

## **PRELIMINARY SCOPE OF WORK**

### **INTRODUCTION**

San Joaquin County Department of Public Works (SJCDPW) will conduct an extensive and highly participatory, multifaceted community engagement process to identify strategies to improve safety and promote active modes of transportation in the Kennedy community near the South Stockton area. The Kennedy Complete Streets Plan (Plan) will analyze the unincorporated San Joaquin County (County) pocket near South Stockton to create complete streets, multi-modal plan of improvements for this established rural-residential and agricultural district. Two main roadways were identified within the area: B Street and Pock Lane. B Street serves as a north-south major collector, connecting Martin Luther King (MLK) Junior Boulevard to the north and Arch-Airport Road to the south. Pock Lane serves as a north-south local road connecting to Mariposa Road to the north and Arch-Airport Road to the south. Along Pock Lane and B Street, there are a variety of destinations including Monroe Elementary, Hamilton Elementary, Kennedy Community Center, and Maya Angelou Branch Library.

This Plan focuses on sustainable improvements to enhance and promote a healthy community and vibrant economy. The Plan will look at existing and planned facilities within the Stockton City limits to bridge gaps located within the County's jurisdiction. The Plan will be actionable to implement "complete street" features that will transform the existing vehicle-centric circulation network to one that is designed for safety of people of all ages and abilities and access for all modes, all while practicing environmental stewardship and working to reduce the impacts of climate change.

A critical element of the Plan is extensive community engagement through a variety of public outreach methods including pop-up events, project website, and translated outreach material.

### **PLANNING AREA AND DEMOGRAPHIC**

The Kennedy Complete Streets Plan is located within Census Tracts 06077002100, 06077002202, and 06077002800, which span into San Joaquin County and the City of Stockton. Two main roadways within the study area include: B Street and Pock Lane. B Street serves as a north-south major collector, connecting Martin Luther King (MLK) Junior Boulevard to the north and Arch-Airport Road to the south. Pock Lane serves as a north-south local road connecting to Mariposa Road to the north and Arch-Airport Road to the south. Along Pock Lane, there are a variety of destinations including: Monroe Elementary, Hamilton Elementary, Kennedy Community Center, and Maya Angelou Branch Library.

The South Stockton area is located entirely within a disadvantaged community. The Census Tracts rank in the 13<sup>th</sup> percentile on the California Healthy Places Index (HPI). At below 25, this is categorized as disadvantaged considering a variety of factors such as access to transportation, education, income, and air quality.

According to the census tract data compiled by the Healthy Places Index (HPI), only 39.59% of the population have an income exceeding 200% of the federal poverty level. The median annual household income is \$39,798, which is in the 20.89 percentile when ranked against census tracts statewide. Therefore, the population within this area would benefit from improved transportation network that gives residents the ability to access economic opportunities.

**OVERALL PROJECT OBJECTIVES**

The overall goal of this Plan is to develop a conceptual multi-modal plan of improvements for the study area that reflects and supports the needs of the community, and future growth. The Plan will identify barriers, recommend solutions and outline the next steps forward, all meeting the goal of promoting a livable, sustainable community that provides alternative methods of transportation.

**WORK TASKS AND DELIVERABLES**

The CONSULTANT will provide professional services to accomplish specific work tasks, leading to the preparation, submittal, approval and adoption of the Boggs Tract Sustainable Community Plan, which will serve as the final report of the PROJECT. The completed final report shall be provided by the CONSULTANT and approved by SJCDPW no later than eighteen (18) months from issuance of the Notice to Proceed issued by SJCDPW.

The specific work tasks shown below are intended to provide guidance in preparing the proposal. While consultants are encouraged to respond to this RFP with a proposal that may include additional tasks, further defined task details, and a work plan and approach necessary to accomplish each task, any changes from or additions to the listed tasks will require resubmittal of Scope and Project Timeline to Caltrans upon Contract Award.

The CONSULTANT shall provide all required labor, equipment, tools, and facilities necessary to complete the required work, including but not limited to the following:

**Please note, the Sustainable Communities Grant does not allow for Project Management to have its own task. Project Management should be billed to the task in which it occurs. Project management tasks can include:**

**Project Kickoff Meeting**

The CONSULTANT shall hold an organization and initial meeting with SJCDPW staff and other concerned organizations to collect available data and published materials, establish schedules, and establish communication channels with various interest groups, stakeholders, county staff, and local agencies. These stakeholders shall include, but are not limited to, the Port of Stockton, City of Stockton, and Caltrans.

**Quarterly Reports**

The CONSULTANT shall prepare and submit quarterly progress reports to SJCDPW outlining the progress made during the quarter. The report will compare the planned activities reported on the project schedule to the actual work done during the quarter.

<b>Deliverable</b>
<ul style="list-style-type: none"> <li>• <i>Kickoff meeting agenda and minutes</i></li> <li>• <i>Scope of work</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Quarterly reports to SJCDPW</i></li> </ul>

**Task 1: Existing Conditions and Analysis**

Task 1 will take a look at the existing conditions already present within the Plan’s study area, as any relevant information pertaining to the area.

- Existing Conditions Analysis:** This task involves understanding the existing conditions and identifying any major known constraints such as land-use restrictions, known sensitive environmental and cultural resources, and major utilities. A site visit will be conducted, data will be collected, and stakeholders such as Caltrans, the PDT, stakeholder groups, and other local agencies, will be consulted. Data to be analyzed includes planning documents (such as general plans, other project studies/reports, Regional Bicycle, Pedestrian, and Safe Routes to School Master Plan, Regional Transportation Plan & Sustainable Communities Strategy information, Regional Transit’s Short-Range Transit Plan, and congestion management program); base mapping; readily available geotechnical and utility easement data; traffic volume and existing travel demand model data; public transit ridership, details on newly constructed transportation improvements; data on proposed development and transportation projects; existing surveys and right-of-way (ROW) maps; and traffic collision data within the community.

Task Deliverables
<ul style="list-style-type: none"> <li>Existing conditions memo and exhibits</li> </ul>

**Task 2: Community and Stakeholder Outreach**

Engaging the community, understanding the community’s views about existing transportation issues, and building consensus are essential to the future implementation of the Plan. A focus of the outreach efforts will be to engage all segments of the community, including socio-economically disadvantaged, minority, and non-English speaking populations. Public participation specialists with experience and proven techniques for involving diverse community groups will be involved as part of the Consultant team.

**Task 2.1: Project Development Team:** A Project Development Team (PDT) will be created that will include the partner agencies of Caltrans, SJCDPW, and the City of Stockton. The PDT will guide the development of the Plan, and the PDT will be maintained throughout the life of the Plan. Specific PDT activities are as follows:

- Conduct a kickoff meeting with the PDT to discuss the project scope, vision, goals, and create a project timeline. The kickoff meeting will include a tour of the Plan area.
- Attend quarterly PDT meetings to refine the Plan’s scope, approach, and strategy, as needed, up to a minimum of three (2) and up to five (5) meetings.

Video recordings of each PDT meeting will be accessible to the public online. A web-based interactive map reporting/form will be available for community members to report specific roadway and sidewalk issues, including pedestrian crossing difficulties which may have gone unreported.

**Task 2.2: Stakeholder Groups:** The Stakeholder Advisory Committee (SAC), will function as the key project advisors, helping form the project goals, public outreach strategies, and serving as early reviewers of plan content prior to community workshops. SAC members will consist of representatives of community-based organizations, public transit providers, and business and property owners within the PLAN area, public health representatives, advocates, and any other

interested stakeholders. The SAC will meet **quarterly** throughout the project to provide input on direction and vet recommendations for improvements, **for a minimum of three (3) meetings**.

**Task 2.3: Public Workshops:** Besides informal outreach to the stakeholders, at least three (3) formal public workshops will be conducted to inform, update, and engage stakeholders and the community-at-large regarding project development. The primary intent of these public workshops is to create an environment where the public is most comfortable providing input, share information about the project and collect input from members of the public, such that they have an investment in the Plan's vision.

Activities associated with this task will include, but are not limited to, the following:

- Plan, organize, facilitate, and conduct a minimum of three project workshops
- Prepare advertisements
- Prepare and distribute email and direct mail to the community and key stakeholders
- Provide information for web posting and notifications utilizing the County's social media websites
- Prepare Video recordings of Public Workshops for residents' to view at a later time if unable to attend meetings
- Prepare a project website with Plan information and a web-based interactive map reporting/form which allows community members to report specific roadway and sidewalk issues, including pedestrian crossing difficulties which may have gone unreported
- Have a public stenographer available for dictated comments
- Obtain language translators, as necessary
- Develop and finalize comment cards, informational handouts, and presentation materials for each workshop
- Design and print meeting materials and maps
- Prepare workshop summaries that include a detailed overview of how the workshop was noticed, organized, facilitated, and conducted; documentation of issues and comments from participants and a list of any action items/next steps

In-person informational booths may also be implemented (during select days/times) to distribute advertising material and answer any questions on the spot. These booths will be located at grocery stores, outdoor markets, or strip malls. All workshop materials will be provided in multiple languages as necessary, and applicable.

**Task 2.4: Database Development and Comment Tracking:** A database will be created of property owners, businesses, and other stakeholders within the Plan area, as well as those who provide comments or ask questions. A protocol will be developed and implemented for tracking comments. The database will be updated with names from the public workshop sign-ins, information from the PDT meetings, ongoing research, and stakeholder contact. Among the groups on the stakeholder list will be the following:

- PDT meeting participants
- Residents, businesses, and property owners near the existing and proposed conceptual improvements
- Elected officials and representatives in the Plan area, as well as other pertinent governmental and quasi-governmental entities in the area
- Staff members from Caltrans and other pertinent state agencies

- Staff members from pertinent federal agencies
- Civic and community groups
- Emergency responders
- Utilities
- Entities that may be affected by disruptions in travel patterns
- Affected agencies
- Others

**Task 2.5: Summary of Public Engagement:** A detailed report of all public and stakeholder activities conducted throughout the development of the Plan will be prepared.

Task Deliverables
<ul style="list-style-type: none"> <li>● Site tour of the planning area</li> <li>● Draft public outreach Plan</li> <li>● Draft public outreach schedule</li> <li>● PDT meeting agendas and minutes</li> <li>● Contact list coded for interest and activity</li> <li>● Stakeholder Group meeting materials and agendas</li> <li>● Notification materials (workshop announcements, display ads, news releases, letters to elected officials, email and direct mail to stakeholders/property owners/general public, website announcements)</li> <li>● Meeting agendas, presentation materials, informational project materials, exhibit boards, fact sheets, and workshop and comment card summaries</li> <li>● Outline of stakeholder database information</li> <li>● Database (w/contact information, issues/comments)</li> <li>● Comment tracking reports</li> <li>● Public engagement report</li> </ul>

**Task 3: Draft and Final Plan**

This task will involve all activities required to develop the draft Plan text and exhibits, as well as the effort required to circulate, review, and update the draft Plan. Based on input received from the public, decision-makers, PDT, and Stakeholder Groups, a Draft Complete Streets Plan will be prepared with the components described below.

**Task 3.1: Conceptual Circulation Recommendations:** The Plan will identify preliminary concepts for improvements required to enhance multimodal connectivity and mobility, including recommendations for future access and efficient and safe movement of vehicles, bicycles, and pedestrians. Circulation recommendations will be consistent with the Smart Mobility Framework.

**Task 3.2: Conceptual Design Recommendations:** The Plan will provide conceptual recommendations and design elements for developing the neighborhood network based on principles outlined in the Complete Streets Implementation Action Plan. Conceptual design elements, where appropriate, will include the street cross-section, lighting, curbs, drainage and low impact development considerations, pedestrian, bicycle and public transit facilities, landscaping and hardscape features, street lighting and furniture. Shade structures and tree covers will also be examined for the Kennedy community to address near-term shifts in the

seasonal heat index; this will be critical to walkability and is a central facet of complete streets programming. Streetscape designs provided as part of the Plan will be conceptual but will provide enough detail to guide future improvements to Unincorporated San Joaquin County near Kennedy.

**Task 3.3: Priority Investments, Funding Strategy and Next Steps:** It is understood that the Plan will be implemented over a number of years, and involve a variety of funding strategies. The Plan will identify the next steps and develop an action plan to implement the improvements recommended in the Plan. Priorities for public investment and generalized cost estimates will be developed. Funding strategies and specific financing options will also be identified.

**Task 3.4: Draft Complete Streets Plan:** The Draft Plan will be developed by compiling the memos from the above tasks into a complete and refined draft Plan that will include an introduction and accompanying exhibits and graphics.

Task Deliverables
<ul style="list-style-type: none"> <li>• Preliminary concepts for improvements</li> <li>• Conceptual Complete Streets designs exhibits</li> <li>• Identification of priority investments, funding strategy, and next steps</li> <li>• Draft Complete Streets Plan</li> <li>• Final Complete Streets Plan in American with Disabilities Act (ADA) accessible electronic Format</li> </ul>

**Task 4: Board Review/Approval**

Once the Draft Plan has been revised and updated based on comments received from the public workshop(s), PDT, and the general public, the Final Plan will be taken to the Board of Supervisors for approval.

Task Deliverables
<ul style="list-style-type: none"> <li>• Board Agenda Package</li> <li>• Board Order with Approval Date/Signature</li> </ul>