

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.52
(ID # 22100)

MEETING DATE:
Tuesday, August 01, 2023

FROM : RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Approve Agreement No. HSARC-23-119 with KTUA Planning & Landscape Architecture for the Implementation of the City of Menifee: Complete Streets Plan through June 30, 2024. All Districts [Total aggregate amount, \$44,972 up to \$4,497 in additional compensation - 100% State].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Agreement No. HSARC-23-119 with KTUA Planning & Landscape Architecture for the Implementation of the City of Menifee: Complete Streets Plan through June 30, 2024;
2. Authorize the Chair of the Board to sign the agreement on behalf of the County; and
3. Authorize the Director of Public Health, or designee, or Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved as to form by County Counsel, to: (a) sign all reports, certifications, forms, and subsequent amendments to the Agreement that exercise the options of the agreement, including modifications of the statement of work that stay within the intent of the Agreement; and (b) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total aggregate agreement amount.

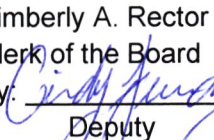
ACTION:Policy


Kim Saruwatari, Director of Public Health 7/24/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Perez, Washington, and Gutierrez
Nays: None
Absent: None
Date: August 1, 2023
xc: RUHS-PH

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$44,972	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% State			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Riverside University Health System – Public Health (RUHS-PH) has been offered state funding through KTUA Planning & Landscape Architecture, a subcontractor to the City of Menifee, to provide consulting services to add to the City’s Complete Streets Plan. RUHS-PH will conduct community outreach activities and workshops in order to obtain community input that will influence the design of the plan and support the Complete Streets Plan. These state funds originate from CalTrans’ Sustainable Transportation Planning Grant Program.

Impact on Residents and Businesses

Consulting services will add to the Menifee Complete Streets Plan which will provide a design to increase the convenient access and mobility of all roadway users of all ages and abilities.

Additional Fiscal Information

This is new funding to RUHS-PH and does not require any county matching funds. There is no impact to County General Funds. The total aggregate amount awarded to RUHS-PH is \$44,972.

Contract History and Price Reasonableness

KTUA is a subcontractor to the City of Menifee and tasked to design a Complete Streets Plan. KTUA is contracting with RUHS-PH’s Injury Prevention Program to assist with the community engagement component of their project with the City of Menifee. As part of RUHS-PH’s engagement with KTUA, Injury Prevention will be tasked with creating a list of stakeholders to be part of the advisory committee that meets monthly with the City of Menifee and KTUA, attending advisory meetings, creating a community engagement plan, assisting with the implementation of community charette workshops, and utilizing social media input to promote engagement activities such as resource fairs and survey collection opportunities. Injury Prevention will conduct community engagement activities, which include attending community resource fairs to gather surveys related to the project, as well as inviting families within the community to attend the charette workshops. RUHS-PH’s Injury Prevention Program will be compensated from KTUA as a pass-through from the state.

ATTACHMENTS:

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA

ATTACHMENT A. Agreement No. HSARC-23-119 with KTUA Planning & Landscape
Architecture


Douglas Ordóñez Jr. 7/24/2023


Gregg Gu, Chief Deputy County Counsel 7/24/2023



3916 Normal Street
San Diego, CA 92103
540 E. Betteravia Road, Suite D 122
Santa Maria, CA 93454
619-294-4477 www.ktua.com

AGREEMENT BETWEEN CONSULTANT AND SUBCONSULTANT

This Agreement, made and entered into by and between KTU&A, a California Corporation, (herein referred to as "KTUA Planning & Landscape Architecture" and/or "Consultant"), and the County of Riverside, a political subdivision of the State of California, on behalf of Riverside University Health System - Public Health department (herein referred to as "County" and/or "Subconsultant").

Attention: Valerie Rodrigues

Project: City of Menifee: Complete Streets Plan

Description of Subconsultant's Services: Subconsultant's Services shall be as set forth in the attached Exhibits: Exhibit A - Subconsultant Fee, Exhibit B, Scope of Work between KTU&A and RUHS-PH. , All terms set forth in the attached Exhibits, Exhibit A - Subconsultant Fee, Exhibit B, Scope of Work between KTU&A and Subconsultant, are incorporated into this Agreement. The following attachments are included as reference materials: (1) Attachment I - Scope of Work and Schedule between KTU&A and Menifee City Council; and (2) Attachment II – Professional Service Agreement between the City of Menifee and KTU&A for the City of Menifee, - Complete Streets Plan. To the extent any terms of the Exhibits conflict with the terms of this Agreement, the terms of this Agreement shall control. Subconsultant shall assume toward Consultant all obligations and responsibilities that the Consultant assumes towards Owner in the Prime Agreement. Insofar as applicable to this Agreement, the Consultant shall have the benefit of all rights, remedies, and redress against the Subconsultant that the Owner, under the Prime Agreement, has against the Consultant.

Period of Performance: This Agreement shall be effective upon signature of this Agreement by both parties and continues in effect through June 30, 2024, unless terminated earlier.

Subconsultant Fee: The Consultant shall pay the Subconsultant Forty-Four Thousand, Nine Hundred Seventy-Two Dollars, (\$44,972), which includes an allowance for professional services performed and expenses incurred in accordance with the terms of Exhibit A, Subconsultant Fee from February 1, 2023, through June 30, 2024. Unless otherwise specifically stated in Exhibit A, Attachment, Subconsultant shall not be responsible for payment of any of Consultant's expenses related to this Agreement.

Payments: Subconsultant shall submit monthly invoices to Consultant. Consultant shall bill client monthly on account of Subconsultant's services and shall pay Subconsultant within ten (10) days of the time Consultant receives payment from client on account thereof.

Approved and accepted in accordance with the General Terms of the Agreement for Subconsulting Services contained in paragraphs one (1) through twenty-two (22) herewith. To the extent there are any inconsistencies between the General Terms of Agreement for Subconsulting Services and the terms set forth above, the terms set forth above shall control.

AUG 01 2023 3.52

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement.

KTU&A, a California Corporation

COUNTY OF RIVERSIDE, a political subdivision of
the State of California, on behalf of its Riverside
University Health System – Public Health Department

By: 

(Signature)

By: *Joe Punsalan*

(Signature)

Joe Punsalan

Principal

Kevin Jeffries, Chair

Board of Supervisors

Date: 2/15/2023

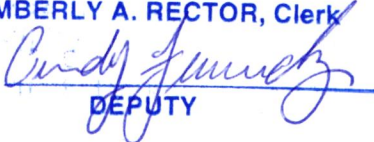
Date: _____

By: *Mark L Carpenter*

(Signature)

Mark Carpenter

Principal & CFO

ATTEST:
KIMBERLY A. RECTOR, Clerk
By: 
DEPUTY

Date: 5/18/2023

APPROVED AS TO FORM:
Minh C. Tran
County Counsel

Gregg Gu

(Signature)

By: Gregg M. Gu
Chief Deputy County Counsel

GENERAL TERMS OF AGREEMENT FOR SUBCONSULTING SERVICES

Consultant and Subconsultant agree that the following provisions shall be part of this Agreement:

1. This Agreement shall be binding upon the successors and assigns of Consultant and Subconsultant.
2. Consultant shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of Subconsultant. Any attempt to delegate or assign any interest herein shall be deemed void and of no force or effect.
3. This Agreement including any attachments or exhibits, contains the entire Agreement between Consultant and Subconsultant relating to the project and the provision of services to the project. Subsequent modifications to this Agreement shall be in writing and signed by both Consultant and Subconsultant.
4. The Board of Supervisors and the Subconsultant's Agent and/or his designee is the only authorized Subconsultant representatives who may at any time, by written order alter this Agreement. If any such alteration causes an increase or decrease in the cost of, or the time required for the performance under this Agreement, an equitable adjustment shall be made in the Agreement price or delivery scheduled, or both, and the Agreement shall be modified by written amendment accordingly.
5. The Consultant agrees that all materials, reports or products in any form, including electronic, created by Subconsultant for which Consultant uses is the sole property of Subconsultant. The material, reports or products may be used by Consultant for any purpose that the Subconsultant deems to be appropriate, including, but not limited to, duplication and/or distribution within Subconsultant or to third parties. Consultant agrees not to release or circulate in whole or part such materials, reports, or products without the prior written authorization of the Subconsultant.
6. This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.
7. Consultant and Subconsultant agree to cooperate with each other in order to fulfill their responsibilities and obligations under this Agreement. Both Consultant and Subconsultant shall endeavor to maintain good working relationships among members of the project team.
8. Subconsultant shall perform services as an independent contractor and shall perform the services provided for this Agreement in accordance with generally accepted standards of professional practice in effect at the time of performance.
9. Consultant shall not be discriminate in the provision of services, allocation of benefits, accommodations in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and House Act (Gov. Code 12900 et. Seq), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. S1210 et seq.) and all other applicable laws or regulations.
10. Consultant shall make available, upon written request by any duly authorized Federal, State, or County agency, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extend of the Consultant's costs related to this Agreement. All such books, document and records shall be maintained by Consultant for at least five years following termination of this Agreement and be available for audit by the Subconsultant. Consultant shall provide to Subconsultant reports and information related to this Agreement as requested by Subconsultant.
11. Consultant shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; Subconsultant's information or data which is not subject to public disclosure; Subconsultant's operational procedures; and knowledge of the selection of Subconsultant's, subcontractors or suppliers in advance of official announcement.
12. Consultant shall protect from unauthorized disclosure of names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. Consultant shall not use such information for any purpose other than carrying out the Consultant's obligations under this Agreement. Consultant shall promptly transmit to the Subconsultant all third-party requests for disclosure of such information. Consultant shall not disclose, except as otherwise specifically permitted by this Agreement or authorized in advance in writing by the Subconsultant, any such information to anyone other than the Subconsultant. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particulars assigned to the individual, such as finger or voice print or a photograph.
13. Unless provided otherwise by the terms of Subconsultant's Services, Subconsultant shall submit monthly invoices to Consultant. Subconsultant recognizes that his or her invoices will be presented by Consultant to the project client and that Consultant will pay Subconsultant the amount due for services rendered and expenses incurred within ten (10) calendar days

after Consultant is paid by the project client.

14. Consultant shall indemnify and hold harmless the Subconsultant, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability, action, claim or damage whatsoever, based or asserted upon any services of Consultant, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature. Consultant shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards) in any claim or action based upon such acts, omissions or services.
15. Without limiting or diminishing the Consultant's obligation to indemnify or hold the Subconsultant harmless, Consultant shall procure and maintain or cause to be maintained, at its sole cost and expense. As respects to the insurance section only, the Subconsultant herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.
 - a) Automobile Liability: If vehicles or mobile equipment is used in the performance of the obligations under this Agreement, then Consultant shall maintain liability insurance for all owned, non-owned, or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the Subconsultant as an Additional Insured.
16. Either party may terminate this Agreement, with or without cause, upon 30-days written notice served upon the other stating the extent and effective date of termination.
 - a) After termination, Consultant shall make payment only for Subconsultant's performance up to the date of termination in accordance with this Agreement.
 - b) If the Agreement is federally or State funded, Consultant cannot be debarred from the System for Award Management (SAM). Consultant must notify the Subconsultant immediately of a debarment. Reference: System for Award Management (SAM) at <https://www.sam.gov> for Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application, and Excluded Parties List System (EPLS)). Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.
 - c) The rights and remedies of Subconsultant provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.
17. The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement, which is not resolved by the parties, shall be decided by the Subconsultant's Purchasing Department's Compliance Contract Officer who shall furnish the decision in writing. The decision of the Subconsultant's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous to imply bad faith. The Consultant shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.
 - a) Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.
18. All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two days after their deposit in the United States mail, postage prepaid:

<p><u>SUBCONSULTANT</u> Riverside University Health System-Public Health Procurement & Logistics 4065 County Circle Drive Riverside, CA 92503 Attn : Contracts Unit ph-contracts@ruhealth.org</p>	<p><u>KTU&A</u> KTUA Planning & Landscape Architecture 3916 Normal Street San Diego, CA 92103 Attn: Joe Punsalan</p>
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19. If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

20. Consultant shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to the Subconsultant. Consultant warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Riverside and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement.
21. Consultant agrees to extend the same pricing, terms, and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the Consultant; and Subconsultant shall in no way be responsible to Consultant for other entities' purchases.
22. This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

4 | SERVICE DELIVERY APPROACH | Scope of Work

PROJECT TEAM MEETINGS AND COORDINATION

Attend a project kick-off meeting and coordinate monthly project meetings, develop the agenda, and prepare a summary of monthly meeting notes. The meeting notes will not exceed 2-pages, and will include a defined list of decisions, actions, and responsible party. Meetings will be scheduled more frequently during high intensity activity phases such as during community engagement and recommendations phases.

DELIVERABLES

Monthly Project Team meeting notes
These activities should be spread among the relevant Tasks 1-6

TASK 1: EXISTING CONDITIONS

Plan Inventory

The KTUA team will review City of Menifee planning documents including the City's General Plan Circulation Element, the City's Active Transportation Plan, WRCOG Non-Motorized Transportation Plan, other regional active transportation documents and any development plans that may have conditioned street improvements. In addition, the City will look into collision data over the last 10 years to identify problem areas, existing and forecasted traffic demands and volumes, and regional traffic forecast. Discrepancies in traffic volumes and collisions due to the coronavirus pandemic will be considered and accounted for during the analysis.

KTUA will update the inventory collected for the City's Active Transportation Plan, pedestrian plans, and/or bikeway plans within the County that would either provide network connectivity for the City of Menifee or would provide a broad overview of best practices that may be considered and/or integrated into the City's Complete Streets Plan.

The latest research will be utilized to produce a plan that will improve levels of safety, accessibility, and comfort, with a focus on vulnerable roadway users. Coordination with WRCOG will be conducted to understand the future expenditures specific to complete street improvement projects that could affect the recommendations for the City of Menifee.

KTUA will identify examples of other relevant state, regional, and countywide complete streets plans (not only within Riverside County) and identify common themes, applications and formats. KTUA will also include a comparative analysis of performance measures/evaluation criteria and data needs across the sample plans that may be consid-

ered in the development of the City's Complete Streets Plan. Clear, actionable measures will be described and prioritized in the final plan. A technical memorandum summarizing these plans and potential metrics will be provided to the City for review.

Existing Conditions

KTUA will complete socio-demographic analysis related to the need, latent demand, and potential for walking and bicycling (e.g. vehicle ownership, gender, age, etc.) using available existing data from the City's Active Transportation Plan (ATP) by utilizing resources from RUHS, CalEnviro screen, Healthy Places Index and US Census. In addition, KTUA will evaluate the following:

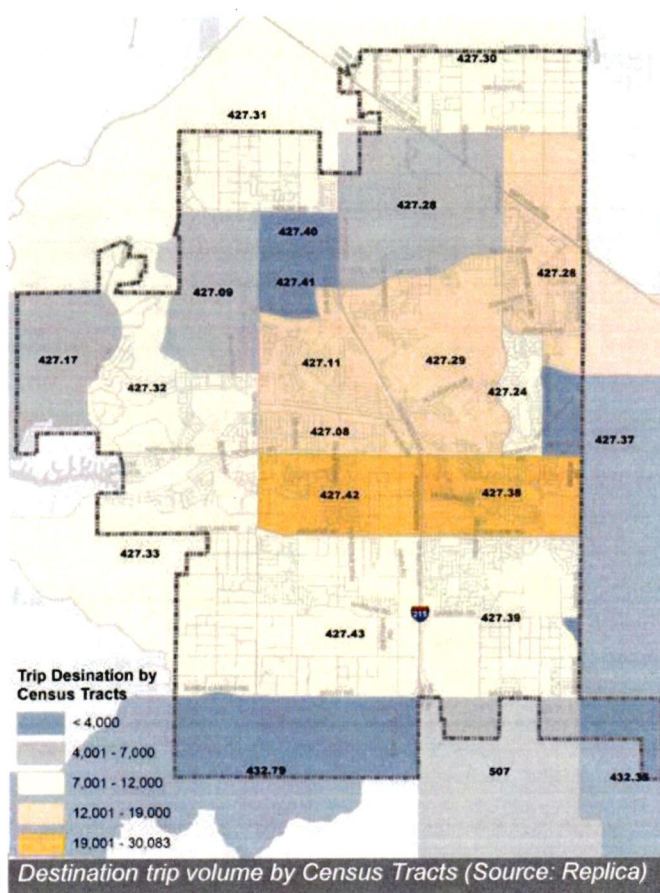
- Review the City's available GIS database for information, including sidewalks and curb ramps (arterial and major streets only), street lighting, roadway network and traffic data, bicycle network, zoning maps, public facilities, etc. KTUA assisted with the development of an initial dataset as part of the ATP and will continue to work directly with City staff for layering and formatting of GIS layers.
- Kimley-Horn will evaluate existing bicycle and pedestrian trips using Replica's bicycle and pedestrian activity data; and review pedestrian and bicycle activity data available from the City including traffic data collected by the City, Safe Routes to School information, the City's Active Transportation Plan, and other City studies and reports available.
- Kimley-Horn is completing the City's Local Road Safety Plan (LSRP) and will use their extensive knowledge of the City's collision data to map injuries and fatalities to pedestrians and bicyclists in traffic collisions. A Safe Systems approach will be used to proactively suggest recommendations across the street network rather than just reactively at high collision locations.
- KTUA will analyze the City's existing Hazard Mitigation Plan as it pertains to the impacts of extreme heat, wild fire, air quality, and water management to existing City infrastructure and their subsequent impact on planned improvements citywide.
- Key destinations such as schools, parks, major commercial centers, institutional centers, employment centers, transit centers, tourist destinations, grocery stores, gyms, hospital/medical providers, government agencies, community centers, and other regional activity centers will be identified and updated. KTUA's current work on the City's Parks Master Plan will help expedite the locations of parks and other recreational amenities being planned.
- A review of existing cost-of-living and gentrification patterns in and around the City will be conducted, especially at disadvantaged communities such as Romoland and Sun City, to determine any potential negative impacts resulting from implementation of improvements identified-

fied in the proposed plan and recommend suggested measures to eliminate or minimize displacement and any ill effects from gentrification. Examples from other parts of the country will be included to show how other regions address gentrification, corresponding displacement, placemaking, and community involvement in the planning process.

- KTUA will prepare base maps for design and analysis work and for use by residents at proposed engagement activities and provide a technical memorandum summarizing the socio-economic and data review for City review. The memorandum will include specific and actionable recommended measures.

DELIVERABLES

Plan Inventory and Technical Memorandum
 Data Analysis
 GIS Layer updates using ArcGIS
 Technical Memorandum on Existing Conditions



TASK 2: ANALYSIS

Stakeholder Identification

KTUA will build upon the ATP's and Parks Master Plan stakeholder list and will assist City staff in identifying a list of key stakeholders consisting of public officials, agency staff, businesses, service organizations, community organizations, neighborhood leaders and residents, the school districts, property owners, and other interest groups that reflect the wide range of demographics and diverse perspectives of City residents. RUHS' various engagement activities around the region will help solidify this list. Special efforts will be made to identify agencies and organizations that work with disadvantaged and disenfranchised communities.

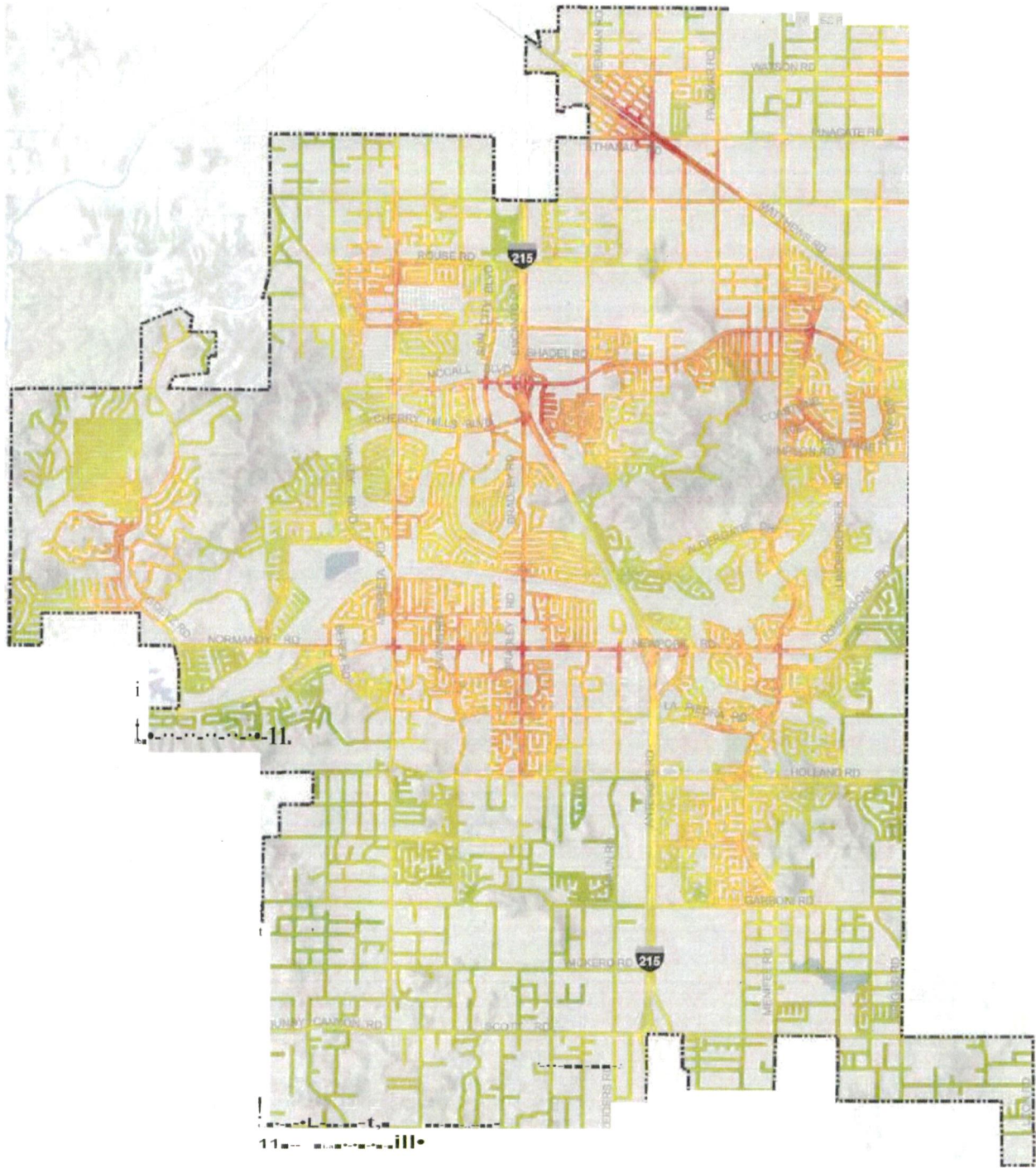
Priority Area Identification

KTUA will utilize the Bicycle and Pedestrian Propensity model developed for the ATP as a starting point. This model utilizes many of the criteria mentioned and combines them in a GIS model for objective analysis. This model will also be updated based on City staff and Advisory Group input. This analysis will provide a data-driven and community-driven method to identify priority areas for complete street improvements within the City. Evaluation criteria includes, but is not limited to collision history, access to local and regional destinations, current and potential demand, equity, public input, city input, prior experience of the consultant team, and regional connectivity. In addition, key destinations around the City will be included in the analysis, such as schools, parks, major commercial centers, employment centers, transit centers, tourist destinations, grocery stores, hospital/medical providers, government agencies, community centers, and other regional activity centers. Public input will be reviewed as a potential criterion based on consideration of the quantity and value of input received. The ranking criteria will be based on the goals and objectives developed for the plan.

KTUA will coordinate with the City's planning, transportation, and public works departments to gather information on corridors, downtown areas, or areas with concentrated land uses such as those near a hospital, employment centers, civic centers, transit center, or other major destinations that may warrant special attention, but which might not be revealed in the ranking criteria or modeling. The ranking criteria will be utilized to identify up to twenty (20) priority areas where improvements would improve safety, accessibility, convenience, and comfort for multi-modal travel.

KTUA will present ranking criteria and draft mapping of complete street improvements to the PAT to seek feedback on locations. KTUA will create maps to identify the priority areas for complete street improvements.

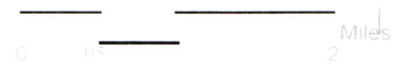
41 SERVICE DELIVERY APPROACH | SCOPE OF WORK



High Propensity

Low Propensity

Menifee ATP model



Refined Conceptual Design Alternatives for Top Five Projects

To strengthen and complete the existing and future complete street network and enhance these priority areas, KTUA proposes to develop preliminary engineering concepts, up to 30% design, for the top five (5) projects. Projects can also be selected based on City preference and immediate funding opportunities. These concepts will be developed in AutoCAD to provide more detailed cost estimates.

CAD concepts provide a better understanding of the feasibility and design features of the project itself. Based on experience from developing similar plans and writing grants, detailed conceptual concepts integrate better with grant pursuits, allow for more accurate cost estimates, and are better for understanding if the proposed recommendations are feasible. The additional detail is typically needed for construction feasibility and for grant and City staff reviewers to fully understand the concepts. Design will be grant-ready to score as high as possible in grant applications. Concepts will make use of sustainable and emerging mobility and streetscape trends such as:

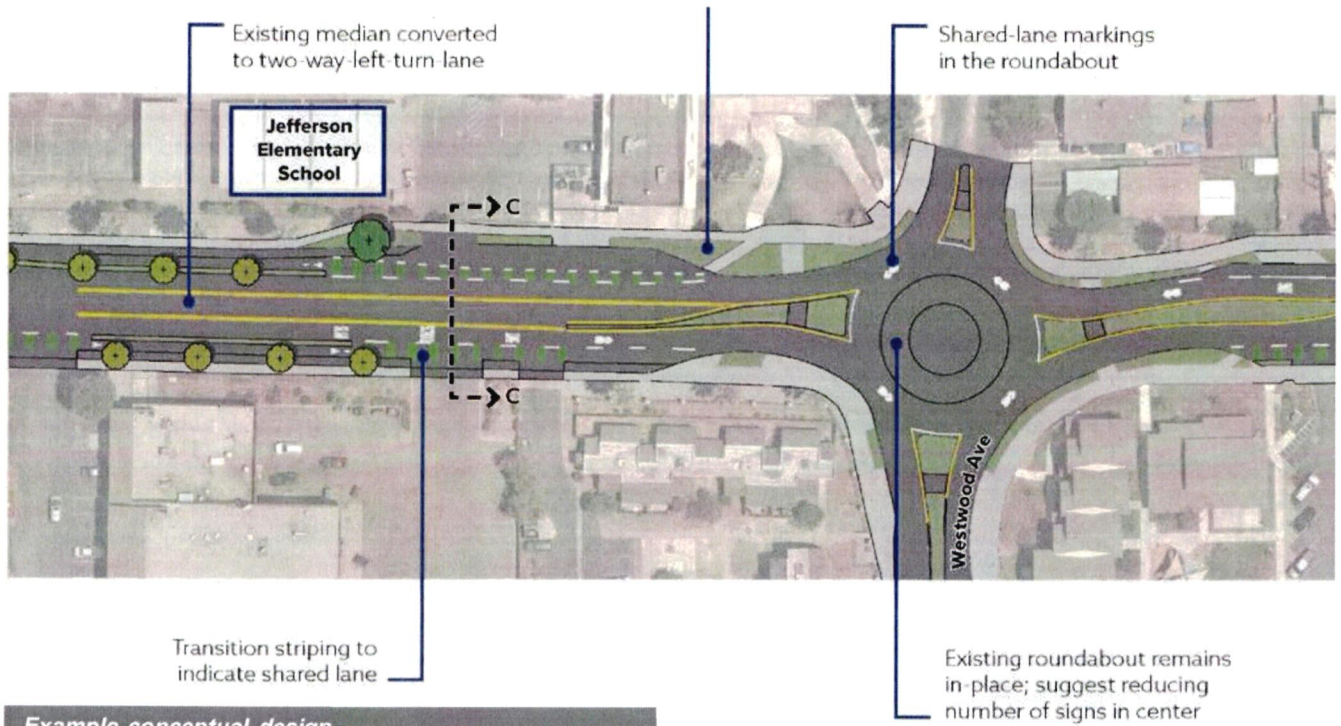
- Traffic calming
- Enhanced (Buffered Class II or Class IV) bicycle facilities
- Pedestrian environment improvements
- Curb management
- Micromobility/emerging mobility
- Landscaping, street furniture, and placemaking
- Green streets, parkways, bioswales, and water quality
- Enhanced transit accommodations

Furthermore, the KTUA team will assist City staff to implement recommendations from the plan to incorporate low-cost enhancements into existing City maintenance and other capital improvement projects.

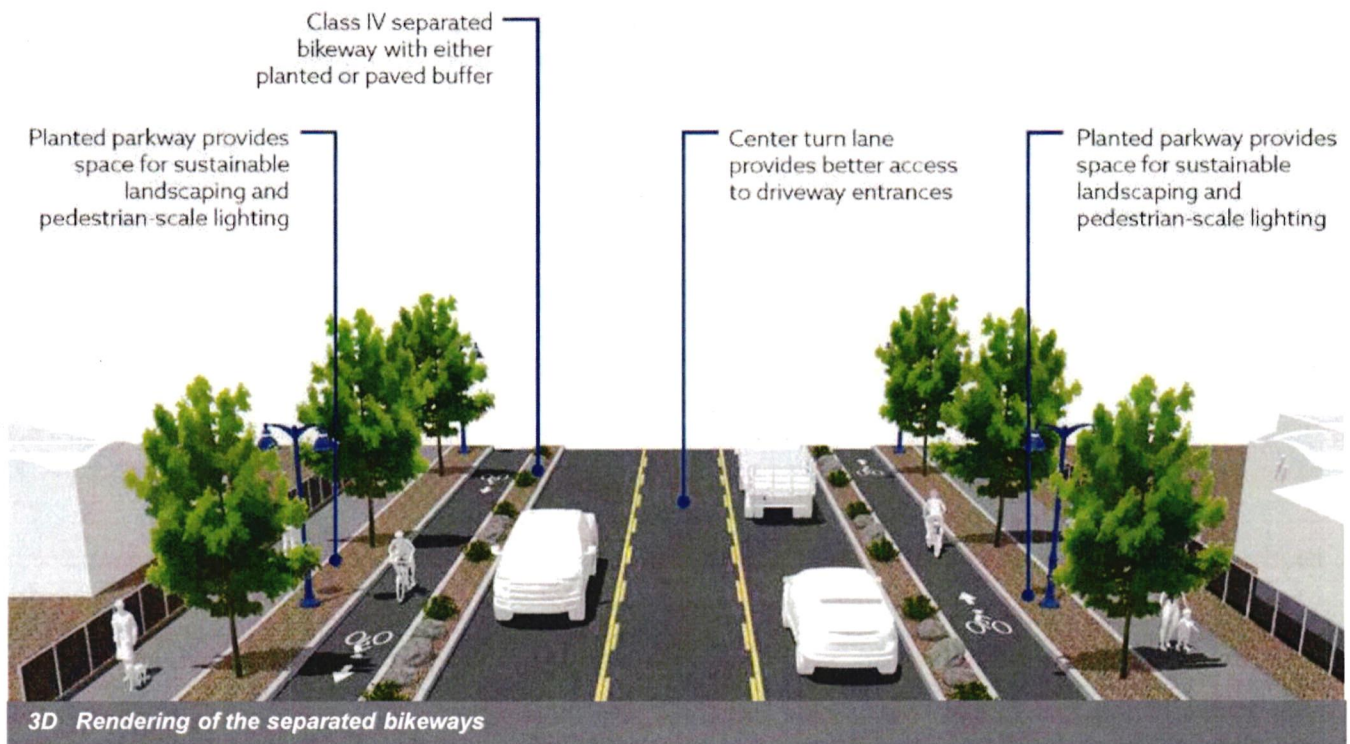
3D Renderings

Graphics such as cross sections, simple site plans, 3D renderings, and summary matrices will be created to communicate the proposed alternatives. The graphics can be accompanied by detailed technical descriptions as well. KTUA will prepare necessary conceptual renderings to effectively convey the proposed project features and countermeasures to stakeholders and the community. KTUA's extensive experience in creating 3D renderings and cross-sections have been shown to be especially effective in allowing stakeholders and the public to understand engineering concepts and designs.

Due to KTUA's involvement in many active transportation and complete streets projects, models have already been created for similar recommendations so renderings can be updated and enhanced for quick turnaround times. Given these time savings, KTUA will create high quality 3D schematic cross-sections for each alternative utilizing the firm's vast library of 3D content as well as any building massing of possible future land use changes.



Example conceptual design



Complete Streets Improvements Cost Estimates

High-level cost estimates will be developed for improvements to position the City for potential funding applications or incorporation into the City's future CIP program. KTUA will work with the PAT to develop a locally representative unit cost for treatments. Estimates will include information about capital costs to implement projects as well as maintenance costs related to pavement and landscaping upkeep, and maintenance of traffic control devices, striping, signs, and lighting where applicable. Consideration of maintenance for pedestrian facilities will include review of American Disabilities Act (ADA) consistency and guidance about review of pavement quality to ensure level surfaces, and address damage related to tree roots, cracking, and displaced pavement.

Green Street Design Toolbox

Disturbances to existing vegetation and land coverage by impervious surfaces will increase as future development occurs. Runoff from these surfaces, especially roadways, can aggravate existing storm drainage problems which can result in increased ponding and flooding in the community's low-lying areas. As landscape architects, KTUA will also take this into consideration when developing recommendations and will provide a Green Street Design Toolbox as a "value-added deliverable" to help guide the design process. A Green Street is a street transformed and designed to intercept rainwater and runoff, clean that water through soil and vegetation, and allow it to percolate and return to the earth naturally. KTUA has been at the forefront

of Green Streets planning having completed an award-winning Urban Greening Plan for the San Diego neighborhood of City Heights, as well as for the City of Pico Rivera, and the City of Placentia. While the needs of the City of Menifee may differ from other cities, water conservation concerns and the need to capture storm and rainwater for irrigation and other purposes is a statewide issue. This toolbox will include strategies to implement Green Streets opportunities for future street and placemaking designs. In addition, by implementing Green Street designs, the City will open another avenue of funding opportunities through stormwater grant programs.

Funding Sources Identification

KTUA maintains a funding database to address the rapid changes taking place in active transportation programs and the Highway Safety Improvement Program (HSIP). This database is updated when new funding sources are created and older programs expire. The funding sources could include local, regional, state, and federal programs, and will include a variety of fund types including transportation, air quality, water quality, health, and sustainability sources. The funding list will include public and private sources, including details on what each funding source can address such as feasibility analysis, environmental review, right-of-way acquisition, final design, construction, and maintenance. The funding list will draw upon extensive work already compiled within the City's Active Transportation Plan, with updates for recent changes.

KTUA will identify the most likely near-term funding sources which considers Federal, State, and local requirements as well as locally adopted policies to determine "likely" funding sources. For example, funding sources for projects that incorporate urban greening infrastructure can be integrated. The information will include the anticipated schedule for calls, and key information related to match requirements. The funding matrix will be developed to help guide and position the City for potential funding opportunities and show untapped and innovative funding opportunities.

DELIVERABLES

- List of identified stakeholders
- Draft of Complete Street Improvement Recommendations
- Draft and Final Funding Source Matrix

TASK 3: PUBLIC OUTREACH

The KTUA team is excited for the opportunity to participate in public outreach for this project. The team and City staff will prepare an engagement plan that will spell out the steps that will be taken to reach out and engage the community members. RUHS will lead this effort and will take a comprehensive approach to public engagement. The team will consider traditional and virtual methods to engage the community and identify strategies to target disadvantaged residents in the City that may not fully understand the role that City of Menifee plays in guiding and supporting improvements. Communication with various health, safety, walkability, and other interested advocacy organizations will be ongoing as progress is made toward key project milestones.

The extensive outreach experience of RUHS will be important to develop an engagement plan that will include strategies to uniquely engage the community, such as experiential art, developing a youth art campaign related to walking and bicycling, or coordinating with the City to develop demonstration events accessible to all members of the community. Additionally, the community engagement plan will consider all local and state COVID-19 precautionary measures to ensure the safety and health of the community.

The plan will include a schedule with timing for release, distribution, and placement of publicity items for outreach and development of activities to maximize participation and positive input at community events. Publicity items will include outreach materials that will accommodate physically impaired audiences in the City in order to ensure messaging is available to all persons.

Strategies will be included to reach out to Spanish speaking audiences specifically by providing informational material about the program in both English and Spanish. It is understood that the City will partner with SCAG to promote their "Go Human" campaign and provide props to help the community visualize complete street improvements and strategies that can be incorporated throughout the community. The KTUA team can assist with set up if the demonstration project were to be held at the same time as the three-day charrette, similar to the ATP charrette.

The three-day design charrette is the centerpiece of this community-based planning project to identify goals, objectives, and guiding principles for the Complete Streets Plan while beginning to first identify obstacles and challenges and then proposed design solutions and countermeasures. Charrettes also help the team to explore the challenges the community faces in greater depth since team members get to experience the conditions faced by residents over several days, which often results in creative solutions. KTUA has extensive experience with these multi-day charrettes, assisting with the same charrette for the City's ATP and conducting two multi-day charrettes most recently in the City of Lindsay and June Lake. An added benefit of the charrettes that the KTUA team delivers is the community building aspects of the charrette process itself.

The KTUA team will organize these charrettes to consist of a series of events that can include highly interactive workshops, exercises, walkability and bicycling audits, stakeholder meetings, design table exercises, and other activities that provide residents and key stakeholders a direct role in developing a plan. At least one meeting or event during the three-day design will be dedicated to Spanish speaking audiences. It is our belief that the people who live, work, go to school, and shop in a community are the experts and the team must understand their challenges and ensure that their problems are heard. By concentrating activities over a short period of time, charrettes can help capture community members' attention and create a "buzz" that draws more interest from the community and the media, and consequently support for funding. The iterative process used in a charrette also helps develop greater community buy-in and support for the resulting plan and its recommendations.

Upon completion of the plan, the list of improvements will be utilized as a guide for inclusion of complete streets improvements into the City's Capital Improvement Program. Prior to implementation of specific complete street improvements, the City will conduct a focused public outreach campaign to the surrounding businesses and residents in the area that will be affected by said improvements to

identify potential concerns and impacts associated with said improvements. The KTUA team will not participate in these geographically focused campaigns but can provide the surveys for these public meetings as needed to obtain information from the surrounding community.

In addition to the focused outreach campaigns, the City will also provide updates via the City's Capital Improvement Program webpage, social media posts, quarterly newsletter, and other available media outlets accessible to all members of the community. The updates will include education on project identification through the Complete Streets Plan, as well as major milestones throughout the course of project implementation.

Community Design Charrette

The City and KTUA team will organize a three-day Community Design Charrette. The draft schedule of activities will include:

- Approximately 3-4 small group meetings with key stakeholders (e.g., government agencies, community service providers, school district, businesses, emergency responders, multifamily residents, etc.) to gain a better understanding of the concerns and issues. Meetings will typically be 60-90 minutes in length.
- Kick-off community workshop, typically on a weekday evening to ensure broad participation. The kick-off workshop will provide participants with an overview of the project goals and objectives and will include a visioning presentation, exercises, and activities to gather community input such as design table maps in which small groups work together to write and draw their ideas on aerial maps.
- Walking and bicycling audits/assessments. KTUA will provide maps to help participants understand what improvements can be made. Maps for data collection will be used as well as tools such as Survey 123 to ensure efficient use of field time. KTUA will prepare a summary report of the audit inputs to include:
 - Data summaries
 - Written comments
 - On-site photos
 - Preliminary recommendations of public-preferred considerations to include planning-level
- Project team members working for several days on-site in intense production to develop preliminary recommendations and illustrative graphics.
- Afternoon or evening open studios to allow stakeholders to provide feedback as the KTUA team is working.
- Review of concepts with City staff.



Pop-Up Events

From the response to questions for this RFP, it's understood that City staff will attend and engage the community at available scheduled community events. As people have become more open to being in public spaces, small pop up events at community events have been a very successful strategy to provide a livelier method to solicit input and engage event attendees. Pop-up events can consist of many forms such as organized outside schools, stores, or other locations where residents may gather. Considering the COVID-19 pandemic, pop-up events will also be made available virtually to accommodate those wishing to participate but unable to attend in person. The KTUA team will provide City staff necessary materials such as handouts, surveys, maps, banners, etc. necessary to gather information from residents.





Help Us Make Walking and Other Modes of Active Transportation Better in Menifee!

The City of Menifee is undertaking an Active Transportation Plan (ATP) to improve access, mobility, and safety for non-motorized modes of travel, including walking, bicycling, and riding transit.

JOIN THE PUBLIC ADVISORY TEAM!

- Provide input and feedback to the City and consultant staff regarding non-motorized modes of travel
- Represent the values and viewpoints of the community
- Serve as liaisons by sharing information with your stakeholders, related organizations, and broader networks about project goals and opportunities for involvement
- Plan to attend and encourage others to join us at community wide workshops

WE WANT TO MEET YOU!

Location:
City Hall Council Chambers
29844 Haun Rd.
Menifee, CA 92586

Date and Time:
Tuesday, January 28, 2020
2pm - 3pm

LET'S BUILD SAFER STREETS TOGETHER!



BENEFITS OF Active Transportation



Reduced Emissions
Increased bicycling and walking reduce fossil fuel emissions. About 5 to 25% of users substitute bike share for cars.



Supplements the Transit System
Alternate modes of transportation can effectively link people to and from transit stops to their origins and destinations.



Improved Health
In addition to the universal public health benefit, such as improved air quality, bicycling and walking has the potential to positively impact personal health.



Social Equity
Alternate modes of transportation have the potential to alleviate issues for disadvantaged populations that are disproportionately impacted by rising transportation costs.



Enhanced Safety
Improved facilities enable safe, comfortable, and attractive access for users of all ages and abilities.



Economic Benefits
More bicycling and walking has also been tied to increases in commercial and residential property values and retail sales.

VISIT US ONLINE!
<https://encg.is/PTG4L>
Check out our story map and take our online survey today!

Contact Carlos Geronimo at cgeronimo@cityofmenifee.us for more information!



SHARE YOUR VISION!

The City of Menifee is developing an Active Transportation Plan (ATP) to meet the City's goals and vision for providing a transportation system that supports walking, cycling, public transit and automobiles. The Active Transportation Plan will:

- Improve transportation choices
- Create a connected network of sidewalks
- Identify improvements around schools and activity centers
- Create healthier communities



Get in touch!

Please visit the ATP website to take the project survey AND to provide comments using our interactive online comment map.



ATP Website
<https://encg.is/PTG4L>

Carlos Geronimo
cgeronimo@cityofmenifee.us
951-923-2722

COMPARTE SU VISIÓN!

La Ciudad de Menifee está llevando a cabo un Plan de Transporte Activo (ATP) que servirá como guía de las metas y visiones de la ciudad para mejorar el sistema de transporte en cuanto el acceso, la movilidad y la seguridad para los distintos modos de transporte no motorizado, incluyendo caminar, andar en bicicleta y pasear por todo Menifee. El Plan de Transporte Activo logrará:

- Mejorar las opciones de transporte
- Crear red de ciclovías conectadas
- Identificar mejoramientos alrededor de escuelas y de centros de actividades
- Crear comunidades saludables



Ponte en contacto!

Por favor visite el sitio de ATP para tomar la encuesta del proyecto y para proporcionar comentarios usando nuestro mapa interactivo en línea.



ATP Sitio
<https://encg.is/PTG4L>

Carlos Geronimo
cgeronimo@cityofmenifee.us
951-923-2722

Digital Media Input

KTUA will identify and recommend digital media options to solicit community input on barriers and challenges, and to provide guidance on desired improvements and concepts. KTUA, in collaboration with City staff, will create the contents for a website to be integrated into the City's official webpage with ongoing information on the development of the Complete Streets Plan. The web site will allow residents to take a short survey, provide general comments and will also include a GIS-based interactive map that they can use to provide detailed, location-specific comments.

Branding the project will also be important. KTUA will develop a logo and consistent color scheme to be used for the entirety of the project.

Draft Project Goals and Objectives

Based on the input received from the variety of community engagement events and the web site, KTUA will develop draft Complete Streets goals and objectives for local agency and public review. Statewide and regional goals for safety, sustainability, mobility, accessibility, and equity will be reviewed, and will be supplemented to address local context and availability of data. The results of this task will be used to tailor Complete Streets goals and objectives for the City of Menifee. The goals and objectives will be actionable, measurable, and will consider metrics utilized by other jurisdictions.

The draft goals and objectives will be presented to the Project Advisory Team. Additionally, KTUA will present the goals and objectives to community stakeholders for public input.

Final Project Goals and Objectives

Based on input received on the draft Complete Streets goals and objectives, KTUA will prepare the final goals and objectives that will be used to guide the preparation of ranking criteria to prioritize improvements. KTUA will prepare a technical memorandum summarizing prioritization based on agency and public comments and responses.

DELIVERABLES

Agenda for Community Engagement Charrette Presentations, Notes on Community Input during Events
Notes on comments received during Pop-up events
Input received through online website, questionnaires, maps
Draft Goals and Objectives
Final Goals and Objectives

TASK 4: ADVISORY COMMITTEE MEETINGS

The City and the KTUA team will assemble a Project Advisory Team (PAT) to provide a venue for discussion of concepts and solicit input on the plan. The PAT will be assembled through invitations to agency staff and key community members prior to the Analysis phase of the project and a database of contacts from the City, WRCOG, Riverside University Health System, and Riverside County. The KTUA team will build upon the ATPs PAT list and identify additional of community members for involvement that may include members of the City of Menifee Citizens Advisory Committee, Youth Committee, Senior Committee, representatives from the Menifee Union School District, Menifee Police and Fire Departments, and local advocates and stakeholders interested in Complete Streets.



The Project Advisory Team will meet on at least three occasions during this project. Both in-person and options for virtual attendance in conformity with COVID-19 state and local guidelines will be provided for attendees.

- The first meeting will be held with participation from the City, and the KTUA team approximately 3-4 months before the community engagement events. The key items on the agenda will include a visioning exercise to identify key issues to address, problem areas to study, locations with the greatest safety challenges, scheduling and location for outreach events, key stakeholders to invite, and strategies for engaging underserved residents.
 - The KTUA team will travel to Menifee for this PAT meeting and will follow proper COVID-19 protocols in place at the time of scheduling. During this visit, the KTUA team will also meet with selected stakeholders, and will tour and photograph the area to assess existing conditions. As part of this meeting, KTUA will provide maps and can emulate a charrette exercise and gather input from PAT members.
- The second PAT meeting will be held approximately two months before the engagement events. The agenda will focus on outreach and planning for the events.
- The third PAT meeting will be held approximately one month after the KTUA team circulates the draft plan goals and objectives following the engagement events. The KTUA team will travel to Menifee to meet with the Project Advisory Team and other key stakeholders to discuss the outline, resolve any issues that might still be pending and review proposed concepts developed during and after the engagement events.

Additional meetings of the PAT will be scheduled on an as-needed basis. Any additional PAT meeting will be held virtually to be cost effective.

DELIVERABLES

Project Advisory Committee Agendas
Meeting notes
List of attendees
Existing conditions summary
Action items summary

TASK 5: DRAFT AND FINAL PLAN

KTUA will provide a comment summary sheet to track comments and finalize approved feedback from the City. Comments will then be incorporated into the Complete Streets Plan. The draft report will be made available for local agency and public review. Any comments and drafts will be addressed by KTUA.

The Final Report will be published online and promoted through the City's available media outlets. City staff and Consultant will present a summary of the report to the following groups:

- City of Menifee Planning Commission
- City of Menifee Citizen Advisory Committee
- City Parks and Recreation Commission
- City Council

DELIVERABLES

Draft Plan
Public Review with summary of public comments
Final Plan that includes a summary of recommendations and next steps towards implementation

TASK 6: BOARD REVIEW/APPROVAL

City Staff and KTUA will present the results of the Complete Streets Plan to the City Council for review and approval, to be considered for adoption by reference or amendment to other policy documents and for potential incorporation into work programs.

DELIVERABLES

City Council Meeting Agenda
Complete Streets Plan presentation
Meeting minutes with the Council's action



EXHIBIT A

Menifee Complete Streets Plan Update	RUHS						
	Program Coordinator	Health Education Assistant	Health Education Assistant				
	Name	Name	Name	Hours per Task	Travel & Materials	Labor Cost	Cost per Task
	\$86	\$49	\$49				
1 Existing Conditions							
1.1	Plan Inventory and Technical Memorandum - KTUA			0	\$ -	\$ -	\$ -
1.2	Data Analysis - KHA/KTUA			0	\$ -	\$ -	\$ -
1.3	GIS Layer updates. City uses ArcGIS - KTUA			0	\$ -	\$ -	\$ -
1.4	Technical Memorandum on Existing Conditions - KTUA			0	\$ -	\$ -	\$ -
Task 1 Totals		0	0	0	0	\$ -	\$ -
2 Analysis							
2.1	Create list of identified stakeholders - RUHS	44	35	30	109	\$ -	\$ 6,087.00
2.2	Priority Area Identification - KTUA					\$ -	\$ -
2.2a	Prepare up to five preliminary engineering concepts					\$ -	\$ -
2.2b	Review of concepts					\$ -	\$ -
2.3	Complete Streets Improvements Cost Estimates - KTUA					\$ -	\$ -
2.4	Draft and Final Funding Source Matrix - KTUA/KHA (KTUA: table, KHA to review and add as needed)					\$ -	\$ -
Task 2 Totals		44	35	30	109	\$ -	\$ 6,087.00
3 Public Outreach							
3.1	Prepare Community Engagement Plan - RUHS	10	20	20	50	\$ -	\$ 2,614.00
3.1a	Agenda for Community Engagement Charrette - KTUA/RUHS				0	\$ -	\$ -
3.2	Community Design Charrette - RUHS/KTUA (RUHS to assist with logistics, set up, advertising, outreach, etc. KTUA to prepare workshop materials.	85	140	120	345	\$ 2,201.00	\$ 18,314.00
3.2a	Integrate a GoHuman demonstration during the multi-day charrette				0	\$ -	\$ -
3.2b	Presentations, Notes on Community Input during Events- KTUA/RUHS (KTUA presentations + meeting notes. RUHS: take notes + summarize outreach events/workshops)				0	\$ -	\$ -
3.3	Pop-Up-Events - KTUA/RUHS - KTUA to provide materials, RUHS to attend as needed. Both RUHS/KTUA: Notes on comments received during Pop-up events				0	\$ -	\$ -
3.4	Digital Media Input received through online website, questionnaires, maps - KTUA/RUHS	55	40	65	160	\$ -	\$ 8,767.00
3.5	Draft Project Goals and Objectives - KTUA/RUHS				0	\$ -	\$ -
3.6	Final Project Goals and Objectives - KTUA/RUHS				0	\$ -	\$ -
Task 3 Totals		150	200	205	555	\$ 2,201.00	\$ 29,694.00
4 Advisory Committee Meetings							
4.1	Identify Committee Meeting Members, create List of attendees - RUHS	40	20	20	80	\$ -	\$ 4,603.00
4.2	Committee Meeting #1	12			12	\$ -	\$ 796.00
4.3	Committee Meeting #2	12			12	\$ -	\$ 796.00
4.4	Committee Meeting #3	12			12	\$ -	\$ 796.00
Subtasks					0	\$ -	\$ -
1. Project Advisory Committee Agendas - KTUA					0	\$ -	\$ -
2. Meeting notes - RUHS/KTUA/KHA					0	\$ -	\$ -
3. Existing conditions summary - KTUA					0	\$ -	\$ -
4. Action items summary - KTUA/RUHS					0	\$ -	\$ -
Task 4 Totals		76	20	20	116	\$ -	\$ 6,990.00
5 Draft and final Plan							
5.1	Prepare Draft Plan - KTUA/KHA				0	\$ -	\$ -
5.2	Public Review with summary of public comments - KTUA				0	\$ -	\$ -
5.3	Prepare Final Plan that includes a summary of recommendations & next steps towards implementation. Present to 4 city Groups.				0	\$ -	\$ -
Task 5 Totals		0	0	0	0	\$ -	\$ -
6 Board Review/Approval							
6.1	City Council Meeting Agenda - KTUA				0	\$ -	\$ -
6.2	Complete streets plan presentation - KTUA				0	\$ -	\$ -
6.3	Meeting minutes with the Council's action - KTUA				0	\$ -	\$ -
6.4	Present Complete Streets Plan to City Council - KTUA				0	\$ -	\$ -
Task 6 Totals		0	0	0	0	\$ -	\$ -
Totals Hours by Staff		270	255	255			
						Direct Labor Costs:	\$ 42,771.00
						Material Direct Costs:	\$ 2,200.00
						Sub 2 Total Cost:	\$ 44,971.00

ATTACHMENT A

Scope of Work between RUHS-PH and KTUA

1. PURPOSE

To create a report for Menifee City Council (City Council), entailing best practices that may be integrated into the City of Menifee's Complete Streets Plan, to increase convenient access and mobility of roadway users of all ages and abilities. The report shall be published online and promoted using the City of Menifee's (The City) media outlets and shall be considered for adoption by reference or amendment to other policy documents and for potential incorporation into work programs.

2. SUMMARY

KTUA shall work together with Riverside University Health System - Public Health (RUHS-PH), providing KTUA with one Program Coordinator (1) and two Health Education Assistants (2) for data analysis, public outreach, and advisory committee meetings. KTUA and RUHS-PH shall coordinate as follows: 1: sharing of data from COUNTY's Active Transportation Plan (ATP) by utilizing RUHS-PH resources, 2: RUHS-PH various engagement activities including but not limited to participating in community charrettes, identifying stakeholders during meetings, and participating in pop-up events 3: RUHS-PH shall lead in preparing an engagement plan that engages community members through different events including but not limited to experiential art, developing a youth art campaign related to walking and bicycling, or coordinating with the City of Menifee to develop demonstration events accessible to all members of the community for the City of Menifee: Complete Streets Plan. The parties agree that the RUHS-PH staff that support KTUA, including the Program Coordinator and Health Education assistants are and remain the County's employees for all purposes under California law and this agreement.

3. DELIVERABLES

Task 1: Existing Conditions

- a. KTUA shall be responsible for Plan Inventory and Technical Memorandum.
- b. KTUA shall be responsible for Data Analysis.
- c. KTUA shall be responsible for GIS Layer updates using ArcGIS.
- d. KTUA shall be responsible for the Technical Memorandum on Existing Conditions.

Task 2: Data Analysis

- a. RUHS-PH shall be responsible for a list of identified community-based organizations (CBOs) and stakeholders including but not limited to the City of Menifee Planning Commission, City of Menifee Citizen Advisory Committee, City Parks and Recreation Commission, and Menifee City Council.
- b. KTUA shall be responsible for a draft of the Complete Streets Plan for improvement recommendations, and cost estimates.
- c. KTUA shall be responsible for a draft & Final Funding Source Matrix.
- d. RUHS-PH shall provide applicable health related data to KTUA for incorporation into the project's analysis.

Task 3: Public Outreach

- a. RUHS-PH and KTUA shall be responsible for creating an agenda for the Community Engagement, and Community Design Charrette.
- b. RUHS-PH and KTUA shall be responsible for presentations, notes on community input during events.
- c. RUHS-PH and KTUA shall be responsible for taking notes on comments received through online website, questionnaires, and maps during Pop-up Events. RUHS-PH will participate in up to three pop-up events to assist City staff when additional staffing may be required.
- d. RUHS-PH and KTUA shall be responsible for drafting project goals and objectives.
- e. RUHS-PH and KTUA shall be responsible for final project goals & objectives.

Task 4: Advisory Committee Meetings

- a. KTUA shall be responsible for creating a Project Advisory Committee Agenda.
- b. RUHS-PH and KTUA shall be responsible for attending three committee meetings and taking meeting notes.
- c. RUHS-PH shall be responsible for creating a list of attendees and inviting them to Advisory Committee Meetings.
- d. KTUA shall be responsible for creating an Existing Conditions Summary.
- e. RUHS-PH and KTUA shall be responsible for creating an Action Items Summary.

Task 5: Draft & Final Plan

- a. KTUA shall be responsible for creating a draft plan.
- b. KTUA shall be responsible for a Public Review with a summary of public comments.
- c. KTUA shall be responsible for preparing a final plan that includes the next steps towards implementing the Complete Streets Plan.

Task 6: Board Review/Approval

- a. KTUA shall be responsible for the City Council meeting agenda.
- b. KTUA shall be responsible for the Complete Streets Plan presentation.
- c. KTUA shall be responsible for the meeting minutes with the council's action

4. RUHS-PH RESPONSIBILITIES

RUHS-PH shall provide the following services to KTUA as follows:

<u>Menifee Complete Streets Plan Update</u>	<u>Program Coordinator</u>	<u>Health Education Assistant #1</u>	<u>Health Education Assistant #2</u>	<u>Total Hours per task</u>
1. Existing Conditions:	0	0	0	0
2. Data Analysis: a. Create a list of identified (CBOs) and stakeholders using various engagement activities around the region that will be held by the City of Menifee to help solidify the list. Special efforts will be made to identify agencies and organizations that work with disadvantaged and disenfranchised communities. b. RUHS-PH shall provide applicable health related data to KTUA for incorporation into the project's analysis.	44	35	30	109
3. Public Outreach: a. Prepare Community Engagement Plan considering traditional and virtual methods to engage the community and identify strategies to target disadvantaged residents in the City of Menifee b. Agenda for community Charrette c. Community Design Charrette (RUHS-PH shall assist with logistics, set up, advertising, outreach etc.) d. Attend Pop up events ad hoc and take notes on comments received during events. e. Digital Media Input received through questionnaires, online website, and maps.	10 85 55	20 140 40	20 120 65	555
4. Advisory Committee Meetings: a. Identify Committee Meeting Members for all (3) meetings including but not limited to providing a list of all members, taking notes, and creating action items summary.	40 12 hours per meeting (x3)	20	20	116
Total hours by staff:	270	255	255	
Total hours:	780			