

SCOPE OF WORK: City of Can Do Planning Project

The below scope of work reflects anticipated deliverables for the City of Can Do Planning project. The City of Can Do has not yet selected a consulting firm. Minor changes to the scope of work may be necessary to integrate innovative outreach approaches suggested by the consulting firm. City staff anticipates these figures will not differ substantially and will not exceed the grant request amount.

OVERALL SCOPE PRODUCTS/OBJECTIVES

(Conceptual design only. City to conduct engineering/construction documents in Phase 2, not to be funded with this grant)

- Reduce street crown and replace surface with enhanced and/or porous street pavers.
- Sidewalk widening and fully accessible ramp improvements at intersections.
- Add and improve bicycle lanes.
- Installation of street trees with grates and tree grates for existing trees that can be preserved.
- Installation of pedestrian-scale street lighting at intersections.
- Installation of street furniture and other design features.
- Application of “green street” concepts, such as stormwater planter boxes and porous pavement where possible.
- Conceptual designs to underground utilities.
- Conceptual designs to improve drainage conveyance on Third Street and the Maple Street alleys.

1. Project Contracting

Task 1.1

- Project Initiation: Kick-off meeting with Caltrans Staff, finalize scope, staff workshop. Meeting summary will be documented.

Task 1.2

- Staff coordination: Monthly interdepartmental face-to-face meetings with consultants to ensure good communication and that the project remains on time and within budget. Hold and invite Caltrans staff to project team meetings.

Task 1.3

- RFP for consultant services: Complete RFP process for selection of consultant.

Task	Deliverable	Documentation
1.1	<i>Project Initiation/Kick-off</i>	<i>Meeting summary</i>
1.2	<i>Monthly staff coordination (minimum of 9 meetings)</i>	<i>Monthly meetings with summary notes</i>
1.3	<i>Consultant selection</i>	<i>Consultant contract</i>

2. Public Outreach

All meetings will be publically noticed to ensure maximum attendance.

Task 2.1

- Community Workshop #1: Walking tour. Define project parameters, inform community of project opportunities and constraints, solicit opinions from community, brainstorm ideas.

Task 2.2

- Community Workshop #2: Present streetscape design concepts, solicit feedback, ideas, etc. Could possibly combine with Workshop #1 in an expanded session.

Task 2.3

- Joint Planning/Parking and Safety/Bicycle Advisory Commission Meeting: Possible joint session among the three commissions. Staff to facilitate meeting, solicit feedback, respond to any questions, and resolve any critical issues.

Task	Deliverable	Documentation
2.1	Community Workshop #1	PowerPoint Presentation, Workshop Summary, Photos, Final Plans
2.2	Community Workshop #2	
2.3	Joint Planning/Parking & Safety/Bicycle Advisory Commission	PowerPoint Presentation, Workshop Summary, Photos, Final Plans

3. Streetscape Design

Task 3.1

- Develop Streetscape Concept: Based on community input develop streetscape concept. Streetscape design will be illustrated with cross sections, plans, sketches, photos, and/or photo simulation.

Task 3.2

- Develop Design Concept Alternatives: Based on community and city staff feedback, up to three streetscape design concept alternatives will be developed. Illustrations will be made in plan view, street cross sections, sketches, and/or photo simulations.

Task 3.3

- Draft Design Concept and Report: Draft technical memo will document existing conditions and preferred design alternative.

Task 3.4

- Final Design Concepts and Report: Final report including outreach summary, community workshops summary, commission/council presentations, and final designs/plans.

Task 3.5

- Community Workshop #3: Present final streetscape design concepts. Solicit feedback for minor modifications.

Task 3.6

- City Council Adoption: City Council meeting to present the final conceptual design plan, resolve any critical issues, adopt final conceptual design plan.

Task	Deliverable	Documentation
3.1	<i>Develop Streetscape Concept</i>	<i>Sketches, illustrations</i>
3.2	<i>Develop Design Concept Alternatives</i>	<i>Sketches, illustrations</i>
3.3	<i>Draft Final Design Concept and Report</i>	<i>Memo documenting the streetscape design. One hard copy, one electronic copy.</i>
3.4	<i>Final Design Concept and Report</i>	<i>Final Report</i>
3.5	<i>Community Workshop #3</i>	<i>PowerPoint Presentation, Workshop Summary, Photos, Final Plans</i>
3.6	<i>City Council</i>	<i>Meeting Notes</i>

4. Project Management & Administration**Task 4.1**

- Project Administration: Project administration between consultants and project manager. Consists of weekly teleconferences and monthly progress reports & invoices. Monthly invoices to Caltrans project manager.

Task 4.2

- Quarterly Reports: City staff will submit quarterly reports to Caltrans District staff providing a summary of project progress and grant/local match expenditures.

Task	Deliverable	Documentation
4.1	<i>Project Administration and Coordination</i>	<i>Monthly progress reports and invoices</i>
4.2	<i>Quarterly Reports</i>	<i>Quarterly progress reports and invoices</i>