

## **ATTACHMENT B**

### **CONSULTANT SCOPE OF WORK**

**Project Team:** Humboldt County Association of Governments (HCAOG), Redwood Community Action Agency (RCAA), and the County of Humboldt

**Project name:** Loleta Safe Routes to School and Connectivity to Tribal Lands Project

**Funding source:** Strategic Transportation Planning Grant (State Only Funding), FY 2025-26 Cycle

#### **Task 1. Project Management and Reporting**

##### **1.1: Project Kick-off Meeting**

Consultant will take the lead to organize a project kick-off meeting (virtual or in-person) with Project Team, consultant, and partner agency staff. The meeting will be used to verify project goals, review the scope, project approach, schedule, and deliverables.

##### **1.2: Project Coordination**

Consultant shall meet with Project Team bi-weekly or as needed throughout the project. Consultant shall work collaboratively and closely with RCAA, who will be completing the majority of the community engagement tasks for the project. Meetings may be virtual or in-person, as needed. Consultant shall propose frequency and schedule of project management meetings that best fits the established budget and shall be responsible for all aspects of meetings. Meetings are intended to keep Project Team up to date on project progress, track milestones, and discuss key decision points to keep project moving forward on budget and on schedule.

##### **1.3: Invoicing and Reporting**

Consultant will be responsible for submitting invoicing with budget tracking (no more than monthly, no less than quarterly) and quarterly reports that summarize project progress and grant expenditures.

##### **Task Deliverables**

- ☐ Project kickoff meeting: attendance, agenda, meeting minutes; project timeline.
- ☐ Project team periodic check-in meetings: attendance, agenda, meeting minutes.
- ☐ Invoices, quarterly progress reports.

#### **Task 2: Existing Conditions Mapping**

Consultant shall work with Project Team and community stakeholders to map the project area's bicycle and pedestrian facilities, intersections, crosswalks, and sidewalks, and to document the current condition of these facilities. Conditions to be compiled also include existing (and any planned) transportation facilities in relation to current land use patterns and applicable General Plan Land Use and Zoning policies and measures, including presence, proximity, and connectivity of key destinations, such as housing, schools, parks, jobs, health services, healthy food, commercial spots, tourist draws, and other important activity centers. The existing conditions inventory will also include a description of all existing programs to support multimodal transportation.

Consultant will review recent SafeTREC reports of relevant collision data and regionally available level of traffic stress data, as well as any local community reports, and compile safety data. Consultant will also gather transportation equity data from Loleta and the adjacent Bear River Rancheria and the Wiyot Tribe's Table Bluff Reservation, including availability of public transportation and transportation options.

Consultant will produce a Summary of Existing Conditions map and technical summary memo for the project, and will share drafts with the project team and Loleta community of stakeholders so that they can review and provide feedback.

#### **Task Deliverables**

- ☐ Administrative Draft, Public Review Draft, and Final Existing Conditions Map
- ☐ Draft and Final existing conditions summary memo

### **Task 3: Network Analysis**

Consultant will conduct an analysis of the existing conditions information collected in Task 2 to identify safety challenges, areas of facility deterioration and potential repair or upgrade, and potential improvements in transportation equity. The existing (and planned) transportation facilities will be studied in relation to the current land use patterns and applicable adopted policies. This context will inform the stakeholders to consider existing and potential land use patterns, to discuss and evaluate where good connections exist and where gaps and opportunities are highest for connecting and/or increasing housing, jobs, or other destinations. Discussions may identify if current Land Use planning policy for the project area needs to be revised in order to more effectively support and encourage active transportation modes or investments, such as mixed-use and compact development. Consultant shall produce a Summary of Analysis report for the project, and will share drafts with the project team and greater Loleta community of stakeholders so that they can review and provide feedback.

Consultant shall present the network analysis at a meeting of HCAOG's technical advisory committee.

#### **Task Deliverables**

- ☐ Administrative Draft, Public Review Draft, and Final Draft Summary of Analysis Report
- ☐ Presentation and material preparation for the draft network analysis to the HCAOG Technical Advisory Committee

### **Task 4: Community Engagement and Advisory Meeting Support**

RCAA will be the lead consultant completing community engagement on the project. Consultant is asked to allocate \$3,000 under this task for as needed technical support for public engagement and community advisory meetings. Consultant expenditure under this task shall be at the written request of the project team.

## **Task 5: Draft and Final Plans**

Consultant shall work with the Project Team to create maps of 10% concept design plan view maps of the proposed pedestrian and bicycle facilities between the Loleta Great Redwood Trail gateway, Loleta Elementary School, and Loleta Main Street, based on community and stakeholder input, including the Advisory Committee's guidance. The project team anticipates that the preferred corridor will follow Loleta Drive, Park Street, and Scenic Avenue. The 10% designs are envisioned to investigate this corridor more broadly (ie. potential alignments on both sides of said roads), with potentially several options for potential improvements within the corridor. The designs will be accompanied by proposed bicycle and pedestrian encouragement programs, with estimates of travel mode shift to result from initially identified improvements.

Based on project team and community feedback to initial 10% designs gathered during the community outreach and engagement, Consultant shall work with the project team to produce draft 30% designs for Advisory Committee review and community input. The 30% designs will be based on the preferred improvements corridor as identified at the 10% design level. The preferred corridor is anticipated to be improvements to only a single side of the streetscape. The project team assumes that the design drawings will be based on field measurements from Task 2, aerial photography, readily available digital elevation models, and localized field measurements as may be determined necessary. Based on community, stakeholder, Advisory Committee, Tribal input and project team input and the contractor will refine 30% designs and finalize.

Guided by Tribal input, expertise, and priorities, Consultant shall work with the Project Team to develop two multimodal needs assessments and concept plans focused on enhancing transportation safety between the Bear River Rancheria and Loleta Elementary/Main Street, and between the Wiyot Tribe's Table Bluff Reservation and Loleta Elementary/Main Street.

Consultant shall work with Project Team and technical advisors to finalize cost estimates, create a list of potential funding sources, develop a method of prioritizing projects, and draft a proposed timeline for implementation. Final 30% designs will be accompanied by written plan, including a summary of next steps towards implementation, which will be shared with Caltrans, the community, and all stakeholders, and posted on the project website. The final plan will include community input, credit Caltrans and all project funders, and will be prepared in an ADA-accessible format.

Consultant shall present the Final Draft Plan at a meeting of HCAOG's Technical Advisory Committee and Board, and the County Board of Supervisors.

### **Task Deliverables**

- ☐ 10% concept design plan view maps for improvement alternatives in Loleta
- ☐ Draft and Final 30% concept design plans for final selected improvement alternatives in Loleta
- ☐ Two (2) tribal multimodal needs assessments including 10% concept plans
- ☐ Presentation and material preparation at three (3) public meetings (HCAOG Technical Advisory Committee, HCAOG Board, and Humboldt County Board of Supervisors)
- ☐ Draft and Final Draft Plan/Project report