

Scope of Work Checklist

The Scope of Work is the official description of the work that is to be completed during the contract. **The Scope of Work must be consistent with the Project Timeline. Applications with missing components will be at a competitive disadvantage.** Please use this checklist to make sure your Scope of Work is complete.

The Scope of Work must:

- Use the Fiscal Year 2018-19 template provided and in Microsoft Word format
- List all tasks and sub-tasks using the same title as stated in the project timeline
- Include task and sub-task numbers in accurate and proper sequencing; consistent with the project timeline
- List the responsible party for each task and subtask and ensure that it is consistent with the project timeline (i.e. applicant, sub-applicant, or consultant)
- Include a thorough Introduction to describe the project and project area demographics, including a description of the disadvantaged community involved with the project, if applicable
- Include a thorough and accurate narrative description of each task and sub-task
- Include a task for a kick-off meeting with Caltrans at the start of the grant
- Include a task for procurement of consultants, if consultants are needed
- Include a task for invoicing
- Include a task for quarterly reporting to Caltrans
- Include detailed public participation and services to diverse communities
- Include project implementation/next steps
- List the project deliverable for each task in a table following each task and ensure that it is consistent with the project timeline
- EXCLUDE environmental, complex design, engineering work, and other ineligible activities

SCOPE OF WORK:

Promoting Safe Bicycle Travel Opportunities for Bicycle Tourism and Economic Development

INTRODUCTION:

Tuolumne County Transportation Council (TCTC), Calaveras Council of Governments (CCOG), San Joaquin Council of Governments (SJCOC), Stanislaus Council of Governments (StanCOG), and Alpine County LTC (ACLTC), in collaboration with the California Bicycle Coalition Education Fund (Cal Bike) will promote safe multimodal travel in our region, and improve and promote bicycle tourism for economic development with an emphasis on improving disadvantaged, low income Rural Communities and Small Cities. We will identify and analyze priority routes for enhancing bicycle tourism along rural and scenic state highways and local roads, with an eye to improving travel conditions for all modes. We will deliver a final report and list of recommendations for priority improvements based on a planning process that includes community outreach to diverse area residents, including business and property owners, travel bureaus, local policy makers, bike shops and bicycle clubs, and other stakeholders. We will also identify strategies for promoting the region's bicycle tourism opportunities and encouraging economic development around tourism.

This project will cover the counties of Tuolumne, Calaveras, San Joaquin, Stanislaus, and Alpine. The total combined population of these counties is 1,364,141. These counties have a range of racial and ethnic diversity, with San Joaquin County having the most ethnically and racially diverse population, with about 32% of its population being people of color. These five counties have rates of obesity and overweight significantly higher than California's overall rate of 30%, with 35% to 37.7% of adults overweight or obese in these counties. The rates of driving alone to work are significantly higher (ranging from 76-80%) than the average for California (73%). A low proportion of residents are within half a mile of public transit, even in San Joaquin county, the most urban of these counties (where the rate is 17%).

As made clear on the attached map from the California Health Disadvantage Index, these counties range from 25th to 99th HDI percentile. The great majority of census tracts in these five counties have more than 30% of their residents living under twice the federal poverty line. On average, the unemployment rate in these counties is nearly 5 percentage points higher than in the rest of California.

These counties cover a range of terrain ranging from the flatlands up into the Sierras, with a large cultural and economic range from farmlands and wine country to mountain towns that rely heavily upon tourism. All five counties, however, have great possibilities for improvement of existing bicycle tourism infrastructure, and an increased understanding of the opportunities for boosting local economies and health through more opportunities for people, whether locals or tourists, to ride bicycles.

This project would create a comprehensive bike tourism plan with an eye to taking advantage of these opportunities for better health and more economic growth.

RESPONSIBLE PARTIES AND COLLABORATIVE STRUCTURE:

The Tuolumne County Transportation Council (TCTC) will be the lead applicant and project manager for the grant. The TCTC is collaborating and partnering with four other RTPA's/MPO's and a statewide nonprofit, in creating an interregional bicycle tourism plan. The RTPA/MPO sub-applicants are: Calaveras Council of Governments (CCOG), San Joaquin Council of Governments (SJCOG), Stanislaus Council of Governments (StanCOG), and Alpine County Local Transportation Commission (ACLTC). Our other sub-applicant, the California Bicycle Coalition Education Fund (Cal Bike), California's state-level bicycle advocacy nonprofit, is a 501(c)(3) organization whose mission is to advocate for equitable, inclusive, and prosperous communities where bicycling helps to enable all Californians to lead healthy and joyful lives. Cal Bike's expertise on bicycling, bicycle tourism, and accessible, equitable bike planning make it an invaluable partner in this project. All six applicants will form a Steering Committee. A representative from Caltrans District 10 Rural Planning staff will be invited to participate and attend the Steering Committee. The Steering Committee members will review and provide valuable feedback and comments which would affect their respective jurisdictions and communities. In every aspect of the project, we will coordinate closely with Caltrans District 10, sharing resources and ensuring that this project avoids duplication of efforts. The TCTC will also procure a consultant through a competitive RFP process to produce project deliverables.

OVERALL PROJECT OBJECTIVES:

- Create comprehensive plan for improving bicycle tourism opportunities in these five counties, focusing on scenic and rural state highways and local roads.
- Focus on improving and benefiting disadvantaged, low income Rural Communities and Small Cities and focus on the rural and scenic roads that connect communities.
- Identify opportunities for infrastructure improvements, such as shoulder widening, rumble strip installation, sight visibility improvements, and signage, to benefit all road users—including bicycle tourists as well as local residents.
- Promote bicycle tourism as a tool to improve local economic development in Alpine, Calaveras, San Joaquin, Stanislaus, and Tuolumne Counties.
- Increase bicycling and walking among residents of these five counties.
- Promote multimodal safety and expanded travel options for area residents.
- Reduce rates of injury and fatality from traffic collisions.
- Improve public health by increasing rates of active transportation, leading to lower rates of obesity and overweight as well as the diseases of inactivity (diabetes and cardiovascular disease).
- Reduce greenhouse gas (GHG) emissions through increased bicycling and walking and reduced VMT.
- Improve air quality and decrease pollution through increased bicycling and walking and reduced VMT.
- Create a more sustainable transportation system in these five counties by promoting bicycling and reducing VMT.

Project Area:

The project area study boundaries will be finalized by the Steering Committee at the beginning of this grant; check Task 3.1 for more details. The Boundaries will include: Alpine County, Calaveras County, San Joaquin County, Stanislaus County, and Tuolumne County.

RESPONSIBLE PARTIES:

Steering Committee Members (ACLTC, CCOG, SJCOG, StanCOG, Cal Bike, TCTC) The Steering Committee Members will be responsible for reviewing and commenting on scope of work task items below which pertain to their regional jurisdictions. A Memorandum of Understanding Agreement (MOU) will be signed by all Steering Committee members if the grant application is approved which will stipulate all of the specific details of Steering Committee members' roles and responsibilities including all local match requirements per member. As part of the signed MOU deliverable each Steering Committee Member will determine if they will contribute a cash local match or in-kind local match as part of this Grant. We will invite a Caltrans District 10 Rural Planning representative to participate and attend the Steering Committee Meetings.

The **Tuolumne County Transportation Council** (TCTC) will be responsible for administering the grant and managing the project on a day to day basis. The TCTC will be responsible for reviewing and commenting on all scope of work task items that pertain the Tuolumne County region as part of the Steering Committee.

The **California Bicycle Coalition Educational Fund** (Cal Bike) will be responsible for commenting on and reviewing scope of work task items as part of the Steering Committee. The CBC will also be responsible for delivering select task project deliverables as outlined in the scope of work and project timeline. An Executed Contract Agreement with the TCTC and the CBC will be signed if the Grant Application is approved and all of the final specific details included the CBC's budget will be decided.

Stakeholders: Alpine County, Caltrans, Tuolumne County, City of Sonora, Tuolumne County Chamber of Commerce, Tuolumne County Transit Agency, Calaveras County, Tuolumne County Visitor's Bureau, Calaveras County, City of Angles Camp, Stanislaus County, City of Oakdale, City of Riverbank, City of Waterford, City of Hughson, City of Newman, City of Patterson, San Joaquin County, City of Ripon, City of Escalon, City of Lodi, City of Lathrop, Golden Chain Cyclists, Adventures Cycling, San Joaquin Bike Coalition, MotherLode Bicycle Coalition, Bike Lodi, Ciclistas del Valle Cycling Club.

TASK 1 Project Initiation**Task 1.1 Kick-Off Meeting with Caltrans**

We will hold a kick-off meeting with Caltrans District 10 staff to discuss grant procedures and project expectations, including invoicing, quarterly reporting, and all other relevant project information.

- **Responsible Party: Tuolumne County Transportation Council (TCTC)**

Task 1.2 Procurement for Consultant Services

The TCTC will execute a contract agreement with the California Bicycle Coalition for select tasks in this Grant. The TCTC will release an RFP to select a consultant to produce most of the project deliverables. The Steering Committee members will be a part of reviewing and ranking the proposals. The TCTC will approve and authorize execution of contract for selected consultant.

- **Responsible Party: TCTC, Steering Committee**

Task 1.3 Convene Steering Committee

Steering Committee consisting of representatives from all co-applicants and a representative from District 10 Rural Planning staff will meet quarterly as well as on an as-needed basis to ensure progress of grant.

- **Responsible Party: TCTC, Steering Committee**

Task	Deliverable
1.1	<i>Agenda & meeting notes</i>
1.2	<i>Executed contract agreement with CBC, RFP for consultant and executed contract agreement with consultant</i>
1.3	<i>Agenda & meeting notes, MOU for Steering Committee Members</i>

TASK 2. ANALYZE EXISTING CONDITIONS

We will identify those rural and scenic bicycle routes in all participating counties, including state highways and local road networks, most appropriate for inclusion in a bicycle tourism study. We will determine study boundaries for the bicycling routes. We will work closely with Caltrans District 10 to ensure that we are not duplicating efforts with the District's Active Transportation Plan, but rather assisting the District in prioritizing projects.

Task 2.1 Finalize Bicycle Routes Study

We will examine the following scenic and rural state highway corridors in these five counties, including on and off the state highways proper. We will focus on the portions of the routes that are already frequented by bicyclists or that could be excellent routes for bicycle tourists either because they are scenic, or because they connect destinations between communities that are rural and scenic that would be appealing to bicycle tourists and that would benefit from bicycle tourism. We will collaborate and share resources with Caltrans District 10 on the existing bicycling conditions of these State highway corridors.

- SR 12 – San Joaquin, Calaveras
- SR 4 - San Joaquin, Calaveras, Alpine
- SR 49 – Calaveras, Tuolumne
- SR 120 – San Joaquin, Stanislaus, Tuolumne
- SR 89 - Alpine
- SR 88 – San Joaquin, Alpine
- SR 108 – Stanislaus, Tuolumne
- SR 132 – San Joaquin, Stanislaus, Tuolumne
- SR 130/Del Puerto Canyon Road – Stanislaus

We will also examine rural bicycling routes located along the local road network focusing on the rural scenic routes which connect to communities. We will also assess if we need to study any other rural scenic State Highway corridors not included in the list above.

- Local roadways (TBD)
- Other State Highways if needed (TBD)

We will assess which scenic and rural bicycling routes that benefit the Rural Communities and Small Cities. We will look at existing popular and scenic routes and preferred destinations, prioritizing those routes that offer a benefit for active transportation options for residents and rural communities. We will take into consideration the economic impact of routes, prioritizing, where possible, encouraging bicycle tourists to travel through Rural Communities and Small Cities. We will create a study corridor maps after the initial community outreach (in Task 3, below).

- **Responsible Party: TCTC, Steering Committee, Consultant**

Task 2.2 Draft and Final Existing Conditions Report

Once we have identified priority bicycling routes, we will analyze existing conditions along the bicycling routes, with an eye to improving routes for all travel modes.

The Existing Conditions Report will include an overview of the existing bicycling transportation infrastructure conditions through the region focusing on rural scenic bicycling routes that benefit disadvantaged, low income Rural Communities and Small Cities. The Consultant will provide a draft and final report of the existing conditions including research, maps, data collection, and organization of the project information which may include but is not limited to:

1. Regional profile and demographics;
2. Existing bicycling & pedestrian infrastructure needs assessment including a bicycle gap and shortcoming analysis;
3. Safety Study – will review, evaluate, and analyze pedestrian and bicycling safety and accident data at only select locations.
4. An analysis of relevant studies: reports, plans, planning area characteristics, and any other relative documentation and information;
5. Existing transportation facilities;
6. Existing active transportation, scenic rural county routes and destinations;
7. Existing low income communities.
8. Pavement Conditions Index for these State highways and roads.

- **Responsible Party: TCTC, Steering Committee, Consultant**

Task	Deliverable
2.1	<i>Final List of Bicycle Routes Study Boundaries & Maps</i>
2.2	<i>Draft & Final Existing Conditions Report of Bicycle Routes</i>

TASK 3: PUBLIC PARTICIPATION

Each phase of this project will incorporate community outreach as an essential piece of understanding how to best meet the needs of residents, business owners, and other stakeholders.

Task 3.1 Targeted Community Outreach Plan

We will create and implement a customized community engagement plan for each county, depending upon each county's demographics and each RTPA's past experience with community engagement around their transportation planning efforts.

Each county's outreach plan will include some combination of the following tactics:

- Public workshops
- Website with online survey
- Social media paid and viral distribution of online survey
- Contract with community organizations such as bike clubs, Catholic Charities, and advocacy organizations to distribute survey through their email lists
- One-on-one and small group stakeholder meetings with bike advocacy groups, chambers of commerce, community groups, business proprietors, property owners, local policymakers, bike shops and clubs, and visitors bureaus
- Reach out at public events such as cultural festivals, open streets events, sporting events, church events
- **Responsible Party: TCTC, Steering Committee, Cal Bike**

Task 3.2 Create Outreach Materials

We will create flyers, posters social media assets, and a website with an online survey.

- **Responsible Party: TCTC, Steering Committee, Cal Bike**

Task 3.3 Community Outreach Workshops and Stakeholder Meetings

Relying on the plans created in Task 3.1, our community engagement process will gather input from diverse constituencies on their priorities in the following phases of the project:

- **Identify Priority Routes:** Our outreach will inform which routes we focus on for the entirety of the project.
- **Identify Priority Improvements:** Once we have identified priority routes, and created a map and draft analysis, we will seek input on which potential improvements are highest priorities.
- **Bicycle Tourism Regional Assets:** We will meet with representatives of visitors' bureaus in each county to identify recreational, historical, culinary, and other attractions that would be useful in promoting the region to bicyclists, and will gather input from the community to gather input on how best to market the region to tourists.
- **Responsible Party: TCTC, Steering Committee, Cal Bike**

Task	Deliverable
3.1	<i>Community outreach plans for each county</i>
3.2	<i>Flyers, posters, social media assets, surveys, website.</i>
3.3	<i>Stakeholder meetings, public workshops, agendas and meeting notes; results of public participation</i>

TASK 4. IDENTIFY KEY IMPROVEMENTS

As part of the Final Report, these additional deliverables will be included as chapters.

Task 4.1 - Identify and Prioritize Projects

The Consultant will work with the TCTC, and the Steering Committee to help evaluate and prioritize the highest priority projects with public input. The highest priority projects will move forward to Task 4.2 and 4.3.

We will create list of recommended priority improvements and regional maps. Suggested improvements may include shoulder widening, traffic signage, rumble strip application, and etc.

- **Responsible Party: TCTC, Steering Committee, Consultant**

Task 4.2 - Conceptual Designs and Renderings of Projects

The Consultant will produce conceptual designs and renderings will provide a better understanding of what future capital improvements might look like for each region.

- **Responsible Party: TCTC, Steering Committee, Consultant**

Task 4.3 - Planning Level Cost Estimates of Projects

The Consultant will produce planning level cost estimates for the proposed capital improvement projects recommended in the Corridor Plan. These cost estimates are based on the conceptual designs provided in this Plan and provide a general idea of cost associated with each improvement for each region.

- **Responsible Party: TCTC, Steering Committee, Consultant**

Task	Deliverable
4.1	<i>Prioritized list of projects & maps for each region</i>
4.2	<i>Conceptual designs and renderings of priority projects</i>
4.3	<i>Planning-level cost estimates for priority projects</i>

TASK 5. BICYCLE TOURISM PROMOTION

We will identify strategies for promoting bicycle tourism by conducting outreach with bicycle tourism stakeholders, surveying best practices for bicycle tourism promotion, and creating educational materials for local stakeholders to better encourage tourism and promote safe road use and responsible road-sharing.

Task 5.1 Survey Best Practices for Bicycle Tourism Promotion

The California Bicycle Coalition Education Fund will produce this project deliverable by surveying existing literature on best practices of what's been done in California, including along Highway 1 and in other Caltrans Districts, by local governments and businesses that will support economically beneficial bicycle tourism.

- **Responsible Party: TCTC, Steering Committee, Cal Bike**

Task 5.2 Quantify Value of Bicycle Tourism to the Region

The Consultant will produce this project deliverable by analyzing the value and potential value of bicycle tourism to the participating counties. The Consultant will estimate how much bicycle tourism currently adds to the local economies of the participating counties, and will analyze the potential for bicycle tourism to expand and add additional value to the local economies, if the infrastructure could more safely accommodate bicycles, and if an effective marketing strategy and other non-infrastructure measures were implemented. We will produce a report on the current value of bicycle tourism to the region, and on the potential for growth in bicycle tourism if infrastructure improvements and a high-quality tourism promotion strategy were implemented.

- **Responsible Party: TCTC, Steering Committee, Consultant**

Task 5.3 Analyze Impediments to Bicycle Tourism

The California Bicycle Coalition Education Fund will produce this project deliverable by analyzing each of the local region and see if any impediments to promoting bicycle tourism exist if so create a set of recommendations on changes and solutions to improve bicycle tourism.

- **Responsible Party: TCTC, Steering Committee, Cal Bike**

Task 5.4 Rumble Strip and Bicycle Signage Guidance

The California Bicycle Coalition Education Fund will produce this project deliverable by creating a general guidance to rumble strip application and bicycle signage to ensure maximal safety for bicyclists and motorists.

- **Responsible Party: TCTC, Steering Committee, Cal Bike**

Task 5.5 Promote Value of Tourism

The California Bicycle Coalition Education Fund will produce this project deliverable while collaborating with the TCTC and the Steering Committee. This Draft Report will promote the value of tourism to businesses and residents in the region, creating and distributing a Bicycle Tourism Toolkit and Draft Bicycle Tourism Report (Chapter 6 in Task 6.2) with educational materials and a website highlighting how local businesses and governments can take advantage of bicycle tourism to generate revenue and support the local economy.

- **Responsible Party: TCTC, Steering Committee, Cal Bike**

Task	Deliverable
5.1	<i>Report on bicycle tourism best practices and case studies</i>
5.2	<i>Economic analysis and report on value and potential of bicycle tourism to the region</i>
5.3	<i>Report of Bicycle tourism impediments and solutions</i>
5.4	<i>Rumble Strip & Bicycle Signage Guidance Report</i>
5.5	<i>Bicycle Tourism Toolkits, brochures, website, Draft & Final Report on Bicycle Tourism</i>

TASK 6. FINAL REPORT

We will create a final bicycle tourism plan and project report compiling all the findings from each preceding task, as a resource for all co-applicant RTPAs, and present this report to the each agency board.

Task 6.1 Goals, Objectives, and Outcomes Chapter

The TCTC will collaborate with the Steering Committee deliverable by determining the project's goals, objectives, and final outcomes for the project. This will help the Steering Committee determine the limits of the State Highway corridor and local road network study. This will coincide with the start of Task 2.1 (Finalize Bicycle Routes Study)

- **Responsible Party: TCTC, Steering Committee, Consultant**

Task 6.2 Draft and Final Report

The Consultant will compile data, recommendations, and priorities from all preceding tasks into a final document which may include but is not limited to:

Chapter 1: Executive Summary

This chapter will review the important facts and findings from the Plan.

Chapter 2: Introduction

This chapter will review the demographics, project location boundaries and all relevant studies and reports that pertain to the project.

Chapter 3: Goals, Objectives, and Outcomes

This chapter will create goals, objectives, and outcomes for the Plan from Task 6.1.

Chapter 4: Existing Conditions of Bicycling Tourism Routes:

This chapter will review the existing patterns and evaluate projected circulation patterns and future planned capital improvement projects along the State Highway system. The chapter will define complete streets alignments and configurations. This chapter will assess the identified Corridor Plan limits, with infrastructure needs that include potential short term versus long term capital improvement projects. This information should come from Task 2.

Chapter 5: Prioritized Bicycling Tourism Routes Projects:

The final project deliverables from Task 4 should be included in this chapter.

Chapter 6: Bicycle Tourism Promotion:

The final project deliverables from Task 5 should be included as a final report.

Chapter 7: Finance and Implementation Plan

This chapter will review potential funding sources for projects and include an investment strategy that includes short and long term improvement projects. The consultant will discuss a variety of potential funding sources that the region could pursue to fund projects.

- **Responsible Party: TCTC, Steering Committee, Consultant**

Task 6.3 Present Report to all five RTPA boards.

The Consultant will present the report to all five RTPAs involved in this project.

- **Responsible Party: TCTC, Steering Committee, Consultant**

Task	Deliverable
6.1	<i>Goals, Objectives, Outcomes Chapter</i>
6.2	<i>Draft and Final Bicycle Tourism Report</i>
6.3	<i>Five PowerPoint presentations & Agendas from Meetings</i>

TASK 7: IMPLEMENTATION

Task 7.1 Next Steps: SHOPP/SB 1 funding options workshop and Technical Assistance

CBC will provide a workshop and technical assistance to local agency staff in all five counties on funding and implementing active transportation infrastructure. We will cover creating competitive Active Transportation Program grants, working with District 10 on using SHOPP funds for Complete Streets, as well as considering other potential sources of funding. Match funding sources to specific projects. Provide technical assistance on grant applications.

- **Responsible Party: TCTC, Steering Committee, Cal Bike**

Task	Deliverable
7.1	<i>Workshop Agenda, Technical Assistance materials, meeting notes</i>

TASK 8. PROJECT ADMINISTRATION

Task 8.1 Invoicing

The TCTC will submit complete invoice packages to Caltrans District staff based on milestone completion, at least quarterly, but no more frequently than monthly.

- **Responsible Party: TCTC**

Task 8.2 Quarterly Reporting

The TCTC submit quarterly reports to Caltrans District staff providing a summary of project progress and grant/local match expenditures.

- **Responsible Party: TCTC**

Task	Deliverable
8.1	<i>Invoice Packages</i>
8.2	<i>Quarterly Reports</i>

TASK 9. Indirect Costs

Task 9.1 Indirect Costs

The TCTC will submit an indirect 10% de Minimis approval letter from Caltrans for TCTC's indirect costs.

- **Responsible Party: TCTC**

Task	Deliverable
9.1	<i>Indirect Costs Approval Letter from Caltrans</i>