

WORK ELEMENT (22) MCOG - ROUND VALLEY NON-MOTORIZED NEEDS TECHNICAL STUDY (CARRYOVER)

PURPOSE: To evaluate the Covelo community’s high priority non-motorized corridors from a technical standpoint to identify fundable bicycle and pedestrian projects. *This is a requested Caltrans Environmental Justice grant project.*

PREVIOUS WORK: This project will build on a conceptual plan that was developed for the community of Covelo, funded by a FY 2007/08 Caltrans Environmental Justice (EJ) grant. *This is a carryover project from FY 2011/12.*

- TASKS:**
- 1. **Project Startup; RFP Preparation; Consultant Selection**
 - 1.1: Prepare a Request for Proposals and Scope of Work and distribute to various consulting firms to obtain competitive bids for this project. (MCOG)
 - 1.2: Form a Consultant Selection Committee (expected to be comprised of representatives from MCOG; Caltrans; the County of Mendocino Department of Transportation, Department of Planning & Building Services, and the Health & Human Services Department; and the Round Valley Indian Health Center) to review proposals received and select a consultant. (MCOG)
 - 1.3: Prepare and execute a contract with the successful consultant. (MCOG)

 - 2: **Coordination with Project Partners & Consultant**
 - 2.1: Form a Technical Advisory Group (TAG) (expected to be comprised of representatives from MCOG; Caltrans; the County of Mendocino Department of Transportation, Department of Planning & Building Services, and the Health & Human Services Department; and the Round Valley Indian Health Center) to provide input during the preparation of the Round Valley Non-motorized Needs Technical Study. (MCOG)
 - 2.2: Hold a kick-off meeting with the consultant and TAG to refine the scope of work and discuss the intent of the project. (MCOG, Consultant)
 - 2.3: The consultant will meet with the TAG as needed, and will prepare agendas and minutes for TAG meetings. (MCOG, Consultant)

3: Research Data/Assess Existing Conditions

3.1: Gather and review existing data (previous studies related to the project, property and right of way ownership, corridor characteristics), and assess existing conditions of the high-priority non-motorized corridors. (Consultant, Caltrans)

3.2: Research applicable safety, Americans with Disabilities Act (ADA), and legal requirements and standards for on and off-highway trails projects. (Consultant)

4: Public Participation, Community and Tribal Outreach, Agency Outreach

4.1: Develop list of stakeholders, for advertisement of public workshop(s). (Consultant)

4.2: Advertise public workshops to the community, using a variety of outreach methods as contained in MCOG's Public Participation Plan. Specifically advertise public workshops directly to Tribal governments, low-income households and under-represented Hispanic communities in the project area. (Consultant)

4.3: Conduct up to two community workshops, as determined by the TAG, to solicit public input on potential trail projects, improvement needs, and the community's vision. (Consultant)

5: Develop Draft Plan "Round Valley Non-motorized Needs Technical Study"

5.1: The consultant will prepare a Draft Plan for the project with the technical basis and recommendations for non-motorized needs for County and Tribal corridors. Caltrans will prepare the technical analysis and recommendations for non-motorized needs for State Route 162. The consultant will edit the draft plan to maintain consistency and readability throughout the document. (Consultant, Caltrans)

5.2: The consultant will present the Draft Plan to the TAG and at the public meeting and receive comments. In addition to advertising the public meeting in the local media, extend specific invitations to Tribal members, low-income households and under-represented Hispanic communities. (Consultant)

- 6: Final Plan Preparation & Hearings
- 6.1: The Consultant will prepare Final Plan based on TAG and community input. (Consultant)
- 6.2: The Consultant will present the Final Plan at a public hearing before the MCOG Board for acceptance. (Consultant)
- 7: Administration
- 7.1: MCOG will act as project manager, and will monitor ongoing progress of project and provide required quarterly reports to Caltrans. MCOG will oversee contractual agreements with Caltrans and the consultant, and will coordinate and participate with the TAG. (MCOG)
- 7.2: MCOG will act as fiscal manager for project, including providing invoicing and ensuring proper documentation of expenditures and timely use of funds. (MCOG)

PRODUCTS:

RFP & distribution list, agendas & meeting notes, executed contract, list of TAG members, technical memoranda, list of stakeholders, ads, news releases, draft plan, final plan, quarterly reports, grant invoices.

FUNDING AND AGENCY RESPONSIBILITIES

Agency	Estimated Person Days	Total Cost	Funding Sources		
			State EJ Grant*	Local LTF	Local PPM
MCOG Staff	12 15	\$—9,000 \$ 10,894			
Consultant	138	\$138,000			
Total	150 153	\$147,000 \$148,894	\$132,300 \$134,005	\$9,862	\$4,838 \$5,027

*Note: Environmental Justice grant funds require a 10% local match.

ESTIMATED SCHEDULE:

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY 13/14
1	x												
2		x	X	x	x	x	x	x	x	x	x	x	
3-4		x	X	x	x								
5							x	x	x	x	x		
6											x	x	
7	x	x	x	x	x	x	x	x	x	x	x	x	x