large portion of the community relies upon pedestrian access, including local businesses, seniors, students, and the low-income community. This project has the ability to have a direct impact to those communities. This study should also focus on how to improve pedestrian access and safety, bicycle travel, and transit facilities.

The study will evaluate the impact of multimodal options that will increase safety and accessibility for a wide variety of users, including how to improve pedestrian access and safety, bicycle travel, and transit facilities.

Finally, the proposed study is intended to promote economic growth through safety and increased access to local businesses. A revitalized SR 36 has the ability to attract business and promote job growth. It further provides multimodal access for the unemployed.

Prior Studies and Planning Documents

The intent of the study is to ***build upon and integrate*** previous, locally developed plans that were products of thousands of hours of local constituent participation, and thoughtful decision making by the local agencies, primarily the City of Susanville.

- The Susanville Main Street Revitalization Plan, prepared by CFA, Inc, outlines a long term vision for Main Street to encourage revitalization, as well as develop an overall design framework and guidelines for the area. The Plan presents the design concepts for the community and provides specific direction and tools necessary to implement this vision.
- The City of Susanville Vehicular Wayfinding Plan was intended as the beginning of an effort to provide a cohesive and nice looking system of vehicular directional signs for the City of Susanville. It includes conceptual illustrations, photo simulations, a geographic information system (GIS) database and map of preliminary sign locations, and probable costs of materials. This document sets the stage for the physical effort that will follow as Susanville welcomes travelers with warm, mountain town hospitality.
- The Lassen County 2012 Comprehensive Economic Development Strategy (CEDS) and the Appendix A- Data Analysis 2016 Update follows the CEDS framework. The process looked at Lassen County through a different lens – using assets as the basis for connecting activities to opportunities which create

ripple effects through creative collaboration. The CEDS plan focuses on Lassen County assets that can generate or drive economic activity, and outlines the three initiatives identified by the CEDS committee as priority actions:

- 1. Attracting Visitors
- 2. Growing Local
- 3. Enhancing Traded Sectors

In addition, the LTSA has developed a Transit Design Manual that includes design standards and guidelines for bus stops, and supporting infrastructure, including bus shelters.

Finally, in Summer 2018 Caltrans is undertaking a major capital maintenance project on State Route 36 from the US 395 junction to 0.4 miles east of Eagle Lake Road. This project essentially repairs failed sections pavement, and re-paves and re-stripes the highway to conditions similar to the current geometrics and land configurations. The major change is that Caltrans will construct crosswalk bulbouts in the locations necessary to provided Americans with Disabilities Act (ADA)-compliant paths of travel.

Each of the above-referenced documents, including the 100% Plans, Specifications and Estimates for the Caltrans capital maintenance project (CAPM) are available for download from the LCTC website at the following link www.lassenctc.com.

Although each of the local studies produced strong local consensus and a number of specific strategies, each were largely developed without the involvement of Caltrans, and to a significant extent, leave questions as to whether the visions are consistent with Caltrans standards or are otherwise implementable within the State right-of-way, without some additional clarification and inter-agency buy-in.

Contract Administration

The proposed budget for the State Route 36 Complete Street and Safe Mobility project is \$200,045 and consultants should submit a proposal based on that funding level.

The consulting contract will be an agreement between LCTC and the consultant team.

LCTC staff will provide contract administration services.

The consultant(s) will invoice LCTC for services rendered and LCTC will pay the consultant(s) for these services. Funding for the consultant(s) services will be provided by LCTC utilizing Federal, State, and/or local funding sources.

OVERALL PROJECT OBJECTIVES

As stated above, to the extent possible, the proposed study will integrate prior work, and translate the visions and strategies of prior studies and plans to conform with Caltrans design standards, resulting in a set of actionable strategies with strong community, government agency, and Caltrans support.

The proposed study will also address other systemic corridor analyses, including an assessment of historic safety data, so that the resulting products are consistent with prior work, to the extent possible, and actionable by both Caltrans and local agencies through strong, documented agreement.

Key components of these overall project objectives include the following.

- Provide improved facilities for all users and make connections to existing and planned operational improvements.
- Demonstrate how complete streets principles can be applied to SR 36.
- Improve safety for all users and reduce vehicle speeds.
- Promote active living.
- Engage with local stakeholders and residents to understand and address their needs.
- Enhance and protect the recent investments along SR 36.
- Revitalize the local economy.
- Provide recommended policies for the City of Susanville consideration.
- Develop a funding and implementation plan.

Finally, the timing of the Caltrans CAPM project provides a significant opportunity. The contractor is expected to begin work sometime in August 2018. Under typical weather conditions in the late Fall and Winter, it is expected that a significant amount of construction, including final paving, will occur in 2019.

LCTC strongly desires that during the planning process the consultant be vigilant to identify low-cost, high visibility 'quick wins' that can be agreed to early enough in the planning process that there is an opportunity have these features or amenities be agreed to and installed in the 2019 construction season.

In preparing proposals, consultants should identify an approach to meet the Scope of Work and Schedule in the grant application and this RFP, and yet position LCTC, the City of Susanville, and Caltrans with a mutually-agreed upon set of projects that can be added into the 2019 construction season conclusion of the CAPM project.

IV. SCOPE OF WORK/SERVICES

Task 1.1 Project Kick-off and Staff Coordination

The LCTC will meet with the consultant to launch planning efforts, review project schedule, and identify Technical Advisory Committee (TAC) members, including Caltrans, City of Susanville and Lassen Transit Service Agency. LCTC and the consultant team will have monthly face-to-face project team meetings with consultant and TAC as necessary to facilitate good communication and coordination on upcoming tasks to ensure the project remains on schedule and within budget. Caltrans staff will be invited to all TAC meetings.

Task 1.2 Meetings with Caltrans

LCTC and the Consultant team will meet with Caltrans to kick-off the project, discuss their goals for the project, and identify operations and maintenance needs. In addition to the kick-off meeting with Caltrans, up to three (3) additional meetings will be held with various Caltrans District 2 Functional Units. These include Planning, Maintenance and Operations, Traffic, and Traffic Functional Units. These meetings would further discuss and collaborate on the project needs, concepts and future implementation.

Task 1.3 Background Research and Data Gathering

The Consultant team will review and assess existing plans from the City of Susanville, LCTC, Lassen County, Caltrans, Lassen Transit Service Agency and other sources, conduct field reconnaissance, gather existing conditions and background data by identifying opportunities and constraints as well as standards that should be used to guide preparation of the plan.

The Consultant team will develop project study base area maps, review environmental constraints, land uses, socioeconomic conditions including population projections, employment, commuting characteristics, transportation modes, green space and open space planning, public safety, air quality, traffic calming, and housing. Review existing and planned developments impacting the project area.

Through on-site reconnaissance, aerial maps, and recently completed studies and plans, identify locations of existing facilities such as pedestrian and bicycle infrastructure, bus stops, and parking locations. Identify right of way, sight distances and obstructions, on street parking restrictions, transit circulation, and school circulation.

Task 1.4 Safety Analysis

The Consultant Team will review safety data along the corridor and identify common collision types, severities and hot spot locations discovered. A prioritization of segments and intersections will be developed by analyzing metrics, which includes crash rate, total number of collisions, and Life Benefit dollar amount. The Consultant team will identify appropriate countermeasures to mitigate common collision types. Finally, collision severity and benefit/cost ratios will be evaluated.

Task 1.5 Prepare Existing Conditions, Issues and Opportunities Memo

The Consultant will prepare an existing conditions summary memo and annotated list of studies and plans to be incorporated into the Plan. The memo will also include an identification of the issues, opportunities and gaps to be addressed through the Plan. This report will establish the framework and technical analysis that will form the foundation for the Plan development that will be used to engage the public in the next phases of the planning process.

Task	Deliverable
1.1	Monthly Meeting Notes
1.2	Caltrans Meeting Notes
1.3	Analysis and Review of Existing Plans, Studies, and Reports Development of Base Maps
1.4	Safety Analysis Memo
1.5	Existing Conditions Technical Memo

Task 2.1 Public Outreach Workshops and Stakeholder Outreach

The public outreach and participation plan emphasizes a mix of traditional (meetings, charrettes, open houses) and non-traditional programs emphasizing "going to" the community in the course of their day-to-day activities rather than having the community "come to us." LCTC and the consultant team will prepare and facilitate at least three (3) public workshops during the project period, as well as at least one walking tour. Meetings should be planned during key project development stages. The public and identified stakeholders will be invited through extensive public outreach including local newspapers, websites, local radio stations, notification on buses, emails to distribution lists from previous LCTC and City of Susanville projects, emails to homeowner groups and existing community group distribution lists.

LCTC will also prepare and facilitate at least four (4) TAC meetings, scheduled prior to public workshops and draft document releases.

LCTC will develop a list of project stakeholders which may include but is not limited to business and property owners, neighborhood groups, the Chamber of Commerce, emergency service providers, schools, transit dependent individuals, non-motorized users, and other representatives of individuals affected by changes in the Study area. LCTC and the consultant will also schedule interviews with key stakeholders in order to identify the area's opportunities and challenges. Each interview will be an informal discussion. A Memorandum will be prepared summarizing stakeholder needs, priorities, opportunities, and technical requirements.

Task 2.2 Public Participation Events

LCTC and the consultant team will "go to the community" and attend a minimum of two (2) public events (potentially school sponsored events for parent feedback.) and visit at least 2 locations (e.g., shopping centers) where the community (visitors and residents) congregate in the course of everyday activities.

Task	Deliverable
2.1	Summary Notes from Public Outreach Workshops and Stakeholder Interview
2.2	Summary Notes from Public Participation Events

Task 3.1 Conceptual Design Alternatives

The Consultant will prepare conceptual design alternatives for transforming SR 36 into a Complete Streets corridor inclusive of, and/or in coordination with, Caltrans Operational Improvements. Alternatives will be based upon existing conditions and community input. Consultant will use before and after visualizations and renderings of the proposed alternatives to clearly communicate the impacts of new facilities and develop consensus around desired outcomes. Alternatives seek to improve facilities to enhance multimodal options for residents and students along SR 36. The project will build upon existing and planned operational improvements along SR 36.

Consultant will develop multimodal and streetscape Design Guidelines identifying and incorporating community character and streetscapes. This will build upon the Susanville Main Street Revitalization Plan and Southeast Susanville Gateway Project. This will include guidance for community beatification and gateway projects. All alternatives will be presented for TAC and community feedback

Task 3.2 Complete Streets and Safe Mobility Plan

The Consultant shall incorporate the feedback of the TAC and the community on concept alternatives with facilitation of community consensus for the preferred scenario identified within the Plan. The Plan is to develop a report describing complete streets deficiencies, safety issues, and recommended improvements with a prioritized listing of projects. The Plan should include the following:

Establish conceptual designs for improvements to:

- Provide improved facilities for all users and make connections to existing and planned operational improvements.
- Demonstrate how complete streets principles can be applied to SR 36.
- Improve safety for all users and reduce vehicle speeds.
- Promote active living.
- Utilize graphs, tables, figures, and photos, to convey the results of the analysis and prioritization recommendations.
- Enhance and protect the recent investments along SR 36.
- Provide recommended policies for the City of Susanville consideration.

Task	Deliverable
3.1	Conceptual Design Alternatives
3.2	Draft Complete Streets and Safe Mobility Plan

Task 4.1 Recommended Projects and Programs

From Task 4, Consultant will develop a list of programs and projects; identifying next steps needed to implement the Plan. Preliminary cost estimates will be developed for proposed projects and/or programs.

Task 4.2 Project Prioritization

This portion of the Plan will lay out the strategy for implementing the projects and programs. The Consultant Team, with input from the TAC, will develop a project evaluation strategy including scoring criteria and ranking. Priority projects will represent the projects and programs intended for near-term implementation.

The intent of an evaluation strategy is to identify achievable priority projects for near-term implementation as well as projects for mid- and longer-term implementation. In order to do so, evaluation criteria need to be developed to measure how closely a project meets the Plan's goals and policies and how well it adheres to best practices.

Task 4.3 Financial Plan

Implementation of the projects and programs identified in Task 4.1 will take a significant amount of funding and time to implement. For the prioritized project list, develop planning level cost assumptions that will be used to determine project cost estimates. The financial plan will also include a funding strategy of potential funding sources and mechanisms.

Task	Deliverable
4.1-4.3	Draft Implementation and Financial Plan

Task 5.1 Administrative Draft Plan

The Consultant will prepare an Administrative Draft Plan incorporating deliverables from Tasks 1 through 4, including at a minimum:

1. Goals and Objectives
2. Existing Conditions: Analysis of existing conditions, land use, plans, safety data, studies
3. Analysis of future conditions- Population and employment growth, traffic, land use, attractors, recreation, etc.
4. Summary of Public Outreach
5. Recommended Policies
6. Complete Streets Conceptual Designs and Design Guidelines
7. Implementation/Next Steps and Financial Plan including project prioritization process and funding strategy

The administrative drafts will be reviewed by the Project Team and TAC and the plans will then be revised and finalized to go before the public for review and comment.

Task 5.2 Public Review Draft Plan

The Consultant Team will incorporate feedback/comments and revise the administrative draft plan into a public review draft. The draft will be released to the public in conjunction with the final round of public workshops for review and feedback. The Consultant team will present the Public Draft Plan to the LCTC Board and City Council.

The Consultant will provide 15 hard copies of the Draft Plan for distribution to the Project Team, LCTC Board, and City Council.

Task 5.3 Final Plan

The Consultant team will incorporate feedback from the public, LCTC, and the City of Susanville into a Final Plan. The Consultant will provide 1 CD of all final deliverables and 15 hard copies of the Final Plan for Project Team, LCTC Board, and City Council.

Task 5.4 Plan Presentation and/or Adoption

The Consultant team will present the Final Plan to the LCTC Board and City Council.

Task	Deliverable
5.1	Administrative Draft; Project Team Review and Comments
5.2	Public Review Draft Plan (15 hard copies); Board Presentation, City Council Presentation
5.3	Final Plan (1 CD of all final deliverables and 15 hard copies)
5.4	Presentation materials; LCTC Board and City Council Agenda

V. CONTACT PERSON

Matthew C. Boyer, Executive Secretary
 Lassen County Transportation Commission
 1631 Alhambra Blvd, Suite 100
 Sacramento, CA 95816
 (916) 759-2268
 matt@mcbandassociates.com

VI. PROJECT TIMETABLE

August 2, 2018 Issue Request for Proposals
 August 15, 2018 Deadline to submit questions via email
 August 16, 2018 Answers distributed to all RFP recipients via email
 August 30, 2018 **3:00 p.m., Closing Date for Receipt of Proposals**
 August 31, 2018 Finalists contacted to schedule interviews, if required
 September 5, 2018 **Conduct interviews, if required – save the date!**
 September 10, 2018 Contract award, execute contract
 September 11, 2018 Contract Effective Date

Proposals must be **received** no later than **3:00 pm on August 30, 2018** at the LCTC office.

**LASSEN COUNTY TRANSPORTATION COMMISSION
 1631 ALHAMBRA BLVD, SUITE 100
 SACRAMENTO, CA 95816**

Proposals must be submitted in a sealed envelope that is clearly marked “**SR 36 Complete Street and Safe Mobility Study.**” If mail delivery is used, the proposer should mail the proposal early enough to provide for arrival by this deadline. Proposer uses mail or courier service at his/her own risk. LCTC will not be liable or responsible for any late delivery of proposals. **Postmarks will not be accepted.** Until award of the contract, the proposals shall be held in confidence and shall not be available for public review. Upon award of a contract to the successful proposer, all proposals shall be public record. No proposal shall be returned after the date and time set for opening thereof.

By submitting a proposal, the proposer certifies that his or her name or firm’s name, as well as that of proposer subcontractors, does not appear on the Comptroller General’s list of ineligible contractors for federally assisted projects.

VII. GENERAL CONDITIONS**A. Limitations**

This Request for Proposals (RFP) does not commit LCTC to award a contract, to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for services or supplies. LCTC expressly reserves the right to reject any and all proposals or to waive any irregularity or information in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. LCTC reserves the right to withdraw this RFP at any time without prior

notice. Further, LCTC reserves the right to modify the RFP schedule described above.

B. Award

LCTC plans to ask RFP finalists, if required, to present oral presentations regarding their firms and any special expertise in the necessary areas. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. LCTC also reserves the right to award the contract without discussion or interviews, based upon the initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint. However, selection will be based upon demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. Following the initial qualifications-based selection, the price proposal provided will be the basis for negotiations to ensure LCTC receives a fair and reasonable price.

C. RFP Addendum

Any changes to the RFP requirements will be made by written addenda by LCTC and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the RFP documents, and shall prevail over inconsistent provisions of earlier issued documentation.

D. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of LCTC shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

E. Pre-contractual Expense

Pre-contractual expenses are defined as expenses incurred by proposers and selected contractor in:

1. Preparing proposals in response to this RFP;
2. Submitting proposals to LCTC;
3. Negotiations with LCTC on any matter related to proposals; and
4. Other expenses incurred by a contractor or proposer prior to the date of award of any agreement.

In any event, LCTC shall not be liable for any pre-contractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. LCTC shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

F. Signature

The proposal shall provide the following information: name, title, address, and telephone number of the individual with authority to bind the company and also who

may be contacted during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the consultant(s) and shall contain a statement to the effect that the proposal is a firm offer for at least a ninety (90) day period. Execution of the contract is expected by September 11, 2018.

G. Term

The term of the contract will be **15 months** from approximately September 11, 2018 to completion of the project. Project shall be completed prior to December 11, 2018, or as agreed upon by the proposer and the LCTC Project Manager.

H. Fiscal Out Clause

The Agreement may be terminated at the end of any fiscal year, June 30, without further liability other than payment incurred during such fiscal year, should funds not be appropriated by LCTC to continue services for which the agreement was intended.

I. Insurance

The successful firm shall provide evidence of the following insurance requirements:

1. Workers Compensation; Employer's Liability: Statutory requirements for Workers' Compensation; \$1,000,000 Employers' Liability.
2. Comprehensive Automobile: Bodily Injury/Property Damage \$1,000,000 each accident.
3. General Liability: \$1,000,000 per occurrence naming the Lassen County Transportation Commission as an additional insured.
4. Errors and Omissions/Professional Liability (errors and omissions liability insurance appropriate to the Consultant's profession as defined by LCTC): \$1,000,000 per claim.

J. Contract Arrangements

The proposer is expected to execute a contract similar to LCTC's Professional Services Agreement, which meets the requirements of the current Federal transportation bill.

1. Disadvantaged Business Enterprise (DBE) Policy: It is the policy of the U.S. Department of Transportation that minority- and women-owned business enterprises (hereby referred to as DBE's) as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. DBE certified consultants are encouraged to submit proposals. LCTC will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR, Part 26 on the basis of race, color, sex, or national origin.
2. DBE Obligation: The recipient or its contractor agrees to ensure that DBE's have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure

that DBE's have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

Notwithstanding the above, there is no required DBE percentage of participation for this contract.

3. Title VI of the Civil Rights Act of 1964: The contractor agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.
4. Equal Employment Opportunity: In connection with the performance of the contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Each proposal, to be considered responsive, must include the following:

- A. A copy of the consultant(s) affirmative action policy (applicable for firms with 50 or more employees); and
- B. A discussion of the consultant(s) program for use of DBE's in the performance of this work, including the following:
 - The names and addresses of DBE firms that will participate;
 - The description of the work each named firm will perform; and
 - The dollar amount of participation by each DBE firm.
5. Conflict of Interest: Firms submitting proposals in response to this RFP must disclose to LCTC any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consulting services to be awarded pursuant to this RFP. If this firm has no conflict of interest, a statement to that effect shall be included in the proposal.

VIII. PROPOSAL CONTENT AND ORGANIZATION

Proposals should be limited to specific discussion of the elements outlined in this RFP. The intent of this RFP is to encourage responses which meet the stated requirements and which propose the best methods to accomplish the work. The organization of the proposal should follow the general outline below. Each proposal should consist of a technical proposal (items 1-7 below) and a cost proposal (item 8).

1. Transmittal Letter
The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consultant(s) firm, and who may be contacted during the period of proposal evaluation. Only one transmittal letter need be prepared to accompany all copies of the technical and cost proposals.

2. Table of Contents

A listing of the major sections in the proposal and the associated page numbers.

3. Introduction

In this section, the proposer should demonstrate an adequate understanding of the role and relationships of LCTC and an awareness of issues specific to Lassen County and City of Susanville.

4. Technical Approach

Technical approach should include:

- a) A thorough explanation of the consultant's proposed course of action. References should be made to the RFP requirements and the consultant's plans for meeting those requirements; and
- b) An itemized description of the proposed project schedule and the end products to be produced.
- c) Unique insight and recommendations

5. Project Management

The proposer must prepare an explanation of the project management system and practices to be used to assure that the proposed services are completed timely and that the quality of the products will meet LCTC's requirements.

6. Consultant Staff

The proposal must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A project manager must be designated, and an organizational chart showing the manager and all project staff proposed who will provide services must be included.

Time and Services Proposal: The Proposal must indicate the anticipated total efforts, expressed in percentages of person-hours to be provided by each professional and each member of the supporting professional staff. Specific responsibilities of the lead consultant and other key personnel should be detailed. Do not include any cost information with the time and services proposal.

7. Consultant Qualifications and References

The proposal must include a list of references for similar clients. References should include client contact names, addresses, phone numbers, descriptions of the type of work performed, approximate dates on which the work was completed, and professional staff who performed the work. If a subcontractor is proposed, two to three similar qualifications and references should be provided for the subcontractor. The proposal must also include discussion of the consultant's affirmative action policy, use of DBE's in the performance of this work, and disclosure of any actual, apparent, or potential conflicts of interest.

- a) A brief description of the consultant(s) firm, including the year the firm was established, type of organization of firm (partnership, corporation, etc.), and any variation in size over the last five years, along with a statement of the firm's qualifications for performing the subject consulting services;

b) A brief description of the firm's experience with similar projects;

8. Required Statements

The proposal must include affirmative responses to the requirements regarding Equal Employment Opportunity and Conflict of Interest, as identified above.

9. Cost Proposal

The proposer shall prepare a detailed cost proposal for the work to be performed. The cost proposal shall itemize the direct hourly rates, fringe benefit rate, indirect cost rate, travel, materials and supplies. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 Contract Cost Principles and Procedures and 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards shall be used to determine the allowability of individual project cost items. See the attached Sample Cost Proposal including the requirements for indirect cost reimbursement. The same cost proposal detail is required for sub-consultants. Include a total "not-to-exceed" amount for this proposal.

The cost proposal shall be submitted in a separately sealed envelope clearly marked "SR 36 Complete Street and Safe Mobility Study."

The proposer must provide six (6) bound copies and one (1) unbound original (suitable for reproduction) of all submittals in response to this Request For Proposals.

All proposals shall be received no later than **3:00 pm on August 16, 2018** at the Lassen County Transportation Commission, 1631 Alhambra Boulevard, Suite 100, Sacramento, California 95816. All proposals shall be submitted in a sealed envelope that is clearly marked "SR 36 Complete Street and Safe Mobility Study." Late proposals will not be accepted.

All proposals, whether selected or rejected, shall become the property of the Lassen County Transportation Commission.

All proposals received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the proposer. To be considered, the modification must be received in writing, and in the same number of copies as the original proposal, prior to the date and time specified for receipt of proposals.

Until award of the contract, the proposals shall be held in confidence and shall not be available for public review. Upon award of a contract to the successful proposer, all proposals shall be public records. No proposal shall be returned after the date and time set for opening thereof.

IX. PROPOSAL EVALUATION AND SELECTION

A proposal review panel made up of members of LCTC and the selected Evaluation Committee will evaluate the proposals, including likely representatives from the City of Susanville and Caltrans, District 2. Proposers may be telephoned and asked for further information, if necessary, and may be expected to appear for oral interviews on the date identified in the project timetable. Previous clients will also be called.

The panel will make recommendations to the LCTC Executive Secretary on the basis of the proposal, oral interview, and reference check. LCTC reserves the right to select a consultant based solely on written proposals and not convene oral interviews.

Upon receipt of the proposals, a technical evaluation will be performed. Each of the major sections of the proposal will be reviewed and evaluated with criteria designed to help judge the quality of the proposal. Evaluation criteria will include such considerations as:

- Understanding the purpose and requirements of the SR 36 Complete Street and Safe Mobility Study;
- Familiarity with the project area and the type of issues and problems associated with the project.

Time and Services Proposal:

- Ability to meet the project's goals and objectives;
- Approach to be followed and the tasks to be performed, including detailed steps, resources required, and proposed project schedule;
- Qualifications, specific experience, and technical competence of the personnel to be assigned to this contract.

Following the qualification-based ranking, negotiations shall be conducted with the most qualified proposer. Failing an agreement on price, LCTC will negotiate with the next most qualified proposer until a contract can be awarded to the most qualified offeror whose price is fair and reasonable.

X. PROTEST PROCEDURES

A. Purpose and Applicability

The procedures described in this section have been established to ensure uniform, timely, and equitable consideration of all complaints received by the LCTC concerning its procurement activities.

The following protest procedures shall be employed for procurements conducted by the LCTC. Such protests shall be applicable only to procurements wherein the LCTC requests bids, proposals or offers for goods or services financed in whole or in part by public funds.

Procurements involving FTA funds are subject to additional protest procedures established by that agency. Procedures applicable to FTA-funded procurements are so identified.

B. Definitions

The following definitions apply to terms used in this section:

DAYS: Unless otherwise specified, refers to the LCTC working days.

FILE OR SUBMIT: Refers to the date of receipt by the LCTC.

INTERESTED PARTY: All bidders or proposers involved in an LCTC procurement. This may also include a subcontractor or supplier who shows

substantial economic interest in a provision of the RFP, or in the interpretation of such provision.

BID: Refers to and includes: i) the terms “offer” and “proposal” as employed in this document; ii) sealed bids; iii) competitive negotiation, and; iv) non-competitive negotiation.

C. **Basis for Protest**

If in the course of a procurement action an interested party has reason to believe that: a) free and open competition does not exist, or; b) the LCTC solicitation documents contain restrictive specifications, such party may file a protest in accordance with the procedures described herein.

In addition to the above, protests may be filed based upon the following factual or alleged circumstances:

- (a) Violation of federal, state or local law or regulation
- (b) Sole source procurements
- (c) Failure to adhere to evaluation criteria set forth in solicitation documents, or use of additional criteria not so published
- (d) Changes to evaluation criteria made during the evaluation process
- (e) Local or DBE preferences
- (f) Solicitation advertising violating applicable laws or regulations
- (g) Provision of inadequate time to prepare a proposal.

Protests of the LCTC procurements filed by interested parties shall be considered in two general categories: 1) those filed prior to contract award, and 2) protests occurring after contract award has been made.

D. **Pre-Award Protests**

The following procedures shall be followed for all protests filed prior to award of contract:

1. Protests must be filed no later than five (5) days prior to the date established in the solicitation for receipt of bids or proposals. Protest information requests and follow-up arguments that are submitted after the protest submission deadline, will not be considered to be part of the protest by the LCTC.
2. Protests must be submitted in writing to the attention of the LCTC Executive Secretary. The written protests shall include:
 - (a) The name, address, and telephone number of the protester
 - (b) The LCTC solicitation number and project description
 - (c) A statement of the grounds for the protest, accompanied by all supporting documentation. All grounds must be fully supported with documentation
 - (d) The resolution sought from the LCTC by the protester.
3. The LCTC Executive Secretary shall receive the protest and issue written notification to the protester within (5) five days that the matter is undergoing review. Notice of the protest shall be given in writing to all known recipients of solicitation documents.

4. Procurement activity shall be suspended pending resolution of a protest unless one or more of the following conditions exists:
 - (a) The goods or services being procured are urgently required
 - (b) Delivery or performance will be unduly delayed by failure to make an award promptly
 - (c) Failure to make prompt award will result in termination of a critical LCTC function or activity or otherwise cause undue harm to the LCTC, or
 - (d) The LCTC Executive Secretary prepares a written finding that such protest is clearly frivolous in nature, and therefore does not warrant a disruption of the procurement process

The LCTC Executive Secretary shall be responsible for making a written determination that circumstances require the LCTC to proceed with procurement during a pending protest. Unless such determination is made, the procurement shall be suspended pending resolution of the protest. All parties known to have received solicitation documents shall be notified in writing of such suspension by the LCTC Executive Secretary.

5. All protests received within the specified period shall be examined by the LCTC Executive Secretary.

No additional material shall be accepted for consideration during the protest review unless specifically requested in writing by the LCTC.

6. The LCTC Executive Secretary may attempt to resolve the protest with the affected party. If a) the LCTC Executive Secretary elects not to attempt such resolution, or b) resolution is attempted but not achieved, the protesting parties may appeal to the Lassen County Transportation Commission (hereinafter "Commission") after thirty (30) calendar days and within thirty-five (35) calendar days after receipt of the protest submittal. Failure to appeal to the Commission shall be a waiver of any other rights under the LCTC Protest Procedures. For these purposes, "resolution" shall mean the written withdrawal of a protest by the originating party.
7. The Commission shall formally consider the protests at a public meeting within forty-five (45) calendar days after the date on which the matter was appealed to the Commission. The Commission may elect to appoint a sub-committee to review the protest and make a recommendation to the Commission at the public meeting. Protesting parties shall be notified in writing of the date on which their matters shall be considered by the Commission. Such parties shall be afforded an opportunity to present their case at the Commission meeting.
8. The Commission shall then make a formal decision on such protests at a public meeting. The decision of the Commission, along with a formal record of the protest, shall become a matter of public record, and shall be considered final. The LCTC Executive Secretary shall notify protesting parties in writing of any protest decision made by the Commission.

Except under conditions described in item 4 above, such decision by the Commission shall be made prior to award of any contract related to the subject procurement.

9. Should the Commission deny the protest, the LCTC may proceed with the procurement process. In the case of FTA-funded procurements, no contract shall be awarded within five (5) days following the Commission's decision unless such award is necessary due to circumstances described in item 4 above. If the decision of the Commission is to uphold the protest, then the LCTC shall proceed pursuant to Commission direction.

E. Post-Award Protests

Protests received after award of contract shall be considered only if received within five (5) days following the date on which the LCTC Executive Secretary award recommendation is made. Post-award protests received after that time shall not be considered. Protest information requests and follow-up arguments that are submitted after the protest submission deadline, will not be considered to be part of the protest by the LCTC.

Post-award protests shall be processed in the same fashion as that employed for pre-award protests. However, the award shall remain valid and procurement activities shall continue unless the LCTC Executive Secretary determines in writing that suspension of such award is necessary pending protest resolution. In that event the awardee shall be so notified in writing, and the LCTC Executive Secretary shall effect an agreement with the Contractor for suspension of activity.

XI. PAYMENT SCHEDULE

Fees shall be billed on a monthly basis. Ten percent (10%) of the total contract amount will be withheld until successful completion of the contract. All invoices will be mailed to the LCTC office at 1631 Alhambra Boulevard, Suite 100, Sacramento, CA 95816.

XII. PROFESSIONAL SERVICES AGREEMENT

The selected consultant must enter into a Professional Services Agreement with LCTC for provisions related to compensation, conflict of interest, indemnification, insurance, etc. The scope, budget and schedule to complete the study will be incorporated into the professional services agreement. The proposal's transmittal letter shall state the Consultant's ability to comply with the contract provisions as outlined in LCTC sample professional services agreement or indicate which provisions will require amendments during contract negotiations.

ATTACHMENTS:

Attachment 1: Sustainable Communities Program Grant Application

FY 2018-19
**CALTRANS SUSTAINABLE TRANSPORTATION
 PLANNING
 SUSTAINABLE COMMUNITIES GRANT APPLICATION**

PROJECT TITLE	State Route 36 Complete Street and Safe Mobility Study
PROJECT LOCATION (city and county)	Susanville, Lassen County

	APPLICANT	SUB-APPLICANT	SUB-APPLICANT
Organization	Lassen County Transportation Commission		
Mailing Address	1631 Alhambra Blvd, Suite 100		
City	Sacramento		
Zip Code	95816		
Executive Director/designee and title	Mr. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Matt Boyer, Executive Secretary	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>
E-mail Address	matt@mcbandassociates.com		
Contact Person and title	Mr. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Matt Boyer, Executive Secretary	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>
Contact E-mail Address	matt@mcbandassociates.com		
Phone Number	(916) 594-7077		

FUNDING INFORMATION
 Use the Match Calculator to complete this section.
[Match Calculator](#)

Grant Funds Requested	Local Match - Cash	Local Match - In-Kind	Total Project Cost
\$ 177,100	\$ 22,945	\$	\$ 200,045

**Specific Source of Local Cash Match
 (i.e., local transportation funds, local sales tax, special bond measures, etc.)**

Local transportation funds and staff time

FY 2018-19 CALTRANS SUSTAINABLE TRANSPORTATION PLANNING SUSTAINABLE COMMUNITIES GRANT APPLICATION

LEGISLATIVE INFORMATION*

Please list the legislative members in the project area. Attach additional pages if necessary.

State Senator(s)		Assembly Member(s)	
Name(s)	District	Name(s)	District
Ted Gaines	1	Brian Dahle	1
	-		-
	-		-
	-		-
	-		-
	-		-

***Use the following link to determine the legislators.**

<http://findyourrep.legislature.ca.gov/> (search by address)

Please identify the best practices cited in the 2017 Regional Transportation Plan (RTP) Guidelines, Appendices K and L, that would be employed in the proposed transportation planning grant project. Select only those that apply and provide an explanation. For future grant cycles, this section may be considered for points and/or threshold requirements. For now, these items are for tracking and reporting purposes only and are not associated with points, and may not result in a higher score.

☒ Coordination with Other Planning Processes

Please explain how:

Implements the guidelines of the Susanville Main Street Revitalization Plan to encourage revitalization by translating grassroots developed community priorities into actionable projects consistent with Caltrans policies and standards. Consistent with the planning guidelines of the Lassen RTP and Caltrans Main Street, California.

☐ Regional Travel Demand Modeling and Analysis

Please explain how:

☒ RTP Consultation and Coordination

Please explain how:

Consistent with the Lassen RTP goal of a comprehensive, efficient, and safe transportation system that serves the needs of residents and stimulates economic progress. Promotes goal of a safe and efficient bicycle and pedestrian system that takes advantage of the natural scenery and physical characteristics of the city and county.

☐ Integrating Ecological Considerations into Transportation Planning

Please explain how:

☐ RTP Financial Overview

Please explain how:

RTP Modal Discussion

Please explain how:

✓ Transportation System Management and Operations

Please explain how:

The study will evaluate the systemic planning-levels of corridor operations and safety (signal timing, signal interconnect, lane channelization, etc.).

☐ Future of Transportation and New Technology

Please explain how:

☐ Sustainable Communities Strategy (SCS) Contents and Development

Please explain how:

☐ Land Use and Transportation Strategies to Address Regional GHG Emissions

Please explain how:

☐ Adaptation of the Regional Transportation System to Climate Change

Please explain how:

☐ Performance Measures

Please explain how:

☐ Policies and Programs that Promote Health and Health Equity

Please explain how:

Please identify the Grant Program Overarching Objectives (Grant Application Guide, Page 4) that the proposed transportation planning grant project will address. Select all that apply and provide an explanation.

- ✓ Sustainability – Promote reliable and efficient mobility for people, goods, and services, while meeting the State's GHG emission reduction goals, preserving the State's natural and working lands, and preserving the unique character and livability of California's communities.

Please explain how:

Increases efficiency and reduces GHG by improving mobility for pedestrians, bicyclists, and vehicles through the use of multimodal elements along SR 36/Main Street. Preserves and enhances the character and livability of the community through streetscape features that reflect community heritage and values.

- ✓ Preservation – Preserve the transportation system through protecting and/or enhancing the environment, promoting energy conservation, improving the quality of life, and/or promoting consistency between transportation improvements and State and Local planning growth and economic development patterns.

Please explain how:

The objective of the study is to implement the Main Street Revitalization Plan by converting a 1970's era State Highway into a safe multimodal corridor that supports vibrant 21st century economic development and sustainability.

- ✓ Mobility – Increase the accessibility of the system and mobility of people and freight.

Please explain how:

The addition of multimodal improvements including bicycle facilities, pedestrian enhancements, and transit stop enhancements will increase mobility along the SR 36/Main Street corridor. Emphasis on livable streets will accommodate the needs of multiple users, including drivers, bicyclists, and pedestrians.

- ✓ Safety – Increase the safety and/or security of the transportation system for motorized and active transportation users.

Please explain how:

Identification of safety issues along the corridor will define and allow for the planning of countermeasures to correct safety issues. Emphasis will be placed on how safety can be addressed for a variety of users through street design, streetscape improvements, pedestrian and bicycle access, as well as public transportation hubs.

- ☐ Innovation – Promote the use of technology and innovative designs to improve the performance and social equity of our transportation system and provide sustainable transportation options.

Please explain how:

- ✓ Economy – Support the economic vitality of the area (i.e. enables global competitiveness, enables increased productivity, improves efficiency, increases economic equity by enabling robust economic opportunities for individuals with barriers to employment and for Disadvantaged Business Enterprises, etc.).

Please explain how:

Complete street and streetscape enhancements have been shown to have a positive impact on the economy. The improvements will support local economic growth and increase economic equity by creating more employment opportunities.

- ✓ Health – Decrease exposure to local pollution sources, reduce serious injuries and fatalities on the transportation system, and promote physical activity especially through transportation means.

Please explain how:

Exploration of multimodal options can identify means to reduce GHG and local pollution. Enhanced focus on safety and roadway improvements can reduce collisions and resulting injuries.

- ✓ Social Equity – All of these overarching objectives should promote transportation solutions that focus on and prioritize the needs of communities most affected by poverty, air pollution and climate change, and promote solutions that integrate community values with transportation safety and performance while encouraging greater than average public involvement in the transportation decision making process.

Please explain how:

Susanville is a low-income community as identified by AB 1550. Population trends in the County show an increase in the age 65+ demographic. The unemployment rate is higher and decreased at a slower rate than elsewhere in the State. Improvements to pedestrian and public transit options has the ability to help seniors and the unemployed.

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SUSTAINABLE COMMUNITIES GRANT APPLICATION

1. Project Description (100 words maximum) (15 points): Briefly summarize project.

The SR 36 Complete Street and Safe Mobility study will analyze multimodal mobility, safety, and revitalize the local economy. The study extends 2.5 miles from Harris Drive to Riverside Drive. The study is designed to re-integrate Main Street back into the community by translating the locally-developed Susanville Main Street Revitalization Plan into a vision that is consistent with Caltrans policies and standards. Context-sensitive enhancements and multimodal options will be evaluated to improve safety and efficiency for a range of users, including pedestrians, bicyclists, and drivers. The result will be a list of priority projects and funding plan for implementation.

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2. Project Justification (Do not exceed the space provided.) (25 points): Describe the problems or deficiencies the project is attempting to address, as well as how the project will address the identified problems or deficiencies. Additionally, list the ramifications of not funding this project.

SR 36/Main Street consists of approximately three miles of continuous 4-lane conventional highway through the City of Susanville. Sidewalks range from non-existent to 20 feet wide. There are uncontrolled pedestrian crossings and no bike lanes. The corridor is a barrier that divides the City of Susanville and restricts access to activity centers, including the Susan River, grocery stores, restaurants, and shopping. The study will address land use conflicts with the corridor. Antiquated lane striping creates a trap lane in portions of the town. These conditions result in a high number of collisions along the corridor. The outdated conditions of the corridor no longer reflect the current needs of the community and fail to meet the standards of Caltrans Main Street, California Guidelines.

SR 36/Main Street is plagued by safety issues, including high vehicular speeds, and does not address the needs of alternative transportation including pedestrian access, public transit, and bicyclists. According to TIMS and SWITRS data, 202 accidents have occurred between 2006 and 2016. Transit stops are generally not marked and lack basic safety and comfort amenities for riders. The corridor in front of Lassen High School is particularly troubling and is the spot of frequent accidents. There was a recent pedestrian fatality at this location in 2013. This creates a safety concern for local students. The study will evaluate the impact of multimodal options that will increase safety for a wide variety of users. Potential improvements include changes to existing pedestrian and bicycle access as well as countermeasures on the roadway designed to limit and reduce the number of collisions.

Data compiled in the 2017 Lassen RTP reveals a high number of seniors, many without access to vehicles, a high level of poverty, and a stagnant employment rate. Data compiled by the California DOF reveals a growing number of seniors in Lassen County. By 2035 the age group 65+ is estimated to compose 23.6% of the population. According to California EDD approximately 7.2% of the Lassen County labor force was unemployed in April 2016. Between April 2016 and April 2017, the Lassen County unemployment rate remained higher and decreased at a slower rate than the unemployment for the State of California and the United States. Based on US Census data, the 2016 median household income estimate for Susanville was \$46,863 compared to the California median income of \$67,739.

Susanville desires pedestrian and bicycle access along SR 36. A large portion of the community relies upon pedestrian access, including local businesses, seniors, students, and the low-income community. This project has the ability to impact those communities. This study focuses on how to improve pedestrian access as well as safety for seniors and pedestrians in general. The plan promotes economic growth through increased resources for community businesses. A revitalized SR 36 has the ability to attract business and promote job growth. It further provides access to transit options for the unemployed.

SR 36 serves as the backbone of the community, as well as being part of the State Highway System. The study will bring together Caltrans and the City of Susanville, blending stakeholder needs and building good will. The Susanville Main Street Revitalization, Susanville Vehicular Wayfinding Plan, and Caltrans SR 36 CAPM project will be leveraged to create a plan that is supported by Caltrans, LCTC, City of Susanville, and the local community.

The corridor no longer exemplifies the character of the community. Polling of the community conducted in September 2015 as part of the Susanville Main Street Revitalization Plan reflects a public interest in design elements that reflect the historical heritage of the area, including an emphasis on the community's abundant wildlife and outdoor amenities. Local businesses have expressed an interest in redevelopment and installing amenities that make for a better business community. This includes improvements to street landscape and signage as well as a focus on Complete Streets.

The risk of not funding the grant is a stagnant and unsafe highway through one of California rural communities. SR 36 was designed in the 1970's and has remained largely unchanged since then. As a rural community, Susanville is in need of growth and resources that meet the needs of an aging population. By not funding the grant the community will be unable to explore transportation options that have the ability to impact the community and local businesses. Safety will remain a concern, particularly for local students and seniors.

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**CALTRANS SUSTAINABLE TRANSPORTATION PLANNING
SUSTAINABLE COMMUNITIES GRANT APPLICATION**

3. Grant Specific Objective (Do not exceed the space provided.) (30 points): Explain how the proposed project addresses the grant specific objective of the Sustainable Communities grant program: to encourage local and regional multimodal transportation and land use planning that furthers the region's RTP SCS (where applicable), contributes to the State's GHG reduction targets and other State goals, including but not limited to, the goals and best practices cited in the 2017 RTP Guidelines, addresses the needs of disadvantaged communities, and also assists in achieving the

Sustainable Communities Grant Program

The objective of the State Route 36 Complete Street and Safe Mobility Study is to study complete street and safety enhancement implementation along the SR 36 corridor to improve overall health and safety. The development and implementation of the plan will focus efforts on transit, safety, bicycle/pedestrian facilities, and develop cost analysis to leverage potential funding sources. The grant will address the specified objectives in the following manner:

Sustainability- The study will improve mobility for people and goods through the City of Susanville. GHG will be reduced by increasing pedestrian and bicycle mobility and access. These improvements will decrease vehicle miles travelled and reduce GHG. Further objectives include examining the viability of an improved streetscape with features that reflect the community and its uniqueness.

Preservation- The study will preserve the existing 1970's era State Highway by converting a into a safe multimodal corridor that supports vibrant 21st century economic development and sustainability. The study will implement the Susanville Main Street Revitalization Plan by modifying the document to meet Caltrans policies and standards.

Mobility- 77% of commuters in Lassen County drive alone. Under current conditions, Vehicle Miles Traveled in Susanville is expected to increase from 87.47 in 2013 to 103.21 in 2037. The corridor currently lacks bicycle facilities, pedestrian enhancements, and safe transit stops. Mobility is limited and safety is a concern. Signage is needed to attract pedestrians to local trails and river access. Multimodal options along SR 36 corridor will be explored, including connections to local housing, recreational amenities, and other activity centers.

Safety- Current studies demonstrate considerable safety concerns along SR 36. TIMS and SWITRS data collected from 2006-2016 reveals 202 collisions in the City of Susanville during this period, including one pedestrian fatality in front of Lassen High School. This is an issue that the community has identified through surveying as well. The study will continue to identify safety issues along the corridor and develop a plan to install countermeasures to improve safety. This will address land use conflicts with the SR 36 corridor.

Economy- Complete street and streetscape enhancements have been shown to have positive impacts on the economy. The 2015 Susanville Main Street Revitalization Plan identified aesthetic enhancements to re-energize the economy and increase economic equity by creating more employment opportunities. The study will develop an actionable plan to fund and implement the corridor improvements, which will also provide construction job opportunities.

Health- The project will improve health concerns by focusing on a reduction in GHG through multimodal options as well as improvements in safety by implementing a plan that reduces collisions. An emphasis on pedestrian and bicycle access will further improve health by encouraging physical activity. Improved street design increasing the flow of people and goods can also promote access to jobs, education, healthcare, and healthy food options.

Social Equity- The majority of Susanville is an AB 1550 low-income community. Population figures indicate an aging population with a large portion of the population being 65+. There is a large unemployment rate and the rate has decreased slower than other portions of the state. Data indicates that the households with the highest proportion of no vehicles available are single-person households, likely seniors, followed by households with 4 or more people living in them. These groups rely on pedestrian and public transit access. By focusing on multimodal options the study can address the transportation needs of seniors and can explore options that impact the workforce. Community engagement will continue to help identify local needs and provide a forum for the community to participate in the development of the corridor.

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Grant Specific Objective (Continued - Do not exceed the space provided.)

The goal of this study is to provide safe access and resources for pedestrians and bicyclists that increase mobility and decrease miles driven by vehicles. By exploring multimodal transportation options and analyzing pedestrian and bicycling infrastructure the project is designed to meet the objectives of the grant program and subsequently reduce GHG. The study is also designed to meet the objectives of the CTP 2040, 2017 RTP Guidelines, Complete Street and Mobility Framework, Climate Ready Transportation, and serves a disadvantage/low-income community.

CTP 2040 GHG Goals

The CTP 2040 is focused on reducing GHG through sustainability. Appendix 7 of the CTP 2040 provides specific methods for meeting this reduction in GHG. This study will implement reductions through the usage of modeshift by providing pedestrian enhancements, bicycle facilities, and enhanced transit stops. Modeshift will lead to a reduction in GHG by encouraging citizens to use alternative means of transportation including walking and bicycling. This outcome will also help meet the CTP 2040 goals of tripling cycling and doubling walking.

2017 RTP Guidelines

This study will meet the Guidelines of Appendix K by focusing on improvements to active transportation, collisions and safety, pollution and climate change, and overall stress and mental health. A shift in focus to re-integration and multimodal transportation will impact these areas. Increased access to pedestrian and bicycling elements will increase active transportation. Analysis and implementation of countermeasures will increase safety. Access to viable transportation alternatives can reduce pollution and the affects of climate change. Decreased traffic will improve overall stress levels and mental health. Improvements in the corridor will lead to access to jobs.

Complete Streets and Smart Mobility Framework (SMF)

The Caltrans Complete Streets outline emphasizes safe mobility for all users. This study will evaluate multimodal transportation and design elements that focus on improving safety and health, commercial access, and the environment. Emphasis will be placed on how transit and street design can better improve these elements for all users, including bicyclists, pedestrians, transit riders, and motorists.

The Caltrans SMF focuses on mobility while enhancing California's economic, environmental, and human resources. Economic factors can be influenced by the increase in the flow of goods and providing revitalization to local businesses. Reductions in GHG and a shift to alternative modes of transportation can address concerns of climate change. The study examines accessibility and evaluates current land usage. The study will have the ability to examine current usage and determine viable alternatives that focus on mobility and growth. An integrated approach to land usage and transportation can reduce the need for vehicle trips and encourage non-motorized usage. The study also evaluates the management of the circulation network, by focusing on the flow of traffic through the community.

Climate Ready Transportation

The project meets the goals of California's key climate strategies by evaluating means to improve efficiency. Increased efficiency can lead to lower travel times and an ensuing reduction in GHG. Further, the study will evaluate enhancement to pedestrian and bicycle access, further reducing the potential for GHG and climate change.

Disadvantage Community

This study takes places in a disadvantaged community. The majority of project is located within a AB 1550 designated low-income community. As of 2016 median household income was estimated at \$46,863 compared to the California median income of \$67,739. There is a large unemployment rate, 7.2% as of April 2016, and an aging population. Community studies have demonstrated that the elderly and low-income populations are impacted by transportation needs. The current lack of pedestrian and bicycle access creates concerns for safety and mobility. Multimodal aspects of this project can determine the best way to provide access to community resources including employment, healthy food options, and healthcare. Current road conditions are unsafe and the community is in need of updated infrastructure that focuses on safety and reducing traffic collisions, which will provide access for all.

4. Project Management (30 points)

- A. Scope of Work in required Microsoft Word format (15 points)
- B. Project Timeline in required Microsoft Excel format (15 points)