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CALAVERAS COUNCIL
of GOVERNMENTS

MEMORANDUM

TO: Council Members

FROM: Executive Director

DATE: November 27, 2006

SUBJECT: **Arnold Rural Livable Community Plan – Contract approval**

RECOMMENDATION

It is recommended that Council authorize staff to enter into a contract with Stantec Transportation Consultants to prepare the Arnold Rural Livable Community Plan. The contract amount is not to exceed \$100,000.

BACKGROUND

Sixteen consulting firms and a project advertising firm were sent the RFP to prepare the Arnold Rural Livable Community Plan. There were two proposals received; one from the firm of Lumos and Associates and one from Stantec Transportation Consultants. Both proposals submitted were very good proposals. Members of the CCOG Technical Advisory Council reviewed the proposals and recommend Stantec Transportation Consultants for this project.

DISCUSSION

The work completed to date on this project has included advertising for a steering committee and advertising for a consultant to prepare the plan. Originally, the steering committee was going to select the consulting firm. However, it is going to be another month before the project can begin work so it was decided the CCOG Technical Advisory Committee would review consultant proposals and recommend which consulting firm to hire.

Before work can begin on this project, it is required there be an agreement signed between CCOG and the State. The required papers were submitted by CCOG in September. Caltrans anticipates the agreement will be ready sometime in December. Once the agreement is in place, then Stantec can begin work. The proposed project schedule by Stantec is as follows:

- Develop a list of existing conditions
- Meet with County and other agencies to develop proposed improvement list
- Hold public outreach meetings
- Develop final plan and graphics can be posted on the County website

The following tasks are proposed:

- Task 1: Kick-off meeting with the Steering Committee – January
- Task 2: Collect Existing Data – February/March
- Task 3: Hold public outreach meeting – March
- Task 4: Review input received to date and finalize list of proposed improvements – April

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- Task 5: Prepare Draft Plan – May
 - Task 6: Prioritize Projects and Implementation – June
 - Task 7: Hold 2nd public outreach meeting – July
 - Task 5: Prepare Arnold Rural Livable Community Plan – August/September
 - Task 6: Present Draft and Final Plans – December

The kick-off meeting is scheduled for sometime in January with the steering committee.