



AGENCY: City Council & Planning Commission Joint Workshop  
MEETING DATE: 9/5/2018  
DEPARTMENT: Community Development  
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## AGENDA ITEM SUMMARY

### **TITLE:**

**Receive Report and Consider Approval of Request for Proposals (RFP) for Traffic Study for Mill Site Reuse Plan Local Coastal Program (LCP) Amendment**

### **ISSUE:**

The proposed Scope of Work to be included in a Request for Proposals (RFP) for a traffic study for the Mill Site Reuse Plan Local Coastal Program Amendment is brought forward to City Council for approval.

### **ANALYSIS:**

Staff proposes that the following Scope of Work be included in the RFP:

### **Proposed Scope of Work:**

1. **Project Management.** An experienced traffic engineer specializing in evaluation of future traffic impacts as a result of an amended land use plan should serve as the project manager and primary point of contact with City staff. The Project Manager will be responsible for preparing the traffic study, monitoring the project schedule, refining the work program, and providing regular progress reports to the City.
2. **Review Existing Documents.** The consultant shall review the City's proposed Land Use Plan and maximum build-out analysis for the former GP Mill Site, as well as the City's proposed Coastal General Plan and Caltrans highway planning documents.
3. **Attend a Kick-Off Meeting.** The consultant shall meet with City staff to review and discuss the Land Use Plan, maximum build-out analysis, and proposed circulation network and discuss the project scope and schedule.
4. **Establish Existing Level of Service (LOS).** The consultant shall establish the existing LOS at the following intersections and roadway segments, as requested by Coastal Commission staff:
  - a. The intersection of Main and Elm Streets;
  - b. The intersection of Main and Cypress Streets;
  - c. The segment of Highway 1 between the Mill Site and Highway 20;
  - d. The segment of Highway 1 between Highway 20 and the Hare Creek Bridge;
  - e. The segment of Highway 1 between Hare Creek and the Town of Mendocino (or some other nearby segment of rural Highway 1 south of the City limits);
  - f. The segment of Highway 1 between the northern City limits of Fort Bragg and Cleone (or some other nearby segment of Highway 1 north of the City);
  - g. A several-mile-long segment of Highway 20 extending west from Highway 1.

5. **Determine Future LOS.** Based on the maximum-build out analysis of the proposed LCPA and the established existing LOS, the consultant shall determine the future LOS at the intersections and roadway segments identified above.
6. **Recommend Improvements.** Based on the requirements of the Coastal Act, Caltrans highway planning documents and the City's Coastal General Plan, recommend improvements at intersections and roadway segments to reduce impacts to the future LOS.
7. Submittal of an electronic copy of the finished product in Microsoft Word and all GIS maps or other original map formats.

**Alternate contract task:**

1. **Determine Alternative Future LOS.** The City may request the consultant determine the future LOS at the above-referenced intersections and roadway segments based on the maximum build-out of a smaller buildout and Land Use Plan.

**RECOMMENDED ACTION:**

Approve release of Request for Proposals for Traffic Study for the Mill Site Reuse Plan LCP Amendment.

**ALTERNATIVE ACTION(S):**

Provide direction to staff regarding revision of the Scope of Work.

**FISCAL IMPACT:**

The City has received \$48,125 from MCOG for a Traffic Study for the Mill Site LCP Amendment. These funds will cover the costs for the consultant and some staff time to manage the consultant.

**CONSISTENCY:**

The LCP Amendment must be consistent with the Coastal General Plan and will change the Coastal General Plan. This project is consistent with the City's Economic Development Strategy's major goal to Reuse the Mill Site.

**IMPLEMENTATION/TIMEFRAMES:**

The work of this traffic study should be completed by January of 2019, when the LCP Amendment is submitted to the Coastal Conservancy.

**ATTACHMENTS:**

None.

**NOTIFICATION:**

None.