

PROJECT SCOPE

The following list of tasks and action items outlines the strategic steps to be conducted to develop the South Tahoe Middle School Connectivity Plan.

Key Project Tasks

TASK ONE: SOUTH TAHOE MIDDLE SCHOOL AREA CONNECTIVITY PLAN

Task 1.1: Project Initiation & Public Engagement Plan

The general objective for this task is to meet with TRPA/TMPO and the PDT to confirm the project approach and the primary project goals and objectives. We will clarify the public engagement strategy, roles and responsibilities, and communication protocols. As part of the meeting, the team will conduct a site walk of the project area and debrief with the PDT regarding opportunities and constraints.

Strategic Kick-Off Meeting

- *Develop goals, expectations, and critical success factors*
- *Discuss benchmarks and project metrics*
- *Identify available information and data gaps*
- *Discuss draft public engagement plan*
- *Conduct site walk & debrief*
- *Finalize project schedule*

Public Engagement Plan

- *Define roles and responsibilities*
- *Identify stakeholders and decision makers and level of input desired*
- *Identify event types (interviews, focus groups, walking audits, school workshop, and public workshops)*
- *Identify outreach methods (flyers, newspaper, website, and social media)*
- *Identify facilitation techniques (interviews, surveys, walking audits, map exercises, prioritization exercises, and impact vs. effort matrix)*
- *Finalize schedule*

Task 1.2: Existing Conditions, Data Collection & Base Map Development

This task will focus on developing base mapping information, performing site analysis, researching traffic counts and accident data, and gathering public input through interviews, a walking audit with follow-up workshop, and on-line survey.

Base Mapping/Survey

- *Generate aerial and boundary mapping from existing information (existing aerial topography and Sierra Pacific rectified parcel map)*
- *Survey trees with GPS*
- *Map and verify land capability (LCV application to TRPA, assumed City of South Lake Tahoe lead agency)*

Traffic, Bike and Pedestrian Counts

Traffic analysis locations and extent will be determined as the planning process progresses, and may include items such as level of service (LOS) analysis of approximately two to three intersections for existing and project-impact planning scenarios. A future-volume LOS analysis may be completed as necessary with readily-available future volume data.

- *Conduct bike and pedestrian counts (three locations on at least one week day and one weekend)*
- *Conduct database research for historical traffic counts at Johnson Lane/Al Tahoe Boulevard and Al Tahoe Boulevard/US 50*
- *Supplement historical traffic counts information if needed as an additional service*
- *Conduct database research for area traffic collision analysis*
- *Document and map traffic, bike and pedestrian counts and traffic incidents*
- *Prepare traffic analysis memo for use in environmental documentation*

Public Outreach

- *Conduct stakeholder interviews*
- *Prepare on-line survey via Survey Monkey for distribution to middle school students, parents, and staff*
- *Conduct public walking audit to evaluate existing mobility facilities with follow-up public workshop to discuss findings and gather input*
- *Distribute survey via e-mail (using LTUSD and TRPA database info) with follow-up reminder*
- *Conduct “where do you walk and bike” mapping exercise at middle school with students and staff after walking audit*

Existing Conditions Report

- *Summarize survey response and walking audit*
- *Map land uses and current and future pedestrian generating facilities*
- *Map existing and planned mobility facilities and amenities (Class I, II and III facilities, bus shelters, bus stops, lighting, roadway and driveway crossings, bike parking, and bike storage)*
- *Identify gaps and opportunities & constraints*

Task 1.3: Draft Alternatives & Stakeholder Reviews

The outcome of this task will be the development of an alternatives report documenting the conceptual alignments considered and analyzed through the project. Alternatives will be reviewed with the PDT and in a public workshop to gain feedback and direction.

Alternatives Report

- *Develop mobility connections alternatives mapping with up to three (3) alternatives of the route from Johnson Lane to US 50*
- *Develop high-level costs for alternatives*
- *Develop analysis matrix to evaluate alternatives on safety, potential usage, connectivity, resource impacts, costs, and public feedback*

- *Identify preferred alternatives and prioritize based on analysis and stakeholder and public feedback*
- *Summarize public outreach feedback*

Public Outreach

- *Review draft alternatives with PDT, revise accordingly*
- *Notify news outlets, utilize TRPA constant contact e-mail database, and provide flyers to students and parents*
- *Conduct public workshop to review draft alternatives and provide input on preferred alignments and prioritization*

Task 1.4: Draft South Tahoe Middle School Area Connectivity Plan

Based on the outcomes of Task 1.3, a preferred, high priority trail segment will be identified and 30% draft design drawings developed. The overall trail connections will be documented and prioritized in a Draft Connectivity Plan.

Draft Connectivity Plan

- *Develop draft overall Connectivity Plan showing the study area preferred, prioritized alignments*
- *Develop supporting mapping, diagrams, imagery and metrics (including up to two visual illustrations of project alternative designs)*
- *Develop and document draft cost/benefit analysis of Connectivity Plan alignments*
- *Develop a Project Engineering Study of a US Highway 50 crossing alternative, if applicable*
- *Identify potential funding sources*
- *Identify implementation strategies*
- *Develop Admin Draft Connectivity Plan*
- *Submit Admin Draft Connectivity Plan for review by PDT and stakeholders*

Draft Schematic Plan Development

- *Develop draft 30% civil engineering design documentation and outline specs (TOC) for preferred, high priority alternative*
- *Coordinate with City to ensure plans meet their standards*
- *Develop draft cost estimate of preferred, high priority alternative*
- *Submit draft 30% drawings to PDT for review*
- *Attend LTUSD School Board Meeting*

Task 1.5: Final South Tahoe Middle School Area Connectivity Plan

Upon review and comment from the PDT, a Final Connectivity Plan and final 30% design drawings will be developed. Content for future grant funding will be captured to aide stakeholders in the development of grant submittals.

Final Connectivity Plan

- *Review and consolidate comments*

- *Meet with PDT to review and discuss comments and discuss approach to address comments*
- *Revise and edit document*
- *Revise supporting mapping, diagrams, imagery and metrics*
- *Revise draft cost/benefit analysis*
- *Revise potential funding sources and implementation strategies*
- *Prepare Final Connectivity Plan*
- *Submit Final Connectivity Plan*

Final Schematic Plan Development

- *Review and consolidate comments*
- *Meet with the PDT to review and discuss comments and discuss approach to address comments*
- *Develop final 30% civil engineering design documentation and outline specs (TOC) for preferred, high priority alternative*
- *Develop final cost estimate*
- *Develop content for PDT to use in future Caltrans ATP grant application*
- *Submit final 30% schematic designs*

TASK TWO: ENVIRONMENTAL DOCUMENTATION

Environmental Documentation

Upon completion of the final schematic plans, environmental documentation will be prepared for project approval. It is anticipated that the selected project will only require a Funding Level Categorical Exclusion. The identified supporting assessments will be conducting in support of the environmental documentation. In the event the project requires more in-depth environmental documentation, the budget will need to be adjusted accordingly.

- *Conduct archeological database search*
- *Conduct archeological field assessment (AI Tahoe ROW between US 50 and Johnson Lane anticipated)*
- *Conduct hazards assessment database search*
- *Prepare Admin Draft CEQA documentation*
- *Prepare final CEQA documentation (Negative Declaration, CSLT lead)*
- *Prepare Admin Draft NEPA documentation*
- *Prepare final NEPA documentation (Funding Level Categorical Exclusion, Caltrans lead)*
- *Complete TRPA check-list and submit project permit*
- *Attend TRPA Governing Board Hearing, if necessary*