

Lassen County 2010/2011 Regional Transportation Plan



A Proposal Prepared for the
Lassen County Transportation Commission

Prepared by



LSC Transportation Consultants, Inc.

A Proposal to Prepare the

**Lassen County 2010-2011
Regional Transportation Plan**

Prepared for the

Lassen County Transportation Commission
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Prepared by

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November 11, 2011

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STATEMENT OF UNDERSTANDING

As the Regional Transportation Planning Agency (RTPA) for the region, California law requires the Lassen County Transportation Commission (LCTC) to adopt and submit an updated Regional Transportation Plan (RTP) to the California Transportation Commission (CTC) and to the California Department of Transportation (Caltrans) every five years. The main objective of a Regional Transportation Plan update is to develop a long-term plan for transportation facilities in Lassen County that is fiscally constrained, sustainable, and consistent with the goals and assumptions set forth in adopted and in-progress plans in the region. LSC Transportation Consultants, Inc. has found that the study process is also a good opportunity to create a comprehensive transportation strategy for a region, based on discussions with community leaders and the public.

The RTP will address a wide variety of regional transportation issues in Lassen County:

- ◆ Maintaining existing transportation infrastructure in light of extremely limited funding availability
- ◆ Enhancing the rural/small town qualities of the region that are important both to residents and to visitors
- ◆ Addressing traffic and safety issues associated with SR 36 acting as “Main Street” through Susanville
- ◆ Providing an appropriate level of service for through travelers as well as residents on US 395
- ◆ Improving safety for bicycle and pedestrian travel and reducing conflicts with vehicles, particularly in Susanville
- ◆ Providing adequate public transit service to essential goods and services and between dispersed population centers
- ◆ Ensuring continuing improvements to the local general aviation airports
- ◆ Addressing the transportation needs of Native American Tribes in the region

As illustrated in this proposal, LSC will work closely with Lassen County staff, the public, and other stakeholders to address these issues by determining Lassen County’s regional transportation needs and updating capital improvement project lists to address those needs.

Another component of the 2011 RTP update is to ensure that LCTC’s regional transportation planning process is in conformance with the latest edition of the RTP guidelines. Key additions to these guidelines from the 2007 version stem from the passage of Senate Bill (SB) 375 that outlines requirements to prepare a sustainable communities strategy and meet regional greenhouse gas emissions reduction targets. As Lassen County lies under the jurisdiction of a RTPA instead of a Metropolitan Planning Organization (MPO), Lassen County is not subject to these provisions of SB 375. However, good planning practice dictates that the upcoming Lassen RTP meets the spirit of these new regulations in a manner that is appropriate to the region’s transportation conditions.

Finally, the RTP update process must be compliant with the California Environmental Quality Act (CEQA). We believe that a relatively straightforward Negative Declaration or Mitigated Negative Declaration of Environmental Impact will be sufficient, and a more extensive (and costly) environmental document is not necessary. We base this conclusion on the fact that a “Mitigated Neg Dec” was sufficient for the 2005 RTP, and that our analyses indicate that no substantial new “growth-inducing” projects will be added to the RTP as part of the update process.

CONSULTANT QUALIFICATIONS AND EXPERIENCE

Firm Overview

LSC Transportation Consultants, Inc. is a full-service transportation planning and engineering firm, focusing on assisting rural communities throughout the California and the American West. LSC is the successor firm to Leigh, Scott and Cleary, Inc., originally formed in 1975 to provide consulting services in all phases of transportation planning and traffic engineering. The firm's formation was in response to a perceived need to provide these services from a locally owned base in the American West by competent and experienced engineers and planners, and at a reasonable cost to clients. From an initial office in Denver, Colorado, the firm has expanded to include offices in Tahoe City, California and Colorado Springs, Colorado. The goal of the firm is to perform highly competent planning and engineering services within the transportation field. The principals of the firm have a combined total of more than 90 years of professional experience. LSC is financially well established with annual billings of approximately \$3.5 million per year.

LSC Transportation Consultants, Inc. provides services to governmental agencies, private organizations, and individuals in community transportation plans, traffic engineering, traffic systems management, traffic signal systems, transportation systems planning, transit planning and operations, parking analysis and parking feasibility reports, traffic impact studies, access planning and design, and bicycle-pedestrian circulation. The firm's strength lies in the broad range of experience of its senior and other professional staff. It specializes in transportation planning and traffic engineering studies that require a timely, personal response by experienced professionals. LSC takes pride in being able to offer the sensitivity, flexibility, and innovative ability that small firms characteristically best provide.

Specific to the upcoming project, we have successfully prepared Regional Transportation Plans for several California counties similar to Lassen, including Calaveras County, Plumas County, Sierra County, Alpine County, Del Norte County, Modoc County, and Trinity County. We are therefore very familiar with the particularly challenging issues facing rural California areas in ensuring mobility in these financially challenging times.

LSC Transportation Consultants, Inc. includes three office locations: Denver, Colorado; Colorado Springs, Colorado; and Tahoe City, California. This study would be conducted from the firm's Tahoe City, California Office. Since its inception in 1991, the Tahoe office has grown to a staff of eight professionals. The staff currently consists of five engineers, three transportation planners, and support staff.

Regional Transportation Planning Experience

In addition to its extensive relevant experience, LSC brings to the Lassen County Study many characteristics that will prove beneficial to the study:

- ◆ LSC has extensive experience preparing Regional Transportation Plans (RTP) and associated CEQA documents for many rural counties in California. In recent years, we have successfully completed RTP studies for Modoc, Trinity, Sierra, Lassen, Alpine, and Del Norte Counties. We can therefore focus our study resources on those issues most pertinent to rural counties with lower levels of

population and traffic growth without wasting resources on tasks that only pertain to larger urban or high-growth counties.

- ◆ We recently completed the RTP update for Del Norte County. This RTP update incorporated new elements from the 2007 and 2010 RTP Guidelines such as increased public participation/consultation and coordination, discussion on transportation safety and security, potential environmental mitigation areas and activities, expanded discussion on performance measures, and a discussion of climate change considerations.
- ◆ LSC (led by our proposed Principal-In-Charge for the RTP project, Gordon Shaw) prepared Transit Development Plans for Lassen County in 1997 and 2007, which provides us with a good understanding of transportation patterns and conditions throughout the County. We have also gained a good understanding of transportation needs throughout Northeastern California through our transportation planning work with Modoc County, Plumas County, and Sierra County.
- ◆ In recent RTP updates, LSC has been successful in establishing good lines of communication with Native American tribes in the region.
- ◆ We have, in-house, the wide range of transportation engineering and planning skills needed for a well-rounded RTP. In addition to the traditional traffic engineering and roadway design disciplines, LSC is one of the rural West's most productive transit planning and engineering firms. We have designed a wide range of bicycle and pedestrian facilities in California, Colorado, Utah, and New Mexico. LSC also has in-house professional staff experienced in airport planning and design.

Study Team

Principal – Gordon R. Shaw, PE, AICP, will serve as Principal-In-Charge for the RTP update. As Principal for the Tahoe office, he will ensure that all work is conducted to the full satisfaction of the Lassen County Transportation Commission (LCTC). He will review all study products and participate in study meetings. Mr. Shaw is a registered Professional Engineer in California, Nevada, Utah, and Colorado. He has conducted over 100 transportation studies in the Tahoe region for both public and private clients, as well as a myriad of transportation engineering and planning studies around the American West. Mr. Shaw holds an Engineer's Degree in Civil Engineering from Stanford University, a M.S. in Infrastructure Planning from Stanford University, and a B.S. in Civil Engineering from Purdue University.

Project Planner - Genevieve Evans would serve as the Project Planner, applying the experience she recently gained in a similar role for the Alpine County, Sierra County, and Del Norte County RTPs. Ms. Evans would be responsible for data collection and evaluation, public outreach, development of project lists and ensuring consistency with the RTP guidelines. Over the past few years, Ms. Evans has also participated in RTP updates for Calaveras County, Modoc County, and Trinity County. Ms. Evans holds a B.A. in Economics from the University of California at Berkeley, and is a member of the American Planning Association. Ms. Evans' present workload would allow her to dedicate a large portion of her time to the Lassen RTP update.

Planner - Kristina Svensk, AICP would assist in Planner functions, specifically with the update of existing conditions and projection of future transportation needs. She holds a Master of Urban Planning from San Jose State University, as well as a Bachelor of Science from Cal Poly San Luis Obispo.

Engineer – Bill Suen would provide transportation engineering analysis skills for the traffic data analysis portion of the update. He holds a BS in Engineering from Cal Poly San Luis Obispo.

As necessary, other professional staff will be available to evaluate specific roadway construction and issues pertaining to maintenance, transit capital and operation, aviation facility requirements, and pedestrian-bicycle facilities. If study schedule requirements indicate a need for additional professional personnel, we will draw (at no additional cost to the client) on our staff members in our Colorado Springs office.

Study Team Resumes

Detailed resumes for each Project Team member are presented on the following pages.



LSC TRANSPORTATION CONSULTANTS, INC.

Resume

GORDON SHAW, PE, AICP

EDUCATION

Engineer's Degree in Civil Engineering – Stanford University
Master of Science in Infrastructure Planning – Stanford University
Bachelor of Science in Civil Engineering – Purdue University

PROFESSIONAL REGISTRATIONS/MEMBERSHIP

Registered Professional Engineer in California, Colorado, Nevada, and Utah
American Institute of Certified Planners
Institute of Transportation Engineers
American Planning Association

EXPERIENCE

Gordon Shaw has 30 years of professional experience in all aspects of transportation planning and engineering. In his capacity as Principal with the firm, his duties run the gamut from large-scale urban transit and transportation planning to site-specific preliminary engineering design and traffic analysis. A strong focus of his work history is resort areas developing transportation plans for environmentally sensitive areas that can efficiently accommodate large variations in travel demands. He has also conducted transportation modeling efforts for roadway design studies associated with numerous large developments in California, Nevada, and Colorado.

Regional Transportation Plan

- Alpine County Regional Transportation Plan
- Calaveras County Regional Transportation Plan
- Del Norte County Regional Transportation Plan
- Modoc County Regional Transportation Plan
- Plumas County Regional Transportation Plan
- Sierra County Regional Transportation Plan
- Trinity County Regional Transportation Plan

Transportation Planning Studies

- Long-range transportation plan for Park City, Utah
- Comprehensive transportation planning study of the Lake Tahoe Basin
- Transportation alternatives and environmental assessment for Yosemite National Park
- Traffic/transit/pedestrian study for the City of Aspen and Pitkin County, Colorado
- Community-wide transportation study for Murphys, California

Gordon Shaw

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Transit Planning Studies

- Aspen, Colorado
- Carson City, Nevada
- Durango, Colorado
- El Dorado County, California
- Folsom, California
- Grand Forks, North Dakota
- Grand Junction, Colorado
- Great Falls, Montana
- Greeley, Colorado
- Inyo County, California
- Jackson, Wyoming
- Kodiak, Alaska
- Lake Havasu/Bullhead City, Arizona
- Lassen County, California
- Leadville, Colorado
- Lexington, Kentucky
- Little Rock, Arkansas
- Mammoth Lakes, California
- Nevada County, California
- Pitkin/Garfield Counties, Colorado
- Placer County, California
- Pocatello, Idaho
- Pueblo, Colorado
- Rapid City, South Dakota
- Redding, California
- Roseville, California
- Sierra Vista, Arizona
- Sioux Falls, South Dakota
- Siskiyou County, California
- Sitka, Alaska
- Snowmass Village, Colorado
- South Lake Tahoe, California
- Steamboat Springs, Colorado
- Summit County, Colorado
- Tahoe Basin, California/Nevada
- Vacaville, California
- Yuba/Sutter Counties, California
- Yuma, Arizona

Other Transit Planning Activities

- Plans for specialized transit systems providing service to the elderly and disabled of Weld County, El Paso, and Pueblo Counties in Colorado
- Statewide, specialized transit needs assessment for the Arkansas Governor's Office
- Conducted transit training workshops for conferences
- Part of the team that conducted the Transit Cooperative Research Project B-3 for the Transportation
- Research Board, developing an improved methodology for determining the demand for public transit systems in rural areas

Environmental Impact Statements/Environmental Impact Reports

- Logan, Utah
- Park City, Utah
- Placer County, California
- South Lake Tahoe, California
- Tahoe City, California
- Truckee, California
- Washoe County, Nevada
- Yosemite National Park, California

Preliminary Engineering Studies

- Bikeway design, Greeley, Colorado and Tahoe City, California
- Busway design, Aspen, Colorado
- Interchange design, Arapahoe County, Colorado, and Truckee, California
- Park-and-Ride lot design, Pitkin and Eagle Counties, Colorado
- Roundabout design, Park City, Utah and Truckee, California
- Transit maintenance facility design, Logan, Utah, and Susanville, California



LSC TRANSPORTATION CONSULTANTS, INC.

Resume

GENEVIEVE EVANS

EDUCATION

Bachelor of Arts, Economics – University of California, Berkeley
Coursework in Land Use Planning and GIS – University of Nevada, Reno and
Oregon State University Distance Education

PROFESSIONAL MEMBERSHIP

American Planning Association

EXPERIENCE

Ms. Evans has served as Transportation Planner for LSC Transportation Consultants, Inc. in the Tahoe City, California office since 2003. She has been part of the study team for several transit studies including the El Dorado County Short Range Transit Plan, Placer County Short Range Transit Plans, Merced Comprehensive Operations Analysis Study, San Luis Obispo Council of Government's North County Transit Plan, Mammoth Lakes Transit Assistance, Tahoe Interregional/Intraregional Transit Study and the Town of Truckee ADA-Compliant Paratransit Plan. As part of these studies, Ms. Evans researched demographic and economic data, reviewed the existing transit systems, administered onboard surveys, and conducted alternatives analysis. Ms. Evans recently served as Project Manager for the short-range transit development plan updates in Alpine County, Calaveras County, and Eastern Nevada County. She has also participated in the preparation of a transit planning guidebook for the National Park Service and analyzed the effectiveness of numerous local transit systems.

Ms. Evans conducted the update of the Sierra County 2005 and 2010 Regional Transportation Plans, Calaveras County 2007 Regional Transportation Plan, the Modoc County 2008 Regional Transportation Plan, the Alpine County 2010 Regional Transportation Plan and the 2011 Del Norte Regional Transportation Plan. Additionally, she has conducted Triennial Performance Audits for the transit programs and regional transportation planning agencies in El Dorado County, Tahoe Basin, Alpine County, Modoc County, and Placer County. Ms. Evans had a major role in the collection, organization, and analysis of land use data used in the traffic model for the Truckee General Plan update. She also prepared grant requests for federal transit capital and operating grant programs, and conducted a study of vehicle and transit facility improvements for Modoc County.

In addition to transit planning, Ms. Evans has used Microsoft Front Page and Expressions Web software to update LSC's website as well as produce individual web pages as part of transit plan or Regional Transportation Plan updates displaying pertinent documents, contact information, and soliciting public input.

Previously, Ms. Evans worked for financial advisors at two established investment banks in the San Francisco financial district. Her responsibilities included receiving and placing stock, bond, and mutual fund orders, advising clients, acting as a liaison between the back office and clients and as the primary contact for several Employee Stock Option Programs, solving client problems and inquiries, creating account report documents, and processing all required account paperwork.



LSC TRANSPORTATION CONSULTANTS, INC.

Resume

KRISTINA SVENSK, AICP

EDUCATION

Master of Urban Planning – San Jose State University
Bachelor of Science, Environmental Horticultural Sciences – Cal Poly, San Luis Obispo

PROFESSIONAL MEMBERSHIP

American Institute of Certified Planners
American Planning Association

EXPERIENCE

Kristina Svensk joined LSC Transportation Consultants, Inc. in 2007 as a Transportation Planner in the Tahoe City, California office. Ms. Svensk has completed Transit Development Plans for Western Nevada County, South Lake Tahoe, and Amador County in California and the City of Aspen, Colorado. She has also completed transit center studies in Grass Valley, California and Baker County, Florida that included evaluation of existing planning/zoning requirements, assessment of transit operational requirements, and gathering public and key person input. Ms. Svensk has also contributed to the preparation of the transportation background reports for the Tahoe City Community Plan EIR/EIS (South Lake Tahoe, California) and the City of South Lake Tahoe General Plan, assisted with traffic impact studies for development projects, and has conducted data collection and analysis tasks for transit systems.

Previously as a Planner with a public jurisdiction, Ms. Svensk researched and evaluated large-scale development projects and prepared environmental review documents. As an Environmental Assistant with Caltrans, Ms. Svensk participated in the California Highway Management Plan for Highway 1 in Big Sur and produced the first draft for public review of the vegetation management guidelines. She researched habitat restoration techniques and principles, and evaluated the appropriate and most feasible methods for the region based on traffic safety, planned highway improvements, and the natural constraints of the area.

Ms. Svensk has strong research and technical writing skills and is experienced in presenting projects at public hearings and community meetings.



LSC TRANSPORTATION CONSULTANTS, INC.

Resume

BILL SUEN, EIT

EDUCATION

Bachelor of Science – Mechanical Engineering
California Polytechnic State University, San Luis Obispo
Certified Engineer in Training

PROFESSIONAL REGISTRATION/MEMBERSHIP

Institute of Transportation Engineers

EXPERIENCE

Bill Suen joined LSC Transportation Consultants, Inc. in 2006 as a Transportation Engineer in the Tahoe City, California office. Mr. Suen has worked on traffic impact studies in Douglas County, Nevada, and Lassen County, El Dorado County, Nevada County, and Placer County, California. He also worked on traffic impact studies for the Town of Truckee, California, and Pitkin County, Colorado. These analyses included the evaluation of existing traffic operations, level of service, intersection mitigation measures, and parking demand. Mr. Suen has employed traffic analysis software such as Traffix, Highplan, SIDRA, and Synchro/Sim Traffic.

Mr. Suen has four years of experience as a mechanical engineer. As a laser applications engineer in the biomedical industry, Mr. Suen laser cut nickel titanium alloy tubes in the production to arterial stents. His responsibilities included cutting system development and support, production floor operations supervision, and new product development. He authored and presented technical memorandums on experimental laser cutting effects of nickel titanium alloy, and worked extensively with external clients and vendors.

Previously, as a stress analyst intern on the International Space Station program, Mr. Suen produced life expectancy models for various fixtures and designed load test for the Mobile Arm Carriage.

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Relevant Projects

The attached pages provide full descriptions of three recent projects completed by LSC Transportation Consultants, Inc. along with contact information for references.

Sierra County Regional Transportation Plan

PROJECT/LOCATION

Sierra County, California

CLIENT

Sierra County Transportation Commission
P. O. Box 98
Downieville, California 95936

PROJECT MANAGER

Gordon Shaw

PROJECT PLANNER

Genevieve Evans

DATES

2001, 2005, and 2010

REFERENCES

Tim Beals, Executive Director
Sierra County Transportation Commission
530-289-3201



Bryan Davey, Transportation Planner
bdavey@sierracounty.ws
530 • 289-3201

The Sierra County Transportation Commission has retained LSC Transportation Consultants, Inc. to prepare the Sierra County Regional Transportation Plan for the past three-update cycles. LSC's approach in completion of the RTP included the following work elements:

- ◆ Collection and analysis of updated baseline information regarding demographics, traffic, transit, bicycle/pedestrian, and airport conditions and activity levels
- ◆ Development of quantitative goals, objectives, performance measures and policies, and approval by the SCTC Board
- ◆ Conducting public workshops
- ◆ Forecasts of potential transportation revenues over a 20-year planning period
- ◆ Development of detailed 20-year financially constrained project lists for Caltrans, County roadway, airport, bicycle/pedestrian, Forest Service, and transit projects
- ◆ Preparation of draft and final RTP documents for review and adoption
- ◆ Preparation of a Negative Declaration of Environmental Impact in accordance with California Environmental Quality Act requirements

The most recent 2010 RTP update incorporated new RTP elements set forth in the *Draft 2010 RTP Guidelines*.

Alpine County Regional Transportation Plan

PROJECT LOCATION

Alpine County, California

CLIENT

Alpine County Local Transportation Commission
P. O. Box 150
50 Diamond Valley Road
Markleeville, California 96120

PROJECT MANAGER

Genevieve Evans

DATE

2010

REFERENCE

Brian Peters, Executive Secretary
Alpine County Local Transportation Commission
530-694-2281



Scott Maas, Maas and Associates
530 • 257-9447
smaas@citolink.net

The Alpine County Local Transportation Commission retained LSC Transportation Consultants, Inc. to prepare a Regional Transportation Plan (RTP) for the Alpine County area under expanded and updated requirements. This document encompassed a wide range of tasks, including the following:

- ◆ A review of regional transportation and demographic characteristics
- ◆ An analysis of policy and planning issues, goals and objectives and performance measures, and potential plan elements
- ◆ An outreach program to various elements of the community, including Native American and low-income residents
- ◆ Development of project lists identifying transportation improvements to be accomplished over a 20-year period
- ◆ Definition of a financial plan to accomplish the goals, objectives and programs of the RTP
- ◆ Discussion of climate change considerations associated with the RTP

In addition, LSC prepared a Negative Declaration of Environmental Impact under the requirements of the California Environmental Quality Act. The Final RTP was adopted by the Alpine County Local Transportation Commission in November of 2010.

Del Norte County Regional Transportation Plan

PROJECT LOCATION

Del Norte County, California

CLIENT

Del Norte Local Transportation Commission
1301 Northcrest Drive, Suite B #16
Crescent City, California 95531



PROJECT MANAGER

Gordon Shaw

PROJECT PLANNER

Genevieve Evans

DATE

2011

REFERENCE

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission
Tamera@dnltc.org
707 • 465-3878

LSC Transportation Consultants, Inc. recently completed the 2011 update to the Del Norte Regional Transportation Plan (RTP). The first portion of the study included a review of existing demographic and economic conditions in the region, a review of pertinent plans and studies such as the Wild Rivers Blueprint Plan and set the scene for the various existing transportation facilities.

Public and stakeholder input was a major component of this particular RTP update. In an effort to gather input from a wide variety of residents, LSC created a project website and staffed information tables at various public locations. LSC also attended local government meetings and met with tribal representatives to increase awareness of the project and solicit input.

The final product included a discussion of the regional transportation issues that were brought up as part of the public input process and the review of existing conditions, a list of capital improvement projects to address those issues, and a financial plan to fund high priority projects. In addition, LSC prepared an addendum to the 1992 certified Environmental Impact Report under the requirements of the California Environmental Quality Act. The Final 2011 Del Norte Regional Transportation Plan was adopted by the Del Norte Local Transportation Commission on July 14, 2011.

Section 4

PUBLIC INVOLVEMENT PLAN

Public and stakeholder input is a key part of the regional transportation planning process. Good planning practice dictates that the public be involved early on in the study process. Requirements associated with SAFETEA-LU state that MPOs develop a public participation plan prior to the development of the RTP in order to establish a process by which the public can participate in the regional transportation planning process.

With respect to public participation plans, the 2010 RTP Guidelines state:

“Non-MPO public participation efforts shall at minimum develop a documented process that outlines roles, responsibilities and provides outreach efforts to all sectors of the local community. Non-MPOs (RTPAs) may include a separate Public Participation Plan; however, non-MPOs shall at minimum include a detailed discussion of public participation efforts within the RTP.

Appendix A of the 2005 Lassen County RTP presents the *Lassen County Transportation Commission Regional Transportation Plan Public Involvement Procedures*. These procedures are comprehensive and satisfy state and federal public participation requirements for RTPs. LSC proposes to follow the 2005 *Public Involvement Procedures* as well as conduct the following specific activities relating to public participation in the development of the 2011 RTP:

- ◆ Development and maintenance of a project website hosted on LSC’s home page (lsctahoe.com). It will provide the ability to email LSC with comments or questions regarding the study or transportation issues in general. Project documents and notices will be posted on the website.
- ◆ LSC will conduct one public workshop in Susanville. The objectives of the workshop will be to gain an understanding of what the public believes are major concerns or issues with respect to transportation and how the public envisions an ideal future for the Lassen roadway system, transit system, airports, bicycle, and pedestrian paths. We will conduct this workshop after the initial data collection is completed, which will help to kickoff the identification of transportation needs and issues portion of the RTP process. Specifically, the workshop will include a short presentation of existing conditions that were discussed in Technical Memorandum One of the RTP. Participants will then be asked to identify existing transportation needs/issues in the region. In addition to gaining input from the public, these workshops will educate the public about challenges faced in funding and implementing transportation programs. LSC will work with LCTC staff to identify effective means of noticing the workshop.
- ◆ LSC will coordinate with County staff to place a panel ad in *The Lassen County Times* for three days, encouraging residents to visit the project website and participate in the study process via phone, email, letter, or attending the public workshop.
- ◆ A mailing list will be developed by LSC. As persons and organizations are added to this list, they will be contacted and informed regarding subsequent meetings and presentations.
- ◆ The public will be invited to Study Steering Committee meetings and encouraged to participate in discussions. LSC will work with LCTC staff to determine the best method of advertising the meetings.

- ◆ The Study Team will present the Draft RTP at a public hearing as part of a LCTC meeting.
- ◆ Particular efforts will be made to ensure that the Susanville Indian Rancheria is informed about all study meetings and workshops. Additionally, the Study Team will organize onsite meetings with tribal representatives such as tribal council members or staff members from Native American social service agencies.
- ◆ A log of comments received from the public workshop, public hearings and via the website will be kept and included in an appendix. As part of the public draft presentation to the LCTC, LSC will present a summary of public input to date. LSC will respond to comments at the public workshop and public hearings as appropriate.

As detailed in the work scope, the proposed public involvement program can be reviewed and modified at the kick-off meeting and therefore will require minimal preparation time at the beginning of the project. Implementation of the public involvement plan will occur throughout the entire study period.

In lieu of establishing a separate public participation plan document, LSC proposes to update the existing *Lassen County Transportation Commission Regional Transportation Plan Public Involvement Procedures* as necessary and provide a thorough discussion of public involvement efforts within the body of the RTP. Supporting documentation such as correspondence and comment letters will be attached to the RTP as appendices. In addition to the public involvement plan, LSC will consult and coordinate with a wide range of public entities and stakeholders early in the RTP process as detailed in the work scope.

Approach

With the state fiscal crisis, these are very challenging times in which to plan and program transportation improvements in California. LSC views the 2011 RTP update as an opportunity for the Lassen County Transportation Commission (LCTC) to develop a realistic picture of financially constrained short-term transportation capital improvement projects.

A key focus of this 2011 RTP update is to ensure that Lassen County's regional transportation planning process is in conformance with the latest edition of the RTP guidelines. Key additions to these guidelines from the 2007 version stem from the recent passage of Senate Bill (SB) 375, which outlines requirements to prepare a sustainable communities strategy and meet regional greenhouse gas emissions reduction targets. As Lassen County lies under the jurisdiction of a Regional Transportation Planning Agency (RTPA) instead of a Metropolitan Planning Organization (MPO), Lassen County is not subject to these provisions of SB 375. However, the upcoming Lassen RTP needs to meet the spirit and letter of these new regulations, but in a way that does not expend limited study resources on analyses that will not noticeably result in changes in the RTP or its impacts.

Another key focus of our approach is on public input. To be effective, an RTP needs to meet the goals and desires of the region's residents, which can best be gauged through outreach to the public. We find that a high level of public outreach also allows the Consultant Team to provide local detail in the RTP that helps to gain acceptance.

Proposed RTP Work Plan

Under this proposal, the Study Team will work closely with local staff to complete the tasks necessary to complete the RTP to the satisfaction of the LCTC. Our work scope will consist of the following tasks.

TASK 1: Project Initiation

First, a Study Steering Committee will be formed to guide the development of the RTP update. The LCTC Technical Advisory Committee could serve as the Study Steering Committee. Next, a data needs list will be prepared and forwarded to County staff. At a meeting in Susanville, we will hold a study kickoff meeting to discuss regional transportation issues, strategies, and refine the focus of the study with County staff and the Study Steering Committee.

Early in the study, we will focus on making the regional transportation planning process a collaborate process that will include coordination and consultation with a wide range of public and private entities:

- ♦ All adjacent county RTPAs (on both sides of the state line). This will include a review of each county's most recent RTP and Blueprint Planning model, if applicable.
- ♦ Environmental resource agencies including the US Forest Service and California Department of Fish and Game. Adopted resource agency plans will be reviewed to assess how the RTP can coordinate with these other planning documents.

- ♦ Tribal governments that have sacred lands in Lassen County, including the Susanville Indian Rancheria
- ♦ Major generators of goods movement in the County
- ♦ Representatives of low income and other traditionally underrepresented communities

TASK 2: Public Involvement Process

A strong public participation process is a key element in the development of an effective RTP. LSC's public involvement process plan is presented in Section 4 of this proposal. At the kick-off meeting, LSC will finalize the public involvement process and identify key stakeholders to be included in the update. The Public Involvement Plan will be implemented throughout the study period.

TASK 3: Existing Conditions Analysis Update

Documentation of existing conditions will consist of the preparation of tables and graphics, with accompanying text, regarding existing traffic counts, level of service, roadway descriptions, pavement conditions, speed surveys, demographic conditions, transit service operations and ridership, airport activity, air quality planning, and other factors affecting the provision of transportation facilities and services. Key source documents for this task will include the Caltrans Transportation Concept Reports, the City and County General Plans, Susanville Indian Rancheria Transportation Improvement Plan, Lassen County Bikeway Master Plan, the Lassen Component of the California Aviation System Plan. This analysis will update existing conditions information reported in the 2005 RTP for each transportation mode: Roadways and bridges, transit, non-motorized facilities, aviation, rail and goods movement. Other transportation strategies such as Transportation Demand Management (TDM) and Intelligent Transportation Systems (ITS) will also be discussed. LSC will also ensure that the 2011 RTP is consistent with other established regional planning documents.

TASK 4: Future Conditions Analysis and Needs Assessment Update

As part of this task, the Study Team will project demographic and economic conditions over the 20-year planning period as a basis for the transportation needs assessment. LSC will also prepare forecasts of traffic volumes and level of service, based on the following:

- ♦ An evaluation of the existing Caltrans and County traffic data
- ♦ Traffic trends over the last 10 and 20 years
- ♦ Transportation Concept Reports
- ♦ Traffic impacts associated with individual development

The existing and future conditions analysis will be combined with input from the public/stakeholder outreach effort to develop the regional transportation needs and issues assessment for each transportation mode.

TASK 5: Policy Element Update

The needs assessment update in Task 3 will be used as a base to update the Policy Element of the 2005 RTP. First, a summary of statewide, regional, and local transportation issues will be prepared. Next, LSC will review and update the regional transportation goals, policies, and implementation measures of the

2005 RTP, based on discussions with stakeholders and the Study Steering Committee. We will pay particular attention to goals, objectives, and policies that address high priority projects in the region as well as the state's various efforts to reduce greenhouse gas emissions.

Deliverable: *Technical Memorandum One* (Tech Memo One) will then be prepared, incorporating a description of existing conditions/constraints, needs assessment and planning assumptions and the Draft Policy Element. An electronic file will be provided to LCTC with hard copies available upon request. Tech Memo One will serve as the basis for discussion at the public workshop. LSC will meet with the Study Steering Committee to discuss Tech Memo One as part of the public workshop onsite visit.

Task 6: Action Element Update

The Action Element is the actual plan to address the needs and issues for all transportation modes, in accordance with the goals, objectives, and policies set forth in the Policy Element. The plan is based on the existing conditions, public input, forecasts for future conditions and transportation needs and will be consistent with funding projections in the Financial Element.

This Action Element will begin with a discussion of the alternative strategies for prioritizing transportation improvement projects. For example, does the previous analysis show that the RTP should focus on improvements to primarily the State highway, county roads, or a combination of the two? Next, LSC will review and update the transportation capital improvement project lists in the 2005 RTP appendices. Additionally, LSC will list any new transportation improvement projects necessary to meet regional transportation needs over the 20-year planning period. The Action Element will document short-term, long-term, and financially unconstrained (wish list) project lists for all transportation modes by gathering information from LCTC, the County Public Works Department, Study Steering Committee, and Caltrans District 2. The transportation improvement project lists will be consistent with the goals and principles addressed in the Policy Element of the RTP. Projects will be categorized by transportation facility type, lead agency, and funding source and listed in order of priority in a series of tables. LSC will assign performance indicators and measures to each transportation improvement project. Examples of performance indicators include safety, system preservation, and mobility.

The Action Element will be developed in coordination with other planning processes such as Smart Mobility Framework, Complete Streets, and Context Sensitive Solutions. Once completed, LSC will provide project list tables in Microsoft Excel format for review prior to the development of the draft document.

Plan level purpose and need statements justifying high priority projects and demonstrating a positive effect on performance indicators will be included in the text of the Action Element. Per the 2010 RTP Guidelines, the Action Element will also include a discussion of transportation safety, transportation security, and potential environmental mitigation measures that will be applied to RTP projects.

Task 7: Financial Element Update

LSC will summarize existing transportation funding sources. Transportation revenue projections for the next 20 years will be prepared. Using the projected revenue assumptions, LSC will compare transportation revenue available for each transportation mode over 10- and 20-year horizons to estimated transportation project costs in order to demonstrate that construction and operation of short-term transportation improvement projects are financially constrained. In the event that there is insufficient funding available over the planning period for all long-term transportation projects, the Financial Element will identify various funding strategies to leverage available revenue in order to adequately meet mobility needs.

Task 8: Compile Draft RTP Document

Task 8.1: Administrative Draft

LSC will produce an Administrative Draft RTP, which will include all of the RTP elements discussed in Tasks 1 through 6. This document (and subsequent versions of the RTP) will also include an Executive Summary. An electronic file of the document will be provided for staff review.

Task 8.2: Public Draft

After review and comment by staff, LSC will incorporate all comments to prepare the Public Draft RTP. This document will include the California Transportation Commission (CTC) RTP checklist. Thirteen hard copies and electronic files in Microsoft Word and Adobe Acrobat format will be provided to County staff for review and distribution. The Public Draft RTP will be posted on the project website.

Task 8.3: Draft Environmental Document

It is the understanding of LSC that, given the limited scope of new capacity increasing projects to be included in the RTP as well as the programmatic nature of the document, adoption of the 2011 RTP will not require an Environmental Impact Report (EIR). As part of this task, LSC will prepare a Proposed Negative Declaration or Mitigated Negative Declaration document. This will include the following:

- Project description
- Project location
- Identification of project proponent
- Proposed finding of less than significant impact
- Attached copy of the California Environmental Quality Act (CEQA) Initial Study Checklist justifying the finding

A minimum public review period of 30 days is required for a Negative Declaration unless a “shortened review period” of 20 days is granted by the State Clearinghouse and approved by Caltrans staff. County staff will be responsible for distribution to the public, interested agencies, and the County Clerk’s office. LSC will mail the Initial Study Proposed Negative Declaration to the State Clearinghouse, while County staff will be responsible for sending the Initial Study Proposed Negative Declaration to commenting agencies and parties requesting notice and post at the County Clerk’s office. Fifteen copies of the Negative Declaration will be sent directly to the State Clearinghouse for environmental review, while another five copies and an electronic file will be sent to County staff. Additionally, we will post both the Initial Study/Proposed Negative Declaration on LSC’s website for the duration of the public review period. LSC will work with County staff to notice the availability of the Initial Study/Proposed Negative Declaration and the public hearing on the Draft RTP in the Lassen County Times.

Our goal in preparing the Negative Declaration will be to produce a document that provides, to the extent necessary, an Initial Study that supports the finding of less than significant impact with mitigation incorporated, and satisfies the concerns and requirements of the Transportation Commission and appropriate State and Federal agencies.

Task 8.4: Present Public Draft RTP/Environmental Document

The LSC Team will present the Public Draft RTP and Environmental Document at a regularly scheduled LCTC meeting as part of a public hearing process. The Principal-In-Charge will make a PowerPoint

presentation outlining the key issues, project lists and other recommendations, and will be available for questions and comments.

Task 9: Prepare Final RTP/Environmental Document

After receiving comments on the Draft RTP from the public, Study Steering Committee and other stakeholders (including Caltrans), the LSC Team will prepare a response to these comments to be included as an appendix to the main document. LSC will prepare recommended modifications to the Draft RTP based on these comments and suggestions. As necessary, we will email drafts of individual changed sections between our office and the County offices to work out final changes. Throughout this process, LSC will be responsive to input received from the local staff, decision-makers, and public.

The Final RTP and Environmental Document will then be prepared. Thirteen copies of each will be provided. LSC will also provide all project files in native electronic format on a CD along with a PDF version.

Negative Declaration

Within five days of adoption of the RTP, LSC will assist County staff with filing a Notice of Determination for approval with the State Clearinghouse and arrange for posting by the County Clerk.

Other Deliverables: Monthly Progress Reports

LSC will prepare monthly progress reports for LCTC in the form of a letter and spreadsheet displaying the amount of budget expended by each task to date.

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Section 6

PROJECT TIMELINE

We are prepared to begin this study immediately upon approval and the signing of a contract. Table 1 presents the schedule:

- ◆ Kick-off Meeting – Early December, 2011
- ◆ Completion of Existing Conditions Analysis, Needs Assessment Update and Technical Memorandum One – Early February, 2012
- ◆ Conduct Public Workshop/Steering Committee Meeting – Mid February, 2012
- ◆ Completion Administrative Draft RTP – Mid March, 2012
- ◆ Completion of Public Draft RTP and Environmental Document – Early April, 2012
- ◆ Presentation of Draft RTP and Environmental Document – April LCTC meeting
- ◆ Completion of Final RTP – June, 2012

Public involvement and stakeholder coordination will be ongoing throughout the RTP process. The schedule will require that several tasks be conducted simultaneously; however, we believe that this schedule will provide time to conduct all tasks and environmental and public input processes. With a combined staff of 33 professionals, LSC will be able to provide flexibility and to adjust workloads to ensure completion of the project on time. This schedule assumes that County staff can provide data and review interim and draft documents in a timely manner.

CONSULTANT BILLING RATES

Attached is a schedule of billing rates proposed for this project. Detailed costs estimates for the scope of work are displayed in Section 8.

LABOR	RATE
Principals	\$175/hour
Project Planners	\$85/hour
Engineers	\$85/hour
Planners.....	\$80/hour
Graphics Support	\$60/hour
Clerical Support	\$50/hour

SPECIALIZED EQUIPMENT

Computer and Specialized Software	\$15/hour
Turning-Movement Traffic Keyboard	\$3/hour
Automatic Traffic Counter.....	\$25/day
Auto	\$0.52/mile
Photocopies	\$0.10/copy
Color Copies	\$0.15/copy
Plots	\$5.00/D-size plot

OTHER DIRECT PROJECT EXPENSES such as Airfare, Lodging, Meals, Car Rental, Telephone, Postage, Parking Fees, Printing, Graphics, Delivery Charges, etc., are billed at our cost.

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Section 8

COST ESTIMATE

Labor requirements and detailed cost estimates have been developed for the study Work Plan. The Cost Proposal assumes that there will be no significant changes to the Policy Element or project lists in the Action Element from the 2005 Regional Transportation Plan (RTP). If throughout the course of the study, analysis demonstrates that new transportation improvement projects should be incorporated into the RTP, or there has been a shift in transportation policy, LSC Transportation Consultants, Inc. will coordinate with the County to determine additional costs required to complete the RTP update.

We have estimated the cost of the original scope of work for the Lassen County Regional Transportation Plan not to exceed \$30,000, as shown on the attached Cost Analysis table. Of this total, \$29,080 is needed for professional fees, while the remaining \$920 is necessary to cover travel, copying, delivery, and phone charges. We believe this level of funding is realistic based upon the scope of services and the level of effort called for in the Work Plan. LSC's experience in conducting Regional Transportation Plans for other small, urban rural settings will assure a successful outcome for this update project within the proposed budget. Note that this cost estimate excludes staff time necessary for detailed transportation engineering studies, environmental documentation, or public meetings/outreach beyond the specific scope of our proposal. This cost estimate is also based on the statements regarding the Policy Element and Action Element presented on page 2 of the RTP.

This cost proposal is a firm offer for 90 days subsequent to the deadline for submission.

Cost Analysis

Lassen County 2011 Regional Transportation Plan

Personnel and Hourly Rates

	Principal-In Charge		Project Planner					Total Hours	Total Cost
	Shaw	Evans	Svensk	Engineer	Graphics Support	Clerical Support			
	\$175	\$85	\$80	\$85	\$60	\$50			
	Total Cost Per Hour								
Task 1: Project Initiation	4	8	0	0	0	0	12	\$1,380	
Task 2: Public Participation Process	2	20	0	0	0	8	30	\$2,450	
Task 3: Existing Conditions Analysis	4	20	16	0	10	8	58	\$4,680	
Task 4: Future Conditions Analysis and Needs Assessment Update	4	12	10	12	10	0	48	\$4,140	
Task 5: Policy Element Update	2	6	0	0	0	0	8	\$860	
Task 6: Action Element Update	2	12	0	0	0	0	14	\$1,370	
Task 7: Financial Element Update	2	16	0	0	0	0	18	\$1,710	
Task 8: Compile Draft RTP									
Task 8.1: Administrative Draft	8	20	0	0	10	8	46	\$4,100	
Task 8.2: Public Draft	4	4	0	0	5	4	17	\$1,540	
Task 8.3: Draft Environmental Document	4	16	0	0	0	2	22	\$2,160	
Task 8.4: Present Public Draft/Environmental Document	6	12	0	0	0	0	18	\$2,070	
Task 9: Final RTP/Environmental Document	4	12	0	0	5	12	33	\$2,620	
Total Hours	46	158	26	12	40	42	324		
Total Personnel Cost	\$8,050	\$13,430	\$2,080	\$1,020	\$2,400	\$2,100		\$29,080	
	LSC Additional Expenses								
	Travel								
	Printing/Copying								
	Advertising								
	Phone/Postage/Delivery								
	Subtotal: Other Expenses								
	Total Study Costs								
	\$30,000								

