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June 8, 2016

Elizabeth Dunn  
City of San Pablo  
Development Services Department – Building 3  
13831 San Pablo Avenue, San Pablo, CA 94806

**Re: Addendum to Alta Proposal for City of San Pablo Bicycle and Pedestrian Master Plan/Feasibility Study**

Dear Elizabeth,

The Alta team is thrilled to be selected to help the City of San Pablo complete a Bicycle and Pedestrian Master Plan/Feasibility Study. Per our conversation, this letter serves as an addendum to our proposal outlining changes to the scope of work to provide a plan tailored to meet the City's needs.

Three specific clarifications were requested to the Alta proposal, which are outlined below:

- **Safety analysis.** In Task 2.1 (found on page 6 of the Alta proposal), Alta will produce maps of collisions that identify locations of high collision incidence. Alta will work with the City to develop maps that help the City identify clusters of high collision locations. Alta will also identify areas at risk for collisions using a combination of safety data, demand analysis (Task 5), available information about the street network, and national research. For example, if the plan identifies the need for new bicycle facilities along a route, Alta might identify intersections that have high-risk geometry, speeds, or other similar factors.
- **Crosswalk policy.** As part of Task 4, Alta will work with the City to develop a crosswalk policy that provides guidance on when to install, enhance, or remove crosswalks. The policy will reflect requirements from the Manual of Uniform Traffic Control Devices (MUTCD) and will be vetted through the project Technical Advisory Committee (TAC) and the public. All meetings and work conducted on this effort will be included in existing proposed deliverables from the Alta proposed work plan.
- **Connections to Multi-Use Trails.** As part of Task 5 and 6, Alta will consider connections to existing facilities, especially the existing network of multi-use trails. A fundamental purpose of a bicycle and pedestrian plan is to build a connected network that facilitates travel by foot and bicycle. Connections to existing facilities, especially higher-quality, lower-stress facilities is a key element of a plan, and Alta will provide information to the City, the TAC, and the public on how to best make these connections, given existing constraints, demand, and other factors.

In addition to these clarifications, we understand that the City would like to include the following optional items from the scope of work at an additional cost:

- **Task 3.4. Additional Public and Stakeholder Events: Pop-up Public Meetings.** Two public outreach "pop-up" events to be held during the course of the study. These will include an event early in the process (to generate ideas and excitement about the plan) and an event after draft recommendations are available

(to connect the initial ideas to the proposed recommendations). Alta will work with the City to take advantage of existing farmers markets, festivals, or other City events that will allow the general public, in addition to interested stakeholders, to participate in the plan. Task detail is provided on page 10 of Alta's proposal.

- **Task 6.2. Conceptual Project Design.** Alta will develop conceptual project designs to help move the project from planning into implementation. Task detail is provided on page 13 of Alta's proposal.

The table on the following page provides an updated budget reflecting the requested tasks. The third optional task discussed in Alta's proposal (Task 2.2) is not included in the scope and budget.

We look forward to working with you on this exciting project. Please feel free to contact me for any additional information about our proposed scope.

Sincerely,

Alta Planning + Design, Inc.

A handwritten signature in dark ink, appearing to read "Hugh Louch", with a long horizontal flourish extending to the right.

Hugh Louch

Principal

TASK DESCRIPTION	Alta Planning + Design						Interpreter	Task Hours	Direct Expenses	Task Budget
	<i>Principal-In-Charge</i>	<i>Project Manager</i>	<i>Associate Engineer</i>	<i>Planner</i>	<i>Spanish Language Outreach</i>	<i>GIS Technician</i>	<i>Tagalog Translation &amp; Outreach</i>			
	Hugh Louch	Christopher Kidd	Laurentiu Duscic, PE	Jessica Nguyen	Rodrigo Garcia-Resendiz	Zachary Robinson	Karen Llegas			
<i>2016 Hourly Rate*</i>	\$200	\$130	\$155	\$98	\$90	\$80	\$95			
Task 1: Project Management & Project Strategy								6	\$40	\$5,240
1.1: Project Management	6	24						30		\$4,320
1.1: Kick-Off & Strategy Session	2	4						6	\$40	\$920
Task 2: Collect and Review Existing Data/Conditions								54	\$0	\$5,400
2.1: Inventory of facilities, data, regulations and programs	2	6		30		16		54		\$5,400
Task 3: Public Outreach								228	\$360	\$24,476
3.1: Technical Advisory Committee (assumes 3 meetings)	4	12		20	10			46	\$120	\$5,220
3.2: Public Workshops (assumes 2 workshops)	6	16		35	30	8	20	115	\$80	\$11,950
3.3: Community Survey	2	6		16	8		2	34	\$80	\$3,658
3.4: Additional Public & Stakeholder Events, Each <i>(optional)</i>	1	8		16			8	33	\$80	\$3,648
Task 4: Assembly of Relevant Policies, Goals and Objectives from City and Regional Documents								38	\$0	\$4,040
4.1: Review Policies and Plans	2	8		20		8		38		\$4,040
Task 5: Needs Assessment and Inventory of Facilities, Programs, an Existing Conditions								84	\$0	\$9,048
5.1: Needs Assessment	2	12		16		20		50		\$5,128
5.2: Proposed Vision, Goals, Objectives, and Policies	2	12		20				34		\$3,920
Task 6: Implementation and Funding Strategies								228	\$0	\$28,216
6.1: Recommended Network	10	40	12	50		20		132		\$15,560
6.2: Conceptual Project Design <i>(optional)</i>		16	48	32				96		\$12,656
Task 7: Bicycle/Pedestrian Plan Documents								144	\$50	\$15,120
7.1: Draft Plan Documents	3	18		40	15	8	15	99		\$10,275
7.2: Final Plan Documents	3	8		20	5	4	5	45	\$50	\$4,845
Total Staff Hours	45	190	60	315	68	84	50	782	\$450	\$91,540
Project Base Total	\$9,000	\$24,700	\$9,300	\$30,870	\$6,120	\$6,720	\$4,750			\$91,990

GENERAL NOTES:

\* Hours and staff assignments can be adjusted by the consultant as needed to implement the tasks described during the course of the project.

\* Hourly rates are for calendar year 2016, and will be adjusted if work is continued into subsequent year(s).