


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: September 7, 2021
To: Honorable Mayor and Honorable City Councilmembers
From: Larry McLaughlin, City Manager
Subject: Ratify Approval of Amendment No. 23 with GHD Inc. for the Preparation of a Local Road Safety Plan (LRSP): Not to Exceed Amount of \$78,498.00
Recommendation: City Council Ratification of Approval of Agreement with GHD, Inc. for the Preparation of a Local Road Safety Plan.
Funding: Currently Budgeted: Yes No N/A

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

The item is to request Council ratification of the approval of the Agreement with GHD Inc. that was approved and executed by the City Manager.

BACKGROUND:

The Sonoma County Transportation Authority (SCTA), of which the City of Sebastopol is a member, conducted a regional RFP via its Technical Advisory Committee (SCTA TAC) to obtain the services of a qualified consulting firm to comply with the recent State legislation establishing a Local Road Safety Plan (LRSP). GHD was selected through a competitive RFP process as the successful respondent for preparation of the LRSP for member agencies of the SCTA.

This agreement is for the work GHD is the preparation of a Local Road Safety Plan (LRSP). GHD has provided a not-to-exceed fee estimate of \$78,498 for the Sebastopol portion of the work. Cost for the GHD effort to prepare the City of Sebastopol LRSP is largely grant funded. The City was allocated a grant funding of \$40,000 for preparation of the LRSP. Therefore, \$38,498 is the local match and is included in the current fiscal year adopted Engineering operating budget. Because the net amount of \$38,498 is within the City Manager’s authorization limit and was included in the approved budget, the City Manager approved and executed the contract.

However, to be transparent, the full cost of the work must be paid by the City, with \$40,000 being reimbursed by the State and administered through Caltrans. City staff in the Engineering Department will submit the reimbursement request as invoices are received and paid to GHD.’s

DISCUSSION:

Federal regulations require each State have a Strategic Highway Safety Plan (SHSP). While the SHSP is used as a statewide approach for improving roadway safety, A Local Road Safety Plan (LRSP) can be a means for providing local and rural road owners with an opportunity to address unique highway safety needs in their jurisdictions while contributing to the success of the SHSP. The process of preparing an LRSP creates a framework to systematically identify and analyze safety problems and recommend safety improvements. Preparing an LRSP facilitates the development of local agency partnerships and collaboration, resulting in a prioritized list of improvements and

actions that can demonstrate a defined need and contribute to the statewide plan. The LRSP offers a proactive approach to addressing safety needs and demonstrates agency responsiveness to safety challenges. An LRSP provides a framework for organizing stakeholders to identify, analyze, and prioritize road safety improvements on local and rural roads. The process of developing an LRSP can be tailored to local protocols, needs, and issues.

GHD's general scope of work for the preparation of the City's LRSP is as follows:

- Project Management, Coordination, and Meetings
- LSRP Stakeholder Working Group Formation and Public Outreach
- Data Collection
- Collision and Roadway Data Analysis
- LSRP Stakeholder Working Group Data Review
- Develop Countermeasures
- Develop Safety Projects
- Local Road Safety Plan (LRSP) Document

In the future, an agency must have an LRSP document to be eligible to apply for federal Highway Safety Improvement Program (HSIP) grants.

GOALS:

This action supports the following City Council Goals and General Plan Actions:

Goal 2 - Maintain, Improve and Invest in the City's Infrastructure (Water, Sewer, Streets, Circulation, Parks, Storm Drains and Public Facilities).

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

Funds will be drawn from the Engineering Department operating budget for \$78,498.00. Approximately 50% of the total, or \$40,000, will be reimbursed by the State and will be returned to the General Fund. The effect is a net budget obligation of \$39,249 from the General Fund.

RECOMMENDATION:

Staff recommends the Sebastopol City Council ratify the approval of Amendment No 23 with GHD Inc. for the preparation of the Local Road Safety Plan (LRSP).

ATTACHMENTS:

Amendment No. 23 to the Master Agreement with GHD Inc.
Funding Allocation Letter from Caltrans

**AMENDMENT NO. 23
TO MASTER AGREEMENT 2010-01-36
FOR A LOCAL ROAD SAFETY PLAN
GHD, Inc.**

Parties hereto entered into a Master Agreement for Consulting Services on June 10, 2010, with an initial term of 3 (three) years. The term of agreement was extended several times and is set to expire on June 23, 2022.

The Sonoma County Transportation Authority (SCTA), of which the City of Sebastopol is a member, conducted a regional RFP via its Technical Advisory Committee (SCTA TAC) to obtain the services of a qualified consulting firm to comply with the recent State legislation establishing a Local Road Safety Plan.

GHD, Inc. was selected via the competitive RFP process as the successful respondent.

This agreement is for the work GHD is to do for the City of Sebastopol.

GHD has provided a not-to-exceed price estimate of \$78,498 for the Sebastopol portion of the work.

Costs of the GHD efforts are primarily grant funded, with a budget of \$80,000 per participant of which 10%, \$8,000, is the local match. The \$8,000 Sebastopol obligation is included in the current fiscal year approved budget.

Exhibit A below provides a summary of the scope of work. The GHD Scope of Work, and the GHD proposal dated July 31, 2020, which are both attached, are an integral part of this agreement.

All of the terms and conditions of Master Agreement 2010-01-36 are hereby incorporated by reference and made a part of this contract.

Prior to commencement of work GHD agrees to comply with the City of Sebastopol insurance requirements, which are shown in Exhibit B below.

GHD agrees to include with all subconsultants in their subcontract the same requirements and provisions of this agreement including the indemnity and insurance requirements to the extent they apply to the scope of the Subconsultant's work. Subconsultants hired by Consultant agree to be bound to Consultant and City in the same manner and to the same extent as Consultant is bound to City under the Contract Documents. Subconsultant further agrees to include these same provisions with any Subsubconsultant. A copy of the contract indemnity and insurance provisions will be furnished to the Subconsultant upon request. The Consultant shall require all sub-consultant to provide a valid certificate of insurance and the required endorsements included in the agreement prior to commencement of any work and Consultant will provide proof of compliance to the City.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the duly authorized officers on the dates indicated below.

CITY OF SEBASTOPOL

CONSULTANT
GHD, Inc.



Larry McLaughlin, City Manager

Bill Silva, P.E., Principal

Date: January 7, 2021

Date: 12/17/2020

Exhibit A of Amendment No. 23

Note: The GHD, Inc. proposal for this work dated July 31, 2020, and the GHD Scope of Work, (both attached) are an integral part of this exhibit.

Scope of Work: Amendment No. 23

Tasks

1. Project Management, Coordination, and Meetings
2. LSRP Stakeholder Working Group Formation and Public Outreach
3. Data Collection
4. Collision and Roadway Data Analysis
5. LSRP Stakeholder Working Group Data Review
6. Develop Countermeasures
7. Develop Safety Projects
8. Local Road Safety Plan Document

EXHIBIT B of Amendment No.23

INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG0001).
2. Insurance Services Office form number CA 0001 (Ed. 1187) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the consultant's profession.

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage **including operations, products and completed operations, as applicable.** If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$2,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Errors and Omissions liability: \$2,000,000 per occurrence.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. **The City of Sebastopol, its officers, officials, employees and volunteers** are to be covered as insureds as respects liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. The Workers Compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its

officers, officials, employees and volunteers for losses paid under terms of this policy which arise from the work performed by the named insured.

4. It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named Insured; whichever is greater.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.
6. **Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.**

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements affecting coverage required by this clause. The endorsements should be on forms provided by the City or on other than the City's forms provided those endorsements conform to City requirements. All original, signed certificates and endorsements are to be received and approved by the City prior to City's approval of the contract and commencement of work. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Subconsultants

Consultant agrees to include with all subconsultants in their subcontract the same requirements and provisions of this agreement including the indemnity and insurance requirements to the extent they apply to the scope of the Subconsultant's work. Subconsultants hired by Consultant agree to be bound to Consultant and City in the same manner and to the same extent as Consultant is bound to City under the Contract Documents. Subconsultant further agrees to include these same provisions with any Sub- subconsultant. A copy of the contract indemnity and insurance provisions will be furnished to the Subconsultant upon request. The Consultant shall require all sub-consultant to provide a valid certificate of insurance and the required endorsements included in the agreement prior to commencement of any work and Consultant will provide proof of compliance to the City.



July 31, 2020

Seana Gause
Senior – Programming and Projects
Sonoma County Transportation Authority (SCTA)
411 King Street
Santa Rosa, CA 95404

Dear Seana:

Re: Fee Proposal for SCTA, Consultant Services, LRSPs for 7 Jurisdictions

Thank you for the opportunity to submit our team qualifications to SCTA for Consultant Services, LRSPs for 7 Jurisdictions. Enclosed please find our Team's associated cost proposal for your consideration. The RFP provided that the cost proposal shall provide an itemized budget and narrative not to exceed \$80,000 per jurisdiction. We have provided a standardized fee proposal to be applied to each agency and an individual cost proposal per jurisdiction with the applicable team members for your consideration. The total not to exceed fee for each agency contract, as requested in the RFP, is \$78,537 considering the various staffing we have proposed. However, each of the individual agency cost proposals are approximately \$78,500.

As with the proposals we have successfully prepared for other jurisdictions, we understand that some agencies may wish to provide Staff Time for their matching contributions to the State LRSP Funding. In those cases, we are willing to work with agencies to make equitable edits to the scope where appropriate or possible to accommodate.

In the case of Petaluma, we understand that the State LRSP funding is less than the other jurisdictions. As such, the Total Project Funding may only be \$72,000, unless locally funded to match the RFP not to exceed fee of \$80,000. GHD is prepared to work with Petaluma to make adjustments to the comprehensive scope and fee to meet their budgetary constraints.

Additionally, having contracted for other Local Road Studies under the auspices of Caltrans, we understand that some jurisdictions may stipulate that Chapter 10 of the Local Assistance Procedures Manual (LAPM) to be followed, including submittal of requisite forms. GHD is prepared to provide confirmation of a recent Caltrans audit of our overhead rates in accordance with the LAPM.

For purposes of this proposal, in accordance with the requirements of the RFP, we have provided our cost proposal with our recently audited rates. Given the opportunity for interpretation and selection of various approaches, we hope to have the opportunity to review our cost preparation assumptions.

We are confident that we have assembled the most qualified team to deliver the project and are hopeful for the opportunity to review our assumptions and anticipated efforts with you; we strongly believe that we can arrive at an agreeable cost proposal with each agency. As noted, GHD and our entire team are excited for the opportunity to help deliver this important safety project and look forward to working with the SCTA and the member agencies of Sonoma County. If you have any questions about our assumptions or cost approach, please contact me at (707) 206-1705.



Sincerely,

GHD

A handwritten signature in blue ink, appearing to read "Frank Penry".

Frank Penry, PE, TE, PTOE

Project Manager, Engineer | 707 206-1705

/sew/1

Encl.

Standardised LRSP Fee

Agenda Item Number 5



Task Description	GHD								Associated Project Costs	Other Direct Costs	GHD Total Hours	GHD Total Cost
	Principal	QA/QC	QA/QC	PM	Assistant PM	Assistant PM	Engineering/ Safety	TPTE Support Staff				
	Vedula	Walter	Silva	Perry	Kleinschmidt	Hudson	Wargula	Rahman, Bryant, Dairke, Southern, Thornion, Saplano, Angold				
	\$ 276	\$ 257	\$ 367	\$ 244	\$ 185	\$ 206	\$ 215	\$ 109				
Task 1 Project Management, Coordination, and Meetings												
1.0 PM Coordination and Meetings	1			12	5	5	2		\$163		25	\$ 5,758
Task 2 LRSP Stakeholder Working Group and Public Outreach												
2.1 Form LRSP Working Group				2	1	1			\$26		4	\$ 906
2.2 Public Outreach	1			5	7	7		40	\$390		60	\$ 8,974
Task 3 Data Collection												
3.1 Crash and Safety Data Collection				1	1	1		32	\$228		35	\$ 4,340
3.2 Traffic Data Collection				1	1	1		23	\$169		26	\$ 3,304
Task 4 Collision and Roadway Data Analysis												
4.1 Quantitative Crash Analysis		0.5	0.5	2	4	4		30	\$267		41	\$ 5,892
4.2 Identify and Evaluate Risk Factors		0.5	0.5	1	3	3		30	\$247		38	\$ 5,237
Task 5 LRSP Working Group												
5.1 Working Group Meetings		0.5	0.5	12	9	9	2	35	\$442		68	\$ 11,442
Task 6 Develop Countermeasures												
6.1 Select Improvement Locations and Countermeasures				4	5	5		40	\$351		54	\$ 7,632
Task 7 Develop Safety Projects												
7.1 Prioritize Projects		0.5	0.5	2	4	4	12	33	\$364		56	\$ 8,892
7.2 Calculate Benefit-Cost				2	3	3	12	32	\$338		52	\$ 8,054
Task 8 Local Road Safety Plan Document												
8.1 Development of LRSP Document		0.5	0.5	2	7	7		30	\$306		47	\$ 7,106
Total Hours	2	2.5	2.5	46	50	50	28	325				
Social Pinpoint Direct Cost										\$ 750		\$ 750
Travel/Lodging Direct Cost										\$ 250		\$ 250
	553	642	917	11,244	9,250	10,320	6,011	35,311	3,289	1,000	506	78,537
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Agenda Item Number 5

City of Cotati - LRSP



Task Description	GHD								Associated Project Costs	Other Direct Costs	GHD Total Hours	GHD Total Cost
	Vedula	Silva	Penry	Kleinschmidt	Wargula	Rahman	Bryant	Darke				
	Principal	QA/QC	PM	Assistant PM	Engineer in Charge/Safety	TE	TE	TE				
	\$ 276	\$ 357	\$ 244	\$ 185	\$ 215	\$ 119	\$ 104	\$ 104				
Task 1 Project Management, Coordination, and Meetings												
1.0 PM Coordination and Meetings	1		12	10	2				\$163		25	\$ 5,651
Task 2 LRSP Stakeholder Working Group and Public Outreach												
2.1 Form LRSP Working Group			2	2					\$26		4	\$ 885
2.2 Public Outreach	1		5	14		5	25	10	\$390		60	\$ 8,712
Task 3 Data Collection												
3.1 Crash and Safety Data Collection			1	2		15	5	12	\$228		35	\$ 4,393
3.2 Traffic Data Collection			1	2		8	5	10	\$169		26	\$ 3,294
Task 4 Collision and Roadway Data Analysis												
4.1 Quantitative Crash Analysis		1	2	8		10	5	15	\$267		41	\$ 5,871
4.2 Identify and Evaluate Risk Factors		1	1	6		10	10	10	\$247		38	\$ 5,237
Task 5 LRSP Working Group												
5.1 Working Group Meetings		1	12	20	2	10	10	15	\$455		70	\$ 11,673
Task 6 Develop Countermeasures												
6.1 Select Improvement Locations and Countermeasures			4	10		10	15	15	\$351		54	\$ 7,487
Task 7 Develop Safety Projects												
7.1 Prioritize Projects		1	2	8	12	12	10	11	\$364		56	\$ 8,886
7.2 Calculate Benefit-Cost			2	6	12	12	10	10	\$338		52	\$ 8,019
Task 8 Local Road Safety Plan Document												
8.1 Development of LRSP Document		1	2	16		10	10	10	\$319		49	\$ 7,403
Total Hours	2	5	46	104	28	102	105	118				
Social Pinpoint Direct Cost										\$ 750		\$ 750
Travel/Lodging Direct Cost										\$ 250		\$ 250
	553	1,835	11,244	19,240	6,011	12,126	10,917	12,268	3,315	1,000	510	78,509
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		\$

City of Healdsburg - LRSP													
Task Description	GHD									Associated Project Costs	Other Direct Costs	GHD Total Hours	GHD Total Cost
	Vedula	Walter	Penry	Hudson	Wargula	Thornton	Southern	Saptono	Angold				
	Principal	QA/QC	PM	Assistant PM	Engineering /Safety	Planner	TE	TE	TE				
	\$ 276	\$ 257	\$ 244	\$ 206	\$ 215	\$ 93	\$ 126	\$ 115	\$ 99				
Task 1 Project Management, Coordination, and Meetings													
1.0 PM Coordination and Meetings	1		12	10	2					\$163		25	\$ 5,865
Task 2 LRSP Stakeholder Working Group and Public Outreach													
2.1 Form LRSP Working Group			2	2						\$26		4	\$ 928
2.2 Public Outreach	1		5	14		25	10		4	\$384		59	\$ 8,739
Task 3 Data Collection													
3.1 Crash and Safety Data Collection			1	2			8	8	16	\$228		35	\$ 4,398
3.2 Traffic Data Collection			1	2			8	5	10	\$169		26	\$ 3,399
Task 4 Collision and Roadway Data Analysis													
4.1 Quantitative Crash Analysis			2	8			8	8	15	\$267		41	\$ 5,821
4.2 Identify and Evaluate Risk Factors		1	1	6			10	10	10	\$247		38	\$ 5,385
Task 5 LRSP Working Group													
5.1 Working Group Meetings		1	10	20	2		8	10	20	\$462		71	\$ 11,861
Task 6 Develop Countermeasures													
6.1 Select Improvement Locations and Countermeasures			4	10			8	15	15	\$338		52	\$ 7,597
Task 7 Develop Safety Projects													
7.1 Prioritize Projects		1	2	8	12		8	5	14	\$325		50	\$ 8,269
7.2 Calculate Benefit-Cost			2	6	12		5	10	11	\$299		46	\$ 7,471
Task 8 Local Road Safety Plan Document													
8.1 Development of LRSP Document		1	2	16			10	10	10	\$319		49	\$ 7,765
Total Hours	2	4	44	104	28	25	83	81	125				
Social Pinpoint Direct Cost											\$ 750		\$ 750
Travel/Lodging Direct Cost											\$ 250		\$ 250
	553	1,028	10,755	21,466	6,011	2,313	10,432	9,289	12,428	3,224	1,000	496	78,498
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		\$

City of Petaluma - LRSP												
Task Description	GHD								Associated Project Costs	Other Direct Costs	GHD Total Hours	GHD Total Cost
	Vedula	Silva	Perry	Kleinschmidt	Wargula	Rahman	Bryant	Darke				
	Principal	QA/QC	PM	Assistant PM	Engineering / Safety	TE	TE	TE				
	\$ 276	\$ 367	\$ 244	\$ 185	\$ 215	\$ 119	\$ 104	\$ 104				
Task 1 Project Management, Coordination, and Meetings												
1.0 PM Coordination and Meetings	1		12	10	2				\$163		25	\$ 5,651
Task 2 LRSP Stakeholder Working Group and Public Outreach												
2.1 Form LRSP Working Group			2	2					\$26		4	\$ 885
2.2 Public Outreach	1		5	14		5	25	10	\$390		60	\$ 8,712
Task 3 Data Collection												
3.1 Crash and Safety Data Collection				1	2	15	5	12	\$228		35	\$ 4,393
3.2 Traffic Data Collection				1	2	8	5	10	\$169		26	\$ 3,294
Task 4 Collision and Roadway Data Analysis												
4.1 Quantitative Crash Analysis			1	2	8	10	5	15	\$267		41	\$ 5,871
4.2 Identify and Evaluate Risk Factors			1	1	6	10	10	10	\$247		38	\$ 5,237
Task 5 LRSP Working Group												
5.1 Working Group Meetings			1	12	20	2	10	15	\$455		70	\$ 11,673
Task 6 Develop Countermeasures												
6.1 Select Improvement Locations and Countermeasures				4	10	10	15	15	\$351		54	\$ 7,487
Task 7 Develop Safety Projects												
7.1 Prioritize Projects			1	2	8	12	12	10	\$364		56	\$ 8,886
7.2 Calculate Benefit-Cost				2	6	12	12	10	\$338		52	\$ 8,019
Task 8 Local Road Safety Plan Document												
8.1 Development of LRSP Document				1	2	16	10	10	\$319		49	\$ 7,403
Total Hours	2	5	46	104	28	102	105	118				
Social Pinpoint Direct Cost										\$ 750		\$ 750
Travel/Lodging Direct Cost										\$ 250		\$ 250
	553	1,835	11,244	19,240	6,011	12,126	10,917	12,268	3,315	1,000	510	78,509
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		\$

City of Rohnert Park - LRSP													
Task Description	GHD									Associated Project Costs	Other Direct Costs	GHD Total Hours	GHD Total Cost
	Vedula	Walter	Penry	Hudson	Wargula	Thornton	Southern	Saptono	Angold				
	Principal	QA/QC	PM	Assistant PM	Engineering / Safety	Planner	TE	TE	TE				
	\$ 276	\$ 257	\$ 244	\$ 206	\$ 215	\$ 93	\$ 126	\$ 115	\$ 99				
Task 1 Project Management, Coordination, and Meetings													
1.0 PM Coordination and Meetings	1		12	10	2					\$163		25	\$ 5,865
Task 2 LRSP Stakeholder Working Group and Public Outreach													
2.1 Form LRSP Working Group			2	2						\$26		4	\$ 928
2.2 Public Outreach	1		5	14		25	10		4	\$384		59	\$ 8,739
Task 3 Data Collection													
3.1 Crash and Safety Data Collection				1	2		8	8	16	\$228		35	\$ 4,398
3.2 Traffic Data Collection				1	2		8	5	10	\$169		26	\$ 3,399
Task 4 Collision and Roadway Data Analysis													
4.1 Quantitative Crash Analysis				2	8		8	8	15	\$267		41	\$ 5,821
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Task 5 LRSP Working Group													
5.1 Working Group Meetings		1	10	20	2		8	10	20	\$462		71	\$ 11,861
Task 6 Develop Countermeasures													
6.1 Select Improvement Locations and Countermeasures			4	10			8	15	15	\$338		52	\$ 7,597
Task 7 Develop Safety Projects													
7.1 Prioritize Projects		1	2	8	12		8	5	14	\$325		50	\$ 8,269
7.2 Calculate Benefit-Cost			2	6	12		5	10	11	\$299		46	\$ 7,471
Task 8 Local Road Safety Plan Document													
8.1 Development of LRSP Document		1	2	16			10	10	10	\$319		49	\$ 7,765
Total Hours	2	4	44	104	28	25	83	81	125				
Social Pinpoint Direct Cost											\$ 750		\$ 750
Travel/Lodging Direct Cost											\$ 250		\$ 250
	553	1,028	10,755	21,466	6,011	2,313	10,432	9,289	12,428	3,224	1,000	496	78,498
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		\$

City of Santa Rosa - LRSP												
Task Description	GHD							Associated Project Costs	Other Direct Costs	GHD Total Hours	GHD Total Cost	
	Vedula	Silva	Penny	Kleinschmidt	Wargula	Rahman	Bryant					Darke
	Principal	QA/QC	PM	Assistant PM	Engineering /Safety	TE	TE					TE
	\$ 276	\$ 367	\$ 244	\$ 185	\$ 215	\$ 119	\$ 104	\$ 104				
Task 1 Project Management, Coordination, and Meetings												
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2.2 Public Outreach	1		5	14		5	25	10	\$390		60	\$ 8,712
Task 3 Data Collection												
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3.2 Traffic Data Collection			1	2		8	5	10	\$169		26	\$ 3,294
Task 4 Collision and Roadway Data Analysis												
4.1 Quantitative Crash Analysis		1	2	8		10	5	15	\$267		41	\$ 5,871
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5.1 Working Group Meetings		1	12	20	2	10	10	15	\$455		70	\$ 11,673
Task 6 Develop Countermeasures												
6.1 Select Improvement Locations and Countermeasures			4	10		10	15	15	\$351		54	\$ 7,487
Task 7 Develop Safety Projects												
7.1 Prioritize Projects		1	2	8	12	12	10	11	\$364		56	\$ 8,886
7.2 Calculate Benefit-Cost			2	6	12	12	10	10	\$338		52	\$ 8,019
Task 8 Local Road Safety Plan Document												
8.1 Development of LRSP Document		1	2	16		10	10	10	\$319		49	\$ 7,403
Total Hours	2	5	46	104	28	102	105	118				
Social Pinpoint Direct Cost									\$ 750			\$ 750
Travel/Lodging Direct Cost									\$ 250			\$ 250
	553	1,835	11,244	19,240	6,011	12,126	10,917	12,268	3,315	1,000	510	78,509
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		\$

City of Sebastopol - LRSP													
Task Description	GHD									Associated Project Costs	Other Direct Costs	GHD Total Hours	GHD Total Cost
	Vedula	Walter	Penry	Hudson	Wargula	Thornton	Southern	Saptono	Angold				
	Principal	QA/QC	PM	Assistant PM	Engineering /Safety	Planner	TE	TE	TE				
	\$ 276	\$ 257	\$ 244	\$ 206	\$ 215	\$ 93	\$ 126	\$ 115	\$ 99				
Task 1 Project Management, Coordination, and Meetings													
1.0 PM Coordination and Meetings	1		12	10	2					\$163		25	\$ 5,865
Task 2 LRSP Stakeholder Working Group and Public Outreach													
2.1 Form LRSP Working Group			2	2						\$26		4	\$ 928
2.2 Public Outreach	1		5	14		25	10		4	\$384		59	\$ 8,739
Task 3 Data Collection													
3.1 Crash and Safety Data Collection			1	2			8	8	16	\$228		35	\$ 4,398
3.2 Traffic Data Collection			1	2			8	5	10	\$169		26	\$ 3,399
Task 4 Collision and Roadway Data Analysis													
4.1 Quantitative Crash Analysis			2	8			8	8	15	\$267		41	\$ 5,821
4.2 Identify and Evaluate Risk Factors		1	1	6			10	10	10	\$247		38	\$ 5,385
Task 5 LRSP Working Group													
5.1 Working Group Meetings		1	10	20	2		8	10	20	\$462		71	\$ 11,861
Task 6 Develop Countermeasures													
6.1 Select Improvement Locations and Countermeasures			4	10			8	15	15	\$338		52	\$ 7,597
Task 7 Develop Safety Projects													
7.1 Prioritize Projects		1	2	8	12		8	5	14	\$325		50	\$ 8,269
7.2 Calculate Benefit-Cost			2	6	12		5	10	11	\$299		46	\$ 7,471
Task 8 Local Road Safety Plan Document													
8.1 Development of LRSP Document		1	2	16			10	10	10	\$319		49	\$ 7,765
Total Hours	2	4	44	104	28	25	83	81	125				
Social Pinpoint Direct Cost										\$ 750			\$ 750
Travel/Lodging Direct Cost										\$ 250			\$ 250
	553	1,028	10,755	21,466	6,011	2,313	10,432	9,289	12,428	3,224	1,000	496	78,498
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		\$

Town of Windsor - LRSP												
Task Description	GHD							Associated Project Costs	Other Direct Costs	GHD Total Hours	GHD Total Cost	
	Vedula	Silva	Penry	Kleinschmidt	Wargula	Rahman	Bryant					Darke
	Principal	QA/QC	PM	Assistant PM	Engineering /Safety	TE	TE					TE
	\$ 276	\$ 367	\$ 244	\$ 185	\$ 215	\$ 119	\$ 104	\$ 104				
Task 1 Project Management, Coordination, and Meetings												
1.0 PM Coordination and Meetings	1		12	10	2				\$163		25	\$ 5,651
Task 2 LRSP Stakeholder Working Group and Public Outreach												
2.1 Form LRSP Working Group			2	2					\$26		4	\$ 885
2.2 Public Outreach	1		5	14		5	25	10	\$390		60	\$ 8,712
Task 3 Data Collection												
3.1 Crash and Safety Data Collection			1	2		15	5	12	\$228		35	\$ 4,393
3.2 Traffic Data Collection			1	2		8	5	10	\$169		26	\$ 3,294
Task 4 Collision and Roadway Data Analysis												
4.1 Quantitative Crash Analysis		1	2	8		10	5	15	\$267		41	\$ 5,871
4.2 Identify and Evaluate Risk Factors		1	1	6		10	10	10	\$247		38	\$ 5,237
Task 5 LRSP Working Group												
5.1 Working Group Meetings		1	12	20	2	10	10	15	\$455		70	\$ 11,673
Task 6 Develop Countermeasures												
6.1 Select Improvement Locations and Countermeasures			4	10		10	15	15	\$351		54	\$ 7,487
Task 7 Develop Safety Projects												
7.1 Prioritize Projects		1	2	8	12	12	10	11	\$364		56	\$ 8,886
7.2 Calculate Benefit-Cost			2	6	12	12	10	10	\$338		52	\$ 8,019
Task 8 Local Road Safety Plan Document												
8.1 Development of LRSP Document		1	2	16		10	10	10	\$319		49	\$ 7,403
Total Hours	2	5	46	104	28	102	105	118				
Social Pinpoint Direct Cost									\$ 750			\$ 750
Travel/Lodging Direct Cost									\$ 250			\$ 250
	553	1,835	11,244	19,240	6,011	12,126	10,917	12,268	3,315	1,000	510	78,509
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		\$

Scope of Work

Task 1 - Project Management, Coordination, and Meetings

GHD's Project Manager will review this Scope of Work with each Agency to ascertain any changes relative to their specific requirements. We will also obtain any additional information which each Agency may have pertinent to this project. A Project Management Plan will be developed to help coordinate the seven (7) separate jurisdictions efforts to include Assistant Project Managers and staff assignments, schedule, budget, and work plan, as well as a robust QA/QC process. Project management work items, along with ongoing communication, correspondence and coordination with the agencies, stakeholders and LRSP Working Group will be conducted as part of this task. In addition, this will include the contract management tasks such as invoicing, tracking of percent complete of tasks and budget, schedule, and any other tasks to ensure a successful project that meets each of the agencies needs and expectations.

This proposal also includes attendance at one (1) project meeting (Kick-Off) and two (2) LRSP Working Group meetings, and one (1) City or Town Council meeting for approval. Attendance at more than these meetings, if requested, will be billed on a time and materials basis with prior authorization.

Task 1 Deliverables

- *GHD to prepare all meeting agendas, meeting materials, and subsequent meeting minutes.*
- *GHD to prepare and maintain a Project Management Plan.*
- *GHD to prepare monthly invoices with percent complete on each task.*

Task 2 - LRSP Stakeholder Working Group and Public Outreach

Task 2.1 - Form LRSP Stakeholder Working Group

At the project Kick-Off Meeting, a safety champion for the jurisdiction will be identified and discussion of possible Working Group members will occur. It is recommended that the Agency emails out the potential LRSP Working Group members for their concurrence and overall goal of the LRSP, however, GHD is also available to lead these efforts if the Agency desires. In addition, GHD can send example emails and a pamphlet on the LRSP process for this initial contact. After the committee is formed, GHD will house all contact information for the LRSP Working Group in Excel format for easy access. Typically, the first meeting is scheduled after the collision and roadway data is processed. GHD will lead all other tasks and meetings with the Working Group.

Task 2.2 - Public Outreach

GHD will develop and maintain a separate project website using the Social Pinpoint platform for each Agency. Each Agency will have their own unique website URL (Agency name in address) that can be provided on the Agency's website and social media platforms. The project website will have a landing page that will explain the LRSP process and reason the Agency is conducting an LRSP, as well as house project documents for comments and an interactive map that allows comments to be placed at specific locations of concern. This public engagement tool also has the ability to create various surveys or idea walls.

Due to the need to create seven (7) different project websites with Social Pinpoint, we would purchase a small team package in reducing the one-time direct cost to each Agency. Also, we would clone each website for the overall general LRSP information and layout and then exchange out the project specific information in reducing the overall website set up time. With this methodology, we would reduce the public outreach costs to each Agency. In addition, we could provide links on each website to the other LRSPs in Sonoma County.

In conducting further outreach, a pre-recorded presentation video will be created and posted to the website. However, if the desire is to hold a live virtual meeting for inclusion presentation for the overall results of the seven (7) LRSPs in Sonoma County, that can also be accommodated and recorded for the ability to post to the website afterwards.

With the Social Pinpoint platform back office, all public comments are captured or flagged for review (if inappropriate language is detected) within the website and can be easily exported in Microsoft (MS) Word and Excel format to the Agency. GHD will work with each Agency in providing the response to the public comments and these comment responses can be included on the project website. In addition, Social Pinpoint has the ability to create graphs and various reports in understanding the different relationships between comments. All public comments and responses will be summarized and included in the appendix for the LRSP document.

Task 2 Deliverables

- *GHD to assist in LRSP Working Group formation and maintain the contact list.*
- *GHD to develop and maintain a project website on Social Pinpoint for the desired duration.*
- *GHD will provide and respond to all public comments in MS Word and/or Excel format for inclusion in the LRSP document.*

Task 3 - Data Collection

Task 3.1 - Crash and Safety Data Collection

GHD will use the available past complete five (5) years of crash data from the California Highway Patrol's database via SWITRS and TIMS and crosscheck it with the Agency's crash database in capturing a comprehensive crash data set. In addition, any pertinent supplemental reports will be examined in capturing the true number of fatalities. A collision can be upgraded to a fatality after the initial collision record (per California's Collision Investigation Manual, a fatal injury is "death as a result of injuries sustained in a collision, or an injury resulting in death within 30 days of a collision"). In gathering systemic safety data of areas with similar risk characteristics to collisions, a roadway and intersection assessment will also be performed in identifying different high-risk roadway characteristics.

Current safety plans for the Agency will be collected and their findings and recommendations will be summarized. These plans are likely to be bicycle and pedestrian plans or ATPs, Vision Zero, and SRTS plans and maps.

Based on feedback from the LRSP Working Group, additional observational and informal sources will be included in addressing roadway and traffic safety concerns, near-misses, and complaints from residents, businesses, school districts, senior centers, transit agencies, and any other local stakeholders identified by the Agency .

Task 3.2 - Traffic Data Collection

In performing crash rates for roadway segments and intersections, average daily traffic counts will need to be provided. GHD will use any previous historical traffic volume count data available, but anticipates additional counts may need to be collected. GHD will utilize Streetlight Data in capturing 2019 Average Daily Traffic at five locations per Agency for two (2) typical weekdays when local schools are in sessions, for use in calculating the crash rates for each Agency. This data can be reflective of pre COVID-19 conditions and validated with historical traffic data or Travel Demand Model (TDM) outputs.

Task 3 Deliverables

- *GHD to prepare a summary of data requests, collision data collected, and subsequent raw data in an excel spreadsheet.*

Task 4 - Collision and Roadway Data Analysis

Task 4.1 - Quantitative Crash Analysis

GHD will thoroughly analyze the data obtained in Task 3 to reveal fatal and injury crash trends, concentrations, and risk factors for systemic analysis. GHD will develop a GIS database to perform spatial analysis and prepare maps that present rich and visually-compelling analysis-related content. Various maps can be created to show collision density hot spots (heat maps), collision severity, collision types, bicycle collisions, and pedestrian collision with additional features, such as day and night conditions or violation factors in creating comprehensive maps.

The choice of platforms and formats will ultimately be determined by the Agency, to provide for maximum utility of developed tools after completion of the LRSP. Some of the many factors that will be analyzed and summarized in this Task include:

- Location
- Intersections (safety influence area)
- Date and time of crash
- Crash type
- Crash severity
- Violation category
- Pavement/surface and weather conditions
- Lighting conditions

The analysis will evaluate crash frequency (high total and severe crash locations, crash trends, highest occurring crash types, etc., and crash rate (the relationship between crash locations, traffic volumes, roadway characteristics, and crash types). In ranking the locations, EPDO index and crash rates will be used in identifying the top locations to focus safety countermeasures.

Field observations will also be conducted in evaluating possible risk factors and safety issues. With COVID-19 conditions, we understand traffic patterns are changing due to working from home protocols, local schools not in session or with limited opening, and overall changing peak hours (mid-day peak vs. morning peak hour). We will work with each jurisdiction to capture the needs based on current and historical trends.

Task 4.2 - Identify and Evaluate Risk Factors

This Task will identify potential risk factors identified with collisions. These risk factors will align with the State's SHSP identified challenge areas to reduce fatalities and serious injuries on all public roads. Once the focused challenge areas are determined, they can be used to select similar locations that could benefit from a low cost countermeasure to mitigate risks and collisions in a systemic approach.

Task 4 Deliverables

- *GHD will provide GIS collision maps focusing on collision dense locations (hot spots), collision severity (fatal and severe injury), bicycle and pedestrian collisions, and other focus challenge areas identified by the agency.*
- *GHD will provide collision GIS shape files.*

Task 5 - LRSP Stakeholder Working Group

Task 5.1 - Working Group Meetings

A LRSP Working Group will be developed with the Agency. This will include a Working Group of a wide range of stakeholders that are involved in the “5 E’s”. This Working Group will review the crash, traffic, and roadway data and establish goals, priorities, and countermeasures. The LRSP can add special attention to safety concerns identified by Agency staff and local “on the ground” stakeholders, such as first responders, citizens groups, and other jurisdictions, as needed. There will be two (2) Working Group meetings to facilitate the LRSP process. This Task includes the meeting materials (PowerPoints, handouts, and graphics). In addition, conceptual safety project benefits will be quantified per the preliminary cost estimates from Caltrans Contract Cost Data/recent projects and crash reduction monetized costs from the HSIP analyzer for the applicable HSIP “Call for Projects”.

After the formation of the Working Group, the initial meeting will be held with all the collision maps and available data to start the discussion of what the overall goal of the LRSP entails and what the focus challenge areas will be per the SHSP. This meeting will outline the process and objectives from the Working Group. In addition, the mission statement, goals, and vision will start formation.

The second LRSP meeting will include the overall ranking of the top intersections, segments and safety countermeasures along with possible projects to mitigate those collision trends. Based on input from the Working Group and the public outreach, the overall projects will be identified in the LRSP.

Task 5 Deliverables

- *GHD will provide the LRSP meeting agendas, PowerPoint presentations, with meeting summaries in documenting the LRSP meetings and capturing the stakeholder directions.*

Task 6 - Develop Countermeasures

Task 6.1 - Select Improvement Locations and Countermeasures

GHD will use the crash data evaluations completed in Task 3 to select appropriate safety countermeasure(s) for identified areas of concern. The goal is to provide a balance between countermeasures that mitigate on a systemic basis, while also addressing high-crash locations. GHD will prepare three (3) conceptual exhibits illustrating recommended countermeasure and location, and a preliminary estimated cost to implement the countermeasures. In addition, safety countermeasures applied systemically (i.e., reflective signal back plates, leading pedestrian intervals at signalized intersections) can be quantified on a location basis and overall cost per location. An important objective is to identify countermeasures that can simultaneously and effectively address the source or cause of crashes. In addition, in selecting engineering countermeasures we will follow Caltrans most recent LRSM.

We recognize that not all traffic safety concerns can be fully addressed by “engineering” solutions. We will identify non-engineering programs for consideration, including education, engineering, enforcement, and emerging technologies in collaboration with “on the ground” law enforcement and emergency service providers, as well as school and Agency staff.

Task 6 Deliverables

- *GHD will provide Three (3) conceptual plan exhibits and preliminary cost estimates.*

Task 7 - Develop Safety Projects

Task 7.1 - Prioritize Projects

GHD will develop and apply a performance-based project prioritization process, using methods from the HSM and Caltrans LSRM. These will likely include the EPDO severity index and crash rates. Crash rates help to normalize the data in comparing the daily volumes entering the intersection or on the roadway with the amount of crashes. This process will ultimately determine which low-cost systemic safety improvements, or other countermeasures, could feasibly be implemented for maximum effect. The prioritization will also consider criteria reflecting the Agency's planning goals (e.g., pedestrian or bicycle facilities, proximity to schools, speed reduction/management, presence in a particular focus sub-area), CIP projects and schedule, and other context-specific needs reflecting the Agency's challenge areas.

Task 7.2 - Calculate BCR and Identify Funding

Given that the performance metric most advocated at both the state and federal level is BCR for transportation project prioritization and selection, GHD will monetize all safety benefits (i.e., collision reduction by collision severity) to allow preliminary BCR's to be developed with the best information available. GHD will summarize the overall costs and the overall benefit of proposed improvements in the LRSP per the HSIP analyzer methodology in a Technical Memorandum for the top five (5) ranking projects or top five (5) project per the Agency's direction.

The preliminary BCR calculations will be developed using societal cost information from Caltrans Economic Parameters for crash severity and will be consistent with HSIP methodologies and requirements. However, the final BCRs would likely need to be further refined based on HSIP call for projects set-asides and minimum BCR. GHD will use the most current HSIP call for projects criteria in the development of the engineering safety projects.

This Task will also involve the identification of funding to construct improvements. Likely sources will be from HSIP or ATP grants, but other regional and federal funding resources will be explored such as but not limited to CMAQ, SRTS, and stimulus money.

Task 7 Deliverables

- *GHD will provide a Technical Memorandum with prioritized list of five (5) projects including proposed safety countermeasures and BCRs.*

Task 8 - Local Road Safety Plan Document

Task 8.1 - Development of LRSP Document

GHD will prepare a LRSP in accordance with FHWA and Caltrans guidelines and requirements and submit a copy of the Draft LRSP report to the Agency for their review and comments. After all comments have been incorporated, the final LRSP document will be put on the Agency's Council consent agenda for their approval. GHD will attend the meeting to address any questions.

Task 8 Deliverables

- *GHD to prepare LRSP Draft and Final Report.*
- *GHD will provide a MS Word documents and PDF copies of the Draft and Final Reports will be provided in an electronic format along with two (2) bound hardcopies of the Final LRSP Report.*

DEPARTMENT OF TRANSPORTATION



Division of Local Assistance
1120 N STREET
P.O. BOX 942874, MS# 1
Sacramento, CA 94274-0001
TTY 711

File : 04-SON-0-SEB
LRSPL-5123(017)
City of Sebastopol

July 22, 2021

Mr. Dante Del Prete
Director of Public Works
City of Sebastopol
714 Johnson Street
Sebastopol, CA 95472

Attn: Mr. Joe Gaffney

Dear Mr. Del Prete:

Your letter dated July 14, 2021 requested an allocation of State funds from the Local Roadway Safety Plan (LRSP) for City of Sebastopol LRSP project. The State hereby makes the allocation in the amount of \$40,000.00 of State funds for PE phase (Safety Analysis) of this project effective July 22, 2021. You may now proceed with the project. Any work that has been approved for funding and is performed after this date will be eligible for reimbursement.

This Office will soon send you a Program Supplement Agreement for execution, along with a Master Agreement if one has not been executed. Please do not submit invoices for this project until the agreements are fully executed by both you and the State.

Invoices are to be submitted at a minimum of every six (6) months in order to remain active.

If you have any questions, please contact your District Local Assistance Engineer.

Sincerely,

A handwritten signature in blue ink, appearing to read "F. Haslem".

FOR FELICIA HASLEM, Chief
Office of Project Implementation - North
Division of Local Assistance

c: DLA AE Project Files
(04) DLAE - Ephrem Meharena
Local Program Accounting
HQ HSIP Manager - Richard Ke