



**COMMUNITY DEVELOPMENT AGENCY
LONG RANGE PLANNING DIVISION**

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September 30, 2014

TO: Board of Supervisors

FROM: David Defanti, Assistant Director

Subject: Agreement for Services No. 214-S1511 with Kittelson and Associates, Inc. for the Major Five-Year Capital Improvement Program (CIP) and Traffic Impact Mitigation (TIM) Fee updates

On April 8, 2014, the Board directed Long Range Planning (LRP) staff to issue a Request for Proposal (RFP) for the Major Five-Year Capital Improvement Program (CIP) and Traffic Impact Mitigation (TIM) Fee updates. Staff posted the RFP on May 16, 2014. Kittelson & Associates, Inc. (KAI) submitted a proposal on June 27, 2014, and their team provided a presentation to staff on July 10, 2014. The County selected KAI and its consultant team to assist in the major updates, as their proposal and presentation demonstrated a very strong team with local knowledge and historic perspective on the County programs as well as experience in the update of the TIM Fee programs of other jurisdictions. The roles and expertise of the Consultant team are as follows:

- KAI – Travel demand modeling, traffic operations and traffic engineering design
- Quincy Engineering – Transportation improvement cost estimates
- Rincon Consultants – Environmental review and analysis
- Urban Economics – Land use forecast update, preparation of the Nexus analysis, and computing the fee schedule for each subarea of the County
- Flint Strategies – Outreach efforts

The proposed Agreement No. 214-S1511 with KAI is included as Attachment 5B. The proposed Agreement will be issued in an amount not to exceed \$599,205, of which \$120,000 is a contingency. The contingency is needed in the event that the environmental analysis is more complex than currently anticipated, or if new or expanded tasks become necessary to complete the project (e.g., additional public outreach, providing additional information to respond to Board requests, etc.) Use of contingency funds would require written authorization by the Contract Administrator, Steve Pedretti, Director, Community Development Director, (CDA).

BACKGROUND

General Plan Policy TC-Xb and Implementation Measures TC-A and TC-B ensure that potential development in the County does not exceed available roadway capacity. It requires the County to prepare a CIP annually that specifies expenditures for roadway improvements within the next ten years (the annual CIP Update). It also requires the County to prepare a CIP at least every five years specifying expenditures for roadway improvements within the next twenty years (the Major Five-Year Update).

The CIP provides a strategic direction for capital projects over a current year, five-, ten- and twenty-year horizon. It is used as a planning tool and updated annually by the Board as required by General Plan Policy TC-Xb. The annual update includes adjustments to revenue estimates, project scopes, costs, schedules, and priorities.

The TIM Fee Program is a fee program used to fund roadway improvements needed to accommodate growth anticipated over the next twenty years. Improvements funded by the TIM Fee Program include new roadways, roadway widenings, roadway intersection improvements and transit. A TIM Fee program is legally required to meet guidelines as established by Assembly Bill 1600 (California Government Code Sections 66000-66008). The updated TIM Fee Program is a critical funding component of the CIP.

DISCUSSION

The development of the Major Five-Year CIP and TIM Fee updates will result in a minimum of five primary documents for the use of County staff and the public. These documents include:

1. 2015 West Slope Transportation CIP
2. Existing Deficiencies report
3. 2004 El Dorado County General Plan TIM Fee 2015 Update
4. Nexus Study
5. Environmental Document(s)

RECOMMENDATION

The Major Five-Year CIP and TIM Fee updates are required by the County's General Plan. Development of CIP and TIM Fee programs requires the unique financial, engineering, planning and public outreach expertise of specialists who routinely work in these areas. The County does not currently have existing qualified staff available to perform the work within the time frame required, and it is not economically viable to obtain staff with the required skill sets.

Staff recommends the Board approve and authorize the Chair to sign Agreement for Services No. 214-S1511 with Kittelson and Associates, Inc. in the amount of \$599,205, contingent upon approval by County Counsel and Risk management. The agreement,

for a three year term in the amount not to exceed \$599,205, will provide the expertise and assistance necessary to develop the Major Five-Year CIP and TIM Fee updates as required by the adopted General Plan.

NEXT STEPS

Upon Board direction, staff will execute Agreement No. 214-S1511 with Kittelson and Associates, Inc. and issue a Notice to Proceed, contingent upon County Counsel and Risk Management approval.

Clerk of the Board Follow Up Actions

1. Upon receipt of final Agreement No. 214-S1511 and the contract routing sheet for same, the Clerk will obtain the signature of the Chair on two original agreements.
2. Clerk of the Board will return one (1) fully executed original Agreement No. 214-S1511 to LRP.

Contact

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