

3. Project Management

A. Scope of Work

Alisal Corridor Complete Streets Plan

INTRODUCTION:

The City of Salinas will organize a highly participatory planning effort to address the challenges faced by the residents and businesses that live, work, play and travel on or near the Alisal Corridor. Specifically, the project will focus on identifying the mobility, safety and economic development needs of residents in this part of Salinas and developing corresponding solutions. The City will partner with the nonprofits Local Government Commission, Building Healthy Communities, local community-based organizations and a transportation/urban revitalization consultant to create a plan for making the 4-mile corridor a Complete Street that works for all residents of Salinas. The City, in collaboration with community-based organizations, has already been working with residents, businesses, schools, the college and other users to identify barriers to mobility and access through the development of an Economic Development Element of the General Plan and the Downtown Vibrancy Plan. This project will engage residents to develop a plan that meets the needs of the community, and is technically feasible and implementable by government agencies, businesses and the community.

Alisal Street in the City of Salinas is a major arterial and important east-west connection between the downtown area and disadvantaged neighborhoods in East Salinas. The corridor is characterized by a mix of commercial, office and educational land uses within walking distance of surrounding low-income residential areas, parks, and schools. 26-39% of residents in the center of the corridor live below the poverty level, do not have access to a vehicle, and have no other option but to ride the bus, bike or walk. (See maps included in Appendix A showing households below poverty level and households without vehicles from the Monterey-Salinas Transit Service Area Analysis.) Monterey-Salinas Transit Line 41 operates along the corridor and has the highest ridership of any transit line in Salinas (over 50,000 boardings per month). The route with the second highest ridership in Salinas, Line 20 is a regional route to the Peninsula that also provides passage between Hartnell College Main Campus and the East Alisal Campus. The central area of the corridor is also a regularly used, but informal carpooling hub. Agricultural workers frequently ride or walk to grocery store parking lots in the early mornings to carpool or get picked up by farm labor buses and then get dropped off in the same location after work. This informal carpooling system has some pros and cons in that it can create parking conflicts with nearby businesses but also add to business by attracting a consistent base of customers buying products after work.

Alisal is also a school route for children attending Sherwood and Roosevelt Elementary Schools and El Sausal Middle School who walk or ride bicycles from the surrounding neighborhoods. Despite the demand for more transportation choices, Alisal Street lacks adequate bicycle and pedestrian facilities connecting to transit stops, schools, parks, employment and other community resources. The lack of facilities for bicyclists and pedestrians, the wide street cross-section and high speeds have resulted in a high concentration of collisions with automobiles. In the six-year

period from January 2008 to December 2013, forty-four pedestrians and cyclists were hit by cars along this corridor. (The Collision Diagrams enclosed as Attachment 8 show the location and types of collisions on three segments of the corridor.) In the same period, according to the Transportation Injury Mapping System (TIMS) web site, four intersections on Alisal also showed up in the top 10 intersections in Salinas with the most crashes of all types (within 50 feet of the intersection). Alisal and Salinas was number one with 27 collisions, Alisal and Pajaro was number six with 11 collisions, Alisal and Griffin and Alisal and Lincoln were both number seven with 8 collisions each.

There is little doubt that residents living in neighborhoods along East Alisal face some of the most challenging conditions in the City of Salinas. East Salinas is predominantly a Latino community in which 41% of households are linguistically isolated and the median household income is only \$41,607, well below the state median of \$61,094 (Census Bureau, 2014 estimate). However, conditions for some are even more dire. According to the U.S. Census Bureau American Community Survey (5-Year Estimates, 2009-13) one in five workers from East Salinas earns \$15,000 or less a year and only 25.5% earn more than \$40,000 a year. This translates into the fact that 28.4% of East Salinas residents live in poverty, compared to 17% in Monterey County. As noted earlier, residents of this section of Salinas own fewer cars, use transit more and, of necessity, walk and bike more.

By seeking to improve mobility, safety and access for all modes of transportation including walking, bicycling, transit and motor vehicles, this plan will help address some of the underlying socioeconomic challenges faced by residents in this part of the City. The project will also explore the potential for new and improved, shared mobility alternatives (such as bicycle share, car share, vanpools, etc.), which could accompany streetscape improvements and help meet community transportation needs. This project provides the opportunity to advance the goals of social equity, health, safety and economic vitality identified in the Salinas General Plan, Regional Transportation Plan and Sustainable Communities Strategy. It will also help Salinas better align its transportation and development patterns with state and federal transportation goals of improving multimodal mobility and accessibility for all people and fostering livable, healthy and socially equitable communities. Ultimately, this approach will help the region and the state better meet the goals of reducing greenhouse gas emissions and implementing more sustainable development pattern embedded in the Smart Mobility Framework, Caltrans Complete Streets and Strategic Management Plans.

The City of Salinas will partner with nonprofits Local Government Commission (LGC), Building Healthy Communities – East Salinas, the Monterey County Health Department, and local community-based organizations to engage the residents and businesses along Alisal to analyze the challenges to local walking and bicycling for routine daily trips (to school, store, work, park, etc.) and to regional access to jobs in the surrounding region by car, transit or emerging shared mobility options. The Plan will also identify opportunity sites for infill residential or commercial development that can meet local needs and reduce the distance residents travel and increase economic vitality. The project will provide an opportunity to engage local businesses and identify strategies that will help them be more successful.

The Plan will be developed through a robust public engagement process that will include multiple opportunities for residents to participate. The outcome will be a plan with detailed recommendations for physical changes to streets, sidewalks, and intersections that support all users as well as for potential residential and commercial infill development.

RESPONSIBLE PARTIES:

The City of Salinas is the proposal applicant and will be the grant recipient. The City will partner with the nonprofit Local Government Commission (LGC), which is listed as a sub-applicant. Over the past 15 years, LGC has managed over 60 participatory planning projects in California. Many of these have been funded by Caltrans Planning grants. The City and LGC will use a participatory community design charrette process to engage residents, businesses, students, school administrators, health providers and policymakers. Building Healthy Communities (BHC), a multi-year project funded by The California Endowment, will also be a sub-applicant responsible for outreach to the community, especially to low-income, Spanish-speaking residents. BHC has been a vital community partner for the City of Salinas, effectively ensuring strong community engagement in the updating of the City's Housing Element, Economic Development Element and other community planning processes.

The City, with assistance from LGC, will choose a consultant (or team of consultants), through a competitive RFP process, to produce the plan. The selected consultant will have expertise in transportation and transit planning, traffic engineering, business and community revitalization.

Responsibilities of each agency/organization are summarized below:

- **City of Salinas:** The City of Salinas Department of Public Works is the lead applicant for the project. The City will be the grant recipient, execute the Fund Transfer Agreement with Caltrans and execute an agreement with sub-recipient Local Government Commission. The City of Salinas will review grant products, and perform grant administration functions as required. The City will identify staff members to participate in all aspects of the project and will provide staffing support to meet the 11.47 percent local match.
- **Local Government Commission (LGC):** The Local Government Commission (LGC) will assist with project management, particularly to assist the City in meeting the goals of the program and meeting the grant requirements. LGC will also help organize and facilitate the community design charrettes, provide content and help produce outreach and publicity materials (e.g., flyers and posters), document public input, and assist with development of the plan. The LGC assists localities in creating more economically vibrant, environmentally sustainable, and civically involved communities. LGC staff has experience in public engagement in planning processes, land use and transportation planning and design, and in facilitating planning projects. LGC staff has worked on over 60 community design charrettes and their staff conducts workshops on Designing for Pedestrian Safety (for the Federal Highway Administration), Safe Routes to School (for the National SRTS Center), and Complete Streets (for the National Complete Streets Coalition). The LGC has staff that is fluent in Spanish and can conduct meetings and workshops in English and Spanish.

- **Building Healthy Communities (BHC):** BHC will assist with community outreach and will reach out to local community-based organizations to better engage local residents. BHC is a community driven initiative, grounded in a strong local history of community advocacy and active partnerships between residents, private organizations, and public agencies. BHC participants work together to transform the environments where East Salinas residents live, work, and play into places that support health and economic wellbeing. BHC is also the host organization for the youth-led Ciclovía Salinas, which annually transforms 1.5 miles of the East Alisal Corridor making it available to a wide range of recreational uses as well as live music, art, and resource booths. Through this event, BHC has developed strong ties with local businesses and active transportation users and advocates. BHC has also leveraged this event to engage many East Salinas residents, and youth specifically, in conversations around transportation and urban revitalization along the Alisal Corridor.

- **Consultant.** The City selected **Raimi and Associates** as the consultant who brings a team that includes **Nelson Nygaard and Placeworks** (transportation planning) as well as **Applied Development Economics** (economic analysis). Consultants will work with City staff and partners to help analyze and document typical baseline conditions along the Alisal corridor for streets, sidewalks and intersections, and key routes for walking, bicycling and transit, will help assess the mobility needs of residents, will actively engage in the public process, develop design concepts and recommendations that respond to input from the community and implementing and overseeing agencies, and prepare the plan document. The consultant team will also identify opportunity sites for infill residential or commercial development and identify strategies that will help existing businesses be more successful. Core components of the plan will include:
 1. An overall framework plan depicting the community's pedestrian and bicycle route networks connecting neighborhoods, schools, parks, neighborhood and city centers, and other important community destinations, with proposed improvements to priority segments for pedestrian and bicycle access, mobility and safety.
 2. Street design tools for improvements for streets, sidewalks, trails, and other public spaces such as curb ramps, crosswalks, curb extensions, and traffic calming and traffic control devices for universal access.
 3. Complete Streets plan for Alisal with recommended cross-section alternatives and additional tools (e.g., curb extensions, separated bicycle lanes, bus-only lanes, enhanced pedestrian crossings, etc.) that accommodate transit, bicycling and walking along with motor vehicle traffic. Graphic street designs and/or simulations will provide a visualization tool for the public to understand roadway cross-sections and their interaction with adjacent land uses.
 4. Analysis of parking demand and utilization along Alisal Street, including an inventory of existing parking spaces, analysis of utilization and parking demand scenarios.
 5. Analysis of transit and mobility needs of residents and businesses on or near the Alisal Street corridor in order to identify potential transit scenarios including bus rapid transit or shared mobility options such as bicycle-sharing and vanpooling.
 6. Analysis of opportunity sites along or near Alisal Street that could help provided needed uses for nearby residents (housing, services, open space, etc.) with conceptual urban design graphics.

7. A phasing plan and funding strategy for prioritized projects, programs and action steps that includes cost estimates of the preferred Alisal roadway alternatives and potential funding.

OVERALL PROJECT OBJECTIVES:

The project and resulting products will address a variety of community sustainability and livability objectives, including:

- Engage residents, especially those that have been left out of City decision-making, in the planning process and in the City's civic life,
- Improve communication between residents and the City of Salinas
- Identify transportation challenges faced by residents located along or near Alisal Street that negatively impact quality of life
- Identify transportation challenges that negatively impact businesses' economic performance
- Identify features of the corridor that are unsafe or uncomfortable for pedestrians, cyclists, transit users and motorists
- Identify preferred routes for children to walk to and from the elementary, middle and high schools located on or near the corridor
- Identify primary and secondary walking and bicycling routes in the neighborhoods impacted by Alisal Street
- Identify locations along Alisal that are challenging to walk or bicycle on
- Identify segments of Alisal that are difficult to cross
- Identify segments of Alisal with high speed traffic
- Identify opportunities along Alisal for application of "green street" concepts, such as storm water planters, swales and other bio-retention areas, drought-tolerant landscaping, and permeable pavement
- Identify regional destinations that residents living close to Alisal need to travel to
- Identify potential shared mobility strategies that could assist Alisal residents to travel within Salinas and to regional destinations
- Recommend changes that help make streets more complete
- Recommend treatments that help calm traffic, especially near schools and areas with a high concentration of pedestrians and cyclists
- Recommend engineering treatments to improve conditions for walking (e.g., separated sidewalks, curb extensions, crosswalks, shade, lighting, beacons, etc.)
- Recommend bicycle facilities and treatments along Alisal Street
- Recommend "green street" concepts where appropriate
- Recommend regional transportation options and systems that could best meet the needs of local residents

1. Project Planning and Coordination

Task A.1: Project Team Meetings, Calls Logistics (Month 1)

Coordination of Tasks, Meeting Grant Requirements, Resolutions, Approval of grant agreements. Finalize Scope and schedule. City staff will prepare a subcontract with the Local

Government Commission (LGC), the sub-applicant on this grant, which will work closely with City staff on the day-to-day implementation of this planning project. The City will also contract with Building Healthy Communities, the organization that will be responsible for community outreach on this project.

- **Responsible Party:** City of Salinas

Task A.2: Project Kickoff Meetings (Month 2)

City of Salinas Public Works staff will conduct a kickoff meeting with Consultant Team and Partners. A follow-up meeting with Caltrans will be scheduled to confirm project expectations including invoicing, reporting and other relevant project information.

- **Responsible Party:** City of Salinas, Raimi, LGC

Task A.3: Quarterly Reporting

The City, with assistance from LGC, will prepare progress reports on the planning activities to Caltrans.

- **Responsible Party:** City of Salinas and LGC

Task A.4: Fiscal Management (Throughout Grant Life)

Monthly project team conference call meetings will be held between City staff, LGC, BHC and the Raimi to maintain good communication on upcoming tasks and to make sure project remains on time and within budget. Caltrans District staff will be invited to participate in project meetings.

This task also includes Grant administration — including contracting, submission of progress reports, accounting, invoicing and provision of documentation as required by Caltrans — will be managed by City of Salinas with assistance from LGC

- **Responsible Party:** City of Salinas and Local Government Commission

Task B. Community Engagement

The 4 mile long corridor has three distinct segments each with a unique and diverse group of stakeholders, including but not limited to Salinas Unified Business Association, the Oldtown Salinas Association, Hartnell College, Monterey County Health Department, Housing Authority of Monterey County, Monterey-Salinas Transit, residents, schools, and other advocacy groups. Engaging these groups and providing opportunities for input throughout the planning process is a critical piece of the project. More than half of the population living along the corridor is of Hispanic origin, many of who speak Spanish as their primary language. Outreach materials, presentations and meetings will be prepared in both English and Spanish. Also, the population living along the corridor is much younger than the rest of the Salinas population. Youth are the foundation of the corridor's active transportation users. Building Healthy Communities and its partner organizations have been effective in engaging East Salinas youth in leadership and civic engagement activities. Many of these youth already have experience conducting outreach to businesses and residents and several have engaged in City of Salinas planning processes either as participating residents or through a housing planning internship hosted by BHC last spring.

Building Healthy Communities will lead the outreach effort and will engage other local organizations throughout the process.

The project will engage residents and stakeholders in an intensive and highly participatory public process to assess and document conditions for all travel modes (walking, bicycling, transit, and driving) and users (youth, seniors, people with disabilities, residents, diverse groups, visitors, and businesses), identify shared values and concerns, and identify and prioritize enhancements.

The public design charrette is the centerpiece of this community-based planning project. A multi-day design charrette will draw residents and business representatives from all three segments covered in the project area. The charrette will include a variety of different activities designed to engage stakeholders in multiple ways in a concentrated period of time. The purpose of the charrette will be to work with residents and businesses to identify barriers to walking, bicycling and transit throughout the community as well as potential solutions in the form of design changes, operational changes and development of route and mode options. Discussions may also focus on changes to the community — such as infill housing or commercial development — that can provide needed services and reduce the distance residents travel. The Local Government Commission will coordinate all charrette activities with assistance from City Staff, Building Healthy Communities, the Advisory Group and the Consultant Team.

Task B.1: Engagement Strategy (Months 3 & 4)

LGC, with input from the City and BHC, will prepare an outreach plan to inform residents and businesses about the project and upcoming community events. The plan will include a schedule with timing for release, distribution and placement of publicity items and a list of potential co-sponsors and co-promoters to assist with outreach and development of festive activities (e.g, donated local food and entertainment) to maximize participation and positive input at community events.

- **Responsible Party:** City of Salinas, LGC, BHC

Task B.2: Produce/Distribute Outreach Materials (Months 6-7)

BHC and LGC will work closely with the City to conduct publicity and outreach throughout the course of the project. Specific tasks will include:

- **Produce Materials:** BHC, in coordination with the City and LGC, will produce flyers and posters in English and Spanish publicizing charrette events for community-wide distribution.
- **Distribute Materials:** The City, local businesses, religious and service organizations will be asked to distribute flyers and information about the charrette through their communication networks. Elementary and Middle, Junior High and High Schools will be asked to send flyers home with their students. BHC will distribute flyers to neighborhood residents along Alisal Street through community churches, the Alisal Farmer's market, and other identified channels.
- **Media Outreach:** Announcements and press releases will be distributed to local media. The project partners will work on setting up changeable message signs or banners announcing events. Information will be posted on the City, School District, and BHC websites, social

media and through their newsletters.

- **Responsible Party:** Building Healthy Communities and Local Government Commission

Task B.3: Assemble Steering Committee and Plan Steering Committee Meetings (Month 6-7)
LGC, in coordination with City and BHC staff, will assemble an Advisory Group that will provide input as the project moves forward. The Advisory Group will include City staff, School District staff, transit agency staff, and representatives from service organizations, businesses, neighborhood leaders and residents and other interest groups that reflect the demographics and perspectives of the community. The Advisory Group of 8 to 12 representatives from agencies and the community will be consulted throughout the project and serve as a sounding board. The Advisory Group will be consulted to schedule the community design charrettes, discuss key issues, identify additional stakeholders, determine strategies to engage all segments of the community, and to maximize participation in the charrette and other activities.

Advisory Group Meetings-Objectives

The Advisory Group will meet on at least three occasions during the course of this project.

- The first Advisory Group meeting will include participation from the City, LGC, BHC and the Consultant Team approximately two months before the design charrette. The key items on the agenda will include: Scheduling and location of the charrette, key stakeholders to invite to charrette activities, problem areas to study, and strategies for engaging underserved population. The LGC, BHC and Consultant Team will travel to City of Salinas for this Advisory Group meeting. During this visit, LGC and the Consultant Team will also meet with project partners and selected stakeholders, and will tour and photograph the area to assess existing conditions.
- The second Advisory Group meeting will be held approximately one month before the community design charrette. The agenda will focus on outreach and planning for the charrette. The LGC, BHC and Consultant Team will travel to Salinas for this Advisory Group meeting.
- The third Advisory Group meeting will be held approximately one month after the Consultant Team circulates the plan outline following the design charrette. LGC staff and the Consultant Team will travel to Salinas to meet with the Advisory Group and other key stakeholders to discuss the outline, resolve any issues that might still be pending and review proposed concepts developed during and after the charrette. (Month 13)

Caltrans district staff will be invited to all Advisory Group meetings.

- **Responsible Party:** Local Government Commission and Building Healthy Communities

Task B.4: Organize Youth Healthy Transportation Outreach Team (Throughout Project)
BHC, in coordination with the City and LGC, will organize a Healthy Transportation Planning team of ten youth selected from the various BHC and partner advocacy campaigns including, Ciclovía Salinas. Youth will augment ongoing outreach, community engagement, and data collection activities by conducting surveys and interviews, facilitating charrette and workshop activities, and employing tools and small projects to either educate the residents about the project and document existing conditions and/or community needs, such as a Photovoice project, *Fotonovela* and/or other strategies as decided by the youth cohort in consultation with BHC staff, LGC and the City.

- **Responsible Party:** Building Healthy Communities

Task B.5: Pre-Charrette Meetings/Pop-Up Events (Months 5-10)

In preparation for the Design Charrette, BHC will partner with local community-based organizations to organize a series of English and Spanish language community focus groups and events to engage residents and businesses along the corridor and get their input on changes needed to improve access, mobility and overall quality of life. The project will also benefit from input received by the City between 2013-2015 during preparation of the Salinas General Plan Economic Development Element, the Downtown Vibrancy Plan, and Urban Greening Plan. BHC, for example, estimates that it received input on the Economic Development Element from hundreds of people through a variety of meetings and events — including a daylong workshop in December 2013 organized with the County Public Health Department and a pop-up event at the first annual Ciclovía event in October 2013. BHC also collected considerable input from Salinas residents on East Salinas vibrancy and transportation improvements at the 2015 Ciclovía Salinas event, which drew about 5,000 attendees. Pre-Charrette engagement and events will include:

- At least three (3) focus group meetings with residents at churches, schools, and/or recreation and community centers
- Pop-up tables at the Alisal Farmer's Market and at least two (2) community events
- At least one (1) BHC Youth Healthy Transportation Intern-led community engagement project, such as video interviews, a Photovoice Project, etc.
 - **Responsible Party:** Building Healthy Communities

Task B.6: Community Design Charrette Agenda Development and Logistics (Months 7-10)

LGC, in coordination with the City, BHC, advisory group and consultant, will develop the detailed agenda for charrette events and activities. The City and LGC, with help from BHC will arrange facilities, childcare and food (in accord with grant guidelines for eligible snack and refreshment expenses), and other supporting promotional and celebratory activities.

The LGC, BHC and Consultant Team will travel to Salinas for a 5-day Community Design Charrette. The draft schedule of activities, all of which will be conducted in English and Spanish, will include:

- 5-6 stakeholder group meetings (60-120 minutes each)
- Two (2) evening kick-off visioning and bilingual community design workshops. One workshop will be conducted in English with Spanish translation and a second workshop will be conducted in Spanish with English translation.
- Community walking and bicycling assessments along different segments of the corridor
- Based on community input, project team members will spend several days on-site in intense production developing initial recommendations and illustrative graphics
- Review of concepts with City staff
- Closing workshop presentation of draft recommendations to the community for feedback, comments and guidance
 - **Responsible Party:** Local Government Commission, BHC and Raimi

Task B.7: Workshops on Draft Plan (Month 21-22)

Within three to four months after the charrette, once a draft plan has been assembled, LGC, with support from Building Healthy Communities, will organize two 90-120 minute workshops to provide the residents and businesses along the Alisal corridor an opportunity to review the recommendations in the draft plan and to provide additional input. LGC, BHC and the Consultant Team will travel to Salinas to conduct the workshops. One workshop will likely take place during a weekday evening, the second during the daytime on a weekend in order to reach as many residents and businesses as possible.

Responsible Party: Local Government Commission and Building Healthy Communities

Task B.8: Temporary Installations of Potential Design Tools/Concepts (Month 13-14)

In the last few years, local jurisdictions and community groups have found that temporary installations (sometimes referred to as tactical urbanism) are an excellent way to engage and get feedback from residents. In coordination with the workshops on the draft plan, LGC and BHC will work with the consultant team to install several temporary installations that will allow residents to experience how these design changes or tools work. Installations could include curb extensions, conversion of on- or off-street parking spaces for outdoor seating/gathering/bike parking (parklets), landscaping and public art, etc. (Installations may need to be staged on lower traffic adjacent side streets.)

Responsible Party: Local Government Commission and Building Healthy Communities

Task C Data Collection & Constraints Analysis for Alisal Street**Task C.1: Collect Data on Existing Conditions (Months 4-5)**

The Raimi and Associates team will work with the City and other sources to collect and organize available information on existing conditions for the project areas, including traffic volumes, crash data, regional transportation plans, regional transit plans, state route planning and construction plans, aerial and base maps, General Plan and other policy documents, development standards and regulations, and other relevant studies. The team will research and assess bus-rapid transit and shared mobility alternatives that might work to provide regional transportation options for the Alisal corridor.

- **Responsible Party:** Raimi and Associates Team

Task C.2: Obtain Right-of-Way Data (Months 4-5)

Consultant will collect GIS and topographical data from local agencies and will prepare aerial and base maps for design and analysis work and for use by residents during the charrette.

- **Responsible Party:** Consultant Team

Task C.3: Identify Multimodal Needs (Months 4-6)

Consultant will identify existing and planned transit routes, pedestrian facilities and bicycle routes and use available models to project future traffic volumes and requirements along the corridor.

- **Responsible Party:** Consultant Team

Task C.4: Identify Planned Improvements (Months 4-6)

Consultant will collect and summarize already planned improvements along the corridor from

local agencies.

- **Responsible Party:** Consultant Team

Task C.5: Analysis of Opportunities and Constraints (Months 6-8)

Consultant will analyze the data collected and summarize opportunities and constraints of the corridor in the form of a chapter of the final planning document.

- **Responsible Party:** Consultant Team

Task E. Draft Plan

Task E.1: Plan Framework Outline (Month 14-17)

Following the design charrettes, the Consultant Team will start work on preparing the Plan. Approximately one month after the charrette, the Consultant Team will prepare an outline of the plan and a list of any additional questions, concerns or critical issues that might have emerged during or after the charrette. These documents will be circulated to selected stakeholders including City and Caltrans staff, and the Advisory Group for comment.

- **Responsible Party:** Raimi and Associates

Task E.2: Administrative Draft Plan (Months 17-23)

Within two to three months after the charrette, the Consultant Team will prepare and circulate an administrative draft plan for review by the City and Caltrans staff and members of the Advisory Group. The plan will include recommendations to make Alisal Street and other nearby streets more complete; that is roadways that better accommodate all users including pedestrians, bicyclists, transit and motor vehicles. The plan will include conceptual designs, recommendations and development standards for improved road safety and operations, pedestrian, bicycle and transit facilities, enhanced streetscapes, and community entry features and focal points. The plan will identify a network of routes that can be developed over time to improve travel by children and teenagers to nearby schools. The plan will also contain a record of the charrette process, proposed timing and prioritization for implementation of the recommendations, cost estimates for the preferred alternatives and potential funding sources.

The Plan will likely include sections on the following topics:

- Public outreach process used to develop plan
- Existing conditions
- Opportunities and constraints
- Parking demand scenarios
- Complete Streets roadway concepts with cross-section alternatives
- Visualization of roadway alternatives
- Complete Streets analysis of alternatives
- Opportunities for infill development with conceptual design approaches
- Strategies to bolster existing businesses along the corridor
- Visualization of land use/multimodal connections
- Cost estimates of the preferred roadway alternatives
- Funding and Phasing Plan

The Consultant Team will circulate the draft plan to City staff, BHC, Caltrans staff and the Advisory Group for feedback. City staff will collect and review all comments and provide a comprehensive set of comments to the consultant team.

- **Responsible Party:** Raimi and Associates Team

Task F. Final Plan

Task F.1: Final Plan/Present to City Council (Months 24-28)

The Consultant Team will make one round of revisions and finalize the plan. LGC and/or the Consultant Team will travel to the City of Salinas to present the plan at a City Council meeting to consider for adoption by reference or amendment to other policy documents, land use or transportation regulations, and for incorporation into work programs.

- **Responsible Party:** Raimi and Associates/Local Government Commission

California Department of Transportation
Transportation Planning Grants
Fiscal Year 2016-2017

PROJECT TIMELINE

Project Title	Alisal Corridor Complete Streets Plan												Grantee	City of Salinas																							
	Fund Source				Fiscal Year 2016/17						FY 2017/18						FY 2018/19																				
	Responsible Party	Total Cost	Grant Amount 88.53%	Local Match 11.47%	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	Deliverable
Tasks																																					
Task A. Project Management																																					
A.1 Project Team Meetings, Calls, Logistics	City	\$5,667	\$5,017	\$650																															Meeting notes		
A.2 Kick-Off Meeting	City/LGC/R+A	\$11,070	\$9,800	\$1,270																															Meeting notes		
A.3 Quarterly Reporting	City	\$3,072	\$2,720	\$352																															Quarterly Reports		
A.4 Fiscal Management																																			Invoices and other documentation as required by Caltrans		
	City	\$5,309	\$4,700	\$609																																	
Subtotal		\$25,118	\$22,237	\$2,881																																	
Task B. Community Engagement																																					
B.1 Engagement Strategy Memc	LGC/BHC	\$1,401	\$1,240	\$161																															Community Outreach Plan		
B.2 Produce/Distribute Outreach Materials																																			Copies of flyers and posters (English and Spanish), List of agencies, organizations distributing outreach material		
	BHC/LGC	\$6,653	\$5,890	\$763																																	
B.3 Assemble Steering Committee and Steering Committee Meetings																																					
	LGC/BHC	\$10,861	\$9,615	\$1,246																															Meeting notes		
B.4 Youth Action Team/ Project Ambassador (Recruitment, Training, Materials, Guidance)																																			List of youth interns / project ambassadors, sign-in sheets from meetings, copies of outreach materials produced by youth		
	BHC	\$4,745	\$4,201	\$544																																	
B.5 Pre-Charrette Meetings/Pop-Up Events																																			Sign-in Sheets from events, Comments/ Ideas provided by participants, Photos		
	BHC	\$7,646	\$6,769	\$877																																	
B.6 Community Design Charrette Agenda Development, Logistics, Event, and Follow-Up																																			Agenda for Charrette, materials, event logistics, signin sheet, attendance, results/follow up.		
	LGC/Consu ltant/ BHC	\$70,256	\$62,190	\$8,066																																	
Task B.7 Workshops on Draft Plan																																			Agenda, Presentations, Comments received, Photos		
	LGC/BHC	\$23,777	\$21,050	\$2,727																																	
Task B.8 Temporary Installations																																					
	LGC/BHC	\$17,768	\$15,730	\$2,038																															Comments received, Photos		
Subtotal		\$143,107	\$126,685	\$16,422																																	
Task C Data Collection/Opportunities & Constraints Analysis for Alisal Street																																					
C.1 Collect Data on Existing Conditions	Consultant	\$12,026	\$10,647	\$1,379																															List of documents collected and reviewed		
C.2 Obrain Right-of-Way Data																																			Base map showing right-of-way limits for roadway segment in study area		
	Consultant	\$3,864	\$3,421	\$443																																	
C.3 Identify Multimodal Needs																																			Map identifying gaps in existing bicycle, pedestrian and transit networks		
	Consultant	\$7,704	\$6,820	\$884																																	
C.4 Identify Planned Improvements																																			Map identifying existing or already planned cross-sections		
	Consultant	\$2,960	\$2,620	\$340																																	
C.5 Anallysis of Opportunities/Constraints																																			Draft report with supporting graphics assesing opportunities and constraints		
	Consultant	\$5,016	\$4,441	\$575																																	
Subtotal		\$31,570	\$27,949	\$3,621																																	
Task E. Draft Plan																																					
E.1 Plan Framework/Outline	Consultant	\$5,219	\$4,620	\$599																															Plan outline, Comments received		
E.2 Administrative Draft Plan																																					
	Consultant	\$82,775	\$73,281	\$9,494																															Draft Plan		
Subtotal		\$87,994	\$77,901	\$10,093																																	
Task F. Final Plan and Council Presentations																																					
F.1 Final Plan/Present to City Council	onsultant/LG	\$6,789	\$6,010	\$779																															Final Plan, Presentation, Notes		
Subtotal		\$6,789	\$6,010	\$779																																	
TOTALS		\$294,578	\$260,782	\$33,796																																	