

TO: James L. App, City Manager
FROM: Doug Monn, Interim Public Works Director
SUBJECT: Award Design Services – Plan Line for Creston Road
Capitol Hill to Rolling Hills Road
DATE: June 21, 2005

NEEDS: For the City Council to consider authorizing the City Manager to enter into a contract with URS Corporation to assist staff in developing a Plan Line for Creston Road from Capitol Hill to Rolling Hills Road.

FACTS:

1. In December 2004, staff issued a Request for Proposal to seventeen (17) firms to assist the City in the preparation of a Plan Line for the ultimate improvements to Creston Road, from Capitol Hill to Rolling Hills Road.
2. Six firms responded to the RFP.
3. Representatives from the City Manager's Office, Public Works, and Community Development reviewed the RFPs and rated them in accordance to five categories (see attached summary of the ratings).
4. Staff presented the ratings to a Council Ad Hoc Committee. It was concluded that the top two firms, Omni-Means and URS Corporation, would be invited to appear before a selection committee.

**ANALYSIS
AND**

CONCLUSION: In April 2005, staff from Public Works, Community Development, the City Manager's Office, and a City Council Ad Hoc Committee interviewed Omni-Means and URS Corporation. At the conclusion of the interviews, the committee selected the team from URS Corporation to assist the City in preparing a Plan Line for Creston Road, provided:

- URS would include School District staff during the development of alternatives;
- Planning concepts would include consideration and provisions for pedestrian and bicycle traffic safety;
- Jorge Aquilar would be the primary interface with the community, representing the City.

URS Corporation has provided a letter to confirm that the above concerns are part of their Scope of Work.

POLICY

REFERENCE: Circulation Element

**FISCAL
IMPACT:**

The recently adopted Capital Improvement Program has included this project with a budget amount of \$250,000.

OPTIONS:

- a. Authorize the City Manager to enter into a contract with URS Corporation to assist the City in preparing a Plan Line for the ultimate improvements for Creston Road from Capitol Hill to Rolling Hills Road in accordance to the attached Scope of Work, in the amount of \$194,217.
- c. Amend, modify, or reject the above options.

Attachment (1)

- 1) Scope of Work
- 2) Summary of Ratings

RATING SHEET - SUMMARY FROM ALL RATERS
 MASTER PLAN FOR CRESTON ROAD - CAPITOL HILL TO ROLLING HILLS ROAD
 DPW 04-35

	McCarthy Engineering	Penfield & Smith	RRM Design Group	Omni-Means	URS Corp.	Cannon Assoc.
A. Demonstrated a clear understanding of City's needs <i>10 points max</i>	6.4	8.4	7.4	9.4	9.8	7.8
B. Provided samples of work in developing creative solutions to traffic volume and capacity issues similar to City's needs <i>20 points max</i>	5.4	14.0	15.0	16.2	17.2	8.0
C. Provided a good proposal to involve the community in developing the Master Plan <i>25 points max</i>	6.0	13.6	21.0	21.2	20.2	17.6
D. Provided an easy to understand methodology in reaching project goals <i>25 points max</i>	12.0	16.4	20.0	20.4	20.4	15.6
E. Project Team proposed has excellent experience in preparing Master plans and addressing difficult issues similar to City's needs <i>20 points max</i>	7.4	10.6	12.0	18.2	18.8	11.6
TOTAL POINTS	37.2	63.0	75.4	85.4	86.4	60.6

Rater: SUMMARY SHEET

Date: 2/16/05



1380 Lead Hill Boulevard, Suite 100
Roseville, California 95661-2997
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Fax: (916) 784-0211

13 May 2005

Ms. Ditas Esperanza
City of El Paso de Robles
Public Works Department
1000 Spring Street
Paso Robles, CA 93446

Subject: Creston Road Plan Line Update

Dear Ditas:

We're pleased to be able to send this letter of appreciation to you, the other interview panel members and the City Council for entrusting URS as your consultant to move the Creston Road Plan Line Update project forward.

We would like to confirm our commitment to successfully deliver this planning effort and to support the City in partnering with the affected or interested stakeholders. To this end, we'd like to reiterate key components of our approach:

- Our efforts will be very much geared to stakeholder participation, we plan on producing the planning documents in English units with high-quality exhibits on aerial photo backgrounds to assist in the communication of project concepts;
- As a part of our public outreach effort, we intend to contact school district representatives and request specific coordination with District and school leadership staff to discuss their input to pedestrian, bicycle and bus traffic considerations;
- Planning concepts will give due consideration and provisions for pedestrian and bicycle traffic, including potential traffic calming measures with a focus on enhancing safety throughout the corridor but particularly at crosswalks and intersections;
- As your Project Manager, I will lead and be the primary presenter for the consultant team for the stakeholder outreach efforts. As with our past projects, I will coordinate this effort with the City and anticipate that you, Jim App and perhaps other City representatives would participate in key meetings.

Again, we appreciate this opportunity and look forward to working with you and the City on this project. Please feel free to contact me if you have any questions or need additional information.

Sincerely,

URS Corporation, Americas

Jorge Aguilar, PE
Project Manager

c:File 1-A



Work Program

The following task outline represents the basis of our proposed contract scope for the project. The “Scope at a Glance” is an outline listing of the tasks and the details of each activity are included in the following discussion. We would be pleased to discuss any aspect of this proposal with the City and expect that it will be further refined during subsequent steps. The scope of work presented is assumed to be integrated with the “Project Understanding” Section of this proposal and with the specific work scopes of our extended team members, as such these documents are hereby incorporated by reference.

“Scope At A Glance”

TASKS	TASK DESCRIPTIONS
1	Project Management, QA/QC
2	Team Meetings, Data Collection & Project Coordination
3	ROW Delineation & Incorporation into Existing Mapping
4	Traffic Analysis
5	Preliminary Environmental Evaluation, Design & Drainage Study
5.1	Full-width Arterial Standard
5.2	Alternative Concepts
5.3	Drainage Study
5.4	Cost Estimating
5.3	Criteria Matrix
6	Public Presentations & Workshops
6.1	Initial Coordination and Input
6.2	Preliminary Concepts
6.3	Recommended Alternative
7	Preliminary Design Report
7.1	Draft PDR
7.2	Final PDR

Note: A summary discussion of each of the activities shown follows this table:



Task 1 – Project Management, QA/QC

This task addresses the coordination of the various project delivery tasks, design disciplines and key client communication to meet deliverable and schedule commitments. Various project functions will be initiated independently and concurrently particularly at the beginning of the project (ie administrative functions, mapping, data collection/review, traffic scoping and existing conditions analysis, concept planning, team and agency coordination functions). These initial functions will reach a point where they become interdependent prior to finalization and then may again reach some level of independence.

The project schedule, task budgets, invoicing and production progress will be closely monitored to ensure timely action and interactive teaming with the City. Please note that the scope of services budget included with this submittal consists of estimated individual task budgets and that these may vary within the total estimated budget for this work.

Independent Quality Assurance Program

This is an on-going task that is scheduled to be performed immediately prior to submittals. URS implements a review of the project documents by a senior level engineer that is not actively involved in the project planning or design. This review is in addition to the normal reviews by supervisory personnel. The URS Quality Assurance Manual outlines a systematic approach to the review of project documents prepared by company personnel. Each office has a Quality Assurance Officer who is responsible for the periodic audit of project files to ensure adherence to QA procedures and to assist in the documentation of QA processes. A corporate staff member additionally periodically spot audits project files to assure compliance with the mandated plan that is to be established as part of the project initiation.

Deliverables:

- Project Schedule Updates
- General Project Coordination and Administration
- Invoicing and Budget Tracking
- Project Specific QA File Materials (either an “In-House” or client walk through review of the general procedures is available if requested).

Task 2 – Team Meetings, Data Collection & Project Coordination

As our first order of work, URS will coordinate a Kick-Off meeting of the Project Development Team (PDT) that is to be comprised of the City, and URS Team members. We'll prepare for and meet at the City offices to review the scope of work, define the roles of the project participants, and confirm schedule and milestone requirements.

At that time, we'll gather relevant City/agency data and record documents. This data should include, but not be limited to; the Dec 12, 2003 updated City General Plan and EIR, City land planning and zoning information, City utility information, as-built plans for facilities adjacent to the project site, and additional data



as determined applicable. An initial Request For Information will be submitted to allow time for the information to be gathered prior to the Kick-Off meeting. A field review will follow the meeting with PDT members participating as appropriate.

Four (4) additional project coordination staff meetings are included for this project. These meetings may be conducted “face to face” at the City offices or by teleconference as mutually scheduled by the City and URS staff.

Deliverables:

- Attendance at a Kickoff meeting at the City offices
- URS participation at up to four (4) additional meetings

Task 3 – Right of Way Delineation and Incorporation Into Existing Mapping

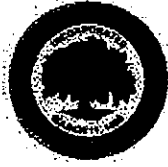
For this task URS and Vaughan surveys propose to start the project immediately by using the mapping from the original plan line concept and incorporate right of way delineation from Capital Hill to Rolling Hills Road calculated from record data maps and input into the AutoCadd drawing. We currently have a copy of the previous topo mapping from our work on the 13th Street Bridge project and will use that as the default mapping by assuming it’s accuracy is adequate for the planning work. Alternately, we could use the City wide topo mapping that is to be generated for the City later this year. Boundaries will not be based on actual field surveys and it is assumed that sufficient boundary information will be found in the field to reasonably align the record information. Boundary establishment for purposes of right of way acquisition, determination of area quantities or preparation of legal descriptions would require additional analysis on a parcel by parcel basis using City-supplied preliminary title reports and is not included in this estimate. Record data establishment will be primarily based on the Creston Road Plan Line Record of Survey prepared by EDA recorded in Book 72 of Surveys, Page 32 together with the survey of the Orchard Bungalow Tract prepared by Vaughan Surveys for the City of Paso Robles.

Deliverables:

- Existing Right of Way Delineation for the project in AutoCadd format

Task 4 – Traffic Analysis

The existing plan line shows a four-lane arterial cross section with a 72-foot curb-to-curb width within a 96-foot right-of-way. The abutting land uses are residential, commercial, and institutional, where constructing the four-lane cross section could affect several existing building and/or property access. The ATE/URS team will develop several alternative designs that would reduce/minimize impacts to the abutting uses while achieving the City's desired level of service. Alternative designs would include, but not necessarily be limited to: a three-lane section (one lane each direction with center left-turn lane); a modified two-lane section with property access consolidated at selected locations; use of roundabouts at key intersections; etcetera. Analyses of the alternative designs will be based on traffic volume forecasts generated by the City's traffic model that was developed for the Circulation Element. Additionally, ATE will conduct 24-hour machine traffic count at 2 locations on Creston Road and up to 4 locations on key side streets to independently verify existing and forecast information.



Forecast future traffic volumes for buildout (horizon year to be determined): Traffic volume forecasts will be from the City's traffic model that was developed for the Circulation Element. The volume forecasts shown in the Circulation Element model report will be cross-checked against existing and future land uses to verify the appropriate level of traffic for design purposes, since the model forecasts show very little growth between Year 2000 (14,830 ADT) and Year 2010 (15,500 ADT).

ATE will use this information to assist URS in developing roadway alternatives that would accommodate the future traffic volumes while achieving the City's desired level of service. Alternative designs may include, but not necessarily be limited to: a four-lane section; a three-lane section (one lane each direction with center left-turn lane); a modified two-lane section with property access consolidated at selected locations; and use of roundabouts at key intersections, potential street closures, or turn prohibitions (right turn only locations); etcetera. Up to 4 design alternatives will be developed with road and intersection operations for those alternatives to be evaluated. ATE will prepare letter report summarizing future traffic operations for each alternative along Creston Road from East Capital Hill Road to Rolling Hills Road.

Deliverables:

- Traffic Counts at up to 6 locations
- Alternatives Analysis
- Draft and Final Traffic Operations Letter Reports

Task 5 – Preliminary Environmental Evaluation, Design and Drainage Study

Preliminary Design: After further review of the project field conditions and concept discussions with City staff, URS will prepare a full standard “Divided Arterial” layout for the project limits to quantify the potential impacts and identify areas where the City standard design may not be feasible or acceptable. In conjunction with the traffic analysis, the team will then present conceptual alternatives to the City as a part of the meetings planned in Task 2. A draft “Criteria Matrix” would then be generated for evaluation of the alternatives. This criteria matrix is to be further defined as a part of any public presentations (if applicable), then refined with City staff and then used to document weighted comparisons of the alternatives. The actual alternatives to be delineated would be produced as a result of those discussions, our recommendations and City direction. Steve Caminiti will provide a concept level review of the alternatives and recommendations for landscaping opportunities and treatments within the project limits. These concepts will be rendered and used for staff and public discussions. URS geotechnical staff will review proposed slopes and retaining structures for viability based on our knowledge of the area, record information and our experience on the westerly Creston Road widening. LAN Construction Management staff will conduct an assessment of proposed alternatives and provide recommended considerations and revisions based on their current construction and traffic handling experience in the City.

Preliminary Environmental Evaluation: URS Environmental staff will conduct an initial assessment of the project with the following environmental study objectives:

- 1) Identify the key environmental issues
- 2) Determine the preliminary scope of future environmental studies
- 3) Recommend the appropriate CEQA document
- 4) Identify any applicable agency permits



The preliminary environmental assessment will include an initial site review and research and documentation of the resources that may be affected by the potential project alternatives. The site review will necessitate field surveys for biological and cultural resources. A hazardous materials field reconnaissance will also be conducted, as well as an overall field survey to consider land use, topography, aesthetics, etc.

will conduct an informal environmental site assessment of the project corridor. The evaluation will also consider the possibility that hazardous materials contamination might be present in the areas of proposed construction activities. The site assessment will include consideration of past and present uses of the site and surrounding areas. The scope of services for this investigation consists of the following tasks;

Site Reconnaissance - URS team members experienced in hazardous materials surveys will conduct a site reconnaissance of accessible portion of the project corridor. Surface conditions and current activities at the project corridor and adjoining properties will be observed from public viewpoints. An inventory of potential contaminant sources on and adjoining the project corridor will be completed on the basis of visual observation.

Records Review and Interviews – During the records review, reasonably ascertainable information will be obtained from public agencies (federal, state and local) to assess whether current and past property usage within the project area may have created a potential for contamination of the property. URS will employ the assistance of Environmental Data Resources (EDR) to provide background information on the current and past property usage within the APE. The record review would be based on the ASTM practice and consists of the following:

- The subject property and adjoining properties for registered underground storage tanks (USTs) and Resource Conservation and Recovery Act (RCRA) generators.
- ½-mile radius for leaking USTs, landfill sites, Non-Corrective Action RCRA treatment, storage and disposal facilities and Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS) sites.
- 1-mile radius for Corrective Action RCRA treatment, storage and disposal facilities, and state and federal superfund sites.

Aerial Photography Survey URS will use historical aerial photographs to characterize past activities on and around the project site.

Information collected during the above activities will be analyzed and included in an environmental technical memo. The memo will address the following issue areas:

- Soils, topography and erosion
- Air, noise, and solid waste
- Wetlands, water, and floodplain
- Hazardous materials
- Biological resources and any sensitive species
- Agriculture
- Land use and growth
- Public services
- Recreation
- Cultural resources
- Aesthetics



Based on our preliminary environmental evaluation, URS will provide recommendations on the type of environmental review likely to be required for the project. If the project is to be solely funded and constructed with local and state funds, then only CEQA environmental review will be required. The type of document will depend on the preliminary impact assessment – if no significant impact is identified, then the project may qualify for a Negative Declaration. The evaluations described above will consider any preliminary alternatives proposed for the project. Permits that may be required will be identified, and the preliminary scope of future studies will be determined.

Preliminary Drainage Study: URS will prepare a preliminary level drainage study based on existing City as-built and prior study information, USGS mapping, and roadway alternatives analysis. It is assumed that the study will be applied conservatively to the standard section and then refined for deviations from that standard section in a subsequent phase of the project. The drainage study will review contributory areas, expected rainfall intensity and duration, existing drainage patterns and systems, existing areas of known problems and recommendations for the project.

Preliminary Cost Estimating: Once the preliminary layouts are defined, the URS team will use local cost data from the 13th St and other project “As-Bid Summaries” to develop magnitude level cost estimates with appropriate contingencies for this level of planning. Right of Way impact and cost information will still be general in nature at this point but will be further defined in the final report based on the recommended alternative. We will identify known existing utility services that are to be undergrounded and work with the City and our local utility contacts to establish realistic estimates of cost for that work.

Deliverables:

- Standard and Alternative Improvement Layouts
- Conceptual Aesthetic and Planting Treatments
- Preliminary Environmental Assessment Technical Memo
- Preliminary Drainage Study
- Preliminary Alternatives Cost Estimating
- Draft Criteria Matrix

Task 6 – Public Presentations and Workshops

The URS team will present and/or support City staff in the presentation of project concepts, progress on the project and final concepts at milestone dates. URS will prepare electronic and board mounted exhibits to present to the public, the school district and/or City Council if necessary. For a complex project with the potential for controversy, we recommend a 3 stage approach as a presentation and a public outreach component. The first stage is to inform the interested public that the City is moving forward with the planning for the project and that staff is soliciting input for the project from the community. We would present existing information on aerial photo background and let the public speak on the issues that concern them and what they see as problem areas. This phase allows the public the opportunity to speak, propose items for input into a “Criteria Matrix” and invest themselves in the project. The next phase would be when the preliminary alternatives are defined and presented in a public forum for comment. This input may result in changes to the preliminary alternatives but would have the benefit of the past input to reduce potential controversy and confirm the public's input and ownership. The final phase is to present the recommended alternative, allow for City Council action if appropriate and distribute information to the public on the next steps and timelines.



Deliverables:

- Attendance at up to 4 Public Presentations
- Up to two coordination meetings with City staff and School District representatives
- Electronic and Board Mounted Exhibits to support the presentations

Task 7 – Preliminary Design Report

After review of the preliminary concepts and input by City staff and public stakeholders, URS will prepare the delineation for a recommended alternative and summarize the technical memorandums prepared to date and the project process in a Draft Preliminary Design Report. This report will include the text discussion on existing conditions, background, public process and criteria matrix, preliminary design alternatives and costs, drainage considerations and preliminary and anticipated environmental studies, final recommended alternative, proposed schedule and costs for: construction, right of way, design, right of way support and construction management. At this stage we expect a more refined look at cost estimating, particularly for right of way and have assumed up to 25 parcel impacts and the following conditions for **right of way assessment**:

The various land uses throughout the project limits include: high and medium density residential, church and commercial. Impacts can be mitigated to the point that relocation of any businesses or residences will not be required or sales of property will be amicable and “in whole” without controversy.

- Review of current and projected land use patterns from a right of way cost prospective for each study alternative,
- A comparable analysis of each property, including potential damages to those properties which have improvement affected by the project.
- Right of Way estimates, by parcel, for each alternative for inclusion in the Right of Way Data Sheets.
- Analysis of up to 25 parcels for right of way estimate assume 4 different land use types.

Utility relocation analysis is not included in the ROW data sheet and ROW data sheets will be produced by the URS team for up to 25 parcels.

We expect one iteration of comments to the draft report and will provide a final report based on the receipt and resolution of those written comments.

Deliverables:

- Draft Preliminary Design Report (10 copies)
- Final PDR (5 Copies)

