



**REQUEST FOR PROPOSALS**

**Contract 16-01.PE  
Almond St. Multi-Modal Improvements  
Environmental, Right of Way and Preliminary Engineering Services**

**Date Released: April 8, 2016**

**Town of Paradise  
Public Works Department  
5555 Skyway  
Paradise, CA 95969**

**Proposals are due prior to 4:00 P.M., MAY 18, 2016**

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## INTRODUCTION

The Town of Paradise is requesting proposals (RFP) for Environmental, Right of Way and Preliminary Engineering Services on a State-only funded Active Transportation Project.

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Appendix B, "Evaluation Criteria," of this RFP.

Addenda to this RFP, if issued, will be sent to all prospective Consultants the Town has specifically e-mailed a copy of the RFP to and will be posted on the Town's website at:

[Town of Paradise - Notice to Bidders](#)

It shall be the Consultant's responsibility to check the Town's website to obtain any addenda that may be issued.

The Consultant's attention is directed to Appendix A, "Proposal Requirements."

Submit five (5) hard copies and one (1) electronic copy in PDF format on a CD/DVD of the Consultant's proposal. The hard copies and CD/DVD shall be mailed or submitted to the Town of Paradise prior to 4:00 P.M., MAY 18, 2016. Proposals shall be submitted in a sealed package clearly marked "**Almond St. Multi-Modal Improvements - Environmental, Right of Way and Preliminary Engineering Services**" and addressed as follows:

Marc Mattox  
Public Works Department  
Town of Paradise  
5555 Skyway  
Paradise, CA 95969

Proposals received after the time and date specified above will not be considered and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified Proposal must be received prior to 4:00 P.M., MAY 18, 2016.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be rejected.

This RFP does not commit the Town to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Town reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the Town to do so. Furthermore, a contract award may not be made based solely on price.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the Town Council.

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

Any questions related to this RFP shall be submitted in writing to the attention of Marc Mattox via email at [mmattox@townofparadise.com](mailto:mmattox@townofparadise.com). **Questions shall be submitted before 5:00 PM on MAY 11, 2016.**

## BACKGROUND

The Active Transportation Program (ATP) was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking. The ATP consolidates various transportation programs, including the federal Transportation Alternatives Program, state Bicycle Transportation Account, and federal and state Safe Routes to School programs into a single program to:

- Increase the proportion of biking and walking trips,
- Increase safety for non-motorized users,
- Increase mobility for non-motorized users,
- Advance the efforts of regional agencies to achieve greenhouse gas reduction goals,
- Enhance public health, including the reduction of childhood obesity through the use of projects eligible for Safe Routes to Schools Program funding,
- Ensure disadvantaged communities fully share in program benefits (25% of program), and
- Provide a broad spectrum of projects to benefit many types of active transportation users.

Understanding the goals and objectives of the ATP, the Town of Paradise identified the Almond St. Multi-Modal Improvements Project as a potential fit. The proposed project will add sidewalks, curbs and gutters to Almond Street between Pearson Road and Elliott Road. In addition, construction will widen Almond Street to incorporate Class II Bicycle Lanes on both sides of the roadway between Pearson and Fir Street and a Class I facility between Fir Street and Elliott Road. To facilitate the construction of these improvements, underground drainage needs to be addressed and is included in the project. The proposed project already has 30% plans completed under a broader-scale "Downtown Capital Improvement Master Plan" in 2010. Raw design and data files are included as Attachment 1 of this RFP and may be downloaded electronically only at the following link:

<https://app.box.com/s/th1blamzggilofvxdyipe282kyfcxqpy>

By June 1, 2015, the Town of Paradise submitted the Almond St. Multi-Modal Improvements application. The complete grant application is included as Attachment 2.

On October 22, 2015, the California Transportation Commission approved the Almond St. Multi-Modal Improvements for funding. In February 2016, Town staff learned the subject project was approved for State-only funding.

On March 18, 2016, staff submitted to Local Assistance a formal Request for Authorization to proceed with Project Approval and Environmental Document phase. This request will be formally considered at the May 18-19 California Transportation Commission meeting. The allocation request package is included as Attachment 3.

## SCOPE OF WORK

### General:

The Town of Paradise is interested in contracting with a Consultant that will conduct and coordinate specified tasks related to advancing the Almond St. Multi-Modal Improvements to the construction phase.

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws
4. Rules and regulations of governing utility districts
5. Rules and regulations of other authorities with jurisdiction over the procurement of products

The Consultant shall comply with all insurance requirements of the Town of Paradise, included in the sample contract in Attachment 4.

### Services to be Provided:

The Consultant selected shall provide all services to bring the construction funding allocation request for the Almond St. Multi-Modal Improvements to the California Transportation Commission by the August 2018 meeting. The Town of Paradise Town Engineer will serve as the contract manager and direct liaison between the Consultant and Caltrans District 3 Division of Local Assistance. The consultant shall coordinate and be responsible for scheduling meetings, preparing and distributing minutes, tracking action items for the Town and consultant sub-contractors, and all preparing all submissions for the Town to submit to Caltrans Local Assistance and the California Transportation Commission.

Services in general include completion of the environmental and right of way phases, preparation of plans, specifications and estimates for project construction.

Specifically, the Consultant selected will be required to complete the following tasks:

#### Task I – Project Approval & Environmental Document

The consultant shall prepare all environmental documents and special studies/reports as required for environmental clearance per the California Environmental Quality Act (CEQA). The project is not expected to have significant environmental impacts. Opportunities to expedite the environmental review process should be explained in the Consultant's Proposal.

This task shall include minor preliminary engineering efforts to facilitate environmental review.

When environmental review process is complete, Consultant shall provide Town staff needed documents to present to Town Council for approval.

Upon completion of this task, Consultant shall prepare a Request for Authorization package for the California Transportation Commission to advance the project to the Plans & Specifications & Estimates phase.

#### Task II – Plans, Specifications & Estimates

- (A) Surveys and Mapping** – Consultant shall build upon data collected for the Downtown Capital Improvement Master Plan. Additional data collection and surveying may be required.

## **(B) Right of Way & Utility Coordination**

- a. Consultant shall research, review and add right of way records to the design drawings. If additional right-of-way must be secured to complete the project, such work will be authorized by a Contract amendment. Consultant shall coordinate with adjacent property owners to establish driveway locations and other modifications required in front of their property such as fence relocations, mailbox relocation, or tree removal. Consultant shall use "Permit to Enter" form for properties involving betterments (new sidewalks, driveways, driveway conforms) to the maximum extent practicable.
- b. "A-Plans" for the subject project will be sent to Paradise Irrigation District, Pacific Gas & Electric, Comcast and AT&T during the RFP process. Consultant shall review provided utility maps, field data, and proposed design to coordinate utility relocations, as needed. "B-Plans" for utility conflicts shall be sent by the consultant. Subsequent LAPM forms for utility agreements, reports of investigations, and notices to owners, shall be prepared by the Consultant. While the project is State-only funded, Consultant shall use most Federal-aid procedures relating to Right of Way Utilities. This task encompasses all work relating to utility coordination and relocation.

If the Town is determined to be liable for right of way or utility relocation expenses, Consultant shall prepare the Request for Authorization package to submit to the California Transportation Commission for identified costs.

- (C) Design** - Using the 30% Plans already completed, design the improvements and prepare the plans, specifications, and estimates in accordance with Caltrans Standards, California MUTCD, and AASHTO Geometric Design guidelines to achieve project objectives. Consultant shall remove roadway median and related features from presented 30% plans. Lighting shall be pedestrian scale for sidewalks/bike lane areas. Special attention is directed to the Engineer's Estimate breakdown of participating costs for ATP funding. Consultant shall be prepared to maintain these designations in the bid schedule to ensure only ATP-eligible items of work are reimbursed.

This project is exempt from the Town's Post-Construction Stormwater Standards Plan.

Consultant shall examine and present project alternatives, as necessary, which complete project goals within construction budget.

PS&E shall be submitted to the Town at 60%, 90%, and final contract documents. Consultant shall use the scope and Engineer's Estimate provided in the original ATP application as guidance for construction budget and project features.

Other items within this task include:

**Construction Phase Authorization** - Consultant shall prepare Request for Authorization to advance project to Construction using procedures outlined in the Caltrans Local Assistance Procedures Manual and as required to meet California Transportation Commission guidelines and schedules.

**Bid Process** - Provide an electronic copy of the final approved plans and specifications, a mylar copy of the final approved plans, and a hard copy of the final approved specifications. The electronic copy of the plans shall be provided as both AutoCAD files and PDF files, and the electronic copy of the specifications shall be provided in both Microsoft Word format and PDF format. Town will be responsible for making copies of contract documents and will distribute to plan rooms and contractors. Consultant shall respond to questions that arise during the bid phase and prepare addendums which will be distributed by the Town as necessary.

## APPENDIX A – PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to provide standards to better compare proposals. Consultants are advised to review Appendix B – Proposal Evaluation for further information on how scores will be assigned based on information presented by the Consultant.

Proposals shall contain the following information in the order listed:

### 1. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

Lauren Gill  
Town Manager  
Town of Paradise  
5555 Skyway  
Paradise, CA 95969

The letter shall include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included.

The letter shall be signed by the individual authorized to bind the Consultant to the proposal.

### 2. Executive Summary

### 3. Consultant Information, Qualifications & Experience

The Town will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years which include the following information:

- A. Contracting agency
- B. Contracting agency Project Manager
- C. Contracting agency contact information
- D. Contract amount
- E. Funding source
- F. Date of contract
- G. Date of completion
- H. Consultant Project Manager and contact information
- I. Project Objective
- J. Project Description
- K. Project Outcome

### 4. Organization and Approach

- A. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.
- B. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.

- C. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

## **5. Scope of Work**

- A. Include a detailed Scope of Work Statement describing all services to be provided.
- B. Describe project deliverables for each phase of your work.
- C. Describe your cost control and budgeting methodology for this project.

## **6. Schedule of Work**

Provide a detailed schedule for all phases of the project and the proposing Consultant's services including time for reviews and approvals. Due to the nature of ATP and CTC programming and authorization, the consultant's schedule shall, at a minimum, meet the Project Schedule shown in Appendix C. Expedited schedules are preferred to authorize funding phases and ultimately construction as soon as possible.

## **7. Conflict of Interest Statement**

The proposing Consultant shall disclose any financial, business or other relationship with the Town that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

## **8. Contract Agreement**

Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as Attachment 4.

A contract will not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.

## **9. State-Only Funding Provisions**

The proposing Consultant's services are State-only funded, which necessitate compliance with several requirements. Special attention is directed to the Revised Attachment 5 – Local Assistance Procedures Manual. The proposing Consultant shall complete and submit the following forms with the proposal to be considered responsive. These forms and instructions are provided for the proposer in Revised Attachment 5.

Consultant shall demonstrate familiarity of providing services for federally funded projects and has clear understanding of requirements/needs to facilitate the project through Caltrans Local Assistance and Local Assistance Procedures Manual.

## **10. Cost Estimate**

The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

In order to assure that the Town is able to acquire professional services based on the criteria set forth in Government Code 4526, the proposal shall include an estimated price for each service of the proposal. Proposing Consultants will be required to submit certified payroll records, as required. Cost estimate

shall be submitted in a separate sealed envelope from the proposal. Reference sample cost estimate in Attachment 5 LAPM 10-H. Consultant shall prepare a Lump Sum Fee estimate with progress payments at defined milestones/tasks.

## APPENDIX B – PROPOSAL EVALUATION

### Evaluation Process

All proposals will be evaluated by a Town Selection Committee (Committee). The Committee may be composed of Town staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Town Project Manager contact only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact and/or influence members of the Committee may result in disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the Town’s requirements as set forth in this RFP.

Once the evaluations of proposals are completed, the Town may elect to interview a number of highest ranked proposers. The Town reserves the right to select a consultant without conducting interviews. Finally, a consultant will be selected, the cost proposal for the selected firm will be opened and contract negotiations will begin. In the event negotiations fail to reach an agreement, the next highest ranked consultant’s cost proposal will be unsealed to begin negotiations with that consultant. Upon acceptance of a cost proposal and successful contract negotiations, staff will recommend a contract be awarded.

### Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/ Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Evaluation Criteria	Weight
1	Completeness of Response	Pass/Fail
2	Understanding the Work to be Done	25
3	Experience with Similar Kinds of Work	20
4	Quality of Staff for Work to be Done	15
5	Capability of Developing Innovative or Advanced Techniques	10
6	Familiarity with State-only Funding Procedures	10
7	Financial Responsibility	10
8	Demonstrated Technical Ability	10
9	Litigation History	Pass/Fail
10	Conflict of Interest Statement	Pass/Fail
11	Contract Agreement	Pass/Fail
12	Cost Estimate (Separately Sealed)	Pass/Fail
<b>Total:</b>		100

**1. Completeness of Response (Pass/Fail)**

- a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.

**2. Understanding of the Work to be Done (25 points)**

- a. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward
- b. Detailed Scope of Services to be Provided
  - i. Proposed scope of services is appropriate for all phases of the work.
  - ii. Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- c. Project Deliverables
  - i. Deliverables are appropriate to schedule and scope set forth in above requirements.
- d. Schedule shows completion of the work within or preferably prior to the Town’s overall time limits as specified in Appendix C.
- e. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and State-only funding compliance/programming.
- f. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

**3. Experience with Similar Kinds of Work (20 points)**

- a. Relevant experience of the firm and sub-consultants to conduct Environmental, Right of Way and Preliminary Engineering Services on state/federal-aid projects.

**4. Quality of Staff for Work to be Done (15 points)**

- a. Roles and Organization of Proposed Team
  - i. Proposes adequate and appropriate disciplines of project team.
  - ii. Some or all of team members have previously worked together on similar project(s).
  - iii. Overall organization of the team is relevant to Town needs.
- b. Project and Management Approach
  - i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
  - ii. Team successfully addresses site planning and programming efforts.
  - iii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
- c. Roles of Key Individuals on the Team
  - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
  - ii. Key positions required to execute the project team's responsibilities are appropriately staffed.

**5. Capability of Developing Innovative or Advanced Techniques (10 points)**

- a. Consultant demonstrates understanding of the Town's project objectives but also proposes innovative approaches to project design, management, and execution.

**6. Familiarity with State-only Funding Procedures (10 points)**

- a. A statement addressing firm's responsibility and experience following all State-only funding contract provisions, such as DBE procedures, forms and reporting requirements, etc.

**7. Financial Responsibility (10 points)**

- a. Demonstrates the financial responsibility of the firm
- b. Cost Control and Budgeting Methodology
  - i. Proposer has a system or process for managing cost and budget.
  - ii. Evidence of successful budget management for a similar project.

**8. Demonstrated Technical Ability (10 points)**

- a. Demonstrates the technical expertise of the team assembled for the project.
- b. Identifies potential project challenges and how the firm is ready to address and move project forward.

**9. Conflict of Interest Statement (Pass/Fail)**

- a. Discloses any financial, business or other relationship with the Town that may have an impact upon the outcome of the contract or the construction project.
- b. Lists current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.
- c. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.

**10. Litigation History (Pass/Fail)**

- a. Litigation history, if any, is described.
- b. If judgment(s) against Proposer, appropriate explanation provided.

**11. Contract Agreement (Pass/Fail)**

- a. Proposer reviews sample contract agreement provided in Attachment 3. Consultant provides a summary any potential issues with proposed contract terms.

Weighted scores for each Proposal will be assigned utilizing the table below:

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Completeness of Response	N/A	Pass/Fail	
2	Understanding the Work to be Done		25	
3	Experience with Similar Kinds of Work		20	
4	Quality of Staff for Work to be Done		15	
5	Capability of Developing Innovative or Advanced Techniques		10	
6	Familiarity with State-only Funding Procedures		10	
7	Financial Responsibility		10	
8	Demonstrated Technical Ability		10	
9	Litigation History		Pass/Fail	
10	Conflict of Interest Statement		Pass/Fail	
11	Contract Agreement		Pass/Fail	
12	Cost Estimate (Separately Sealed)		Pass/Fail	
<b>Total:</b>			100	

## APPENDIX C – RFP & PROJECT SCHEDULE

- April 8, 2016 Issue Request for Proposals Services
  - May 11, 2016 Written questions due by 5:00 P.M.
  - May 18, 2016 Proposal due by 4:00 P.M.
  - June 7, 2016 Contract Negotiated and Consultant Selected
- June 14, 2016 Town Council Meeting for Contract Award
- June 20, 2016 Notice to Proceed (or date of contract execution)
- December 2016 CTC Meeting for Allocation Request of PS&E Funds\*\*
- July 2017 CTC Meeting for Allocation Request of Right of Way Funds\*\*
- July 2018 CTC Meeting for Allocation Request of Construction Funds\*\*
- Fall 2018 Council Award Construction Contract (***End of Consultant's Contract***)

\*\* *Opportunities to advance the schedule of these phases should be explored and will require coordination with Caltrans for funding availability*

**Attachment 1**

Downtown Capital Improvement Master Plan 30% Plans & Documents

[\(Download Link\)](#)

**Attachment 2**

ATP Grant Application, Almond St. Multi-Modal Improvements



**Almond St Multi-Modal Improvements  
Active Transportation Program Cycle 2  
Application ID: 03-Paradise-4**



## ACTIVE TRANSPORTATION PROGRAM - CYCLE 2

# Application Form for Part A

*Parts B & C must be completed using a separate document*

**PROJECT unique APPLICATION NO.:**

03-Paradise-4

Auto populated

**Total ATP Funds Requested:**

\$ 3,429

(in 1000s)

Auto populated

**Important:** Applicants must follow the CTC Guidelines and Chapter 22 of the Local Assistance Program Guidelines, and include attachments and signatures as required in those documents. Ineligible project elements may result in a lower score/ranking or a lower level of ATP funding. Incomplete applications may be disqualified.

Applicants are expected to use the corresponding “step-by-step” Application Instructions and Guidance to complete the application (3 Parts):

**Part A: General Project Information**

**Part B: Narrative Questions**

**Part C: Application Attachments**

### Application Part A: General Project Information

**Implementing Agency:** This agency must enter into a Master Agreement with Caltrans and will be financially and contractually responsible for the delivery of the project within all pertinent Federal and State funding requirements, including being responsible and accountable for the use and expenditure of program funds. This agency is responsible for the accuracy of the technical information provided in the application and is required to sign the application.

**IMPLEMENTING AGENCY'S NAME:**

Paradise

**IMPLEMENTING AGENCY'S ADDRESS**

**CITY**

**ZIP CODE**

5555 Skyway

Paradise

CA

95969

**IMPLEMENTING AGENCY'S CONTACT PERSON:**

Marc Mattox

**CONTACT PERSON'S TITLE:**

Public Works Director / Town Engineer

**CONTACT PERSON'S PHONE NUMBER:**

(530) 872-6291 x125

**CONTACT PERSON'S EMAIL ADDRESS :**

mmattox@townofparadise.com



**Project Partnering Agency:** Entities that are unable to apply for Active Transportation Program funds or that are unable to enter into a Master Agreement with the State must partner with an eligible applicant that can implement the project. **In addition, entities that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project may partner with an eligible applicant that can implement the project.**

If another entity (Partnering Agency) agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement (e.g., letter of intent) must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the first request for allocation. For these projects, the Project Partnering Agency's information shall be provided below.  
*(The Grant Writer's or Preparer's information should not be provided)*

**PROJECT PARTNERING AGENCY'S NAME:**

[Empty text box for Project Partnering Agency's Name]

**PROJECT PARTNERING AGENCY'S ADDRESS**

**CITY**

**ZIP CODE**

[Empty text box for Address]	[Empty text box for City]	CA	[Empty text box for Zip Code]
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**PROJECT PARTNERING AGENCY'S CONTACT PERSON:**

**CONTACT PERSON'S TITLE:**

[Empty text box for Contact Person Name]

[Empty text box for Contact Person Title]

**CONTACT PERSON'S PHONE NUMBER:**

**CONTACT PERSON'S EMAIL ADDRESS :**

[Empty text box for Contact Person Phone Number]

[Empty text box for Contact Person Email Address]

**MASTER AGREEMENTS (MAs):**

Does the Implementing Agency currently have a MA with Caltrans?

Yes  No

Implementing Agency's Federal Caltrans MS number

03-5425R

Implementing Agency's State Caltrans MS number

00449S

\* Implementing Agencies that do not currently have a MA with Caltrans, must be able to meet the requirements and enter into an MA with Caltrans prior to funds allocation. The MA approval process can take 6 to 12 months to complete and there is no guarantee the agency will meet the requirements necessary for the State to enter into a MA with the agency. Delays could also result in a failure to meeting the CTC Allocation timeline requirements and the loss of ATP funding.

**PROJECT NAME:** (To be used in the CTC project list)

Almond St Gateway Improvements

**Application Number:**  out of  **Applications**

**PROJECT DESCRIPTION:** (Max of 250 Characters)

The proposed project will add sidewalks, curbs and gutters to Almond Street. This project resurrects a 30% designed, pre-recession effort to create a livable community street which balances non-motorized travel through infrastructure improvements.

**PROJECT LOCATION:** (Max of 250 Characters)

The project is located along Almond Street between Pearson Rd and Elliott Rd in Paradise, California. The current setting of this commercial corridor is massively deficient in appropriate facilities to support walking and bicycling transportation.



Will any infrastructure-improvements permanently or temporarily encroach on the State right-of-way?  Yes  No

If yes, see the application instructions for more details on the required coordination and documentation.

Project Coordinates: (latitude/longitude in decimal format) Lat. 39.755169 /long. -121.624350

Congressional District(s):

State Senate District(s):    State Assembly District(s):

Caltrans District(s):

County:

MPO:

RTPA:

MPO UZA Population:

**ADDITIONAL PROJECT GENERAL DETAILS: (Must be consistent with Part B of Application)**

**ESTIMATION OF ACTIVE TRANSPORTATION USERS**

Existing Counts:	Pedestrians	<u>72</u>	Bicyclists	<u>24</u>
One Year Projection:	Pedestrians	<u>78</u>	Bicyclists	<u>26</u>
Five Year Projection:	Pedestrians	<u>90</u>	Bicyclists	<u>30</u>

**BICYCLE AND/OR PEDESTRIAN INFRASTRUCTURE (Check all that apply)**

Bicycle: Class I  Class II  Class III  Other \_\_\_\_\_

Pedestrian: Sidewalk  Crossing  Other \_\_\_\_\_

Multiuse Trails/Paths: Meets "Class I" Design Standards  Other \_\_\_\_\_

**DISADVANTAGED COMMUNITIES**

Project contributes toward the Disadvantaged Communities funding requirement: the project must clearly demonstrate a direct, meaningful, and assured benefit to a community that meets any of the following criteria:  Yes  No

If yes, which criterion does the project meet in regards to the Disadvantaged Community (mark all that apply):

Household Income  Yes  No CalEnvioScreen  Yes  No

Student Meals  Yes  No Local Criteria  Yes  No

Is the majority of the project physically located within the limits of a Disadvantaged Community:  Yes  No

**CORPS**

Does the agency intend to utilize the Corps:  Yes  No



**PROJECT TYPE** (Check only one: I, NI or I/NI)

**Infrastructure (I)**       **OR Non-Infrastructure (NI)**       **OR Combination (N/NI)**

“Plan” applications to show as NI only

**Development of a Plan in a Disadvantaged Community:**       Yes       No

If Yes, check all Plan types that apply:

- Bicycle Plan**
- Pedestrian Plan**
- Safe Routes to School Plan**
- Active Transportation Plan**

**Indicate any of the following plans that your agency currently has:** (Check all that apply)

Bicycle Plan       Pedestrian Plan       Safe Routes to School Plan       Active Transportation Plan

**PROJECT SUB-TYPE** (check all Project Sub-Types that apply):

- Bicycle Transportation**      % of Project 50.0 % (ped + bike must = 100%)
- Pedestrian Transportation**      % of Project 50.0 %
- Safe Routes to School**      *(Also fill out Bicycle and Pedestrian Sub-Type information above)*

**How many schools does the project impact/serve:** \_\_\_\_\_

If the project involves more than one school: 1) Insert “Multiple Schools” in the School Name, School Address, and distance from school; 2) Fill in the student information based on the total project; and 3) Include an attachment to the application which clearly summarizes the following school information and the school official signature and person to contact for each school.

School name: \_\_\_\_\_

School address: \_\_\_\_\_

District name: \_\_\_\_\_

District address: \_\_\_\_\_

Co.-Dist.-School Code: \_\_\_\_\_

School type (K-8 or 9-12 or Both)  Project improvements maximum distance from school \_\_\_\_\_ mile

Total student enrollment: \_\_\_\_\_

% of students that currently walk or bike to school% \_\_\_\_\_ %

Approx. # of students living along route proposed for improvement: \_\_\_\_\_

Percentage of students eligible for free or reduced meal programs \*\* \_\_\_\_\_ %

\*\*Refer to the California Department of Education website: <http://www.cde.ca.gov/ds/sh/cw/filesafdc.asp>

*A map must be attached to the application which clearly shows the limits of: 1) the student enrollment area, 2) the students considered to be along the walking route being improved, 3) the project improvements.*



**Trails (Multi-use and Recreational):** *(Also fill out Bicycle and Pedestrian Sub-Type information above)*

Trails Projects constructing multi-purpose trails and are generally eligible in the Active Transportation Program. If the applicant believes all or part of their project meets the federal requirements of the Recreational Trails Program they are encouraged to seek a determination from the California Department of Parks and Recreation on the eligibility of their project to complete for this funding. This is optional but recommended because some trails projects may compete well under this funding program.

**For all trails projects:**

Do you feel a portion of your project is eligible for federal Recreational Trail funding?  Yes  No

If yes, estimate the total projects costs that are eligible for the Recreational Trail funding: \_\_\_\_\_

If yes, estimate the % of the total project costs that serve “transportation” uses? \_\_\_\_\_ %

Applicants intending to pursue “Recreational Trails Program funding” **must submit** the required information to the California Department of Parks and Recreation prior to the ATP application submissions deadline. (See the Application Instructions for details)

**PROJECT STATUS and EXPECTED DELIVERY SCHEDULE**

Applicants need to enter **either** the date the milestone was completed (for all milestones already complete prior to submitting the application) **or** the date the applicant anticipates completing the milestone. Applicants should enter "N/A" for all CTC Allocations that will not be requested as part of the project. Per CTC Guidelines, all project applications must be submitted with the expectation of receiving partially federally funded and therefore the schedule below must account for the extra time needed for federal project delivery requirements and approvals. *See the application instructions for more details.*

The agency is responsible for meeting all CTC delivery requirements or their ATP funding will be forfeited. For projects consisting of entirely non-infrastructure elements are not required to complete all standard infrastructure project milestones listed below. Non-infrastructure projects only have to provide dates for the milestones identified with a “\*” and can provide “N/A” for the rest.

MILESTONE:	DATE COMPLETED	OR	EXPECTED DATE
<b>CTC - PA&amp;ED Allocation:</b>	_____		7/1/2016
* CEQA Environmental Clearance:	_____		4/1/2017
* NEPA Environmental Clearance:	_____		1/1/2017
<b>CTC - PS&amp;E Allocation:</b>	_____		6/1/2017
<b>CTC - Right of Way Allocation:</b>	_____		7/1/2018
* Right of Way Clearance & Permits:	_____		10/1/2018
Final/Stamped PS&E package:	_____		3/1/2019
* <b>CTC - Construction Allocation:</b>			6/1/2019
* Construction Complete:			4/1/2020
* Submittal of “Final Report”			10/1/2020



**PROJECT FUNDING** (in 1000s)

Per CTC Guidelines, Local Matching funds are not required for any ATP projects, but Local Leveraging funds are strongly encouraged. See the Application instructions for more details and requirements relating to ATP funding.

**ATP funds being requested for this application/project by project delivery phase:**

ATP funds for PA&D:	\$83
ATP funds for PS&E:	\$146
ATP funds for Right of Way:	\$195
ATP funds for Construction:	\$3,005
ATP funds for Non-Infrastructure:	

*(All NI funding is allocated in a project's Construction Phase)*

**Total ATP funds being requested for this application/project:** \$3,429

**Local funds leveraging or matching the ATP funds:** \$88

For local funding to be considered Leveraging/Matching it must be for ATP eligible activities and costs. Per CTC Guidelines, Local Matching funds are not required for any ATP projects, but Local Leveraging funds are strongly encouraged. See the Application instructions for more details and requirements relating to ATP funding.

**Additional Local funds that are 'non-participating' for ATP:** \$388

These are local funds required for the overall project, but not for ATP eligible activities and costs. They are not considered leverage/match.

**TOTAL PROJECT FUNDS:** \$3,905

**ATP - FUNDING TYPE REQUESTED:**

Per the CTC Guidelines, All ATP projects must be eligible to receive federal funding. Most ATP projects will receive federal funding, however some projects may be granted State only funding (SOF) for all or part of the project.

**Do you believe your project warrants receiving state-only funding?**  Yes  No

If "Yes", provide a brief explanation. (Max of 250 characters) Applicants requesting SOF must also attach an "Exhibit 22-f"

Based upon the Town's project delivery history, state-only funding should be considered for this project. State-only funding will expedite the project process and enable project completion at a sooner date.

**ATP PROJECT PROGRAMMING REQUEST (PPR):** In addition to the project funding information provided in Part A of the application, all applicants must complete the ATP Project Programming Request form and include it as Attachment B. More information and guidance on the completion and submittal of this form is located in the Application Instructions Document under Part C - Attachment B.



# ACTIVE TRANSPORTATION PROGRAM - CYCLE 2

## Part B: Narrative Questions (Application Screening/Scoring)

**Project unique application No.:** 03-Paradise-4

**Implementing Agency's Name:** Town of Paradise

**Important:**

- *Applicants must ensure all data in Part B of the application is fully consistent with Part A and C.*
- *Applicants must follow all instructions and guidance to have a chance at receiving full points for the narrative question and to avoid flaws in the application which could result in disqualification.*

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## **Part B: Narrative Questions** **Detailed Instructions for: Screening Criteria**

**The following Screening Criteria are requirements for applications to be considered for ATP funding. Failure to demonstrate a project meets these criteria will result in the disqualification of the application.**

**1. Demonstrated fiscal needs of the applicant:**

The Town of Paradise is in dire need for additional funds to complete the Almond Street Multi-Modal Improvements. Serving over 27,000 residents, the Town of Paradise has an operating general fund budget of \$10M. Furthermore, the Public Works Department, responsible for capital improvements and maintenance of the Town's public right of way receives just above \$1M in funds to perform all of its required services. Due to the economic downturn, the Town's general fund is unable to contribute to capital improvement projects. Removing the Public Works Department's operating costs, the Town can only budget \$100,000 towards capital improvement projects annually. Downtown Paradise Equal Mobility Project, the Town would need to budget a \$175,000 set-aside for twenty years to account for project costs. With these constraints, leveraging external grants has become crucial to the Town's progress. This is evident by the Town's success in procuring and delivering federal and state-funded projects.

The proposed project is in no way related to past or future environmental mitigation resulting from a separate development or capital improvement project.

**2. Consistency with Regional Plan.**

The proposed project is consistent with the 2012 Metropolitan Transportation Plan (MTP) adopted by the Butte County Association of Governments (BCAG) in December 2012. Improving walkability through sidewalk improvements as well as reducing reliance on motorized transportation are shared goals of the MTP and the proposed project.



## **Part B: Narrative Questions**

### **Detailed Instructions for: Question #1**

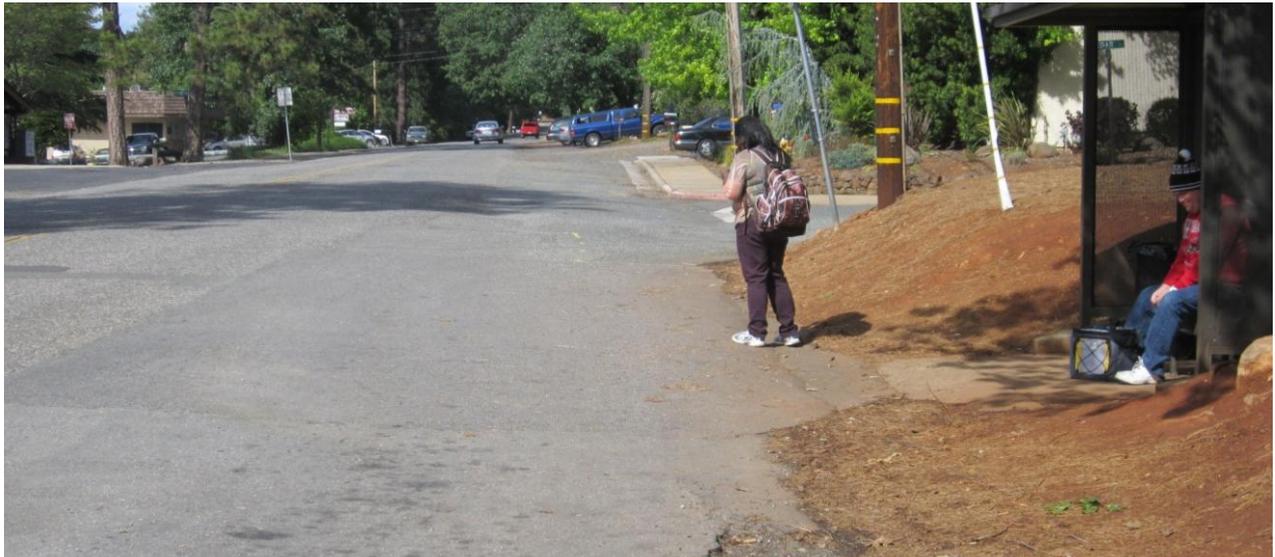
#### **QUESTION #1**

**POTENTIAL FOR INCREASED WALKING AND BICYCLING, ESPECIALLY AMONG STUDENTS, INCLUDING THE IDENTIFICATION OF WALKING AND BICYCLING ROUTES TO AND FROM SCHOOLS, TRANSIT FACILITIES, COMMUNITY CENTERS, EMPLOYMENT CENTERS, AND OTHER DESTINATIONS; AND INCLUDING INCREASING AND IMPROVING CONNECTIVITY AND MOBILITY OF NON-MOTORIZED USERS. (0-30 POINTS)**

**A. Describe the following:**

**-Current and projected types and numbers/rates of users. (12 points max.)**

According to recent pedestrian counts, approximately 72 people walk and 24 people ride bikes on Almond St. in the project area on a daily basis. On the day of the count, 10% were seniors, 68% were transit riders, and 22% were other pedestrians. Reference Attachment I-1A (Page 50) for pedestrian count data. This count produced lower numbers than expected, given Butte County Association of Government (BCAG) ridership information for the public transit B-Line shows at least 20 riders on a given day at the stop located in the project area. It is expected with improved infrastructure more of those public transit users would utilize non-motorized transportation before boarding and after alighting from the bus.



**Figure 1** The proposed project benefits pedestrians, bicyclists and transit riders



The project area is the core of downtown Paradise which contains many businesses and restaurants as well as the Boys and Girls Club Teen Center (serves 700 kids annually), the Paradise Center for Tolerance and Nonviolence (500 annual visitors) and the Paradise Ridge Family Resource Center Serves 1,000 disadvantaged families with young children annually). There are approximately 7,000 dwelling units within 1.5 miles of the project area. Six Paradise public schools are within one mile of the project area, with a total enrollment of approximately 2,500 students. Paradise Memorial Trailway, a 5.07 mile Class I bike path is also within 1 mile of the project area, and the proposed project will allow users of the Trailway to also travel downtown using non motorized modes of travel. Because this project area is in the heart of downtown Paradise, the opportunity for an increase in non-motorized users is significant.

- B. Describe how the project links or connects, or encourages use of existing routes (for non-infrastructure applications) to transportation-related and community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and visitor destinations or other community identified destinations via: (12 points max.)**
- a. creation of new routes
  - b. removal of barrier to mobility
  - c. closure of gaps
  - d. other improvements to routes
  - e. educates or encourages use of existing routes

Almond Street is located just one block from Skyway, the “Main Street” in Paradise, and is adjacent to the center of downtown business in Paradise. The Fire Station and Police Station are located within one block of the project area, and the Butte County Association of Governments Transit Center is located on Almond Street (Annual Ridership of 20,000). The project area is adjacent to many businesses and restaurants as well as the Boys and Girls Club Teen Center (serves 700 kids annually), the Paradise Center for Tolerance and Nonviolence (500 annual visitors) and the Paradise Ridge Family Resource Center Serves 1,000 disadvantaged families with young children annually). There are approximately 7,000 dwelling units within 1.5 miles of the project area. Six Paradise public schools are within one mile of the project area, with a total enrollment of approximately 2,500 students. Paradise Memorial Trailway, a 5.07 mile Class I bike path is also within 1



mile of the project area, and the proposed project will allow users of the Trailway to also travel downtown using non motorized modes of travel.

Constructing sidewalk where none exists, removing barriers and constructing new, ADA-compliant infrastructure will provide residents who want or need to walk or roll in the downtown business core with a safe path. The current lack of the sidewalk along Almond Street is not conducive to anyone, least of all school-aged children and disabled residents, walking or rolling safely and serves as an obstacle to pedestrian activity. The completion of the proposed project will encourage residents to walk and bike to restaurants and shopping in downtown Paradise. Residents who were previously not comfortable walking or biking due to the lack of walkable or rollable sidewalk will be able to walk and roll along the newly constructed sidewalk and out of the roadway. Reference Attachment I-1B (Page 52) for a project location and connectivity map, also shown on the next page.

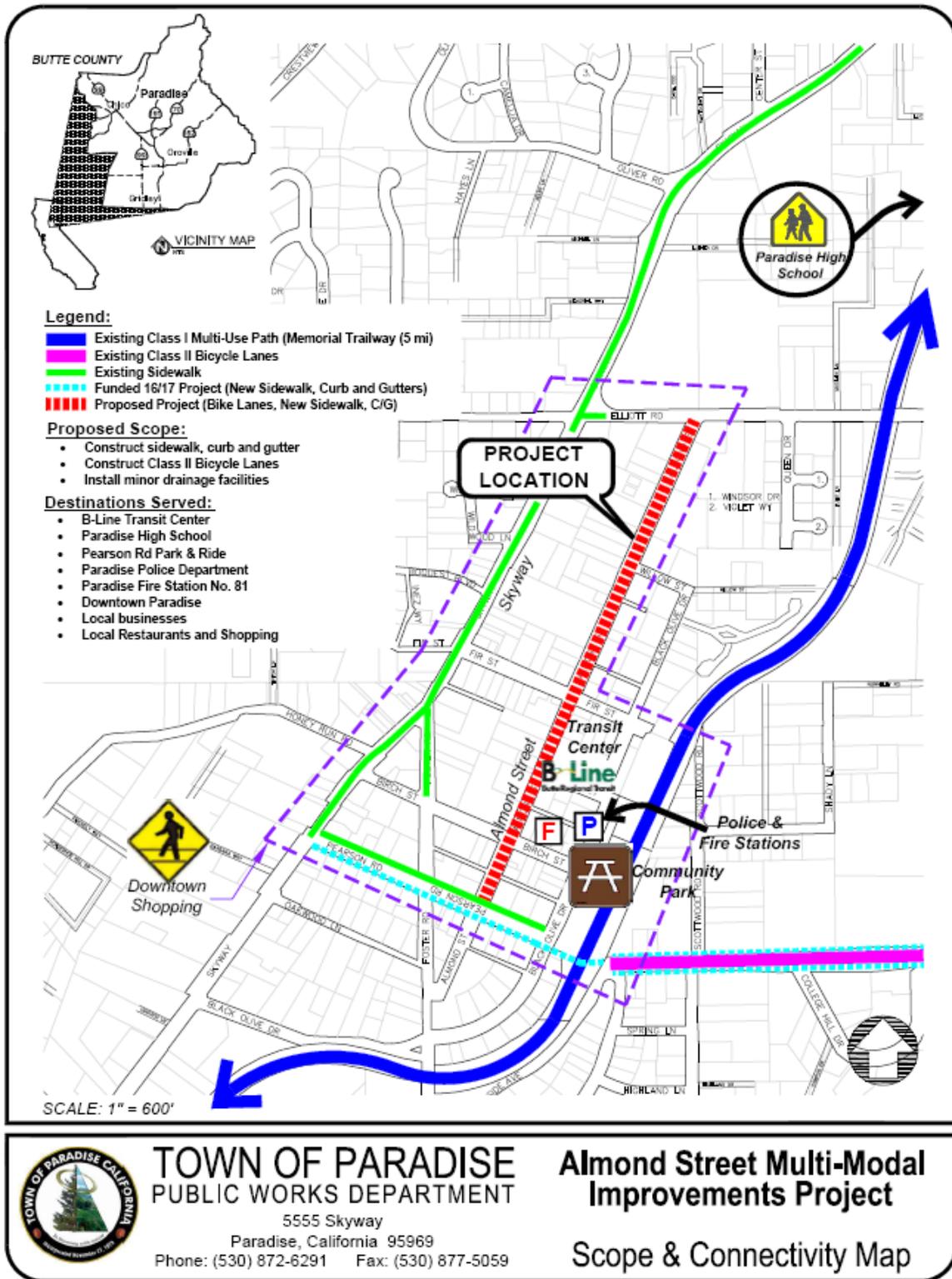


Figure 2 Project connectivity map between commercial core and Memorial Trailway



It is estimated that pedestrian and bicycle activity will increase by 25% within 5 years after project completion to 120 users per day. The desire to utilize non-motorized modes of transportation is evident in a community survey administered in 2013. In late 2013 the Paradise Citizens Alliance conducted a survey of residents regarding life in Paradise. Reference Attachment I-1C (Page 53) for the 2013 Paradise Citizens Alliance (PCA) Survey summary results. Over 65% of respondents felt that Paradise was not pedestrian friendly. The top community priority, according to this survey, is “more pedestrian sidewalks and walking paths”. This survey highlights the community support for constructing sidewalks and indicates the potential for increased active transportation if they are installed.

- C. Referencing the answers to A and B above, describe how the proposed project represents one of the Implementing Agencies (and/or project Partnering Agency’s) highest unfunded non-motorized active transportation priorities. (6 points max.)**

In 2000, the Town of Paradise adopted the Downtown Revitalization Master Plan. This plan took a holistic approach to the study purpose, goals and unmet needs of the downtown area. The recommendations, shown in Attachment I-1D (Page 63), conclude that for ultimate success of the community, reconstruction and construction of ADA compliant sidewalks are critical steps which must be taken.

The Butte County Association of Governments (BCAG) adopted their Metropolitan Transportation Plan (MTP) in 2012 and is currently working on a new plan for publication in 2016. The proposed project supports the stated purpose and need of the non motorized transportation aspect of the plan: “bikeways and pedestrian paths are a valuable tool in the quest to improve air quality and relieve traffic congestion. The greater the user of bicycling and walking as an alternative to single occupants vehicles, the fewer vehicle emissions produced and cars on the road.” (Reference BCAG Metropolitan Transportation Plan, Chapter 8 – Non-Motorized Transportation, Attachment I-1E, Page 67)

The 2013 Paradise Citizens Alliance Survey showed the top priority in the community was “more pedestrian sidewalks and walking paths”.



During a 2013 Community Pedestrian Safety Workshop, participants conducted a “walk audit” of the downtown area and were united in their recommendation that the lack of sidewalks in the Downtown needs to be addressed. This walk audit specifically covered Almond Street when evaluating existing conditions versus preferred and acceptable design. Reference Attachment I-1F (Page 69) for Workshop Recommendations prepared by California Walks.



## **Part B: Narrative Questions**

### **Detailed Instructions for: Question #2**

#### **QUESTION #2**

**POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS. (0-25 POINTS)**

- A. Describe the plan/program influence area or project location's history of collisions resulting in fatalities and injuries to non-motorized users and the source(s) of data used (e.g. collision reports, community observation, surveys, audits). (10 points max.)**

The proposed project's influence area is Almond Street between Pearson Road and Elliott Road in Paradise, adjacent to the B-Line Transit center. According to the Statewide Integrated Traffic Injury System (SWITRS), the subject roadway has observed three injury collisions (2 bicycles and 1 pedestrian) in the most recent 5 year period (2010-2014), reference Attachment I-2A (Page 74) SWITRS Collision Reports. In addition, according to the California Office of Traffic Safety, in 2012, the Town of Paradise ranked 66th of 92 comparable municipalities for injury collisions relating to pedestrians and 70th of 92 relating to bicyclists, reference Attachment I-2B (Page 78).

Fortunately, students commuting to or from Paradise High School or transit riders have not been involved in any serious injury collisions or fatalities along Almond Street. The project's merit should be based upon apparent conditions creating roadway hazards which prevent non-motorized transportation. The proposed project has been evaluated for submission of a Highway Safety Improvement Program grant application and did not have a high enough Benefit-Cost ratio for consideration. This elimination from HSIP eligibility is undoubtedly a positive statement, however the need for ATP funds for a proactive solution is clear and urgent.

- B. Describe how the project/program/plan will remedy (one or more) potential safety hazards that contribute to pedestrian and/or bicyclist injuries or fatalities; including but not limited to the following possible areas: (15 points max.)**
- Reduces speed or volume of motor vehicles in the proximity of non-motorized users.
  - Improves sight distance and visibility between motorized and non-motorized users.
  - Eliminates potential conflict points between motorized and non-motorized users, including creating physical separation between motorized and non-motorized users.
  - Improves compliance with local traffic laws for both motorized and non-motorized users.
  - Addresses inadequate traffic control devices.
  - Eliminates or reduces behaviors that lead to collisions involving non-motorized users.



- Addresses inadequate or unsafe traffic control devices, bicycle facilities, trails, crosswalks and/or sidewalks.

The Almond St Multi-Modal Improvements will remedy multiple safety hazards that have potential to contribute to pedestrian and bicyclist injuries and fatalities. The comprehensive safety improvement project will address each of the following safety hazards:

1. *Conflict Point Reduction between Pedestrians and Motorized Users*

Installation of segregated facilities for pedestrians and vehicles is a proven safety countermeasure which has a Caltrans Crash Reduction Factor of 80% for pedestrian and bicyclist-involved collisions. Sidewalks and walkways provide people with space to travel within the public right-of-way that is separated from roadway vehicles. The presence of sidewalks on both sides of the street has been found to be related to significant reductions in the “walking along roadway” pedestrian crash risk compared to locations where no sidewalks or walkways exist.



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**Figure 3** Typical conditions along Almond Street forcing transit users to wait and walk at the same grade as passing busses and motorists.

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## 2. *Conflict Point Reduction between Bicyclists and Motorized Users*

Installation of Class II Bicycle Lanes is a proven safety countermeasure which has a Caltrans Crash Reduction Factor of 35% for pedestrian and bicyclist-involved collisions. Bicycle lanes provide marked areas for bicyclist to travel along the roadway and provide for more predictable movements for both bicyclist and motorist. Evidence shows that riding with the flow of vehicular traffic reduces bicyclists' chances of collision with a motor vehicle. Locations with bicycle lanes have lower rates of wrong-way riding.



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**Figure 4** Bicyclists have no room to ride and vehicles have no opportunity to comply with the 3' clearance law.

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### 3. *Pedestrian Bulb-outs at Crosswalks*

Bulb-outs at pedestrian crosswalks are extensions of the sidewalk which enter the roadway further than sidewalks parallel to the street. This extension vastly improves motorists' visibility of pedestrians preparing to cross the street. For the pedestrian it improves sight distance back to each direction of the road, allowing for better decisions for roadway crossings and making eye contact with oncoming motorists.



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**Figure 5** Bulb-outs reduce the crossing distance for pedestrians.

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## **Part B: Narrative Questions**

### **Detailed Instructions for: Question #3**

#### **QUESTION #3**

#### **PUBLIC PARTICIPATION and PLANNING (0-15 POINTS)**

Describe the community based public participation process that culminated in the project/program proposal or will be utilized as part of the development of a plan.

- A. **Who:** Describe who was engaged in the identification and development of this project/program/plan (for plans: who will be engaged). (5 points max)

Planning of the Almond St Multi Modal Improvements has been a collaborative process involving a variety of organizations and stakeholders. The integral stakeholders include:

- The Butte County Association of Governments (BCAG)
- Paradise Town Council
- County Supervisor Doug Teeter
- Paradise Citizens Alliance
- Chico Velo
- Butte County Bicycle Coalition
- The Family Resource Center
- The Boys and Girls Club
- Butte County Public Health
- Center for Healthy Communities, CSU Chico
- Paradise Unified School District
- Ponderosa Elementary School Principal, Staff, Parents and students
- The Chamber of Commerce
- Paradise Police Department
- Paradise Association of Realtors
- The Paradise Recreation and Park District
- Paradise residents at large

The level of engagement was good for a small community like the Town of Paradise. According to the 2013 census estimate, Paradise's population is 26,283. Stakeholders engaged in the process through meetings, workshops, as well as through the community-wide survey in 2013.

The 2013 Community Pedestrian Safety Workshop had 28 community leaders attend the workshop, representing hundreds of others from their respective companies, agencies and other associations. A second workshop was held on May 6, 2015 to engage the



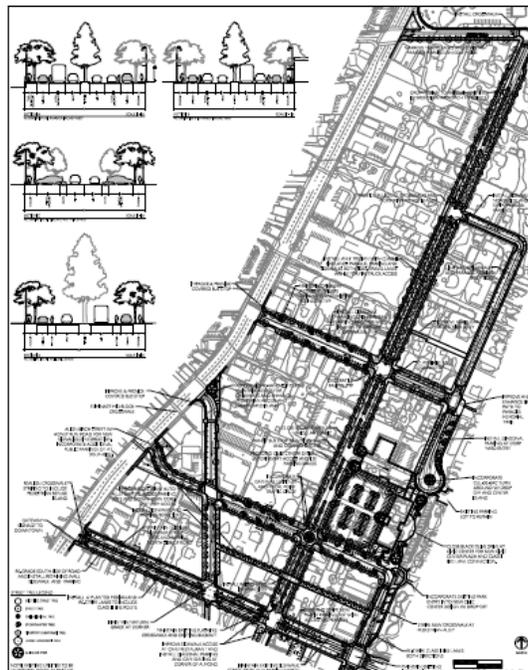
general public and community leaders again on the dire public health needs, regional planning process, and localized efforts pertaining to active transportation.

A total of 854 responses were collected by the Paradise Citizens Alliance Survey in 2013, which represents about 3% of the population. Taken together, the overall engagement on the identification and development of this project has been substantial and meaningful for this community.

**B. How: Describe how stakeholders were engaged (or will be for a plan). (4 points max)**

2010

- Downtown Capital Improvement Study: In 2009 and 2010, the Town of Paradise began the planning process for the Almond St. Multi-Modal Improvements at a very early stage. This was done within the preparation of the Downtown Capital Improvement Study which required significant public input and consideration of various alternatives. The Almond Street project is a component of the larger picture for Downtown Paradise.



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**Figure 6** The Downtown Capital Improvement Study has started the design process.

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2013

- Community Pedestrian Safety Workshop: On September 5, 2013 A Community Pedestrian Safety Workshop was held with 28 stakeholders attending to discuss safety and barriers to walking and biking in the community as well as safe routes to Paradise schools. Key stakeholders were invited to this workshop and it was also publicized on the Chamber of Commerce website, the local newspaper, and on the Town of Paradise website. The workshop was held at the Paradise Ridge Family Resource Center, a central location easily accessible via public transit. Refreshments were provided for attendees at the workshop which lasted from 8 am to noon. Childcare was available through the Family Resource Center, though no translation services were offered. Members of the Town Council, the County Supervisor, Paradise Unified School District and the Butte County Associations of Governments were in attendance representing decision making bodies.



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**Figure 7** Workshop participants represented numerous Paradise organizations.

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- **Council Meetings:** The feedback from the September 5 pedestrian workshop was presented and discussed at the September 10, 2013 Council Meeting where the public commented on their support for sidewalk and bicycle lane improvements and at the October 8, 2013 Council Meeting. Town Council meetings are held at Paradise Town Hall at 6 pm. Town Hall is accessible by public transit and translation services are provided if requested. No childcare is available. Reference Attachment I-3A (Page 79) for Meeting Minutes.
- **Paradise Citizens Alliance Community Survey:** The Paradise Citizens Alliance administered a survey for all residents on life in Paradise which identified sidewalk improvement as the top community priority.

# The Top Identified Priorities



## TIER ONE

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- More pedestrian sidewalks and walking paths.

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- Better streets and roads.

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- Sewer for Downtown/ Commercial areas.

**Figure 8** PCA Survey indicates the need for more walking paths

### 2015

- **Active Transportation Community Stakeholder Meeting:** On May 6, 2015 an Active Transportation Community Stakeholder meeting was held at Town Hall to engage with the public regarding non motorized transportation needs in



Paradise. 14 community members attended. This meeting was widely publicized via press release, radio, on public buses, Facebook, Town Website, Chamber of Commerce Website, and invitation to specific stakeholders. The meeting was held from 2 pm to 4 pm at Town Hall which is easily accessible via public transit. Translation services and childcare were not provided. Reference Attachment I-3B (Page 84) for sign in sheet, agenda and recommendations prepared by Butte County Association of Governments..



**Figure 9** CSU, Chico provides a public health presentation at the ATP Workshop

- **Town Council Meeting:** On May 12, 2015 Town of Paradise Town Council held a regularly scheduled meeting and considered the Town's proposed ATP Cycle 2 Applications for submission. After discussion and public comments supporting the project, Town Council unanimously voted 5-0 to adopt a resolution of support for the project applications. This resolution is provided in Attachment I-3C (Page 92).
- C. What:** Describe the feedback received during the stakeholder engagement process and describe how the public participation and planning process has improved the project's overall effectiveness at meeting the purpose and goals of the ATP. (5 points max)



The feedback received throughout the engagement process was supportive of efforts to improve the sidewalks on Skyway, and more generally making Paradise safer for pedestrians and bicycles. The 2013 Paradise Citizens Alliance Survey showed the top priority in the community was “more pedestrian sidewalks and walking paths”.

One of the major issues observed and discussed at the September 5, 2013 Community Pedestrian Safety Workshop was the discontinuous nature of sidewalks and a lack of sidewalks in the downtown core. It was noted this situation created an environment that is difficult to navigate on foot, and the lack of safe walking connections encouraged residents to drive to businesses even if they are within reasonable walking distance. The report generated by California WALKS as a result of the workshop concluded that improving the walking conditions by establishing continuous sidewalks was a primary goal.

During the 2015 Stakeholder Meeting, The Boys and Girls Club expressed interest in connecting parks and other destinations (schools, after school recreation, etc) by safe sidewalks and bike lanes. The group was in agreement that the priority for Paradise was installing sidewalks and bike lanes since so few exist in Town, which has created a barrier to active transportation.

**D. Describe how stakeholders will continue to be engaged in the implementation of the project/program/plan. (1 points max)**

Stakeholders will continue to be engaged in the process through one on one meetings as well as Council Meetings. During design and construction, business owners in the project area will meet with staff regularly to ensure a smooth process. After the project is completed Town staff will continue to engage business owners to assess any changes in pedestrian activity in their area. The public at large will also be engaged in the implementation through noticed Council Meetings where the project is discussed.



## **Part B: Narrative Questions**

### **Detailed Instructions for: Question #4**

#### **QUESTION #4**

#### **IMPROVED PUBLIC HEALTH (0-10 points)**

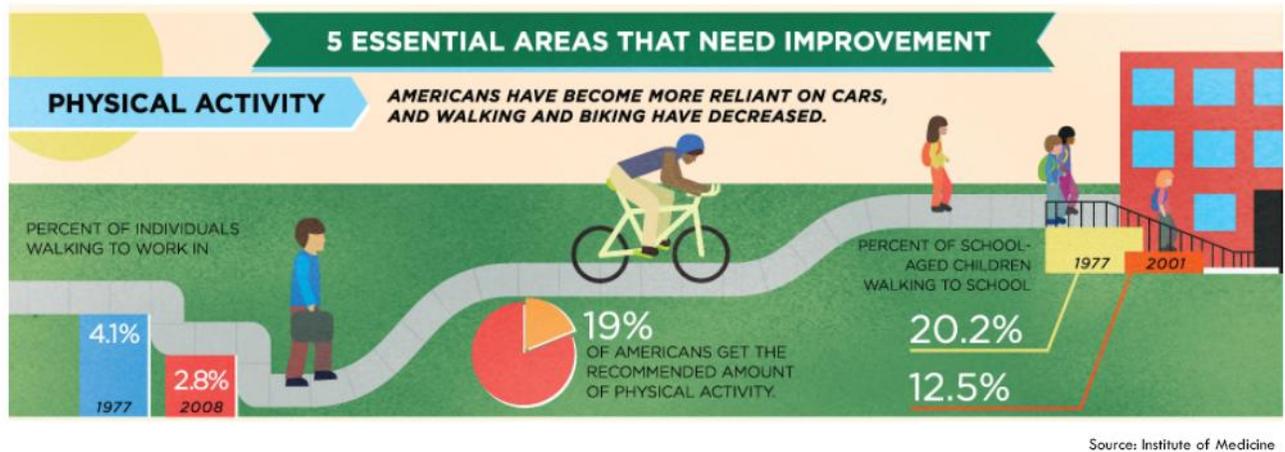
- **NOTE: Applicants applying for the disadvantaged community set aside must respond to the below questions with health data specific to the disadvantaged communities. Failure to do so will result in lost points.**

**A. Describe the health status of the targeted users of the project/program/plan. (3 points max)**

To gather health data on Paradise's residents, the Town of Paradise consulted with two leading local public health authorities: Ann Dickman, PHN, Maternal and Child Health Director at the Butte County Department of Public Health; and Patti Horsley, MPH, Health Education Specialist at the Center for Health Communities at California State University, Chico.

Butte County ranks 42<sup>nd</sup> out of 58 California counties in overall health outcomes of our residents, with 24% adults obese and 17% reporting no leisure-time physical activity at all. (CountyHealthRankings.org) In addition to obesity, Butte County is plagued with high rates of asthma, with just over 22% of children ages 1 - 17 having been ever diagnosed and rates of active asthma prevalence almost twice as high as California rates. (As cited on kidsdata.org, California Health Interview Survey (CHIS) and California Breathing County Asthmas Profiles) These factors contribute to Butte County coming in a low 48th out of 58 counties in length of life and years of potential life lost. (CountyHealthRankings.org)

Few Paradise residents walk for transportation or recreation. In fact, just 29% of adults walked at least 150 minutes/week (150 minutes of physical activity is recommended/week for adults) and only about 3% of children walk or bike to school on a given week. One reason for this is a lack of safe, walkable infrastructure. In fact, Paradise's Walk Score is just 37 out of a possible 100. Research on Walk Scores has shown them to be a consistent predictor for walking, particularly for transportation; with a lower Walk Score associated with less walking. Increasing a community's Walk Score has been shown to influence not only walking behaviors but also Body Mass Index (a measure of obesity). (Hirsch, et al. Am J of Public Health; March 2014)



**Figure 10** Physical activity since 1977 has taken a steep decline for the nation

Daily physical activity is essential for children and adolescents; supporting muscle development, bone health, and heart health. In fact, the Centers for Disease Control and Prevention (CDC) recommends that children and adolescents participate in at least one hour of physical activity every day. (CDC; 2011) However, data shows Paradise's children are suffering the effects of too little physical activity. In 2010, 27.7% of students in Paradise Unified School District were overweight or obese and just 15% of 5th graders and 38.8% of 7th graders met all state fitness standards. (As cited on kidsdata.org; Babey S. H., et al. California Department of Education, Physical Fitness Testing Research Files; 2012)

Finally, Paradise residents voiced their health concerns in two recent community needs assessments that explored health-related gaps/needs and priorities to improve health status. The 2015 Butte County Community Health Assessment identified obesity, air quality and chronic disease as some of the top health issues facing county residents and recommended "better community planning to allow for walkable and bikeable communities" as one way to address these issues. Specifically, residents identified bikeways, transportation and sidewalks as top desired changes they would like to see improved in the physical environment. The 2013 Feather River Hospital Community Health Assessment (Paradise's hospital), stated that Paradise is "difficult to navigate on foot or on a bicycle"



and has a “lack of sidewalks.” In addition, Paradise residents identified obesity, heart disease and diabetes as high priority areas for the Town to address.

**B. Describe how you expect your project/proposal/plan to enhance public health. (7 points max.)**

By creating safer places to walk and bicycle, this project will contribute to positive health outcomes for Paradise’s residents including: increased physical activity and subsequent reduction in chronic diseases identified above. Increasing walking and bicycling in Paradise is also expected to support improved air quality thus impacting incidence of active asthma.

According to the Strategic Growth Council’s Active Transportation Action Plan, there is strong evidence that active transportation contributes to better cardiovascular health, as well as lower risk of diabetes and hypertension. (Furie, G., Desai, M. Am J Prev Med. 2012) Likewise, the California Department of Public Health’s Integrated Transport and Health Impacts Model found that an increase in daily walking and biking per capita from 4 to 22 minutes would reduce cardiovascular disease and diabetes by 14% and decrease greenhouse gas emissions by 14%. (Maizlish, et al. Am J Public Health; 2013) In addition to impacts on chronic disease, children who regularly exercise do better in school, have lower levels of depression and anxiety, and are more likely to become healthy adults. (CDC, 2008) Finally, studies have found that walkable neighborhoods lead to more walking for transportation and a reduction of obesity risk by 8 - 13%. (Smith, et al., Am J of Preventive Medicine, Sept 2008)

Walkable neighborhoods are a key way to increase active transportation. Walk Scores, a common measure of walkability, have been found to consistently predict walking for transportation, with the higher the walk score the more walkable the area and the more walking. (Hirsch, et al., Am J Preventive Medicine, Aug 2013) Recent studies have further determined that body mass index, a marker for obesity and health risk, actually declines when people move to locations with a higher Walk Score. (Hirsch, et al., Am J of Public Health, March 2014) Paradise’s Walk Score is 37, placing it squarely into the “car dependent” category. (Walkscore.com) This indicates that increasing walkability factors in Paradise has significant potential to increase walking and decrease obesity and associated



health risks. Finally, studies have found that programs that combine active transportation infrastructure with education, outreach, and encouragement programs significantly increase walking, biking, and use of transit. (Wanner M, et al. Am J Prev Med. 2012)

## TO SUM IT UP...DATA PROVES THAT **ACTIVE TRANSPORTATION IS GOOD FOR HEALTH**

More walking and bicycling for transportation and recreation

Improves cardiovascular health

Lowers risk of diabetes and hypertension

Decreases greenhouse gas emissions that contribute to asthma

Linked to less cognitive decline and improved mental health

Decreasing obesity and overweight

Facilitates increased physical activity for children

- Do better in school
- Lower levels of depression and anxiety
- Increased likelihood of being a healthy adult




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**Figure 11** CSU, Chico states active transportation infrastructure will improve public health

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## **Part B: Narrative Questions**

### **Detailed Instructions for: Question #5**

#### **QUESTION #5**

#### **BENEFIT TO DISADVANTAGED COMMUNITIES (0-10 points)**

##### **A. Identification of disadvantaged communities: (0 points – SCREENING ONLY)**

To receive disadvantaged communities points, projects/programs/plans must be located within a disadvantaged community (as defined by one of the four options below) AND/OR provide a direct, meaningful, and assured benefit to individuals from a disadvantaged community.

1. The median household income of the census tract(s) is 80% of the statewide median household income
2. Census tract(s) is in the top 25% of overall scores from CalEnviroScreen 2.0
3. At least 75% of public school students in the project area are eligible for the Free or Reduced Priced Meals Program under the National School Lunch Program
4. Alternative criteria for identifying disadvantage communities (see below)

Provide a map showing the boundaries of the proposed project/program/plan and the geographic boundaries of the disadvantaged community that the project/program/plan is located within and/or benefiting.

**Option 1:** Median household income, by census tract for the community(ies) benefited by the project:

\$ \_\_\_\_\_

- Provide all census tract numbers
- Provide the median income for each census track listed
- Provide the population for each census track listed

1. Census Tract No. 0600700118 // \$36,127 Median Household Income // Population = 5,512
2. Census Tract No. 0600700119 // \$43,603 Median Household Income // Population = 3,594
3. Census Tract No. 0600700120 // \$37,410 Median Household Income // Population = 5,767
4. Census Tract No. 0600700121 // \$47,679 Median Household Income // Population = 4,566
5. Census Tract No. 0600700123 // \$31,694 Median Household Income // Population = 5,057

**Option 2:** California Communities Environmental Health Screening Tool 2.0 (CalEnviroScreen) score for the community benefited by the project: \_\_\_\_\_

- Provide all census tract numbers
- Provide the CalEnviroScreen 2.0 score for each census track listed
- Provide the population for each census track listed

**Option 3:** Percentage of students eligible for the Free or Reduced Price Meals Programs: \_\_\_\_\_ %

- Provide percentage of students eligible for the Free or Reduced Meals Program for each and all schools included in the proposal

**Option 4:** Alternative criteria for identifying disadvantaged communities:



- Provide median household income (option 1), the CalEnviroScreen 2.0 score (option 2), and if applicable, the percentage of students eligible for Free and Reduced Meal Programs (option 3)
- Provide ADDITIONAL data that demonstrates that the community benefiting from the project/program/plan is disadvantaged
- Provide an explanation for why this additional data demonstrates that the community is disadvantaged

**B. For proposals located within disadvantage community: (5 points max)**

**What percent of the funds requested will be expended in the disadvantaged community? \_\_\_\_%**  
**Explain how this percent was calculated.**

The proposed project has a 93% benefit to disadvantaged communities using the guidelines. The project is physically located within Census Tract 21, which has a median household income of \$47,679 and is less than 80% of the statewide median household income, \$61,094 (US Census Bureau, California Quick Facts). Furthermore, as a commercial core, residents from all of Paradise use this area for local shopping and food. As such, the project also benefits Census Tracts 18, 19, 20 and 23 which all have median household incomes less than 80% of the state's median. This information is further demonstrated in Attachment I-5A (Page 94), a map of the Town of Paradise which shows population and median household income levels per census tract in relation to the project location and benefit area.

**C. Describe how the project/program/plan provides (for plans: will provide) a direct, meaningful, and assured benefit to members of the disadvantaged community. (5 points max)**

**Define what direct, meaningful, and assured benefit means for your proposed project/program/plan, how this benefit will be achieved, and who will receive this benefit.**

The Almond Street Multi-Modal Improvements Project is located within a disadvantaged community, according to the US Census Tract data. However, beyond simply being located in a disadvantaged community, this project's goal is to provide a surface that is walkable and rollable to people of varying abilities. The current walking and rolling surface is uneven, full of barriers and contains gravel in many places, creating an insurmountable obstacle for residents who rely on wheelchairs or have any difficulties walking, Reference Attachment I-5B (Page 95) for Paradise disability statistics. The majority of current users of the project area are members of the disadvantaged community, as well as the elderly, children and disabled residents who all have difficulty negotiating the terrain. Destinations in and adjacent to the project area include the Police Station, Fire



Station, and B-Line Transit Center. These locations are frequented by members of the disadvantaged community and will become more accessible with the completion of the project.

Not only would this project encourage more people to walk or roll through the downtown area, it would specifically encourage and assist those who already walk and roll here to utilize it safely and more often.



## **Part B: Narrative Questions**

### **Detailed Instructions for: Question #6**

#### **QUESTION #6**

#### **COST EFFECTIVENESS (0-5 POINTS)**

- A. Describe the alternatives that were considered and how the ATP-related benefits vs. project-costs varied between them. Explain why the final proposed alternative is considered to have the highest Benefit to Cost Ratio (B/C) with respect to the ATP purpose of “increased use of active modes of transportation”. (3 points max.)**

Understanding cost-effectiveness is a critical component of the Active Transportation Program and all funding sources, the Town of Paradise explored several alternatives to meet the stated goals and objectives of the project. Similar to the Highway Safety Improvement Program, the ATP prefers low-cost alternatives such as striping, signage, and equipment upgrades. These improvement options each require basic infrastructure to be in place for the proposed improvements to enhance. Unfortunately, the segment of Almond Street between Pearson Road and Elliott Road essentially consists of 24' of usable pavement and open ditches.

With the lack of infrastructure present in the project area, there are no low-cost alternatives to serve bicyclists and pedestrians, alike. Understanding roadway widening and expansion of the usable road cross-section is mandatory, the Town has evaluated multiple project configurations. Constructing a Class I Shared Bike/Ped Path was considered in lieu of Class II Bicycle Lanes. This alternative would increase construction costs and would immediately parallel the Memorial Trailway Class I facility. Class I facilities are best suited for longer continuous stretches while bicycle lanes are great extensions on local roads.

The project's recommended alternative of Class II Bicycle Lanes and sidewalks on each side of Almond Street has been deemed the most cost-effective and appropriate for the ATP-related benefit. This option ties into existing facilities and will serve as the base point for further connectivity efforts in years to come. Without the project, Almond Street businesses, students commuting to Paradise High School, and B-Line transit riders will remain underserved by the public infrastructure which they are expected to use each day.



- B. Use the ATP Benefit/Cost Tool, provided by Caltrans Planning Division, to calculate the ratio of the benefits of the project relative to both the total project cost and ATP funds requested. The Tool is located on the CTC's website at: <http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>. After calculating the B/C ratios for the project, provide constructive feedback on the tool (2 points max.)

$$\left( \frac{\textit{Benefit}}{\textit{Total Project Cost}} \textit{ and } \frac{\textit{Benefit}}{\textit{Funds Requested}} \right).$$

The development of the ATP Benefit/Cost Tool provided by Caltrans Planning Division is an attempt to quantify expected results from project funding. The tool combines the advantages of HSIP and adds consideration to all aspects of the Active Transportation Program. For the Almond St Multi-Modal Improvements, the ATP B/C tool was used to compare both "Benefit/Total Cost" and "Benefit/ATP Funds Requested" ratios. Inputs for the tool were gathered from actual user counts, available collision data, and other local sources to ensure the most representative result was achieved. The results are shown below:

$$\begin{aligned} \text{Benefit / Total Project Cost} &= 0.47 \text{ B/C Ratio} \\ \text{Benefit / Funds Requested} &= 0.53 \text{ B/C Ratio} \end{aligned}$$

The B/C ratio results page, shown in Attachment I-6A (Page 97), further describes the project benefits.

Using the B/C ratio tool and examining how each spreadsheet works was a very interesting process. We appreciate the effort and detail put into the tool to balance out the benefit calculations between Mobility, Health, Recreational, Gas & Emissions, and Safety. As a small urban community, Paradise does not have the collision data larger agencies will have. With this in mind, we request the tool be modified to increase the benefits of non-safety savings. The HSIP program serves as a great funding source for reactive projects, where ATP has potential to fill the void of fundable preventative projects. The low B/C ratio calculated for this application is very concerning as the project merit and value to the community is immense. To address this, ATP should mostly consider the quantitative benefits of mobility, health, recreation and emissions as well as qualitative community objectives.



## **Part B: Narrative Questions**

### **Detailed Instructions for: Question #7**

#### **QUESTION #7**

#### **LEVERAGING OF NON-ATP FUNDS (0-5 points)**

- A. The application funding plan will show all federal, state and local funding for the project: (5 points max.)

The subject project remains in the first stages of development due to the high construction costs anticipated. The Town of Paradise remains financially restricted with the reduction in revenues experienced in the last five years. To begin addressing the Town's revenue shortfalls, the community passed Measure C, a local 0.5% sales tax initiative which will provide an estimated \$850,000 for the purposes of fire protection, police protection, and road projects. The Town of Paradise aims to partner local funds, possibly even Measure C funds, with the proposed ATP project. A breakdown of project funding by phase is shown below.

Project Phase	State/Federal ATP Funds	Local Funds for Non-ATP Const. Costs	Local Funds for ATP Leveraging (2.5%)	Totals
PA&ED	\$82,875	\$0	\$2,125	<b>\$85,000</b>
PS&E	\$146,250	\$0	\$3,750	<b>\$150,000</b>
Right of Way	\$195,000	\$0	\$5,000	<b>\$200,000</b>
Construction	\$3,005,327	\$387,500	\$77,059	<b>\$3,082,386</b>
<b>Totals</b>	<b>\$3,429,452</b>	<b>\$387,500</b>	<b>\$87,934</b>	<b>\$3,904,886</b>

The commitment of the 2.5% match is a demonstration of the Town's desire to leverage ATP funds for project feasibility. Non-ATP eligible expenditures are excluded from the leveraging percentage, per program guidelines. However, as the Town is a disadvantaged community, we are unable to contribute a higher match percentage for this project. A Project Estimate is shown in Attachment G (Page 48) and the Project Programming Request is shown in Attachment B (Page 34).



## Part B: Narrative Questions Detailed Instructions for: **Question #8**

**QUESTION #8**

**USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A CERTIFIED COMMUNITY CONSERVATION CORPS (0 or -5 points)**

- Step 1: Is this an application requesting funds for a Plan (Bike, Pedestrian, SRTS, or ATP Plan)?
- Yes (If this application is for a Plan, there is no need to submit information to the corps and there will be no penalty to applicant: 0 points)
  - No (If this application is NOT for a Plan, proceed to Step #2)

Step 2: The applicant must submit the following information via email concurrently to **both** the CCC **AND** certified community conservation corps prior to application submittal to Caltrans. The CCC and certified community conservation corps will respond within five (5) business days from receipt of the information.

- Project Title
- Project Description
- Detailed Estimate
- Project Schedule
- Project Map
- Preliminary Plan

California Conservation Corps representative:

Name: Wei Hsieh  
 Email: [atp@ccc.ca.gov](mailto:atp@ccc.ca.gov)  
 Phone: (916) 341-3154

Community Conservation Corps representative:

Name: Danielle Lynch  
 Email: [inquiry@atpcommunitycorps.org](mailto:inquiry@atpcommunitycorps.org)  
 Phone: (916) 426-9170

Step 3: The applicant has coordinated with Wei Hsieh with the CCC **AND** Danielle Lynch with the certified community conservation corps and determined the following (check appropriate box):

- Neither corps can participate in the project (0 points)
- Applicant intends to utilize the CCC or a certified community conservation corps on the following items listed below (0 points).  


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- Applicant has contacted the corps but intends not to use the corps on a project in which either corps has indicated it can participate (-5 points)
- Applicant has not coordinated with both corps (-5 points)

The CCC and certified community conservation corps will provide a list to Caltrans of all projects submitted to them and indicating which projects they are available to participate on. The applicant must also attach any email correspondence from the CCC and certified community conservation corps to the application verifying communication/participation.



## **Part B: Narrative Questions**

### **Detailed Instructions for: Question #9**

#### **QUESTION #9**

#### **APPLICANT'S PERFORMANCE ON PAST GRANTS AND DELIVERABILITY OF PROJECTS**

*( 0 to-10 points OR disqualification)*

- A. **Applicant:** Provide short explanation of the Implementing Agency's project delivery history for all projects that include project funding through Caltrans Local Assistance administered programs (ATP, Safe Routes to School, BTA, HSIP, etc.) for the last five (5) years.

The Town of Paradise Public Works Department takes pride in project delivery and accountability. Federally and/or State-funded projects are given top priority within the organization because we understand how precious and valuable non-local funds are to the success of our community. The Town of Paradise has had ten active project numbers within the previous five years. These projects have been funded or are currently funded through CMAQ, SRTS, HSIP and even ATP. The Town has remained compliant with each program's requirements and has never been flagged for delivery. Please reference Attachment I-9A (Page 100), an email correspondence between the Town of Paradise and Caltrans District 3 pertaining to the Town's project delivery history.

- B. **Caltrans response only:**

Caltrans to recommend score for deliverability of scope, cost, and schedule based on the overall application.



## **Part C: Application Attachments**

***Applicants must ensure all data in this part of the application is fully consistent with the other parts of the application. See the Application Instructions and Guidance document for more information and requirements related to Part C.***

### **List of Application Attachments**

The following attachment names and order must be maintained for all applications. Depending on the Project Type (I, NI or Plans) some attachments will be intentionally left blank. All non-blank attachments must be identified in hard-copy applications using "tabs" with appropriate letter designations

<b>Application Signature Page</b> Required for all applications	<b>Attachment A</b>
<b>ATP - PROJECT PROGRAMMING REQUEST (ATP-PPR)</b> Required for all applications	<b>Attachment B</b>
<b>Engineer's Checklist</b> Required for Infrastructure Projects	<b>Attachment C</b>
<b>Project Location Map</b> Required for all applications	<b>Attachment D</b>
<b>Project Map/Plans showing existing and proposed conditions</b> Required for Infrastructure Projects (optional for 'Non-Infrastructure' and 'Plan' Projects)	<b>Attachment E</b>
<b>Photos of Existing Conditions</b> Required for all applications	<b>Attachment F</b>
<b>Project Estimate</b> Required for Infrastructure Projects	<b>Attachment G</b>
<b>Non-Infrastructure Work Plan (Form 22-R)</b> Required for all projects with Non-Infrastructure Elements	<b>Attachment H</b>
<b>Narrative Questions backup information</b> Required for all applications Label attachments separately with "H-#" based on the # of the Narrative Question	<b>Attachment I</b>
<b>Letters of Support</b> Required or Recommended for all projects (as designated in the instructions)	<b>Attachment J</b>
<b>Additional Attachments</b> Additional attachments may be included. They should be organized in a way that allows application reviews easy identification and review of the information.	<b>Attachment K</b>



## Part C: Attachments

### Attachment A: Signature Page

03-Paradise-4

**IMPORTANT: Applications will not be accepted without all required signatures.**

**Implementing Agency: Chief Executive Officer, Public Works Director, or other officer authorized by the governing board**

The undersigned affirms that their agency will be the "Implementing Agency" for the project if funded with ATP funds and they are the Chief Executive Officer, Public Works Director or other officer **authorized by their governing board with the authority to commit the agency's resources and funds.** They are also affirming that the statements contained in this application package are true and complete to the best of their knowledge. For infrastructure projects, the undersigned affirms that they are the manager of the public right-of-way facilities (responsible for their maintenance and operation) or they have authority over this position.

Signature: <u></u>	Date: <u>May 22, 2015</u>
Name: <u>Lauren McGill</u>	Phone: <u>530.872.6291 X-112</u>
Title: <u>Town Manager</u>	e-mail: <u>lgill@townofparadise.com</u>

**For projects with a Partnering Agency: Chief Executive Officer or other officer authorized by the governing board**  
*(For use only when appropriate)*

The undersigned affirms that their agency is committed to partner with the "Implementing Agency" and agrees to assume the responsibility for the ongoing operations and maintenance of the facility upon completion by the implementing agency and they intend to document such agreement per the CTC guidelines. The undersigned also affirms that they are the Chief Executive Officer or other officer authorized by their governing board with the authority to commit the agency's resources and funds. They are also affirming that the statements contained in this application package are true and complete to the best of their knowledge.

Signature: _____	Date: _____
Name: _____	Phone: _____
Title: _____	e-mail: _____

**For Safe Routes to School projects and/or projects presented as benefiting a school: School or School District Official**  
*(For use only when appropriate)*

The undersigned affirms that the school(s) benefited by this application is not on a school closure list.

Signature: _____	Date: _____
Name: _____	Phone: _____
Title: _____	e-mail: _____

**For projects with encroachments on the State right-of-way: Caltrans District Traffic Operations Office Approval\***  
*(For use only when appropriate)*

If the application's project proposes improvements within a freeway or state highway right-of-way, whether it affects the safety or operations of the facility or not, it is required that the proposed improvements be reviewed by the district traffic operations office and either a letter of support/acknowledgement from the traffic operations office be attached or the signature of the traffic manager be secured in the application. The Caltrans letter and/or signature does not imply approval of the project, but instead is only an acknowledgement that Caltrans District staff is aware of the proposed project; and upon initial review, the project appears to be reasonable and acceptable.

Is a letter of support/acknowledgement attached?  If yes, no signature is required. If no, the following signature is required.

Signature: _____	Date: _____
Name: _____	Phone: _____
Title: _____	e-mail: _____

\* Contact the District Local Assistance Engineer (DLAE) for the project to get Caltrans Traffic Ops contact information. DLAE contact information can be found at <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>

**ATP PROJECT PROGRAMMING REQUEST**

Date: 19-May-15

Project Information:					
<b>Project Title:</b> Almond St Multi-Modal Improvements					
District	County	Route	EA	Project ID	PPNO
03	Butte	Almond St			

Funding Information:									
DO NOT FILL IN ANY SHADED AREAS									
Proposed Total Project Cost (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Notes:
E&P (PA&ED)				85				85	
PS&E				150				150	
R/W					200			200	
CON						3,470		3,470	
<b>TOTAL</b>				<b>235</b>	<b>200</b>	<b>3,470</b>		<b>3,905</b>	

ATP Funds	Infrastructure Cycle 2								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)				83				83	
PS&E				146				146	Notes:
R/W					195			195	
CON						3,005		3,005	
<b>TOTAL</b>				<b>229</b>	<b>195</b>	<b>3,005</b>		<b>3,429</b>	

ATP Funds	Non-Infrastructure Cycle 2								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)									
PS&E									Notes:
R/W									
CON									
<b>TOTAL</b>									

ATP Funds	Plan Cycle 2								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)									
PS&E									Notes:
R/W									
CON									
<b>TOTAL</b>									

ATP Funds	Previous Cycle								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)									
PS&E									Notes:
R/W									
CON									
<b>TOTAL</b>									

ATP Funds	Future Cycles								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)									
PS&E									Notes:
R/W									
CON									
<b>TOTAL</b>									

**ATP PROJECT PROGRAMMING REQUEST**

Date: 19-May-15

Project Information:					
<b>Project Title:</b> Almond St Multi-Modal Improvements					
<b>District</b>	<b>County</b>	<b>Route</b>	<b>EA</b>	<b>Project ID</b>	<b>PPNO</b>
03	Butte	Almond St			

**Funding Information:**  
DO NOT FILL IN ANY SHADED AREAS

Fund No. 2:	Future Source for Matching								Program Code
Proposed Funding Allocation (\$1,000s)									Funding Agency
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	
E&P (PA&ED)				2				2	Town of Paradise
PS&E				4				4	<b>Notes:</b>
R/W					5			5	2.5% ATP Match
CON						77		77	
<b>TOTAL</b>				6	5	77		88	

Fund No. 3:	Future Source for Matching								Program Code
Proposed Funding Allocation (\$1,000s)									Funding Agency
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	
E&P (PA&ED)									Town of Paradise
PS&E									<b>Notes:</b>
R/W									Non-ATP project costs
CON						388		388	
<b>TOTAL</b>						388		388	

Fund No. 4:	Future Source for Matching								Program Code
Proposed Funding Allocation (\$1,000s)									Funding Agency
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	
E&P (PA&ED)									
PS&E									<b>Notes:</b>
R/W									
CON									
<b>TOTAL</b>									

Fund No. 5:	Future Source for Matching								Program Code
Proposed Funding Allocation (\$1,000s)									Funding Agency
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	
E&P (PA&ED)									
PS&E									<b>Notes:</b>
R/W									
CON									
<b>TOTAL</b>									

Fund No. 6:	Future Source for Matching								Program Code
Proposed Funding Allocation (\$1,000s)									Funding Agency
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	
E&P (PA&ED)									
PS&E									<b>Notes:</b>
R/W									
CON									
<b>TOTAL</b>									

Fund No. 7:	Future Source for Matching								Program Code
Proposed Funding Allocation (\$1,000s)									Funding Agency
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	
E&P (PA&ED)									
PS&E									<b>Notes:</b>
R/W									
CON									
<b>TOTAL</b>									

Form Date: March, 2015

ATP Cycle 2 - Application Form – Attachment C

## ATP Engineer's Checklist for Infrastructure Projects

03-Paradise-4

### Required for "Infrastructure" applications ONLY

This application checklist is to be used by the engineer in "responsible charge" of the preparation of this ATP application to ensure all of the primary elements of the application are included as necessary to meet the CTC's requirements for a PSR-Equivalent document (per CTC's ATP Guidelines and CTC's Adoption of PSR Guidelines - Resolution G-99-33) and to ensure the application is free of critical errors and omissions; allowing the application to be accurately ranked in the statewide ATP selection process.

**Special Considerations for Engineers before they Sign and Stamp this document attesting to the accuracy of the application:**

*Chapter 7; Article 3; Section 6735 of the Professional Engineer's Act of the State of California requires engineering calculation(s) or report(s) be either prepared by or under the responsible charge of a licensed civil engineer. Since the corresponding ATP Infrastructure-application defines the scope of work of a future civil construction project and requires complex engineering principles and calculations which are based on the best data available at the time of the application, the application must be signed and stamped by a licensed civil engineer.*

*By signing and stamping this document, the engineer is attesting to this application's technical information and engineering data upon which local agency's recommendations, conclusions, and decisions are made. This action is governed by the Professional Engineer's Act and the corresponding Code of Professional Conduct, under Sections 6775 and 6735.*

The following checklist is to be completed by the engineer in "responsible charge" of defining the projects Scope, Cost and Schedule per the expectations of the CTC's PSR Equivalent. The checklist is expected to be used during the preparation of the documents, but not initialed and stamped until the final application and application attachments are complete and ready for submission to Caltrans.

1. **Vicinity map /Location map** Engineer's Initials: MM
  - a. The project limits must be clearly depicted in relationship to the overall agency boundary
2. **Project layout-plan/map** showing existing and proposed conditions must: Engineer's Initials: MM
  - a. Be to a scale which allows the visual verification of the overall project "construction" limits and limits of each primary element of the project
  - b. Show the full scope of the proposed project, including any non-participating construction items
  - c. Show all changes to existing motorized/non-motorized lane and shoulder widths. Label the proposed widths
  - d. Show agency's right of way (ROW) lines when permanent or temporary ROW impacts are possible. (As appropriate, also show Caltrans', Railroad, and all other government agencies ROW lines)
3. **Typical cross-section(s)** showing existing and proposed conditions. Engineer's Initials: MM  
*(Include cross-section for each controlling configuration that varies significantly from the typical)*
  - a. Show and dimension: changes in lane widths, ROW lines, side slopes, etc.
4. **Detailed Engineer's Estimate** Engineer's Initials: MM
  - a. Estimate is reasonable and complete.
  - b. Each of the main project elements are broken out into separate construction items. The costs for each item are based on calculated quantities and appropriate corresponding unit costs
  - c. All non-participating costs in relation to the ATP funding are clearly identified and accounted for separately from the eligible costs.
  - d. All project elements the applicant intends to utilize the CCC (or a certified community conservation corps) on need to be clearly identified and accounted for
  - e. All project development costs to be funded by the ATP need to be accounted for in the total project cost

Form Date: **March, 2015**

ATP Cycle 2 - Application Form – Attachment C

5. **Crash/Safety Data, Collision maps and Countermeasures:** Engineer's Initials: MM  
 a. Confirmation that crash data shown occurred within influence area of proposed improvements.

6. **Project Schedule and Requested programming of ATP funding** Engineer's Initials: MM  
 a. All applicants must anticipate receiving federal ATP funding for the project and therefore the project schedules and programming included in the application must account for all applicable requirements and timeframes.  
 b. "Completed Dates" for project Milestone Dates shown in the application have been reviewed and verified  
 c. "Expected Dates" for project Milestone Dates shown in the application account for all reasonable project timetables, including: Interagency MOUs, Caltrans agreements, CTC allocations, FHWA authorizations, federal environmental studies and approvals, federal right-of-way acquisitions, federal consultant selections, project permits, etc.  
 d. The fiscal year and funding amounts shown in the PPR must be consistent with the values shown in the project cost estimate(s), expected project milestone dates and expected matching funds.

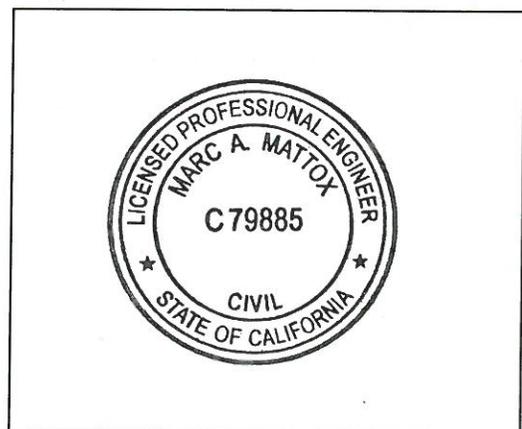
7. **Warrant studies/guidance (Check if not applicable)** Engineer's Initials: \_\_\_\_\_  
 N/A a. For new Signals – Warrant 4, 5 or 7 must be met (CA MUTCD): Signal warrants must be documented as having been met based on the CA MUTCD

8. **Additional narration and documentation:** Engineer's Initials: MM  
 a. The text in the "Narrative Questions" in the application is consistent with and supports the engineering logic and calculations used in the development of the plans/maps and estimate  
 b. When needed to clarify non-standard ATP project elements (i.e. vehicular roadway widening necessary for the construction of the primary ATP elements); appropriate documentation is attached to the application to document the engineering decisions and calculations requiring the inclusion of these non-standard elements.

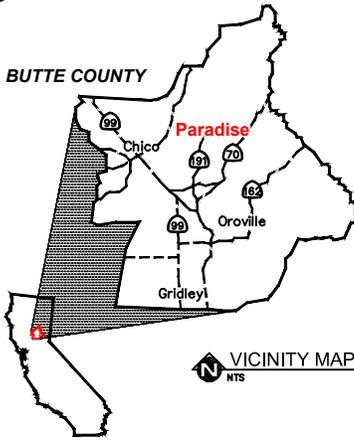
**Licensed Engineer:**

Name (Last, First): Mattox, Marc  
 Title: Public works Director  
 Engineer License Number 79885  
 Signature:   
 Date: May 22, 2015  
 Email: mmattox@townofparadise.com  
 Phone: (530) 872-6291 x125

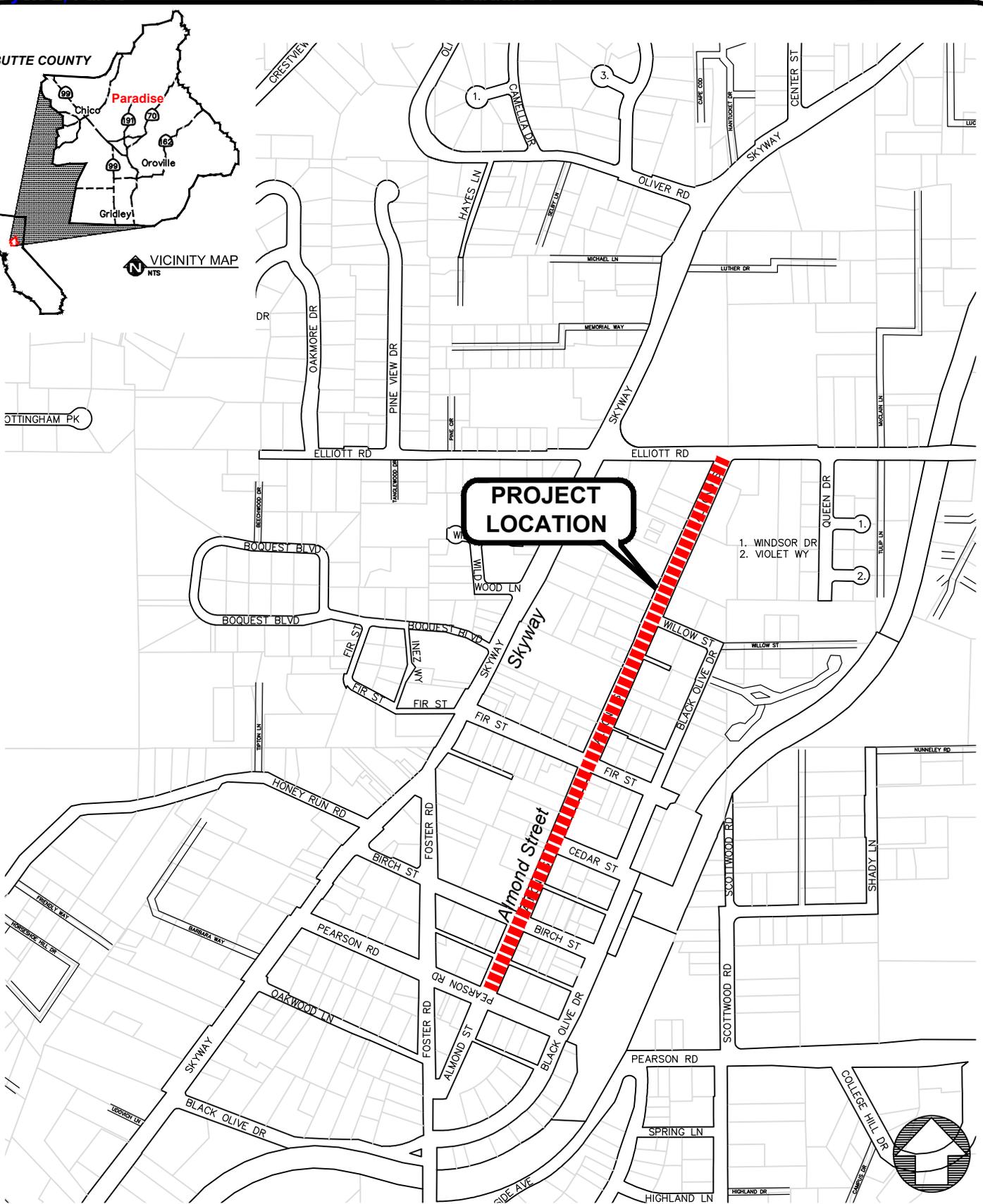
**Engineer's Stamp:**



BUTTE COUNTY



OTTINGHAM PK



SCALE: 1" = 600'



**TOWN OF PARADISE**  
PUBLIC WORKS DEPARTMENT

5555 Skyway  
Paradise, California 95969  
Phone: (530) 872-6291 Fax: (530) 877-5059

**Almond Street Multi-Modal  
Improvements Project**

Vicinity & Project Location Map



TOWN OF PARADISE  
5555 Skyway  
Paradise, CA 95969  
(530) 872-6291

***Active Transportation Program Cycle 2  
Attachment E – Project Scope Summary***

***ATP Cycle 2 ID:*** 03-Paradise-4

***Project Title:*** Almond Street Multi-Modal Improvements.

***Project Description:***

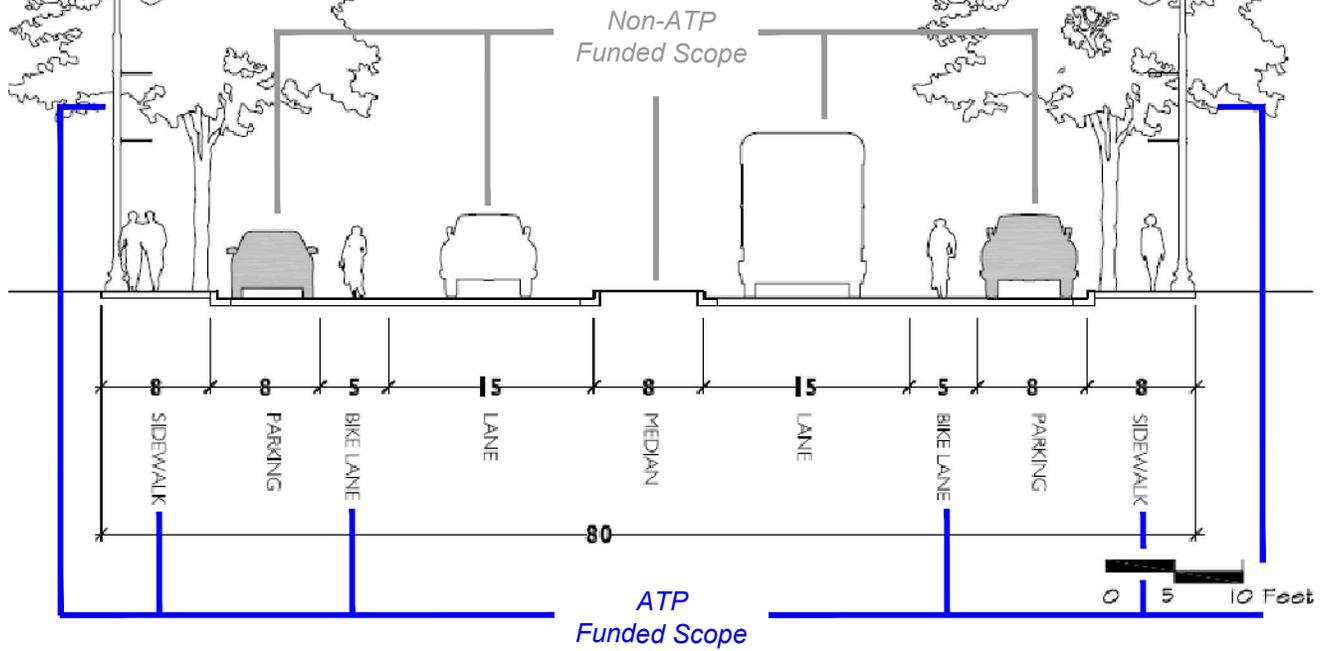
The proposed project will add sidewalks, curbs and gutters to Almond Street between Pearson Road and Elliott Road. In addition construction will widen Almond Street to incorporate Class II Bicycle Lanes on both sides of the roadway. To facilitate the construction of these improvements, underground drainage needs to be addressed and is included in the project.

***Project Status:***

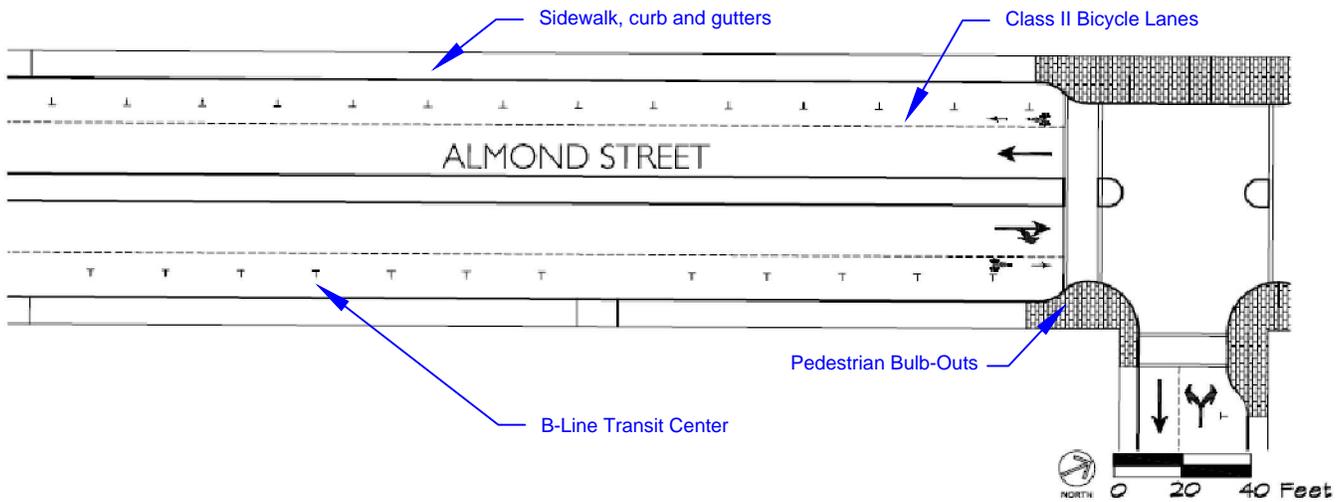
The proposed project is in the preliminary engineering / development phase. Initial evaluation of existing right-of-way has been completed and determined the project can be supported within existing rights of way. Utility relocations are expected.

### Almond Street Proposed Cross Section

Pedestrian Lighting



### Almond Street Proposed Typical Plan View



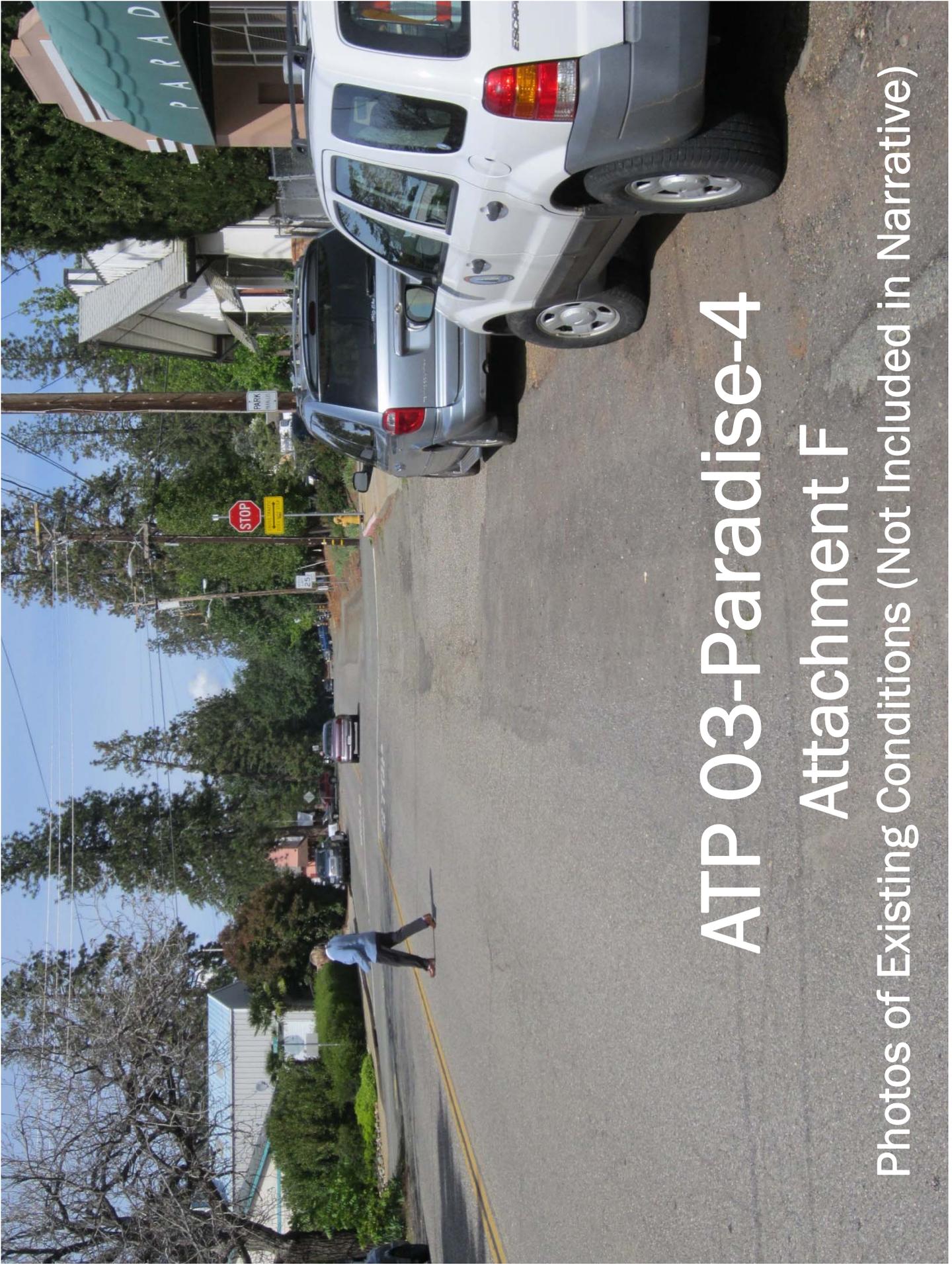
Blue Text / Arrows indicates ATP Funded scope.



**TOWN OF PARADISE**  
**PUBLIC WORKS DEPARTMENT**  
 5555 Skyway  
 Paradise, California 95969  
 Phone: (530) 872-6291 Fax: (530) 877-5059

**Almond Street Multi-Modal  
 Improvements Project**  
**Cross Section & Plan View**

ATTACHMENT E



# ATP 03-Paradise-4 Attachment F

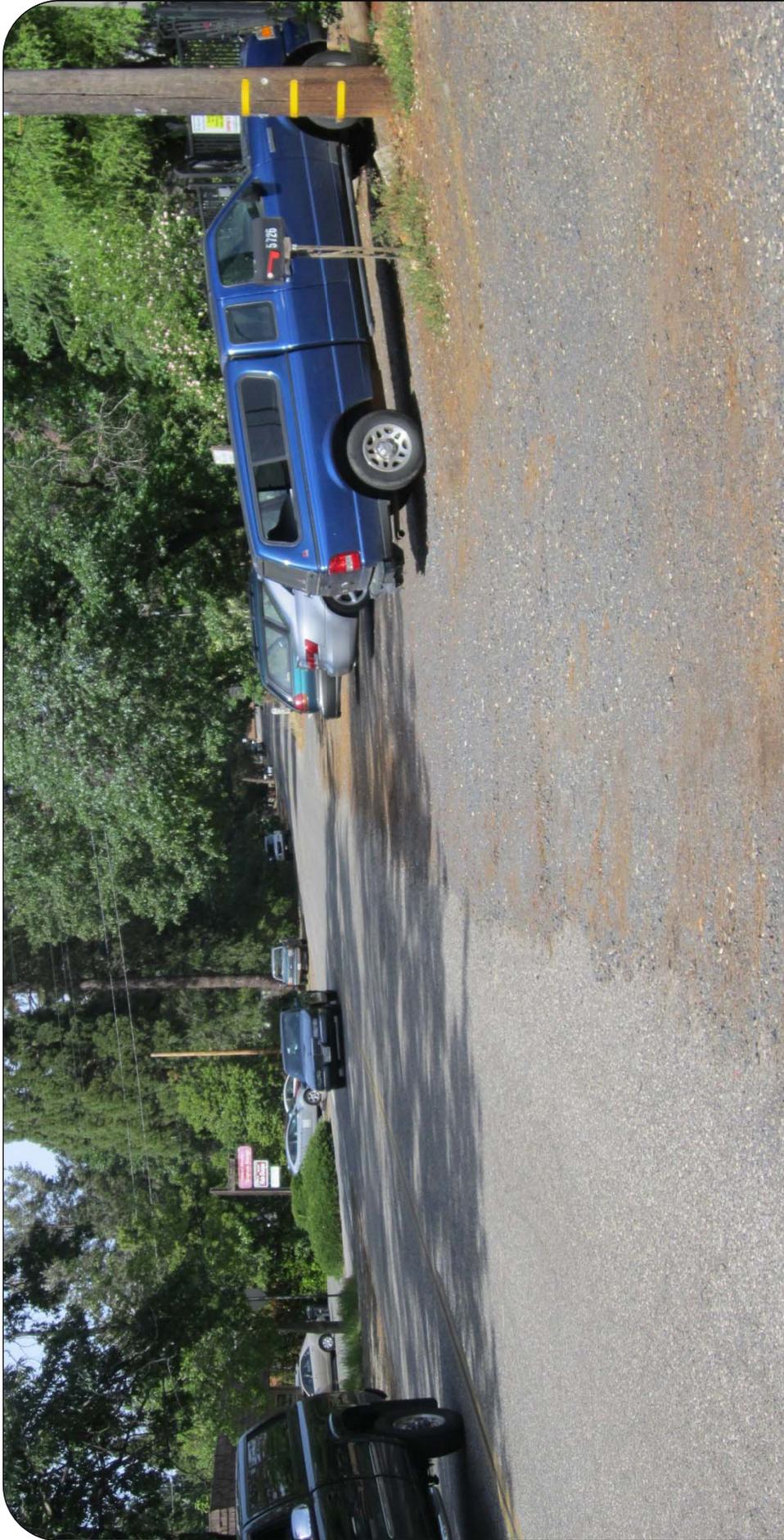
Photos of Existing Conditions (Not Included in Narrative)



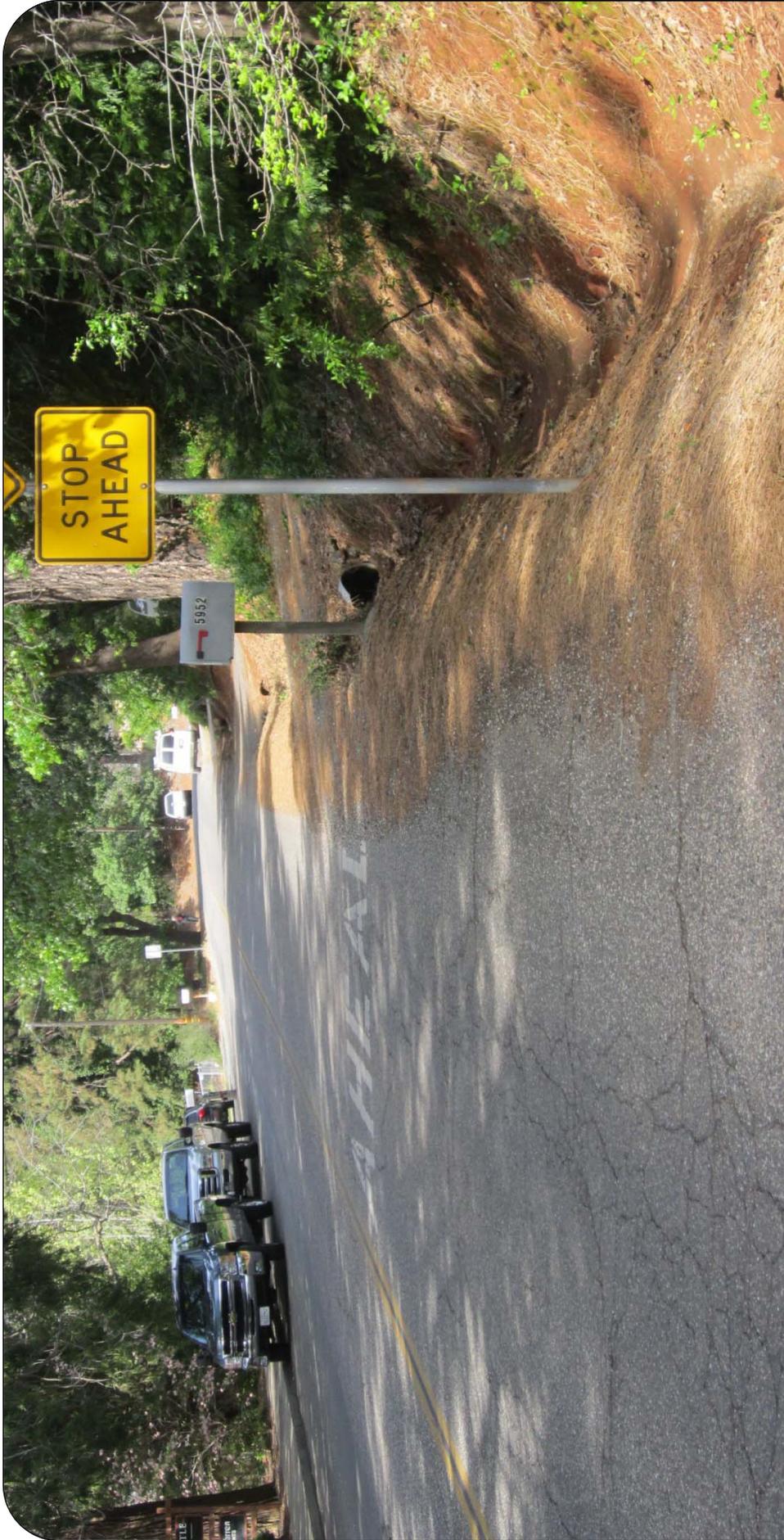
Almond Street is severely underdeveloped for active transportation use



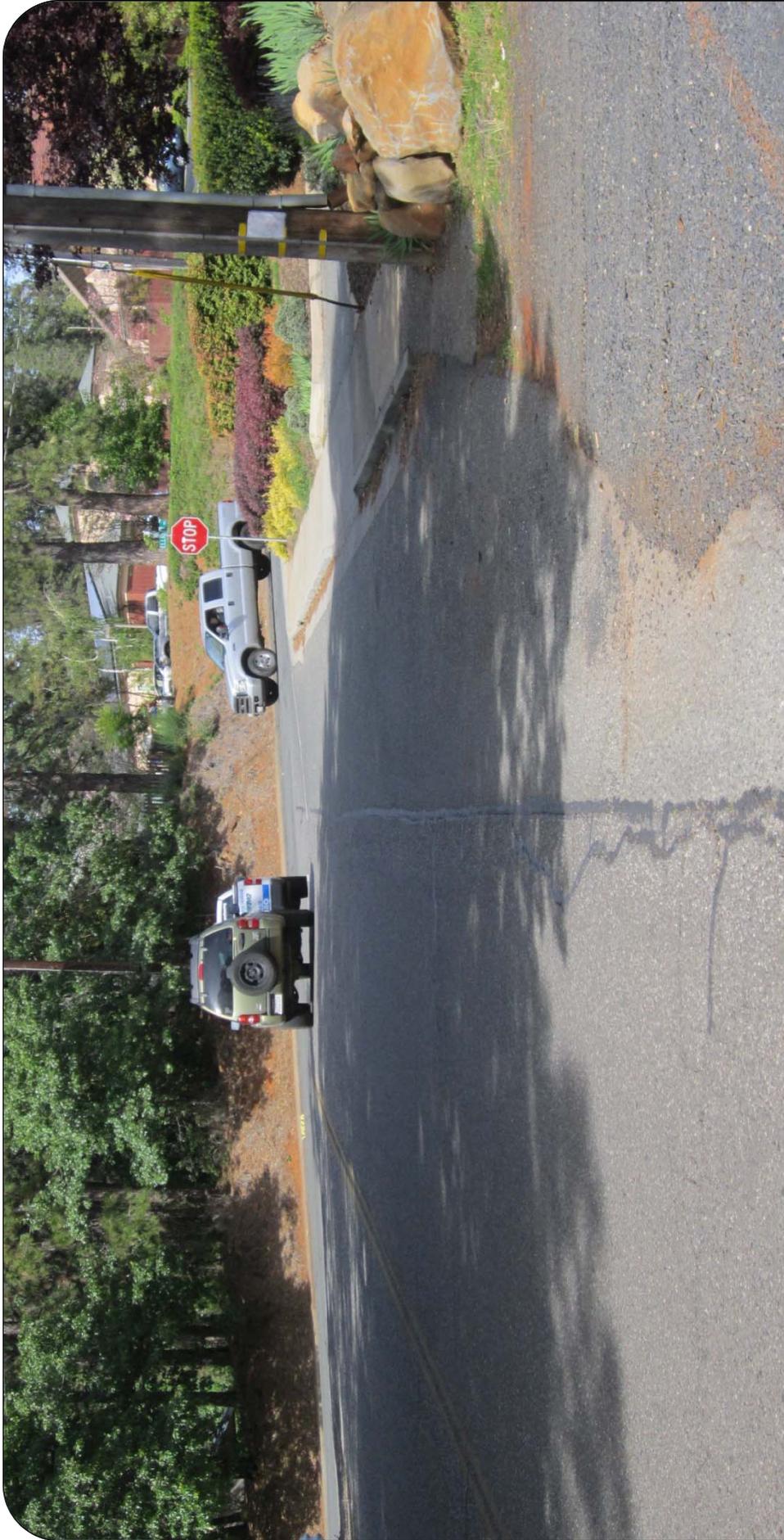
B-Line's Paradise transit center is located within the proposed project limits



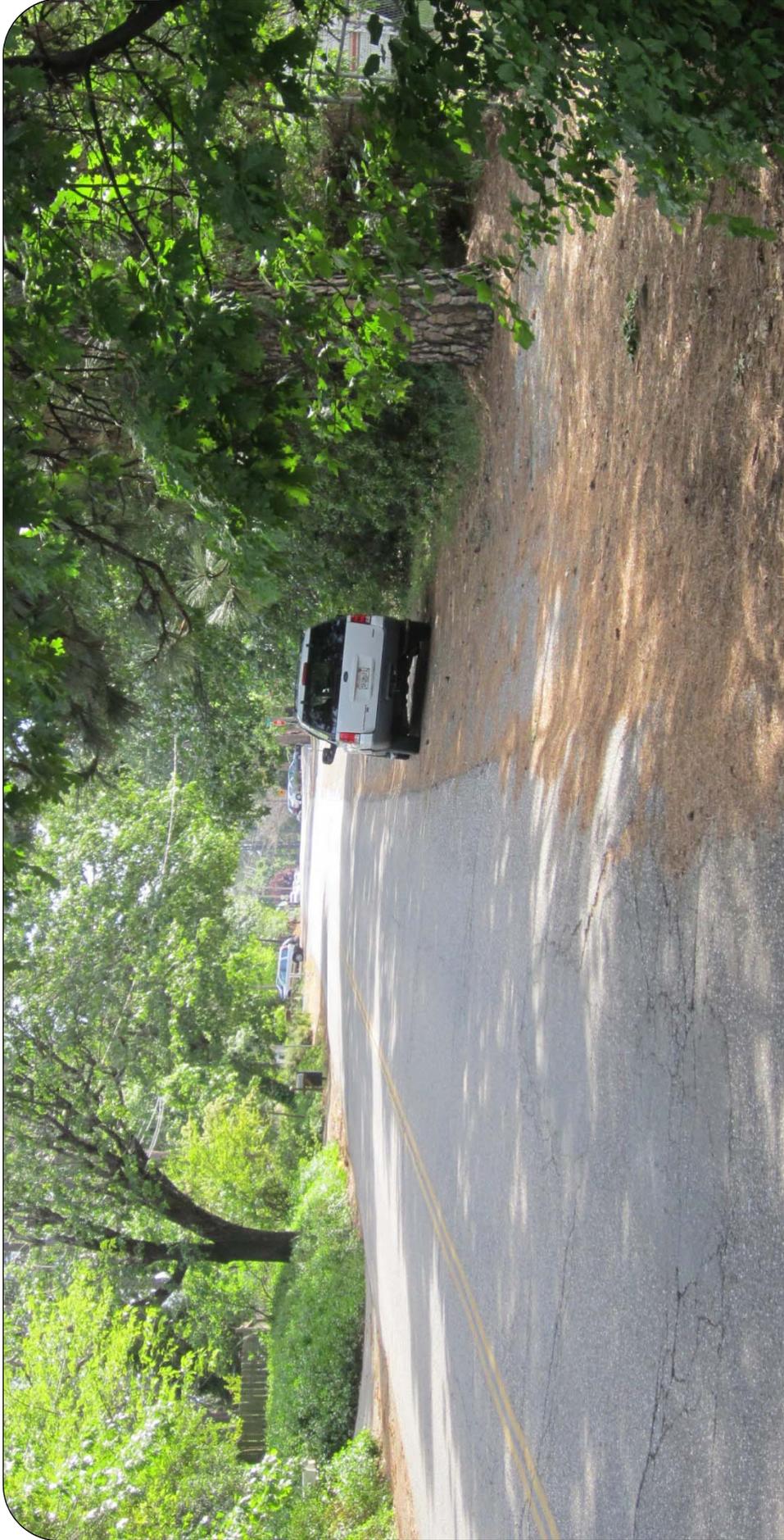
Pedestrians are forced to walk between moving  
vehicles and on-street parking



Pedestrians must avoid adjacent drainage  
ditches and culverts



The north project boundary ties into existing sidewalk on the east side of Almond Street



Minor widening for Class II Bicycle lanes is an appropriate design for Almond Street

## Detailed Engineer's Estimate and Total Project Cost

**Important: Read the Instructions in the other sheet (tab) before entering data. Do not enter in shaded fields (with formulas).**

### Project Information:

Agency:	Town of Paradise				
Application ID:	03-Paradise-4	Prepared by:	Marc Mattox	Date:	5/30/2015
Project Description:	Install multi-modal improvements including pedestrian sidewalks, bicycle lanes and tie in with B-Line Transit Center				
Project Location:	Almond Street between Pearson Road and Elliott Road				

### Engineer's Estimate and Cost Breakdown:

Engineer's Estimate (for Construction Items Only)						Cost Breakdown							
						Note: Cost can apply to more than one category. Therefore may be over 100%.							
						ATP Eligible Items		Landscaping		Non-Participating Items		To be Constructed by Corps/CCC	
Item No.	Item	Quantity	Units	Unit Cost	Total Item Cost	%	\$	%	\$	%	\$	%	\$
1	Mobilization	1	LS	\$50,000.00	\$50,000	90%	\$450			10%	\$50		
2	Traffic Control	1	LS	\$40,000.00	\$40,000	90%	\$360			10%	\$40		
3	Stormwater Protection	1	LS	\$20,000.00	\$20,000	90%	\$180			10%	\$20		
4	Clearing & Grubbing	1	LS	\$30,000.00	\$10,000	90%	\$90			10%	\$10		
5	Demolition	1	LS	\$150,000.00	\$150,000	90%	\$1,350			10%	\$150		
6	HMA Overlay	3450	TON	\$100.00	\$345,000	10%	\$345			90%	\$3,105		
7	Class II Aggregate Base	847	CY	\$55.00	\$46,585	100%	\$466						
8	Porous Concrete Cement	130	CY	\$460.00	\$59,800	100%	\$598						
9	Class IV RCP Stormwater Pipe	2015	LF	\$155.00	\$312,325	100%	\$3,123						
10	Drainage Inlet	16	EA	\$4,000.00	\$64,000	100%	\$640						
11	Drainage Manhole	1	EA	\$4,000.00	\$4,000	100%	\$40						
12	Minor Concrete, Sidewalk	38710	SF	\$12.00	\$464,520	100%	\$4,645						
13	Minor Concrete, Curb & Gutter	2060	LF	\$25.00	\$51,500	100%	\$515						
14	Minor Concrete, Driveway	11070	SF	\$20.00	\$221,400	100%	\$2,214						
15	Minor Concrete, Valley Gutter	6737	SF	\$25.00	\$168,425	100%	\$1,684						
16	Minor Concrete, Pedestrian Ramp	20	EA	\$5,000.00	\$100,000	100%	\$1,000						
17	Retaining Wall	1050	SF	\$65.00	\$68,250	100%	\$683						
18	Landscaping & Irrigation	1	LS	\$150,000.00	\$150,000			100%	\$1,500				
19	Electrical, Pedestrian/Street Lighting	1	LS	\$300,000.00	\$300,000	90%	\$2,700			10%	\$300		
20	Striping & Signage	1	LS	\$40,000	\$40,000	50%	\$200			50%	\$200		
<b>Subtotal of Construction Items:</b>							<b>\$21,283</b>		<b>\$1,500</b>		<b>\$3,875</b>		
<b>Construction Item Contingencies (% of Construction Items)</b>				<b>10.00%</b>	<b>\$266,581</b>								
<b>Enter in the cell to the right</b>													
<b>Total (Construction Items &amp; Contingencies) cost:</b>							<b>\$2,932,386</b>						

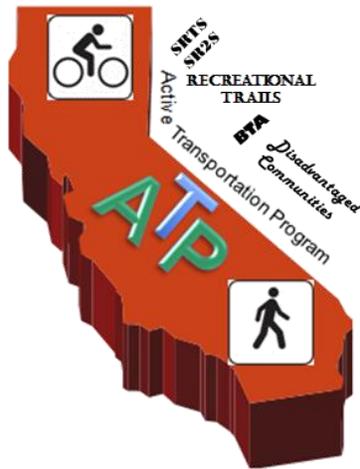
### Project Cost Estimate:

Type of Project Delivery Cost	Cost \$		
<b>Preliminary Engineering (PE)</b>			
Environmental Studies and Permits (PA&ED)	\$ 85,000		
Plans, Specifications and Estimates (PS&E)	\$ 150,000		
<b>Total PE:</b>	<b>\$ 235,000</b>	<b>8.01%</b>	25% Max
<b>Right of Way (RW)</b>			
Right of Way Engineering	\$ 100,000		
Acquisitions and Utilities	\$ 100,000		
<b>Total RW:</b>	<b>\$ 200,000</b>		
<b>Construction (CON)</b>			
Construction Engineering (CE)	\$ 150,000	<b>4.87%</b>	15% Max
Total Construction Items & Contingencies	\$2,932,386		
<b>Total CON:</b>	<b>\$ 3,082,386</b>		
<b>Total Project Cost Estimate:</b>	<b>\$ 3,517,386</b>		

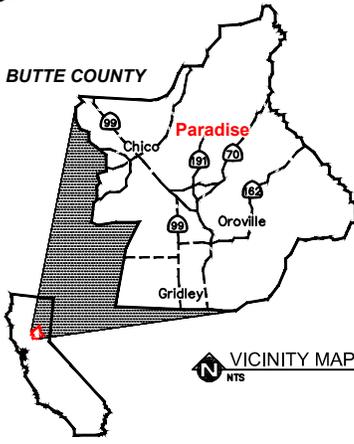
ATTACHMENT G



03-Paradise-4 is an infrastructure-only project and does not require submission of Exhibit 22-R



BUTTE COUNTY



### Pedestrian & Bicyclist Count Information

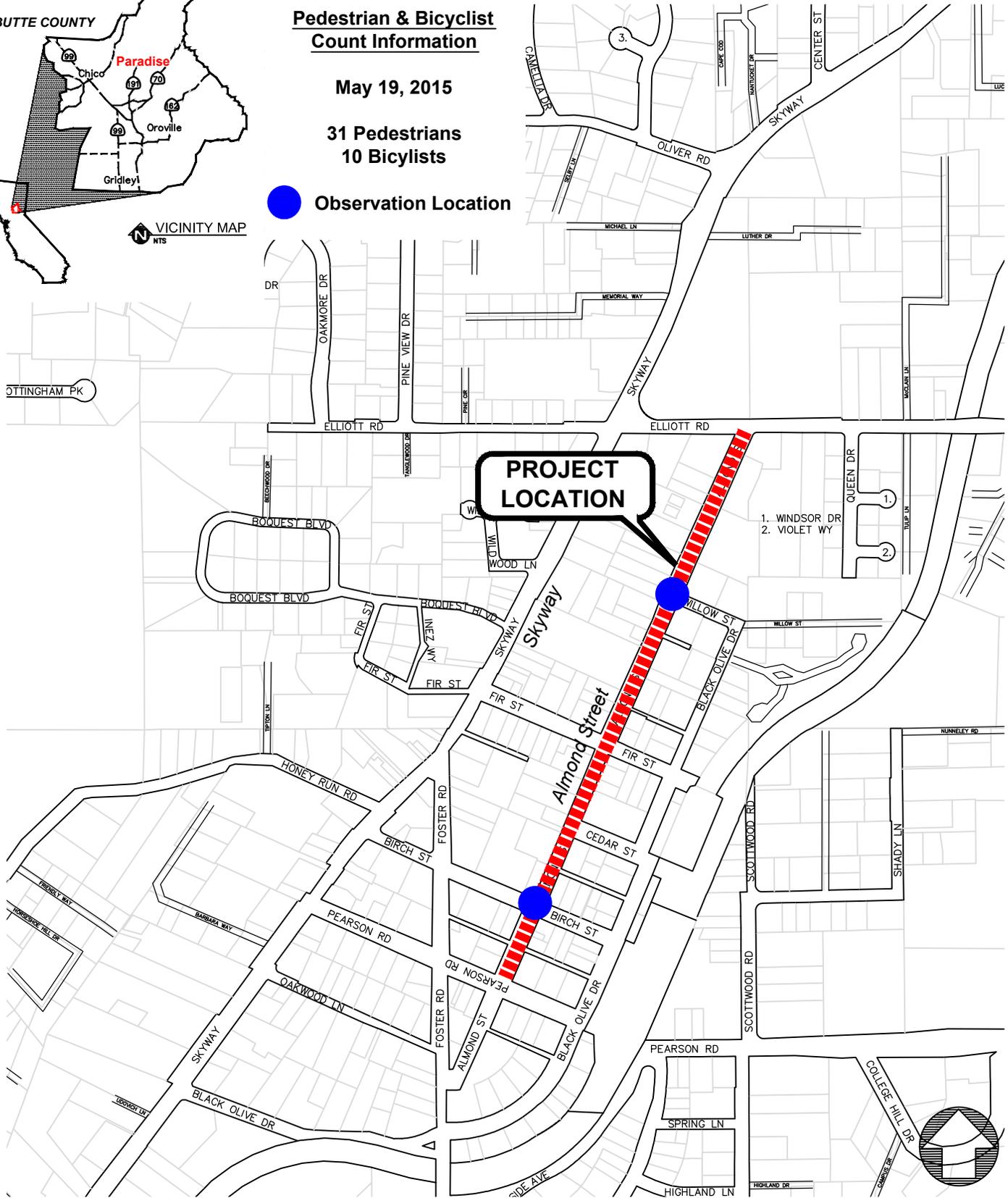
May 19, 2015

31 Pedestrians  
10 Bicyclists



Observation Location

OTTINGHAM PK



SCALE: 1" = 600'



**TOWN OF PARADISE**  
PUBLIC WORKS DEPARTMENT

5555 Skyway  
Paradise, California 95969  
Phone: (530) 872-6291 Fax: (530) 877-5059

**Almond Street Multi-Modal  
Improvements Project**

**Pedestrian & Bicyclist Counts**

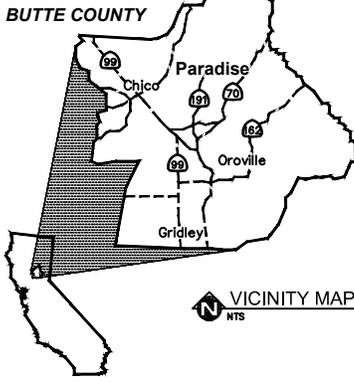
## Almond St Bike/Ped Counts May 19, 2015

	Pedestrians			Bicyclists		
	Senior	Transit Rider	Other	Commuter	Transit Rider	Other
10:00-12:00 Almond at Willow	1	0	1	0	0	2
12:45-3:45 Almond at Birch	2	21	6	2	2	4
<b>TOTALS</b>	<b>3</b>	<b>21</b>	<b>7</b>	<b>2</b>	<b>2</b>	<b>6</b>

### Notes:

---

- 5 Hour observation period
- 41 active transportation users
- Pedestrians (10% seniors, 68% transit riders, 22% other) – 6 per hour
- Bicyclists (20% commuters, 20% transit riders, 60% other) – 2 per hour
- Assume 12 hours of regular use
- **96 users per day existing**
- With project....
  - o Assume 25% in active transportation from existing hourly rate
  - o Better facilities forecast to 10 users per hour for 12 hours
  - o **120 users per day forecasted**



**Legend:**

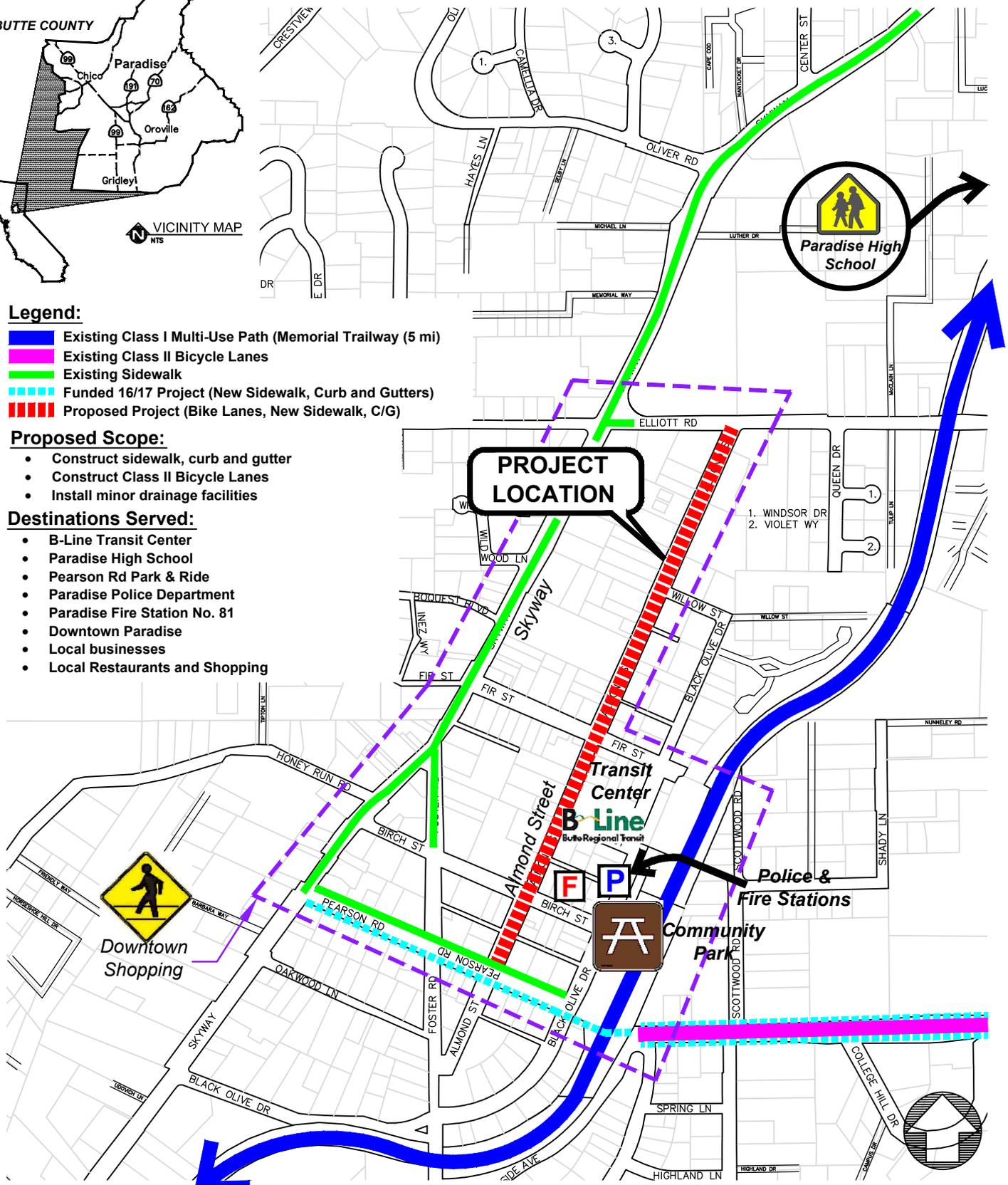
- Existing Class I Multi-Use Path (Memorial Trailway (5 mi))
- Existing Class II Bicycle Lanes
- Existing Sidewalk
- Funded 16/17 Project (New Sidewalk, Curb and Gutters)
- Proposed Project (Bike Lanes, New Sidewalk, C/G)

**Proposed Scope:**

- Construct sidewalk, curb and gutter
- Construct Class II Bicycle Lanes
- Install minor drainage facilities

**Destinations Served:**

- B-Line Transit Center
- Paradise High School
- Pearson Rd Park & Ride
- Paradise Police Department
- Paradise Fire Station No. 81
- Downtown Paradise
- Local businesses
- Local Restaurants and Shopping



**TOWN OF PARADISE**  
PUBLIC WORKS DEPARTMENT

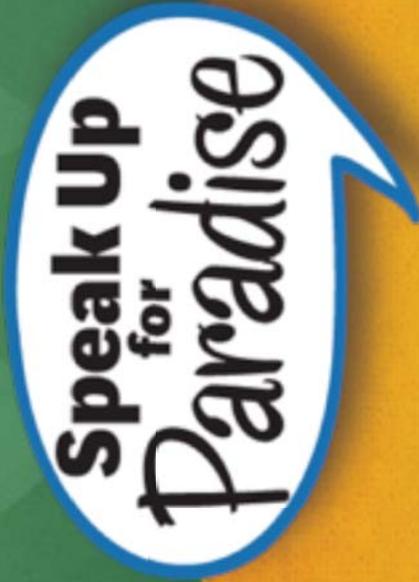
5555 Skyway  
Paradise, California 95969  
Phone: (530) 872-6291 Fax: (530) 877-5059

**Almond Street Multi-Modal  
Improvements Project**

**Scope & Connectivity Map**



**PARADISE**  
CITIZENS' ALLIANCE



# Paradise Speaks!



Results of our  
**“Speak Up for Paradise  
Quality of Life”**  
Survey



# Factors that Define Quality of Life in a Community



Education



Economy



Public Safety



Infrastructure



Health & Human Services



Leisure & Recreation

# Our Community Outreach Efforts

- Public Agencies Serving Paradise
- Paradise Ridge Chamber of Commerce & Business Community
- Paradise Ridge Senior Center
- Paradise Community Service Clubs & Organizations
- Paradise Churches



# Our Community Outreach Efforts

## CONTINUED

- Youth Organizations, Schools, etc.
- Community Events
- Shopping Center Outreach
- Direct Media, Ads, Newsletters, Website Links & Social Network Appeals



# Survey Statistics



 SurveyMonkey®

Online Survey through  
SurveyMonkey.com

- Collected & Tabulated
- 854 Responses (4% of pop.)
- 4.5% ± Error Rate

# Infrastructure in Paradise

Strongly Agree

Agree

Neither Agree nor Disagree

Disagree

Strongly Disagree

Paradise has well-maintained public streets & roads.

1.60%

23.54%

23.14%

39.63%

12.10%

Paradise is pedestrian friendly.

1.61%

16.11%

12.35%

37.58%

32.35%

Paradise is bicycle friendly.

2.53%

16.80%

13.87%

40.27%

26.53%

# The Top Identified Priorities



## TIER ONE

- More pedestrian sidewalks and walking paths.
- Better streets and roads.
- Sewer for Downtown/ Commercial areas.

# The Top Identified Priorities

continued



## TIER TWO

- Greater number and quality of restaurants
- More Streetlights
- Revitalize Downtown

# The Top Identified Priorities

continued

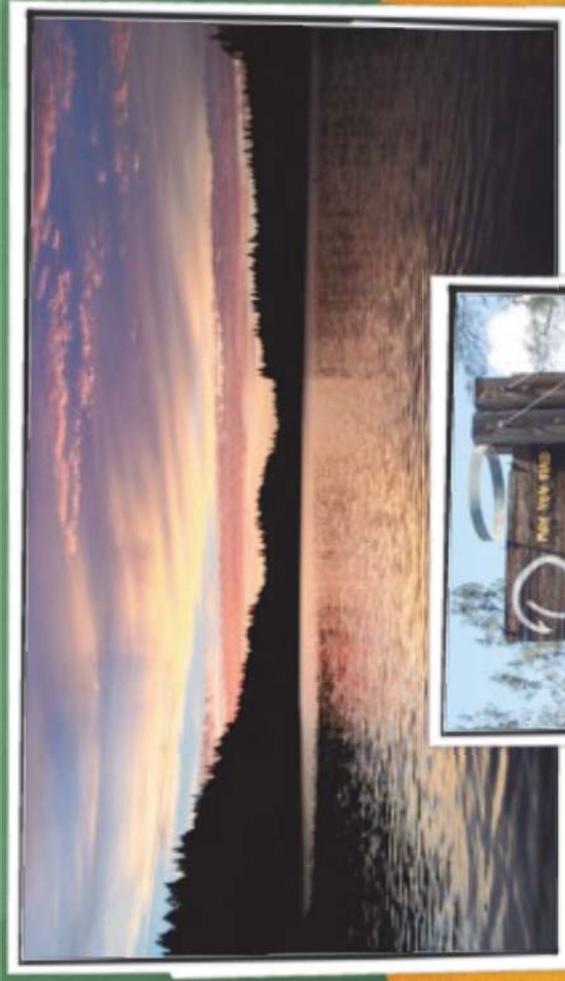


## TIER THREE

- Greater diversity & quality of retail businesses.
- Walmart or big box discount.
- Better cell phone/internet service.
- More police.



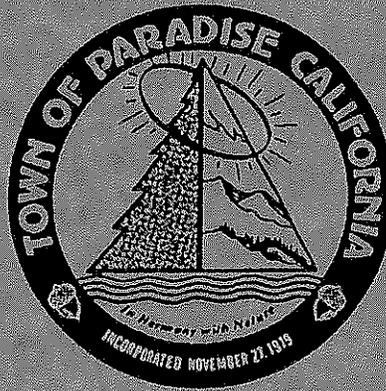
PARADISE  
CITIZENS' ALLIANCE



*Helping to improve  
the quality of life for  
all Paradise Citizens.*

*Master Copy  
Do Not Remove*

# Town of Paradise



## Downtown Revitalization Master Plan

## Downtown Master Plan

There is still a high number of commercial vacancies and vacant lots in the downtown core area. In many cases parking access to a specific business is difficult, limited or non-existent.

The problems of image and appearance that characterizes much of the downtown area contributes to the inability of downtown merchants to attract more business, property owners to reinvest and upgrade their properties; and serves as a deterrent in attracting more than marginal "shoe string" type retail businesses to the downtown.

### **3. Downtown commercial property is not being fully utilized**

Many commercial properties within the downtown area are not being utilized to their fullest capacity or potential. As a result, retail and business activity is more widely dispersed, and in this modern age, in which the consumer is used to the convenience of large box retail stores, malls and shopping centers, this problem tends to further drive potential downtown customers elsewhere.

Furthermore, the lack of commercial/retail and business clusters that complement each other in terms of product and service also serves as a disincentive to shopping in the downtown.

This problem of inadequately utilized commercial properties discourages pedestrian activity and multipurpose trips on the part of the customer (an essential ingredient to a successful downtown revitalization program).

Finally, the low density building coverage in a number of areas in the downtown encourages increased vehicle use; and further aggravates the traffic congestion and parking problems in the downtown.

### **4. The downtown is not pedestrian friendly for the elderly or the disabled**

Most of the defined downtown area lacks adequate ADA accessible sidewalks. In many areas there aren't any sidewalks at all. This poses a serious problem for shoppers who are forced to park some distance from their intended destination. The lack of adequate sidewalks also presents problems for pedestrians or the disabled, who for a variety of reasons including safety find it difficult to negotiate some of the older sidewalks and downtown streets.

## Downtown Master Plan

In addition, the scattered location of many businesses contributes to the difficulty facing a pedestrian in the downtown area. In addition, there aren't any pedestrian-oriented amenities in the downtown such as lighted street crossings, walking paths that avoid vehicular traffic altogether, drinking fountains, benches, etc.

Finally, the downtown has a residential population, which would greatly benefit from pedestrian improvements that would allow them easier access to the commercial/retail, professional service and community activity centers within the downtown.

### 5. The downtown lacks an adequate supply of available and convenient parking

The 1986 Downtown Revitalization Plan identified the lack of downtown parking as one of the major complaints among their survey respondents. Yet, while the plan concluded that on a purely statistical basis the downtown had an adequate supply of parking, the plan also acknowledged that on a more practical level, the downtown lacked an adequate supply of available and convenient parking adjacent to and/or in close proximity to a shopper's destination. This unfavorable condition continues to exist.

Furthermore, less than a quarter of the parking supply is public on-street parking, with private parking lots (paved and unpaved) accounting for the balance. Therefore, identification of a convenient parking space becomes more difficult for the shopper or business patron.

### 6. Inadequate septic systems (and capacity) on many downtown commercial properties serve as a deterrent to increased specialty retail business activity in the downtown

There are septic systems on commercial properties in the downtown area that are at or near capacity, and as a consequence, tend to threaten the public health and the continued viability of the retail and non-retail businesses located on those properties.

In addition, the small sized lots on which many of these businesses are located prevent them from adding critically needed capacity. This serious situation threatens existing businesses, prevents and/or constrains existing retail business growth and expansion; and makes it more difficult to reduce vacancies and to attract a greater variety of specialty retail uses to the downtown.

## **Downtown Master Plan**

intersection in the downtown area to meet traffic volume demands and to improve traffic circulation.

Finally, there are various intersections in the downtown itself which should have 4-way stops to promote traffic and pedestrian safety i.e. Pearson Rd. and Almond St.

### ***Septic Capacity***

The Town is presently in the final stages of engineering and planning for the installation of a clustered septic system that will serve various properties on the Skyway in the defined downtown area. While the Town will own and maintain the common wastewater treatment facility and some reserve capacity for the future, the participating property owners will purchase the amount of capacity they currently need and will require for the future. The introduction of this system will ensure the continued viability of those participating businesses.

This Master Plan proposes that a similar voluntary, low cost approach be undertaken in other commercial areas of the downtown in which properties are at, or near capacity with their septic systems. Installation of these additional clustered septic systems would resolve both public health issues, and provide commercial properties with critically needed capacity that would enable further business growth or expansion.

Consideration should be given to a public/private clustered wastewater system that would serve the new Paradise Town Center (including Paradise Community Park) and private commercial properties in the immediate vicinity.

### ***Pedestrian Access & Safety***

In order to improve pedestrian access and safety in the downtown, this Plan proposes the installation of ADA accessible sidewalks, with ramps, curb and gutter, throughout the defined downtown area. These sidewalk improvements would also include drainage improvements that tie into the catch basin on Fir Street and into the Pearson culvert on the east side of the Memorial Trailway.

### ***Street Improvements***

The Downtown Revitalization Master Plan recommends that most streets in the defined downtown area receive new overlays and striping. These include Pearson Road, from Skyway to Black Olive Drive; Almond Street, from Elliott Rd. to Pearson Road; Black Olive Drive, from Willow St., to Pearson Road;

## ACTION ELEMENT – NON-MOTORIZED TRANSPORTATION

### Background

The two primary types of non-motorized transportation used in Butte County are bicycling and pedestrian travel.

Bicycling has become an increasingly popular method of travel throughout the region. Many individuals are attracted to the energy savings, environmental benefits, and health advantages, while others who are not able to drive due to age or finances use bicycles as a primary means of transportation. The valley areas of the county are particularly attractive to bicyclists and pedestrians due to the flat terrain.

Pedestrian travel is commonly used for very short trips and for students traveling to school. In addition, the health benefits of walking have made this a popular form of exercise for all ages. In urban areas, pedestrian facilities most often consist of sidewalks and shared bicycle/pedestrian paths.

Another aspect of the pedestrian system in rural areas is hiking. Butte County has much to offer in scenery, diversity of climatic zones, and wildlife. Large portions of land are not accessible by car or off-road vehicles due to the rugged terrain. However, a networks of trails and pathways have provided access to the abundant natural resources. These trails have added to the quality of life within the region by providing recreational, physical, and educational opportunities.

Local land use and transportation planning within the region has been sensitive to the attributes necessary to promote and encourage bicycling and walking. Each urban area within the region boasts at least one non-motorized transportation facility. Mixed land use developments, which include commercial, office, school, and residential areas, have also been used to make bicycling and walking more attractive as a method of travel. Jurisdictions generally require sidewalks be installed for new developments. In addition, jurisdictions have required developers to construct, or contribute toward, the construction of bicycle and pedestrian paths.

### Purpose and Need

The purpose of identifying non-motorized transportation is to identify early in the planning process potential new routes. Bikeway and pedestrian paths are used for recreation and leisure. In addition, bikeways and pedestrian paths are a valuable tool in the quest to improve air quality and relieve traffic congestion. The greater the use of bicycling and walking as an alternative to single occupant vehicles, the fewer vehicle emissions produced and cars on the road.

the City of Chico has been designated a Bicycle Friendly Community at the Bronze level, first in 2005 and consecutively again in 2007 and upgraded to Silver in October 2012, by the League of American Bicyclists. In addition, local land use and transportation planning within the region have been sensitive to the attributes necessary to promote and encourage bicycling and walking. In 2008, the City of Chico Council readopted their plan to remain eligible for Caltrans' Bicycle Transportation Account funds. As part of the 2007/08 fiscal year, BCAG secured a grant from the Butte County Air Quality Management District to develop a comprehensive Chico Area Bicycle Map identifying the City on the front side, with Bidwell Park (Lower and Upper) on the back side. The map has been distributed to the University, each bike shop, and posted online at BCAG's website: <http://www.bcag.org/Transit/Bicycle-Resources/Bike-Maps/index.html>

In the 2008/09 fiscal year, the City of Chico began the SR 99 Corridor Bikeway Project funded in part with local and CMAQ funds approved by BCAG. The project is a combination Class 1 and 2 facilities, generally along SR 99 frontage routes and drainage easements from Eaton Rd on the north to Southgate Ave on the south. The City of Chico will also pursue Caltrans BTA funding for construction costs. In addition, BCAG is scheduled to update the Chico Bike Map in the Spring of 2013.

#### Oroville

In 2008, the City of Oroville began a comprehensive update to their Bicycle Transportation Plan. The anticipated completion date is December 2008 in order to be eligible for Caltrans' Bicycle Transportation Account (BTA) funding. The City of Oroville has also included an extensive system of bikeways and trails in the Oroville General Plan. Currently, there are two Class I bike paths and one Class II bike lane within the City of Oroville, with the Bikeway Master Plan identifying several bikeways for future construction. In addition, a 41-mile bicycle trail loops around the Feather River.

#### Paradise

In 2007 the Town of Paradise adopted their Master Bicycle Plan to serve as the planning guide for future bikeway and pedestrian facility development. In this plan, the Town established a bikeway system to serve the entire community. The backbone of the Paradise bikeway system is the Paradise Memorial Trailway, an abandoned railroad right-of-way through town converted to pedestrian and bikeway usage.

#### Gridley

The City of Gridley adopted their Bicycle Plan in 2008. The City received a Community Based Transportation Grant from Caltrans to develop their bicycle plan. The completion of the plan enabled the City to pursue State funding for projects identified in the plan. The City of Gridley intends to make minor updates to the existing plan and re-adopt it to remain eligible for BTA funding.

# RECOMMENDATIONS TO IMPROVE PEDESTRIAN SAFETY IN THE TOWN OF PARADISE



September 2013

By Tony Dang, Wendy Alfsen, California WALKS

This report is funded by the UC Berkeley Safe Transportation Research and Education Center (SafeTREC) and the California Office of Traffic Safety through the National Highway Traffic Safety Administration.



# Recommendations to Improve Pedestrian Safety in the Town of Paradise

BY TONY DANG, WENDY ALFSEN, CALIFORNIA WALKS

## INTRODUCTION

In response to the recent death of a Paradise youth who was struck on Skyway Road, the Town of Paradise invited California WALKS to facilitate a workshop providing community residents, Town staff members, and other professionals with an overview of pedestrian safety best practices, to conduct a walkability assessment of areas near the downtown core, and to lead small group discussions to develop specific recommendations for Town Council to improve the safety and walkability of Paradise. This report summarizes overall walkability and pedestrian safety observations of downtown Paradise, as well as specific recommendations from community residents who attended the September 5, 2013, Community Pedestrian Safety Training facilitated by California WALKS staff members. This report is intended for use by Town of Paradise staff members, parents, community residents, and professionals.

## BACKGROUND

### Community Pedestrian Safety Training Program

The Community Pedestrian Safety Training (CPST) program is a long-running, joint project of the University of California at Berkeley, Safe Transportation Research and Education Center (SafeTREC) and California WALKS. Funding for this project is provided by the California Office of Traffic Safety (OTS) through the National Highway Traffic Safety Administration. The purpose of the CPST is to empower and train local neighborhood residents and safety advocates to collaborate with local officials and agency staff to make their community safer and more pleasant to walk. The half-day training is designed to provide participants with pedestrian safety best practices and a range of proven strategies (the 8 E's) to address pedestrian safety. Participants are then guided on a walkability assessment of a nearby corridor before setting pedestrian safety priorities and actionable next steps for their community.

For a summary of outcomes from past CPST workshops, please visit:

[http://californiawalks.org/wp-content/uploads/2012/07/CPST\\_Outcomes\\_2009-11.pdf](http://californiawalks.org/wp-content/uploads/2012/07/CPST_Outcomes_2009-11.pdf)

### Paradise's Pedestrian Collision History

Over a ten-year period (2002-2011), there have been a total of 67 pedestrian collisions in the Town of Paradise, of which 5 have been fatal. In analyzing the collision data, the following trends were established:

### Recommendations to Improve Pedestrian Safety in the Town of Paradise

- Motorists are at-fault for these collisions more often than pedestrians (61% v. 39%);
- Failure to yield to pedestrians with the right-of-way was found to be the primary collision factor for 50% of all collisions in this time period; and
- Collisions occur primarily along major arterial roads in Town, namely Skyway Road, Clark Road, Pearson Road, and Elliott Road.

## Existing Pedestrian Safety Issues in the Town of Paradise

### Traffic Volumes & Speed along Skyway Road

Skyway Road serves as the Town of Paradise's main commercial corridor and is the primary connection to employment and shopping in the greater Chico area. However, a large number of drivers use Skyway as a primary commute route to other destinations within Butte County and accordingly, drivers treat Skyway more like an expressway than a main street. Furthermore, many of the sidewalks along Skyway do not have a buffer zone between pedestrians and traffic, which creates an uncomfortable and perceived unsafe walking environment.

#### Cal WALKS Recommendation:

- **Implement gateway treatments** at entry points to downtown as a traffic calming measure. Gateways can be used as a visual cue to drivers that they are entering a different environment that will require them to drive more slowly. Additionally, gateways are often used to convey a sense of neighborhood identity and sense of place. Generally, gateway treatments alone cannot discourage speeding traffic without additional traffic calming measures. However, with the upcoming Highway Safety Improvement Program (HSIP) project, many traffic calming measures are already being considered, such as a road diet, bulb-outs/curb extensions, and pedestrian safety islands. Together, the HSIP improvements along with a gateway treatment could contribute to reductions in traffic speed along Skyway Road. Gateway treatments can vary from simple monument signs to more elaborate street spanning arches, and costs for such designs can be as much as \$75,000. Potential funding sources include future cycles of the HSIP, as well as the newly established state Active Transportation Program.



GATEWAY TREATMENT IN DOWNTOWN GRIDLEY, CA

### Sidewalk Connectivity & Americans with Disability Act (ADA) Compliance

One of the major issue areas Cal WALKS observed—reiterated many times by workshop participants—is the discontinuous nature of sidewalks outside of the downtown core, as well as the poor state of repair of existing sidewalks and curb ramps. The poor state of repair of sidewalks in the downtown core creates an environment that is difficult to navigate on foot, and the lack of safe walking connections to more residential streets can encourage residents to drive to the downtown core for shopping and entertainment even if they are within reasonable walking distance. Improving the walking conditions in the downtown core and the connections to it

can help with existing or planned downtown revitalization efforts by encouraging more people to be out on foot enjoying what the community has to offer.



ACCESSIBILITY BARRIERS AT BUS STOP ON SKYWAY ROAD

*Cal WALKS Recommendations:*

- **Seek funding to repair sidewalks** in the downtown core up to ADA standards. Potential sources of funding include the state Active Transportation Program, state Transportation Development Act/Local Transportation Fund (under Article 8), or the State Community Development Block Grant program.
- **Collaborate with Butte County Association of Governments (BCAG) to evaluate accessibility barriers** of transit stops and seek funding to remove barriers.
- **Explore the feasibility of a downtown business improvement district** to fund sidewalk repair and maintenance, as well as for pedestrian-scale streetscape improvements and amenities. This would require buy-in and approval by the local business owners, Town Council, and County Supervisors.

**SEPTEMBER 5 WORKSHOP**

The Paradise CPST was hosted on September 5 at the Paradise Ridge Family Resource Center. The workshop was attended by 28 participants representing a wide range of organizations and disciplines, including:

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Town of Paradise Government Agencies                     <ul style="list-style-type: none"> <li>○ Vice Mayor</li> <li>○ Council Members</li> <li>○ Town Manager’s Office</li> <li>○ Town Engineer</li> <li>○ Community Development Department</li> <li>○ Police Department</li> <li>○ Parks and Recreation Department</li> <li>○ Planning Commission</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Paradise Ridge Family Resource Center</li> <li>• Paradise Senior Center</li> <li>• Downtown Businesses (The Law Office of Joseph Earley, Juice and Java)</li> <li>• Parents, Other Members of the Community</li> <li>• Feather River Hospital</li> <li>• Traffic Works</li> <li>• Board of Realtors</li> <li>• Let’s Move Coalition</li> <li>• Butte County Supervisor Doug Teeter (District 5)</li> <li>• Butte County Association of Governments (BCAG)</li> </ul> | <ul style="list-style-type: none"> <li>• Butte County Department of Public Health</li> <li>• Butte County Board of Education</li> <li>• Butte County Bicycle Coalition</li> <li>• Strengthening Families Initiative, First 5 Butte County</li> <li>• Center for Nutrition &amp; Physical Activity Promotion (CNAP), CSU Chico</li> <li>• Safe Routes to School Program, City of Chico</li> </ul> |
|--|---|--|

## Reflections from Walkability Assessment

Walkability assessments were conducted in small groups primarily along Skyway Road, with one group evaluating parts of Pearson and smaller side streets (Fir, Almond) as well. Participants were asked to complete a standardized walkability checklist form from the national Pedestrian and Bicycle Information Center (PBIC)—a national clearinghouse for pedestrian- and bicycle-related resources. Cal WALKS received 12 completed assessment forms. The top 3 issues identified by participants during the walk assessment dealt with sidewalk maintenance and Americans with Disabilities Act (ADA) compliance (sidewalk obstructions and need for ADA-compliant or repair of curb ramps). The next tier of issues identified by the majority of respondents touched upon sidewalk connectivity (or lack of sidewalks/paths/shoulders) and perceived high traffic speeds. Respondents also expressed that they felt too close to traffic when walking, that crosswalk markings were faded and needed to be restriped, and that they observed a fair amount of driver inattention/distraction. Using the PBIC scoring scale (1 being the worst walking conditions and 5 being the most pleasant), respondents were evenly split between a score of 1-3.

## Community Resident Recommendations

Following the walkability assessment, workshop participants were divided into three groups to discuss and provide concrete recommendations for the following three topics: Pedestrian Safety Education, Highway Safety Improvement Program grant project for Skyway Road, and Marked Crosswalks as part of the Skyway Micro-surfacing Project.

### Pedestrian Safety Education

Two small work groups discussed how best to develop and disseminate pedestrian safety education messages within the Town of Paradise. Both groups pinpointed key safety messages they wanted to be communicated and then developed various dissemination strategies the Town can pursue.

#### SAFETY MESSAGES

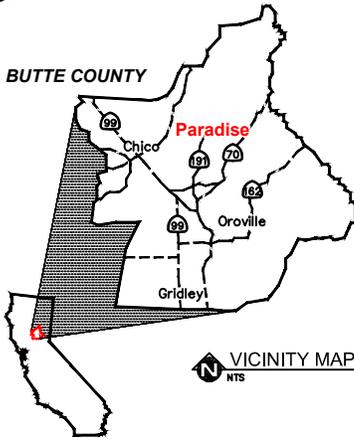
After much discussion, the groups settled on the following as key safety messages that need to be taught and broadcast to all Paradise residents:

- Make eye contact with drivers before and while crossing.
- Look both ways before beginning to cross.
- Marked crosswalks are not absolutely safe and caution must still be exercised when crossing.
- Failing to exercise caution while walking or crossing has real-world consequences.
- Do not use electronic devices while walking, especially high school-age youth.
- Distracted driving has real-world consequences.
- When no sidewalk is present, walk against traffic.
- When walking at night, wear reflective clothing or some sort of illumination.

#### RESIDENT RECOMMENDATIONS

- **Establish a traffic safety commission/committee** (or equivalent) for the Town of Paradise: This commission or committee would be coordinating body to develop and champion education efforts and would be the central focal point for the Town to disseminate information about engineering projects to residents.

BUTTE COUNTY



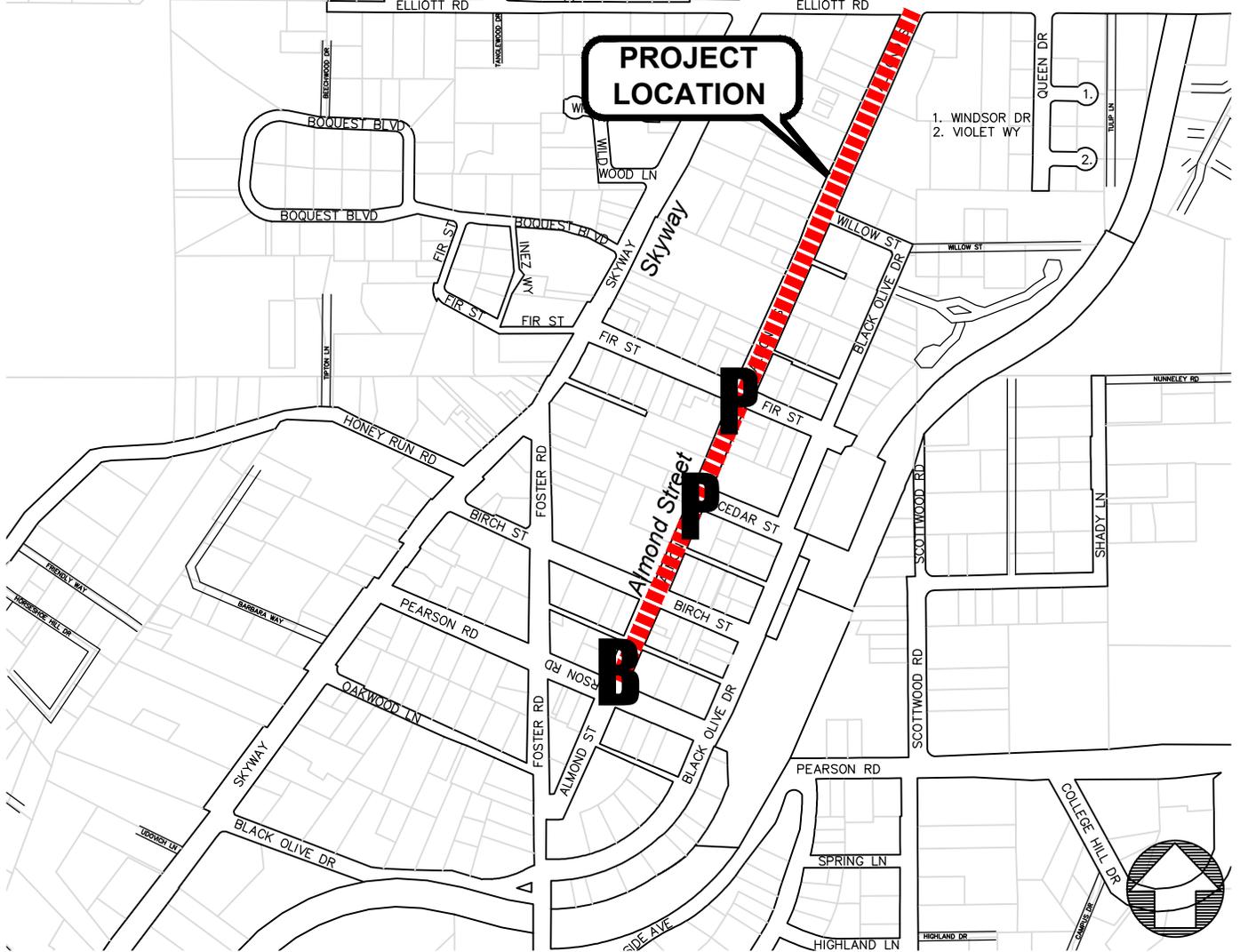
# 2010 - 2014

**P = Pedestrian Inj. Collision**  
**B = Bicycle Inj. Collision**

OTTINGHAM PK

**PROJECT LOCATION**

- 1. WINDSOR DR
- 2. VIOLET WY



SCALE: 1" = 600'



**TOWN OF PARADISE**  
**PUBLIC WORKS DEPARTMENT**

5555 Skyway  
 Paradise, California 95969  
 Phone: (530) 872-6291 Fax: (530) 877-5059

**Almond Street Multi-Modal  
 Improvements Project**

**SWITRS Collision Diagram**

ATTACHMENT







## 2012 OTS RANKINGS

Agency	Year	County	Group	Population (Avg)	DVMT
Paradise	2012	BUTTE COUNTY	D	26,045	368,564

TYPE OF COLLISION	VICTIMS KILLED & INJURED	OTS RANKING
<b>Total Fatal and Injury</b>	154	27/92
<b>Alcohol Involved</b>	15	30/92
<b>Had Been Drinking Driver &lt; 21</b>	4	4/92
<b>Had Been Drinking Driver 21 - 34</b>	5	40/92
<b>Motorcycles</b>	8	27/92
<b>Pedestrians</b>	4	66/92
<b>Pedestrians &lt; 15</b>	1	31/92
<b>Pedestrians 65+</b>	1	41/92
<b>Bicyclists</b>	5	70/92
<b>Bicyclists &lt; 15</b>	1	39/92
<b>Composite</b>		27/92

TYPE OF COLLISION	FATAL & INJURY COLLISIONS	OTS RANKING
<b>Speed Related</b>	41	11/92
<b>Nighttime (9:00pm - 2:59am)</b>	11	37/92
<b>Hit and Run</b>	4	67/92

TYPE OF ARRESTS	ARRESTS	% RATE	OTS RANKING*
<b>DUI Arrests</b>	125	0.80	65/90

**MINUTES**  
**PARADISE TOWN COUNCIL**  
**REGULAR MEETING – 6:00 PM – September 10, 2013**

**1. OPENING**

The Regular Meeting of the Paradise Town Council was called to order by Mayor Timothy Titus at 6:00 pm in the Town Council Chamber located at 5555 Skyway, Paradise, California. Following the Pledge of Allegiance to the Flag of the United States of America, Council Member Rawlings offered an invocation.

**COUNCIL MEMBERS PRESENT:** Greg Bolin, Steve “Woody” Culleton, Scott Lotter, John J. Rawlings, and Timothy Titus, Mayor.

**STAFF PRESENT:** Town Clerk Joanna Gutierrez, Town Manager Lauren Gill, Town Attorney Dwight L. Moore, Finance Director Will, Community Development Director Craig Baker, Police Chief Gabriela Tazzari-Dineen, Division Chief Rob Cone, CAL FIRE/Paradise Fire, Battalion Chief Curtis Lawrie, Assistant Town Clerk Dina Volenski, Associate Civil Engineer Marc Mattox, and Public Works Manager Paul Derr.

e. Presentations/Proclamations/Recognitions

- (1) Presentation by Oliver Allen, Butte Country Library Outreach
- (2) Proclamation recognizing *The Yellow Birds*, by Kevin Powers, as the community Book in Common
- (3) Proclamation Recognizing Constitution Week: September 17-23, 2013
- (4) Proclamation Recognizing Stanley D. McEtchin
- (5) Recognition of Jose Gallardo for Intern Engineering services
- (6) Recognition of Sarah Gomez for volunteer services in the Onsite Division
- (7) Presentation by Chief of Police Gabriela Tazzari-Dineen - Refurbished Patrol Vehicles

**2. ITEMS DEFERRED FROM PREVIOUS MEETINGS - None.**

**3. CONSENT CALENDAR**

**Following a MOTION by Culleton, seconded by Bolin,** the following items were adopted by unanimous roll call vote:

- 3a. Approved Minutes of the August 13, 2013, Regular meeting.
- 3b. Approved cash disbursements in the amount of \$1,432,253.48. (310-10-29)
- 3c. Adopted Resolution No. 13-46, A Resolution Of The Town Council Of The Town Of Paradise Authorizing Disposal Or Destruction Of Certain Town Records Maintained In Storage in the Town Clerk Department Pursuant To Government Code Section 34090. (160-20-16)

Following a report from Police Chief Tazzari-Dineen regarding the ordinance proposed to repeal current regulations and enacting a new chapter 9.60 of the Paradise Municipal Code that will allow for more effective tracking, monitoring, and enforcement of false alarm related incidents, Mayor Titus opened the public hearing at 6:40 pm to solicit public comment relating to the adoption of a resolution amending the master fee schedule to reflect changes to the alarm fee schedule that will be necessary if the ordinance is adopted.

1. Fred Aldred stated that he is representing the Paradise Tea Party and questioned if the old ordinance was written in 2004, why now is it now being considered for change; why is the alarm company responsible for data collection and also being charged a business license fee; why is there a charge for the first alarm; and, why charge residents who have never had an alarm go off.
2. Linda Lyons stated that she thinks the fees are being layered; that the alarm companies are being asked to do more paperwork and gather information from the people; that she thinks people will be afraid to use their alarms because of the potential for fees; and, that all alarm users are being punished for the false alarms of a few repeat offenders.
3. Paul Lyons stated that he would like the alarm companies to update the records when an alarm user moves or changes phone numbers.

Mayor Titus closed the public hearing at 6:45 pm.

- 5b. MOTION by Lotter, seconded by Culleton,** (1) Waived the reading of entire Ordinance No. 532 and approve reading by title only; (2) Introduced Ordinance No. 532, An Ordinance repealing Paradise Municipal Code Chapter 9.60 and adding a new Chapter 9.60 relating to Alarm Systems; (3) Conducted a public hearing, solicited public comment and adopt Resolution No. 13-47, A Resolution of the Town Council of the Town of Paradise Amending the Master Schedule of Fees Relating to Town Services, to reflect changes to the alarm fee schedule; (4) Authorized the Town Manager to cancel the current alarm billing and tracking contract service with PM AM; and, (5) Authorized the Town Manager to enter into a contract with City Support for tracking and billing of alarm incidents as approved by the Town Attorney in an annual amount of \$3,761.42. Roll call vote was unanimous. (395-20-18 & 540-16-101)

**6. PUBLIC COMMUNICATION** – None.

**7. COUNCIL CONSIDERATION**

Town Manager Gill discussed the staff involvement to invite the California Walks to the Town of Paradise, that over 20 groups, organizations and companies from Paradise attended the workshop, and that Marc Mattox would present

information regarding the recommendations that resulted from the Pedestrian Safety Community Workshop hosted by UC Berkeley SafeTrec, California Walks and the Town of Paradise on September 5, 2013. Associate Civil Engineer Mattox presented a Power Point and discussed the unique situations that the community would like to address within the Town of Paradise; and, that the staff would like Council to approve the following policy recommendations at this time:

- Establish a 20' (twenty-foot) no parking zone on each side of a crosswalk, a process called "daylighting" to provide for pedestrian visibility at crosswalks; and,
- Remove one of the mid-block crosswalks located on Skyway north of Elliott, south of Oliver, during the 2013 Microsurfacing Project.

Mayor Titus opened the matter for public comment.

1. Tom Kelly stated that he thinks that the public safety problem is that the speed limits are too high and that cars are speeding through Town and threatening pedestrians.
2. Don Drowty stated that he has observed youth break into a run halfway through the crosswalk and that education in the schools could address personal safety measures that can be taken to protect oneself in the crosswalk.

**7a. Council concurred** with the recommended policy directions and directed the establishment of a 20' no-parking zone on each side of crosswalks in town; and, to the elimination of a crosswalk on Skyway north of Elliott, south of Oliver, during the 2013 Microsurfacing Project. Staff is to determine which of the two crosswalks in that area would best serve the needs of the pedestrians. (490-60-04)

Following a report from Associate Engineer Mattox regarding the request to authorize staff to issue Contract Change Order to Intermountain Slurry Seal for the implementation of a Two-Way Left-Turn Lane along Skyway between Jewell Road and Pearson Road, Skyway between Elliott Road and Center Street, Skyway between Maxwell Drive and Bille Road under Contract No. 13-03, Paradise Micro-Surfacing Project 2013, with a fiscal impact estimated at \$2,700, Mayor Titus opened the matter for public comment.

1. Louis Johnson stated that he has gathered traffic statistics that indicate two way turn lanes actually increase traffic accidents.
2. Michael Snyder stated that he came to talk about sidewalks, cited a Government Code Section that states there is a duty to improve pedestrian safety and accessibility, discussed other areas in Town where it is dangerous for pedestrians to walk such as on Pentz Road and Demille, and asked for more sidewalks and bike lanes in Paradise.

**MINUTES**  
**PARADISE TOWN COUNCIL**  
**REGULAR MEETING – 6:00 PM – October 08, 2013**

**1. OPENING**

The Regular Meeting of the Paradise Town Council was called to order by Vice Mayor Scott Lotter in the Town Council Chamber located at 5555 Skyway, Paradise California. Following the Pledge of Allegiance to the Flag of the United States of America, Council Member Greg Bolin offered an invocation.

**COUNCIL MEMBERS PRESENT:** Greg Bolin, Steve “Woody” Culleton, John J. Rawlings, and Scott Lotter, Vice Mayor.

**COUNCIL MEMBERS ABSENT:** Timothy Titus, Mayor.

**STAFF PRESENT:** Town Clerk Joanna Gutierrez, Town Manager Lauren Gill, Town Attorney Dwight L. Moore, Finance Director Gina Will, Community Development Director Craig Baker, Police Lieutenant Steve Rowe, Fire Chief George Morris, Jr., CAL FIRE/Butte Unit, Paradise Fire; Battalion Chief Curtis Lawrie, Assistant Town Clerk Dina Volenski, and Associate Civil Engineer Marc Mattox.

Proclamations/Presentations:

- (1) The Centennial of 4H Youth Development Proclamation was accepted by Hannah Foster, 4H All Star, on behalf of the Pine Ridge 4H Club.
- (2) The Domestic Violence Awareness Month Proclamation was accepted by Mike Maloney.
- (3) Chuck Rough discussed the formation and mission of the Paradise Citizens' Alliance and informed Council of their "Speak Up For Paradise" community-based quality of life survey and the plan to develop proposals to present to various public agencies to address citizens concerns, raise the level of discourse and encourage other people to come forward on issues of concern in order to facilitate public improvements within the community.
- (4) George Morris, Jr., Unit Chief CAL FIRE/Butte County Fire/Paradise, introduced Fire Captain Joe Tapia who displayed a power point presentation and discussed the goals and objectives identified by the Fire Department and local collaborators that are set forth in the CAL FIRE Community Wildfire Protection Plan and the action plan for implementation. (440-05-23)

**2. ITEMS DEFERRED FROM PREVIOUS MEETINGS - None.**

cross. Engineer Mattox stated California Standards may require intersections between a multi-use trail and road to be marked as crosswalks.

Loren Harvey suggested painting a line on the Trailway for the pedestrian to stop at, until it is safe to cross the roadway.

Town Manager Gill thanked the public for their input and stated that the suggestions will all be taken into consideration as the Town continues with its pedestrian safety enhancement projects. Council discussed the importance of pedestrian awareness and the plans to implement education messages

7c. Council concurred to acknowledge receipt of the "Recommendations to Improve Pedestrian Safety in the Town of Paradise" report prepared by California WALKS in partnership with UC Berkeley Safe Transportation Research and Education Center. (490-60-04)

## **8. COUNCIL COMMUNICATION (Council Initiatives)**

8a. Council oral reports of their representation on Committees/Commissions.

Council Member Bolin stated that he had no meetings to report on, but would like to let the Council know that a Paradise High School student's senior project, "Quilts for Cancer" will presented on October 14<sup>th</sup> between 4pm and 7pm at Morning Star Quilts.

Council Member Rawlings reported that he attended Butte County Association of Governments and Butte County Air Quality Management District meetings and that BCAG is in the process of holding public hearings for input on unmet transit needs.

Council Member Culleton reported on his attendance at the League of California Cities Annual Conference in Sacramento; that the Boys and Girls Club is hosting a tri-tip dinner on October 9<sup>th</sup> between 4pm and 7pm; that 800 pies were sold during Johnny Appleseed Days; that a Cowboy Poetry and Music Gathering will occur on November 2<sup>nd</sup> at the Paradise Performing Arts Center with proceeds going to the Gold Nugget Museum; that "Paradise on Ice", an ice-skating rink at the Paradise Recreation and Park District, will be open on November 14, 2013, at the Terry Ashe Park on Skyway; and, that there will be a king and a queen crowned at the annual Chocolate 'Fest.

Vice Mayor Lotter reported that tonight is the Town's first video "Livestreaming" of a Council meeting and thanked the Paradise Rotary for funding the project; noted that Rotary has also contributed to the "Paradise on Ice" project; and, that he attended the LCC Annual Conference in Sacramento and was in Washington D.C. just when the government shutdown was occurring. Vice Mayor Lotter stated that he had an opportunity to meet with Congressman Doug LaMalfa, and other legislators, to discuss funding for wastewater treatment and that the word is, "The squeaky wheel gets the grease," and that it pays to loudly advocate for a cause when seeking funding.



2580 Sierra Sunrise Terrace, Suite 100  
 Chico, California 95928-8441  
 (530) 879-2468 FAX (530) 879-2444

May 19, 2015

Marc Mattox, Public Works Director  
 Town of Paradise  
 5555 Skyway  
 Paradise, CA 95969

Subject: Active Transportation Program, Public Participation Process Documentation for  
 Community Stakeholder Meeting - May 6, 2015 - 2-4pm

Attendees: Hoppie Campos - Paradise Director, Boys and Girls Club  
 Mike Trinca - Director, Paradise Recreation and Park District  
 Lauren Gill – Town Manager, Town of Paradise  
 Susan Hartman – Associate Planner, Town of Paradise  
 Ivan Garcia – Programming Manager, Butte County Association of Governments  
 Marc Mattox – Public Works Director/Town Engineer, Town of Paradise  
 Colette Curtis – Administrative Analyst, Town of Paradise  
 Stephen Rowe – Lieutenant, Paradise Police Department  
 Pamela Teeter – Youth for Change  
 Emily Vail – Parent/School Site Council President, Ponderosa Elementary School  
 Janine Rood – Director, Chico Velo  
 Tom Taylor – Principal, Ponderosa Elementary School  
 Jody Jones – Council Member, Paradise Town Council  
 Patti Horsley – Center for Healthy Communities, California State University Chico

Summary:

The workshops were noticed in the Paradise Post, Chico Enterprise, Oroville Mercury, Gridley Harold newspapers as well as posted on the entire Butte Regional Transit Fleet. In addition, Chico Velo, the regional bicycle advocacy group posted the announcement on its Facebook page. In addition, the announcement was presented and circulated to the BCAG Transportation Advisory Committee, and BCAG Board of Directors and sent to their respective email distribution list.

The meeting began at 2 pm with 14 stakeholders in attendance. Lauren Gill, Town Manager welcomed the group and went over the importance of active transportation for the community. Colette Curtis gave a brief background presentation on the Active Transportation Program and

Town of Paradise  
Active Transportation Program  
Public Participation Documentation  
May 6, 2015  
Page 2

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its goals. Patti Horsley from CSU Chico gave a presentation on the public health benefits of active transportation and went over statistics regarding current health issues in Paradise such as obesity and inactivity. Ivan Garcia from BCAG gave a brief presentation on regional funding needs and the significance of public outreach in the transportation planning process.

Marc Mattox gave a presentation on past Town projects and possible grant opportunities. This portion brought out many questions and comments from the group. There was a great deal of excitement around the projects already completed as well as those in the works.

Following the presentation was an open discussion regarding active transportation needs. Mike Trinca from the Paradise Recreation and Park District mentioned he was excited to see plans for sidewalks on Pentz Rd, and hoped it might be continued 50 feet to connect to a park that will be installed next year. Town Staff let him know they would take that into consideration. Hoppie Campos from The Boys and Girls Club expressed interest in connecting parks and other destinations (schools, after school recreation, etc) by safe sidewalks and bike lanes.

Janine Rood from Chico Velo mentioned bike safety on Pentz Rd, and was interested in creating a bike lane that is separated from traffic by parking. Town Staff let her know they would consider that for the design to see if it would work in that area.

As a result of the great interaction, it was agreed to take the presentation to Ponderosa Elementary to hear from the kids and staff as in order to get a user's perspective on active transportation needs. There were approximately 50 students in attendance and about 10 staff.

Wrap Up:

The group was in agreement that the priority for Paradise was installing sidewalks and bike lanes since so few exist in Town, which has created a barrier to active transportation. They were very supportive of safe routes to school projects and were keen to see sidewalks and bike lanes connect to parks and other destinations.

Signed:



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Ivan Garcia, BCAG Programming Manager



# Active Transportation Program (ATP) Community Stakeholder Meeting

**The public is invited to come and participate!**

ATP encourages increased use of active modes of transportation by achieving the following goals:

- Increase the proportion of trips accomplished by biking and walking,
- Increase safety and mobility for non-motorized users,
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas (GHG) reduction goals,
- Enhance public health,
- Ensure that disadvantaged communities fully share in the benefits of the program, and
- Provide a broad spectrum of projects to benefit many types of active transportation users.

### Get Involved, Make a Difference.

The purpose of the Active Transportation Program Community Stakeholder Meeting is to gather information and feedback regarding active transportation in Butte County. Local agencies will be applying for Active Transportation Program Grants to address active transportation needs in our community. Your input is needed to guide future plans and projects.

*Provide valuable input on active transportation needs in our community!*



Questions? Contact Ivan Garcia at 530-879-2468 or [igarcia@bcag.org](mailto:igarcia@bcag.org)

**City of Chico**  
Council Chambers Conf. Rm 1  
411 Main Street  
**Monday, May 4, 2015**  
11am to 1pm

**Gridley City Hall**  
Conference Room  
685 Kentucky Street  
**Monday, May 4, 2015**  
4pm to 6pm

**Oroville**  
Oakdale Elementary  
School Library  
2255 Las Plumas Ave  
**Tuesday, May 5, 2015**  
2pm to 4pm

**Paradise Town Hall**  
Council Chambers  
5555 Skyway  
**Wednesday, May 6, 2015**  
2pm to 4pm



# Active Transportation Program (ATP) Community Stakeholder Lub Rooj Sib Tham

## Thov caw txhua tus pej xeem tuaj thiab koom!

ATP txhawb kom muaj active transportation los ntawm cov hom phiaj nram qab no:

- Txhawb kom muaj kev taug kev lossis caij luv thij,
- Txhawb kom muaj kev ruaj ntseg thiab kev zoo ncig rau cov tibneeg tsis caij tshab lossis caij bus,
- Txhawb kom muaj active transportation thiaj li ncau cuag txojkev siv greenhouse gas kom tsawg,
- Txhim kho pej xeem kev noj qab haus huv,
- Xyuas kom meej tias tej zej zog txhua tus tau txhais kev pab los ntawm lub kev pab cuam no,
- Thiab muab ntau yam kev pab rau cov tibneeg uas siv active transportation.

### Sib Pab Koom Tes.

Active Transportation Program lub rooj sib tham no yog tsim los rau sawvdaws coj tswvim thiab kev txhawjxeeb tuaj hais qhia rau sawvdaws paub txog lawv txojkev taug kev thiab caij luv thij hauv Butte County. Cov koom haum nyob hauv Butte County yuav rov qab thov nyiaj pab los ntawm Active Transportation Program Grants los pab kho tej yam uas lub zej zog cov pejxeem xam pom tias yuav tsum tau kho thiaj li zoo taug kev thiab caij luv thij. Peb xav tau koj lub tswvim thiab koj kev xav txog qhov no.

**Muab tswvim tseemceeb txog active transportation coj tuaj pab peb lub zej zog!**



Yog muaj lus nug, hu rau Ivan Garcia ntawm 530-879-2468 lossis igarcia@bcag.org

**City of Chico**  
Council Chambers Conf. Rm 1  
411 Main Street  
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School Library  
2255 Las Plumas Ave  
**Tuesday, May 5, 2015**  
2pm to 4pm

**Paradise Town Hall**  
Council Chambers  
5555 Skyway  
**Wednesday, May 6, 2015**  
2pm to 4pm



## Active Transportation Program (ATP)

### Reunión De La Comunidad De Las Partes Interesadas

#### El público está invitado a venir y participar!

El propósito de la **ATP** es fomentar un mayor uso de los modos activos de transporte por la consecución de los siguientes objetivos :

- Aumentar la proporción de viajes realizados por el ciclismo y el senderismo,
- Aumentar la seguridad y la movilidad de los usuarios no motorizados ,
- Avanzar en los esfuerzos de transporte activo de los organismos regionales para alcanzar los objetivos de gases (Greenhouse gas -GHG) de reducción de efecto invernadero ,
- Mejorar la salud pública
- Asegurar que las comunidades desfavorecidas plenamente participen en los beneficios del programa , y
- Proporcionar una amplia gama de proyectos en beneficio de muchos tipos de usuarios del transporte activo .

#### ***Involúcrate , Hacer la Diferencia!***

El propósito de la reunión de las partes interesadas Activo Comunidad Programa de Transporte es reunir información y retroalimentación sobre el transporte activo en el condado de Butte. Las agencias locales estarán aplicando para Activos Programa Becas de transporte para abordar las necesidades de transporte activos en nuestra comunidad. Se necesita su entrada para guiar a los planes y proyectos futuros.

***Proporcionar información valiosa sobre las necesidades de transporte activos en nuestra comunidad!***



¿Preguntas? Póngase en contacto con Iván García al 530-879-2468 o [igarcia@bcag.org](mailto:igarcia@bcag.org)

**City of Chico**  
Council Chambers Conf. Rm 1  
411 Main Street  
**Monday, May 4, 2015**  
**11am to 1pm**

**Gridley City Hall**  
Conference Room  
685 Kentucky Street  
**Monday, May 4, 2015**  
**4pm to 6pm**

**Oroville**  
Oakdale Elementary  
School Library  
2255 Las Plumas Ave  
**Tuesday, May 5, 2015**  
**2pm to 4pm**

**Paradise Town Hall**  
Council Chambers  
5555 Skyway  
**Wednesday, May 6, 2015**  
**2pm to 4pm**



# ACTIVE TRANSPORTATION PROGRAM

## COMMUNITY STAKEHOLDER MEETING

### Get Involved, Make Difference.

The purpose of the Active Transportation Program Community Stakeholder Meeting is to gather information and feedback regarding active transportation in Butte County. Local agencies will be applying for Active Transportation Program Grants to address active transportation needs in our community. Your input is needed to guide future plans and projects.

City of Chico  
 Council Chambers  
 411 Main Street  
 Monday, May 4, 2015  
 11am to 1pm

Gridley City Hall  
 685 Kentucky Street  
 Monday, May 4, 2015  
 4pm to 6pm

Oroville  
 Oakdale Elem. School Library  
 2255 Las Plumas Ave  
 Tuesday, May 5, 2015  
 2pm to 4pm

Paradise Town Hall  
 5555 Skyway  
 Wednesday, May 6, 2015  
 2pm to 4pm

\* \* \* \*

**Provide valuable  
 input on active  
 transportation  
 needs in our  
 community**

**Discuss future plans  
 for local projects**





Active Transportation Community Stakeholder Meeting  
Town of Paradise - Council Chambers  
May 6, 2015

Sign In Sheet

<u>Name (Please Print)</u>	<u>Organization (if applicable)</u>
1. <u>JUAN GARCIA</u>	<u>BCAG jgarcia@bcag.org</u>
2. <u>Marc Mattox</u>	<u>Town of Paradise</u>
3. <u>STEPHEN ROWE</u>	<u>PARADISE P.D.</u>
4. <u>Pamela Teeter</u>	<u>Youth For Change</u>
5. <u>Emily Vail</u>	<u>Ponderosa Parent</u>
6. <u>Janire Rood</u>	<u>Chica Velo</u>
7. <u>Tom Tan</u>	<u>Ponderosa Principal</u>
8. <u>Jody Jones</u>	<u>Town Council</u>
9. <u>Patti Florsley</u>	<u>CSUC</u>
10. <u>Cdette Curtis</u>	<u>Town of Paradise</u>
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

# ACTIVE TRANSPORTATION PROGRAM COMMUNITY WORKSHOP

## Get Involved, Make Difference.

The purpose of the Active Transportation Program Community Stakeholder Meeting is to gather information and feedback regarding active transportation in Butte County. Local agencies will be applying for Active Transportation Program Grants to address active transportation needs in our community. **Your input is needed to guide future plans and projects.**

**Please provide your concerns, comments & suggestions (write them down or drawn them out).**

Name & Contact information if needed for clarification:



**TOWN OF PARADISE  
RESOLUTION NO. 15-14**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF  
PARADISE SUPPORTING THE SUBMISSION OF FIVE GRANT  
APPLICATIONS FOR THE ACTIVE TRANSPORTATION PROGRAM  
CYCLE 2 CALL FOR PROJECTS.**

**WHEREAS**, the Town of Paradise supports policies and programs that focus on safe infrastructure in addition to the health and wellness of the community; and,

**WHEREAS**, the health and safety of children is of highest concern to the citizens of the Town of Paradise; and,

**WHEREAS**, driving students to school in private vehicles contributes to traffic congestion, safety concerns, and air pollution; and

**WHEREAS**, being able to walk or bicycle to school along safe routes offers an opportunity to build healthful physical activity into daily routines, so that children can arrive at school ready to learn; and

**WHEREAS**, having safer routes to and from schools can decrease pedestrian and bicycling related injuries, not just for students, but for the entire community; and

**WHEREAS**, the California Active Transportation Program aims to:

- Increase the proportion of trips accomplished by biking and walking,
- Increase safety and mobility for non-motorized users,
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals,
- Enhance public health,
- Ensure that disadvantaged communities fully share in the benefits of the program, and
- Provide a broad spectrum of projects to benefit many types of active transportation users; and,

**WHEREAS**, the Ponderosa Elementary SR2S Project, Downtown Paradise Equal Mobility Project, Memorial Trailway Class 1 Enhancements Project, Almond Street Multi-Modal Improvements Project, and Paradise Active Transportation Plan each could potentially achieve successful program goals by installing critical infrastructure allowing residents of all ages to enjoy the benefits of safe active transportation throughout the Town of Paradise.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PARADISE AS FOLLOWS:**

**Section 1.** The submission of five Active Transportation Program grant applications is supported.

TOWN OF PARADISE  
RESOLUTION NO. 15-14

PASSED AND ADOPTED by the Town Council of the Town of Paradise on this 12<sup>th</sup> day of May, 2015, by the following vote:

AYES: Steve "Woody" Culleton, Jody Jones, Scott Lotter, John J. Rawlings and Greg Bolin, Mayor

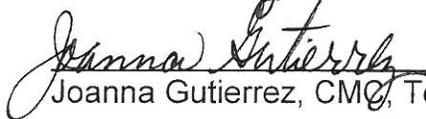
NOES: None

ABSENT: None

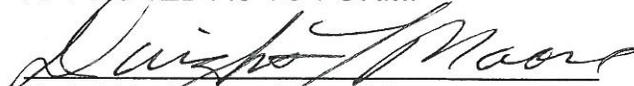
ABSTAIN: None

By:   
Greg Bolin, Mayor

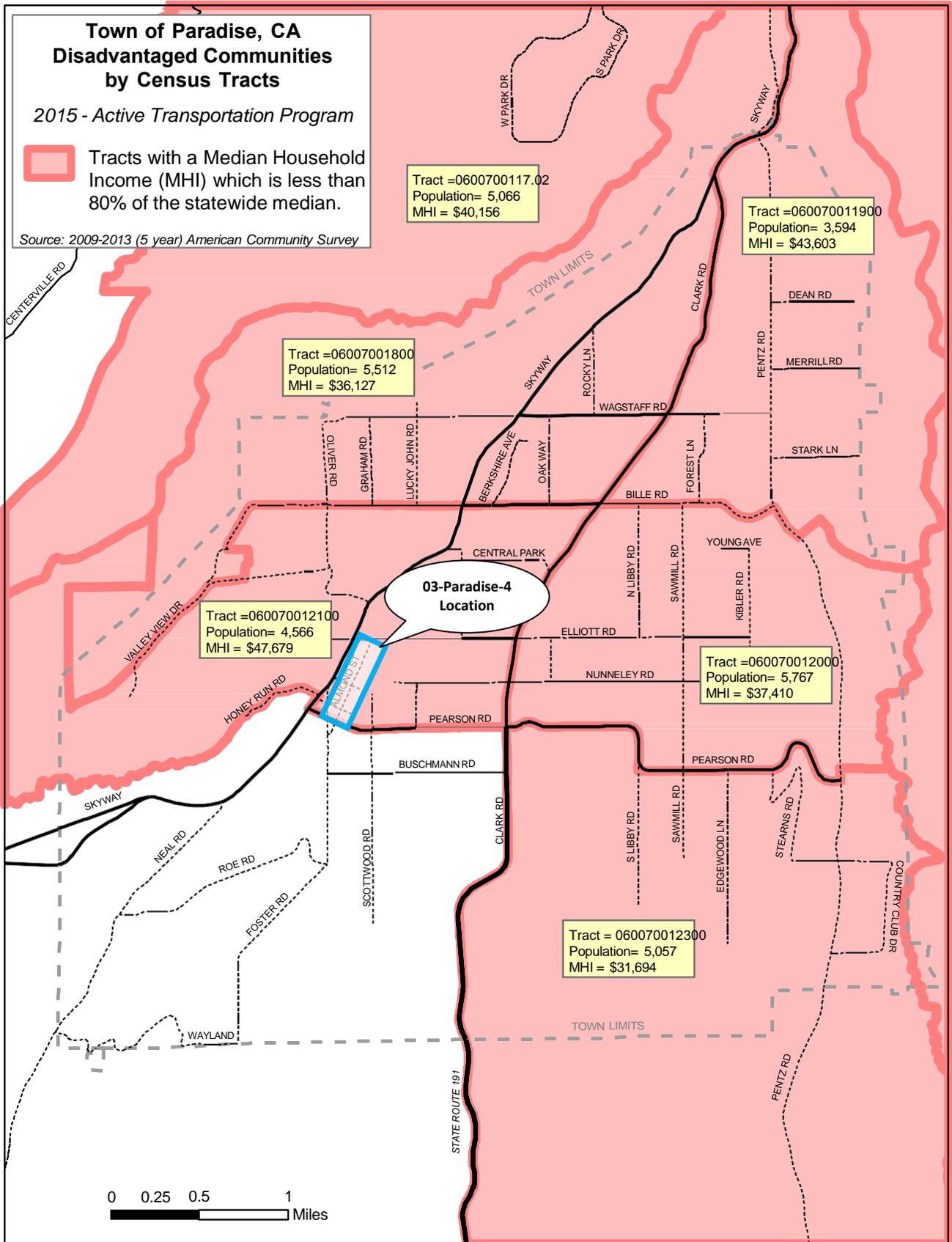
ATTEST: May 12, 2015

  
Joanna Gutierrez, CMO, Town Clerk

APPROVED AS TO FORM:

  
Dwight L. Moore, Town Attorney

I, DINA A. VOLENSKI, ASSISTANT TOWN CLERK OF THE TOWN OF PARADISE, DO HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF RESOLUTION NO. 15-14  
ADOPTED BY THE COUNCIL OF THE TOWN OF PARADISE AT A Regular MEETING HELD ON THE 12<sup>th</sup> DAY OF May 2015  
Dina A. Volenski  
DINA A. VOLENSKI, ASSISTANT TOWN CLERK





S1810

DISABILITY CHARACTERISTICS

2011-2013 American Community Survey 3-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Subject	Paradise town, California				
	Total		With a disability		Percent with a disability Estimate
	Estimate	Margin of Error	Estimate	Margin of Error	
Total civilian noninstitutionalized population	25,876	+/-99	6,417	+/-706	24.8%
Population under 5 years	924	+/-263	40	+/-58	4.3%
With a hearing difficulty	(X)	(X)	0	+/-118	0.0%
With a vision difficulty	(X)	(X)	40	+/-58	4.3%
Population 5 to 17 years	3,107	+/-503	536	+/-327	17.3%
With a hearing difficulty	(X)	(X)	16	+/-26	0.5%
With a vision difficulty	(X)	(X)	119	+/-99	3.8%
With a cognitive difficulty	(X)	(X)	417	+/-310	13.4%
With an ambulatory difficulty	(X)	(X)	26	+/-44	0.8%
With a self-care difficulty	(X)	(X)	51	+/-60	1.6%
Population 18 to 64 years	15,731	+/-587	3,453	+/-603	22.0%
With a hearing difficulty	(X)	(X)	509	+/-208	3.2%
With a vision difficulty	(X)	(X)	331	+/-182	2.1%
With a cognitive difficulty	(X)	(X)	1,969	+/-559	12.5%
With an ambulatory difficulty	(X)	(X)	1,635	+/-330	10.4%
With a self-care difficulty	(X)	(X)	694	+/-241	4.4%
With an independent living difficulty	(X)	(X)	1,699	+/-468	10.8%
Population 65 years and over	6,114	+/-501	2,388	+/-390	39.1%
With a hearing difficulty	(X)	(X)	1,018	+/-242	16.7%
With a vision difficulty	(X)	(X)	291	+/-141	4.8%
With a cognitive difficulty	(X)	(X)	773	+/-263	12.6%
With an ambulatory difficulty	(X)	(X)	1,377	+/-356	22.5%
With a self-care difficulty	(X)	(X)	751	+/-262	12.3%
With an independent living difficulty	(X)	(X)	1,071	+/-302	17.5%
SEX					
Male	13,053	+/-720	3,408	+/-553	26.1%
Female	12,823	+/-712	3,009	+/-526	23.5%
RACE AND HISPANIC OR LATINO ORIGIN					
One Race	N	N	N	N	N

ATTACHMENT

Subject	Paradise town, California				
	Total		With a disability		Percent with a disability
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate
White alone	23,778	+/-598	5,979	+/-650	25.1%
Black or African American alone	N	N	N	N	N
American Indian and Alaska Native alone	N	N	N	N	N
Asian alone	N	N	N	N	N
Native Hawaiian and Other Pacific Islander alone	N	N	N	N	N
Some other race alone	N	N	N	N	N
Two or more races	1,315	+/-438	304	+/-184	23.1%
White alone, not Hispanic or Latino	22,474	+/-733	5,680	+/-640	25.3%
Hispanic or Latino (of any race)	1,650	+/-541	495	+/-334	30.0%
PERCENT IMPUTED					
Disability status	9.0%	(X)	(X)	(X)	(X)
Hearing difficulty	6.5%	(X)	(X)	(X)	(X)
Vision difficulty	6.9%	(X)	(X)	(X)	(X)
Cognitive difficulty	7.5%	(X)	(X)	(X)	(X)
Ambulatory difficulty	7.3%	(X)	(X)	(X)	(X)
Self-care difficulty	7.3%	(X)	(X)	(X)	(X)
Independent living difficulty	7.0%	(X)	(X)	(X)	(X)

**20 Year Invest Summary Analysis**

Total Costs	\$3,904,886.00
Net Present Cost	\$3,754,698.08
Total Benefits	\$2,652,406.44
Net Present Benefit	\$1,756,634.45
Benefit-Cost Ratio	0.47

**20 Year Itemized Savings**

Mobility	\$584,757.91
Health	\$85,344.37
Recreational	\$1,056,571.13
Gas & Emissions	\$16,007.11
Safety	\$909,725.92

Funds Requested	\$3,429,452.00
Net Present Cost of Funds Requested	\$3,297,550.00
Benefit Cost Ratio	0.53

**Mattox, Marc**

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**From:** Hsieh, Wei@CCC [Wei.Hsieh@CCC.CA.GOV] on behalf of ATP@CCC [ATP@CCC.CA.GOV]  
**Sent:** Monday, May 11, 2015 9:12 AM  
**To:** Mattox, Marc  
**Cc:** Curtis, Colette; inquiry@atpcommunitycorps.org; ATP@CCC; Hsieh, Wei@CCC; Welch, Keith@CCC; Wolsey, Scott@CCC  
**Subject:** RE: Town of Paradise ATP Coordination (4 Projects)

Hi Marc,

Thank you for contacting the CCC. Unfortunately, we are unable to participate in these 4 projects. Please include this email with your application as proof that you reached out to the CCC.

Thank you,

Wei Hsieh, Manager  
Programs & Operations Division  
California Conservation Corps  
1719 24<sup>th</sup> Street  
Sacramento, CA 95816  
(916) 341-3154  
[Wei.Hsieh@ccc.ca.gov](mailto:Wei.Hsieh@ccc.ca.gov)

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**From:** Mattox, Marc [<mailto:mmattox@townofparadise.com>]  
**Sent:** Friday, May 08, 2015 4:35 PM  
**To:** ATP@CCC  
**Cc:** Curtis, Colette  
**Subject:** Town of Paradise ATP Coordination (4 Projects)

Good afternoon Mr. Hsieh:

Please find attached the Town's formal submittals to request CCC participation on four potentially ATP-funded projects. Can you please review the submittals and advise if the CCC is able to participate on any items of work? If you have any questions, please do not hesitate to contact me.

Thank you,

**Marc Mattox, PE**

Public Works Director - Town Engineer | Town of Paradise  
(530) 872-6291 x125 | [mmattox@townofparadise.com](mailto:mmattox@townofparadise.com)

**Mattox, Marc**

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**From:** Active Transportation Program [inquiry@atpcommunitycorps.org]  
**Sent:** Monday, May 11, 2015 3:09 PM  
**To:** Mattox, Marc  
**Cc:** atp@ccc.ca.gov  
**Subject:** Re: Town of Paradise ATP Coordination (4 Projects)

Hi Marc,

Thank you for reaching out to the local conservation corps. Unfortunately, we are not able to participate in any of these projects because it is out of our range. Please include this email with your application as proof that you reached out to the Local Corps.

Thank you  
Monica

On Fri, May 8, 2015 at 4:39 PM, Mattox, Marc <[mmattox@townofparadise.com](mailto:mmattox@townofparadise.com)> wrote:

Good afternoon Ms. Lynch:

Please find attached the Town's formal submittals to request CALCC participation on four potentially ATP-funded projects. Can you please review the submittals and advise if the CALCC is able to participate on any items of work? If you have any questions, please do not hesitate to contact me.

Thank you,

**Marc Mattox, PE**

Public Works Director - Town Engineer | Town of Paradise

[\(530\) 872-6291 x125](tel:5308726291x125) | [mmattox@townofparadise.com](mailto:mmattox@townofparadise.com)

--

**Monica Davalos** | Legislative Policy Intern  
Active Transportation Program  
California Association of Local Conservation Corps  
1121 L Street, Suite 400  
Sacramento, CA 95814

**Mattox, Marc**

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**From:** Haslem, Felicia K@DOT [felicia.haslem@dot.ca.gov]  
**Sent:** Friday, March 27, 2015 2:44 PM  
**To:** Mattox, Marc; Day, James P@DOT  
**Cc:** Curtis, Colette  
**Subject:** RE: 5425 Project Delivery History

Hi Marc,

Jim and I highly recommend the Town of Paradise for ATP Cycle 2 funding. We've never had issues with your current or past projects and the Town is always thorough and timely with submittals. Keep up the good work.

Felicia Haslem  
California Department of Transportation  
District 3 Office of Local Assistance  
703 B Street  
Marysville, CA 95901  
530.741.4156

---

**From:** Mattox, Marc [<mailto:mmattox@townofparadise.com>]  
**Sent:** Friday, March 27, 2015 10:03 AM  
**To:** Day, James P@DOT; Haslem, Felicia K@DOT  
**Cc:** Curtis, Colette  
**Subject:** 5425 Project Delivery History

Good morning Jim & Felicia:

We are diving into the details of the ATP Cycle 2 application. Per Part B Question 9, we are required to provide an explanation of our project delivery history for projects within the last five years. Would you mind providing a brief email/narrative on our delivery history. Ideally, I would like to insert the email as an attachment to supplement our own assessment of delivery history.

CML 5425 (021) Pearson Road Park & Ride Facility (Closed)  
CML 5425 (022) Pearson-Recreation Signalization (Closed)  
SRTSNI 5425 (023) Three E's Safe Routes to School (Closed)  
HSIPL 5425 (024) Downtown Paradise Safety Project (Pending Closeout)  
HSIPL 5425 (025) Cypress Curve Realignment Project (PE Phase, CON 2016)  
HSIPL 5425 (026) Paradise Signal Upgrades Project (CON complete 3/13/15)  
HSIPL 5425 (027) Pearson Rd Shoulder Widening Project (PE Phase, CON 2016)  
HSIPL 5425 (028) Clark Rd Safety Enhancements Project (PE Phase, CON 2015)  
ATPL 5425 (029) Pearson Rd SR2S Connectivity Project (PAED Phase, PE Request 4/16/2015)  
ATPL 5425 (030) Maxwell Dr SR2s Project (PAED Phase, PE Request 4/16/2015)

Your input would be greatly appreciated.

Thank you,

**Marc Mattox, PE**

Public Works Director - Town Engineer | Town of Paradise  
(530) 872-6291 x125 | [mmattox@townofparadise.com](mailto:mmattox@townofparadise.com)



May 19, 2015

Mr. Ted Davini  
CALTRANS  
Division of Local Assistance, MS 1  
Attn: Office of Active Transportation and Special Programs  
Sacramento, CA 94274-0001

Dear Mr. Davini,

Butte County Association of Governments (BCAG) is pleased to offer its support for the Town of Paradise's Almond St. Multi-Modal Improvement Project application for the Active Transportation Program Grant. BCAG is the federally designated Metropolitan Planning Organization (MPO) and State designated Regional Transportation Planning Agency (RTPA) for Butte County.

The lack of continuous, level sidewalks in the Town of Paradise presents a serious challenge to pedestrians. The hilly terrain and state of disrepair of existing sidewalks prevents many residents from enjoying the exercise and sense of community that walking to a destination, rather than driving, provides. BCAG fully supports the Town of Paradise in its effort to secure funding to install a safe sidewalk along Almond St.

BCAG intends to work with the Town of Paradise wherever necessary to complete their proposed project. Improving the walkability of Paradise roads for all residents is a shared goal and we look forward to the results of this project.

This project is consistent with BCAG's goals, objectives and policies included in the current Metropolitan Transportation Plan/Sustainable Communities Strategy for Butte County; specifically, this project furthers our goals in meeting air quality and greenhouse gas emissions goals.

We look forward to a response from Caltrans. Thank you for the consideration.

Sincerely,

Ivan Garcia  
Programming Manager

**Public Health Department**

Cathy A. Raevsky, Director

Mark A. Lundberg, M.D., M.P.H., Health Officer

**Nursing Programs - Chico**2491 Carmichael Drive, Ste 100  
Chico, California 95928

T: 530.895.6565

F: 530.891.2873

[buttecounty.net/publichealth](http://buttecounty.net/publichealth)

May 18, 2015

Mr. Ted Davini  
CALTRANS  
Division of Local Assistance, MS 1  
Attn: Office of Active Transportation and Special Programs  
Sacramento, CA 94274-0001

Dear Mr. Davini,

As the Maternal, Child, Adolescent Health Director for Butte County Public Health, I am pleased to offer my support for the Town of Paradise's Almond St. Gateway Improvement Project application for the Active Transportation Program Grant. The lack of continuous, level sidewalks in the Town of Paradise presents a serious challenge to pedestrians. The hilly terrain and state of disrepair of existing sidewalks prevents many residents from enjoying the exercise and sense of community that walking to a destination, rather than driving, provides. Securing funding to install a safe sidewalk on Almond St is just one of many projects essential to creating a pedestrian friendly Town of Paradise.

For these reasons, Butte County Public Health supports the Town of Paradise in their effort to construct sidewalks and bike lanes along important pedestrian routes. We are pleased endorse the Town of Paradise in their endeavor to improve the walkability of Paradise roads for both students and all residents. We are poised to provide support as necessary to complete the proposed project.

Sincerely,

Ann Dickman  
Maternal, Child, Adolescent Health Director



May 21, 2015

Ted Davini  
Caltrans, Division of Local Assistance, MS 1  
Attn: Office of Active Transportation and Special Programs  
Sacramento, CA 94274-0001

**Re: Letter of Support for the Almond St. Gateway Improvement Project, Town of Paradise**

Dear Mr. Davini,  
California Walks (Cal Walks) is pleased to offer its support for the Town of Paradise's Almond St. Gateway Improvement Project application for the Active Transportation Program. The lack of continuous, level sidewalks in the Town of Paradise presents a serious challenge to pedestrians. The hilly terrain and state of disrepair of existing sidewalks prevents many residents from enjoying the exercise and sense of community that walking to a destination, rather than driving, provides. Cal Walks fully supports the Town of Paradise in its effort to secure funding to install a safe sidewalk on Almond St.

Cal Walks, at the invitation of the Town of Paradise, facilitated a workshop on September 5, 2013 to community residents, Town staff members, and other professionals with an overview of pedestrian safety best practices, a hands-on walkability assessment of areas near the downtown core, and facilitated small group action planning discussions to develop specific recommendations for the Town Council to improve the safety and walkability of Paradise. The workshop was attended by 28 participants representing a wide cross-section of the Paradise community—with a range of organizations and disciplines represented, including Town of Paradise government agencies (Vice Mayor, Council Members, Town Manager's Office, Town Engineer, Police Department, etc.), Downtown Businesses, Butte County agencies (County Supervisor, Butte County Association of Governments (BCAG), Department of Public Health, Board of Education), the Paradise Ridge Family Resource Center, Paradise Senior Center, concerned parents and other community members and many others. The workshop galvanized community members and local agencies to work together to devise common priorities for improving pedestrian safety in Paradise.

One of the major issue areas Cal Walks observed—reiterated many times by workshop participants— is the discontinuous nature of sidewalks outside of the downtown core, as well as the poor state of repair of existing sidewalks and curb ramps. The poor state of repair of sidewalks in the downtown core creates an environment that is difficult to navigate on foot, and the lack of safe walking connections to more residential streets can encourage residents to drive to the downtown core for shopping and entertainment even if they are within reasonable

walking distance. Improving the walking conditions in the downtown core and the connections to it can help with existing or planned downtown revitalization efforts by encouraging more people to be out on foot enjoying what the community has to offer.

California Walks intends to work with the Town of Paradise wherever necessary to complete their proposed project. Improving the walkability of Paradise streets for all residents is a shared goal, and we look forward to the results of this project.

Sincerely,



Wendy Alfsen  
Executive Director


**Paradise Ridge Chamber of Commerce & Visitors Bureau**


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5550 Skyway #1, Paradise, CA 95969  
 Tel: 530.877.9356 Fax: 530.877.1865  
 Web: www.paradisechamber.com

May 12, 2015

**Monica Nolan**  
 Executive Director

**Executive Officers**

**Shannon Hurte**  
 President  
 Edward Jones Investments

**Jay Cooke**  
 Vice President  
 Professional Mortgage  
 Associates

**David Shepler**  
 Treasurer  
 Wells Fargo Bank

**Pamela Teeter**  
 Secretary  
 Inc. Opt. Boutique

**Kimball Shirey**  
 Past President  
 Spencer Shirey Wines; Sweeney  
 & Selland Insurance Services

**Board of Directors**

**Kelley Conner**  
 PostNet

**Julie Cooke**  
 Pine Ridge Women's Club

**Steve Crowder**  
 A Stitch Above Embroidery &  
 Shirt Printing

**Kevin Erich**  
 Feather River Hospital

**Dean Fender**  
 ParadiseDirect.com / Fender IT  
 Services

**Stephen L. Graf**  
 Pearson Road Collision Repair

**Nicki Jones**  
 HeavenScent Candles & Gifts

**Carol Peterson**  
 Boys & Girls Club

**Andy Torkelson**  
 Center for Spiritual Living

Mr. Ted Davini  
 CALTRANS  
 Division of Local Assistance, MS 1  
 Attn: Office of Active Transportation and Special Programs  
 Sacramento, CA 94274-0001

Dear Mr. Davini,

The Paradise Ridge Chamber of Commerce is pleased to offer its support for the Town of Paradise's Almond Street Gateway Improvement Project application for the Active Transportation Program Grant. The lack of continuous sidewalks in the downtown area presents a major obstacle to pedestrians in our community. The hilly terrain and state of disrepair of existing sidewalks prevents many residents from enjoying the downtown area and patronizing the businesses located there. The Paradise Ridge Chamber of Commerce fully supports the Town of Paradise in its effort to secure funding to install a safe sidewalk on Almond Street.

As the local Chamber of Commerce, we are interested in making the downtown area pedestrian friendly to encourage residents to patronize businesses in the downtown area. The project proposed in the Active Transportation Program Grant will provide a significant infrastructure improvement that will allow our residents to walk to destinations, improving their ability to access businesses there and reduce their reliance on car travel.

The Paradise Ridge Chamber of Commerce intends to work with the Town of Paradise wherever necessary to complete its proposed project. Improving the walkability of Paradise for the health and safety of our community is a top priority, and we look forward to the results of this project.

Sincerely,

Monica Nolan  
 Executive Director  
 Monica@ParadiseChamber.com



## Center for Healthy Communities

CALIFORNIA STATE UNIVERSITY, CHICO

---

*CHC helps create healthy, connected and empowered communities*

May 18, 2015

Theresa McWilliam  
ATP Program Manager  
CALTRANS, Division of Local Assistance  
1120 N Street  
Sacramento, CA 95814

Re: Letter of Commitment for the Town of Paradise ATP, Project Funding Application (Cycle 2)

Dear Ms. McWilliam:

The Center for Healthy Communities (CHC) at California State University, Chico enthusiastically supports the Town of Paradise's Active Transportation Program (ATP) proposal to provide much-needed infrastructure improvements that will enhance safety and promote walking and bicycling in Paradise.

Paradise is a rural community with aging infrastructure and a lack of basic pedestrian and bicycle facilities to support safe walking and bicycling throughout the town. Through the proposed improvements, this project can have a significant impact on the health and safety of Paradise's residents. Data from Paradise schools shows that 27% of students in grades 5, 7 and 9 are overweight or obese and just 29% of Paradise adults walk enough to meet minimum physical activity recommendations.

Recent community health assessments from the local Feather River Hospital and Butte County Public Health Department further support the need for these improvements, with residents indicating that Paradise is difficult to navigate on foot or by bicycle and lacks sufficient sidewalks. In addition, these assessments identified obesity, air quality and chronic disease as the top health concerns of Paradise residents – all conditions that can be addressed by improving infrastructure to make it safer to walk and bicycle.

CHC has a long history of working with the community of Paradise and Paradise schools to encourage healthy eating and active living. We fully support the Town in their work to make pedestrian and bicycle facilities safer and more accessible to students and all residents in the community and we look forward to the implementation of the project improvements. We are confident this proposal will have significant safety and health benefits for residents in the disadvantaged community being served.

Sincerely,

Patti Horsley, MPH  
Program Manager



5974 Pentz Road  
Paradise, CA 95969  
530-877-9361

*Feather River Hospital*

5/26/2015

Mr. Ted Davini  
CALTRANS  
Division of Local Assistance, MS 1  
Attn: Office of Active Transportation and Special Programs  
Sacramento, CA 94274-0001

Dear Mr. Davini,

Feather River Hospital is pleased to offer its support for the Town of Paradise's Almond St. Gateway Improvement Project application for the Active Transportation Program Grant. The lack of continuous sidewalks in the downtown area presents a major obstacle to pedestrians in our community. The hilly terrain and state of disrepair of existing sidewalks prevents many residents from enjoying the exercise and sense of community that walking to a destination, rather than driving, provides. Feather River Hospital fully supports the Town of Paradise in its effort to secure funding to install a safe sidewalk on Almond St.

As the local Hospital, Feather River Hospital is interested in the safety and health of residents in the Town of Paradise. The project proposed in the Active Transportation Program Grant will provide a significant infrastructure improvement that will allow our residents to walk to destinations, improving their health and improving the air quality by reducing reliance on car travel.

Feather River Hospital intends to work with the Town of Paradise wherever necessary to complete their proposed project. Improving the walkability of Paradise for the health and safety of our community is a top priority, and we look forward to the results of this project.

Sincerely,

A handwritten signature in blue ink that reads "Maureen M. Wisener".

Maureen M. Wisener  
Assistant Vice President, Foundation & Communications



Recipient of the  
Gold CAPE Award for  
Performance Excellence  
2008 & 2010



# PARADISE

CITIZENS' ALLIANCE

May 19, 2015

Mr. Ted Davini  
CALTRANS  
Division of Local Assistance, MS 1  
Attn: Office of Active Transportation and Special Programs  
Sacramento, CA 94274-0001

Dear Mr. Davini,

Paradise Citizens' Alliance is pleased to offer its support for the Town of Paradise's Almond St. Gateway Improvement Project application for the Active Transportation Program Grant. The lack of continuous sidewalks in the downtown area presents a major obstacle to pedestrians in our community. The hilly terrain and state of disrepair of existing sidewalks prevents many residents from enjoying the exercise and sense of community that walking to a destination, rather than driving, provides. Paradise Citizens' Alliance fully supports the Town of Paradise in its effort to secure funding to install a safe sidewalk on Almond St.

In 2013 Paradise Citizens' Alliance conducted a survey of residents on life in Paradise. The number one priority identified in the survey was more pedestrian sidewalks and walking paths. 69.93% of respondents indicated they disagreed or strongly disagreed that Paradise is pedestrian friendly. The results of this survey clearly illustrate the need and desire to improve the walkability of our community. For this reason, the Paradise Citizens' Alliance supports the Town of Paradise' effort to construct sidewalks in the downtown area.

Paradise Citizens' Alliance intends to work with the Town of Paradise wherever necessary to complete their proposed project. Improving the walkability of Paradise for the benefit of our community is a top priority for our group and we look forward to the results of this project.

Sincerely,

Charles L. Rough, Jr.  
Chair



# TOWN OF PARADISE

## POLICE DEPARTMENT

5595 Black Olive Drive, Paradise, CA 95969 (530) 872-6241 FAX (530) 872-4950

**Gabriela F. Tazzari-Dineen, Chief of Police**

May 25, 2015

Mr. Ted Davini  
CALTRANS  
Division of Local Assistance, MS 1  
Attn: Office of Active Transportation and Special Programs  
Sacramento, CA 94274-0001

Dear Mr. Davini,

The Paradise Police Department is pleased to offer its support for the Town of Paradise's Almond St. Multi-Modal Improvements Project application for the Active Transportation Program Grant. The lack of continuous sidewalks in the downtown area presents a major safety issue for pedestrians. The Paradise Police Department fully supports the Town of Paradise in its effort to secure funding to install a safe sidewalk in the downtown.

The Paradise Police Department participated in the Community Stakeholder Meeting in May 2015 and is supportive of the recommendation to focus on sidewalk improvements in our community.

The Paradise Police Department intends to work with the Town of Paradise wherever necessary to complete their proposed project. Improving the safety of our residents as they walk in our downtown area is of the utmost importance and we look forward to the results of this project.

Sincerely,

Gabriela Tazzari-Dineen  
Chief of Police



5/26/15

Mr. Ted Davini  
CALTRANS  
Division of Local Assistance, MS 1  
Attn: Office of Active Transportation and Special Programs  
Sacramento, CA 94274-0001

Dear Mr. Davini,

Chico Velo is a 501.c(3) non-profit bicycling advocacy organization supporting bicycle usage and bike safety in Northern California. We are pleased to offer our support for the Town of Paradise's Almond Street Multi-Modal Improvements Project application for the Active Transportation Program Grant. The lack of complete streets in the Town of Paradise presents a serious challenge to residents walking and biking to their destinations. The hilly terrain and open culverts along the roads prevent many residents from enjoying the exercise, social benefits and independence gained through walking and biking rather than driving. We fully support the Town of Paradise in its effort to secure funding to install a safe sidewalk and bike lane along Almond Street.

In May 2015 Chico Velo was invited to participate in a community stakeholder meeting focused on active transportation needs in Paradise. We agreed with the recommendation that sidewalk and bike lane infrastructure was needed to increase the number of residents walking and riding to their destinations. For this reason, we support the Town of Paradise in their effort to construct sidewalks and bike lanes along school routes.

We intend to work with the Town of Paradise wherever necessary to complete their proposed project. Improving the condition of Paradise roads to increase riding is a shared goal and we look forward to the results of this project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Janine Rood', is written over a light blue horizontal line.

Janine Rood  
Executive Director



TOWN OF PARADISE  
5555 Skyway  
Paradise, CA 95969  
(530) 872-6291

### EXHIBIT 22-F REQUEST FOR STATE-ONLY ATP FUNDING

To: ATP Manager  
1120 N Street, MS 1  
Sacramento, CA 95814

Date: May 23, 2015

Subject: Request for ATP State-Only Funding

The Town of Paradise hereby requests ATP State-only funding for the following project:

*03-Paradise-4, Almond Street Multi-Modal Improvements*

#### PROJECT DESCRIPTION:

*The proposed project will construct sidewalks, curbs, gutters and Class II Bicycle Lanes along Almond Street between Pearson Road and Elliott Road in Paradise, CA.*

#### JUSTIFICATION:

A. Type of Work: *Infrastructure-only*

B. Project cost: *\$3,905,000*

C. Status of Project

1. Beginning and Ending Dates of the Project: *July 1, 2017 // October 1, 2020*

2. Environmental Clearance Status: *Incomplete*

3. R/W Clearance Status: *Not certified, None anticipated*

4. Status of Construction

a) Proposed Advertising Date: *August 1, 2019*

b) Proposed Contract and Construction Award Dates: *October 1, 2019*

D. Total Project Funding Plan by Fiscal Year (\$1,000s)

Project Phase	Fiscal Year 16/17		Fiscal Year 17/18		Fiscal Year 18/19		Total
	ATP	Local	ATP	Local	ATP	Local	
PA&ED	83	2	-	-	-	-	85
PS&E	146	4	-	-	-	-	150
ROW	-	-	195	5	-	-	200
CON	-	-	-	-	3,005	465	3,470
CON-NI	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>229</b>	<b>6</b>	<b>195</b>	<b>5</b>	<b>3,005</b>	<b>465</b>	<b>3,429</b>

E. State specific reasons for requesting State-Only fund and why Federal funds should not be used on the project.

*The Town of Paradise understands the importance of project accountability and on-time delivery for State funded projects. With this in mind, the Town requests State-Only funds for the subject Active Transportation Program project application. State-Only funds will enable the Town to deliver the project in the timeliest manner, by forgoing a full-NEPA review. The Town's project delivery history should be a strong consideration for State-Only funds, as we are currently on schedule for five HSIP-funded projects and two ATP-funded projects. The Town appreciates the consideration for State-Only funds.*

**Attachment 3**

PA&ED Request for Authorization Package for June CTC Meeting

**EXHIBIT 22-C STATE-ONLY FINANCE LETTER**

DEPARTMENT OF TRANSPORTATION  
ACCOUNTING SERVICE CENTER  
LOCAL PROGRAM ACCOUNTING BRANCH

Date: March 18, 2016

Agency: Town of Paradise

Project No.: ATPL 5425 (031) – Almond St Multi-Modal Improvements

Advantage ID.: \_\_\_\_\_

PPNO: \_\_\_\_\_

Attention.: Felicia Haslem

	P/L	TOTAL COST	PARTICIPATING COST	ATP STATE-ONLY FUNDS	LOCAL FUNDS	OTHER FUNDS	OTHER FUNDS
Environmental & Permits	L	\$85,000	\$85,000	\$83,000	\$2,000		
Plans, Specs, & Estimate							
Right of Way							
Construction							
Contract Items							
Suppl. Work							
Contingencies							
Contingencies							
Agency Furn. Mat.							
Constr. Engineering							
Force Acct. Amt.							
Construction Total							
<b>TOTALS:</b>		\$85,000	\$85,000	\$83,000	\$2,000		

Questions regarding this finance letter should be directed to:

ALLOCATION BY: CTC

Signature:  Printed name: Marc A. Mattox

Date: \_\_\_\_\_

Title: Public Works Director / Town Engineer Telephone number: (530) 872-6291 x125

REMARKS: This is a Project Approval / Environmental Document Phase Finance Letter. Submitting early per Ted Davini e-mail dated 03/17/16.



**EXHIBIT 22-N FUNDING ALLOCATION CHECKLIST  
(LOCAL ATP PROJECTS)**

PPNO: \_\_\_\_\_

Project ID: ATPL 5425 (031)

Brief Project Description: Construction of sidewalks, bike lanes and other improvements

Output/Outcome: Increased safety and bicycling / walking trips in the project area

(Action taken/quantifiable benefits or results)

This checklist is to be completed by the local agency and attached to the Request for Funding Allocation.

**TYPE OF PROJECT (Select only one)**

Infrastructure (IF)

Non-Infrastructure (NI)

Combined IF & NI

**TYPE OF FUNDING**

1. Indicate type of funding

- Federal-only (Skip to question #3)
- Federal/Local (Skip to question #3)
- Federal/State (Skip to question #3)
- State-only

2. Is the project approved by ATP Manager for State-only funding?

- Yes
- No

If "Yes" continue to question #3

If "No" your project is not eligible for State-only funded

**ENVIRONMENTAL CLEARANCE REQUIREMENTS**

3. Is this request limited to funding for the Environmental Studies component?

- Yes
- No

If "Yes", go to question #10.

If "No," a completed CEQA Environmental Document is required.

For certain types of projects that do not result in either direct or indirect change in the physical environment, a formal CEQA document may not be needed. An example of this type of project is installing bicycle racks on buses. Consult Caltrans Environmental office for interpretations.

4. Has the local agency made a final CEQA determination that the project is exempt?
- Yes
  - No

If “Yes,” skip to question #6.  
If “No,” go to question #5.

5. Did local agency prepare and approve a Negative Declaration, Mitigated Negative Declaration or Environmental Impact Report?
- Yes

If “Yes”, please provide Resolution E#:\_\_\_\_\_. This can be obtained from the CTC “Action Taken Report” at <http://www.dot.ca.gov/hq/transprog/ctcliaison.htm>.

- No - If the local agency has not made a final determination that the project is exempt from CEQA and has not approved a Negative Declaration, Mitigated Negative Declaration or Environmental Impact Report, the local agency must attach a letter, signed by the Executive Director of the CEQA Lead Agency (or their designee), explaining the Lead Agency’s determination regarding CEQA. Note: the option is only available for ATP Non-Infrastructure Projects or Plans.

6. Is this request for a project with any federal funds (ATP or non-ATP)?
- Yes
  - No

If “Yes”, NEPA Environmental Document is required.  
If “No,” a NEPA Environmental Document is not required.

**RIGHT OF WAY CLEARANCE REQUIREMENTS**

7. Is this request for Construction funding?
- Yes
  - No

If “No” skip to question #10

8. Is this request for a project with any federal funds (ATP or non-ATP)?
- Yes
  - No

If “Yes” submit a RW Certification Document. Go to question #10.  
If “No” go to question #9

9. Has RW Clearances been achieved?
- Yes
  - No

If “Yes”, Please provide date: \_\_\_\_\_.  
If “No”, Project is not ready for allocation.



## ESTIMATED TIMELY USE OF FUNDS DEADLINES

10. Requested Funding Allocation Approval date May 18-19, 2016

11. Is this request for Project Development costs (Environmental Studies or PS&E)?

- Yes  
 No

If "Yes," complete the following:

Estimated expenditure deadline for this project development allocation: June 30, 2017  
(Enter June 30<sup>th</sup> of the end of the second fiscal year after the requested approval date.) **Expenditures after this date will not be reimbursed unless the CTC extends the deadline via time extension.**

12. Is this request for Right of Way costs?

- Yes  
 No

If "Yes," complete the following:

Estimated expenditure deadline for this right of way allocation: \_\_\_\_\_

13. Is this request for Construction costs?

- Yes  
 No

If "Yes," complete the following:

Estimated award deadline for this allocation: \_\_\_\_\_  
(Enter the date that is 6 months after the date of the requested approval date.) **If the project is not awarded by this date, the funding will be rescinded unless the CTC extends the deadline via time extension.**

Based on the requested funding approval date shown above, we estimate that we will award a contract for this project on \_\_\_\_\_ (enter date) and complete the contract on \_\_\_\_\_ (enter date).

Estimated expenditure deadline for this construction allocation \_\_\_\_\_ (Enter the date that is 36 months after the estimated award date shown above.) **If it is estimated that the contract will not be completed and accepted by this date, attach justification for the extra time required to complete the contract.**

**REGIONAL TRANSPORTATION PLANNING AGENCY CONCURRENCE**

14. Will this request change the project description, scope, exceed the amount programmed, or require an advance?

- Yes
- No

15. Has the RTPA passed a resolution requiring their concurrence on all requests for ATP funding allocations?

- Yes
- No

If the answer to question 14 or 15 is “Yes,” the RTPA must sign the “Request for Funding Allocation” form.

\*\*\*\*\*

Prepared by: Marc A. Mattox Date: 03/18/16 Phone No. (530) 872-6291 x125 Title: Public Works Director



TOWN OF PARADISE  
5555 Skyway  
Paradise, CA 95969  
(530) 872-6291

**EXHIBIT 22-O REQUEST FOR FUNDING ALLOCATION  
LOCAL ATP PROJECTS**

**To:** Martin Villanueva  
District Local Assistance Engineer  
Caltrans, Office of Local Assistance  
703 B Street, Marysville, CA 95901

**Date:** March 18, 2016

**PPNO:** \_\_\_\_\_  
**Project ID:** ATPL 5425 (031)  
Construction of sidewalks,  
bike lanes, and other  
improvements  
Almond St between Pearson  
and Elliott (Paradise, Butte)  
**Assembly District:** 3  
**Senate District:** 2

Dear Mr. Villanueva:

We request that the California Transportation Commission allocate **\$83,000** of Active Transportation Program funding for this project.

Project Description:

The proposed project will add sidewalks, curbs and gutters to Almond Street between Pearson Road and Elliott Road. In addition, construction will widen Almond Street to incorporate Class II Bicycle Lanes on both sides of the roadway. To facilitate the construction of these improvements, underground drainage needs to be addressed and is included in the project.

Output/Outcome:

Construction of these facilities will lead to increased and safer walking and bicycling trips in the project area.

**A. Fund Allocation Summary**

<u>Project Component</u>	<b>Fund Allocation</b> (This Request)
Environmental Studies & Permits	<u>\$83,000</u>
Plans, Specifications & Estimate	<u>\$ _____</u>
Right of Way	<u>\$ _____</u>
*Construction	<u>\$ _____</u>
Total	<u>\$83,000</u>

Will project be completed (accepted) within 36 months

Yes

No

If NO, how many additional months are required to complete the project? \_\_\_\_\_



Total Project Funding Plan by Fiscal Year

See attached PPR.

Type of ATP Funding

State-only

Request for Advance of ATP Funding

This funding request is made slightly in advance of the FY 16/17 year as approved by Ted Davini email dated 03-17-2016. Town is looking to maintain an aggressive schedule to meet all CTC and project deadlines for delivery.

Status of Project

1) Completion of Environmental Document:

CEQA – This Request will formally commence the PA&ED phase.

*If the project is not exempt from CEQA, all CEQA environmental submittals shall be coordinated directly with the CTC. The lead agency ensures that the necessary environmental documents are brought forward to the CTC for action prior to allocation of funds to receive an E Resolution number. The form to submit environmental documentation and request an E-Resolution is available on the CTC website at <http://www.catc.ca.gov/programs/envIRON.htm>*

NEPA – Not applicable. This project is State-only funded.

2) Right of Way Certification:

Not applicable at the PA&ED phase.

3) Construction

Not applicable at the PA&ED phase.

Timely Use of Funds

We request that the CTC allocate these funds at the May 18-19, 2016 meeting.  
(use appropriate wording per Checklist instructions)



**Local Agency Certification:**

This Request for Funding allocation has been prepared in accordance with the procedures outlined in Chapter 23 of the *Local Assistance Program Guidelines*. I certify that the information provided in the attached checklist is accurate and correct. I understand that if the required information has not been provided this form will be returned and the funding allocation may be delayed. Please advise us as soon as the fund allocation has been approved. You may direct any questions to

Marc Mattox at (530) 872-6291 x125 or [mmattox@townofparadise.com](mailto:mmattox@townofparadise.com).

Signature:  Title: Public Works Director / Town Engineer Date: 03/18/16

**Regional Transportation Planning Agency/County Transportation Commission Concurrence:**

Concurred: Iván García, Programming Manager

Signature:  Butte County Association of Governments Date: 03/18/16  
(Agency/Commission)

**Caltrans District Local Assistance Engineer Acceptance:**

I have reviewed the information submitted on the Request for Funding and agree it is complete and has been prepared in accordance with the procedures outlined in Chapter 22 of the *Local Assistance Program Guidelines*.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Title)

Attachments:

- Project Programming Request
- Funding Allocation Checklist
- Others (as required, i.e., , Justification for construction deadlines longer than 36 months, Pre-award Audit Request, Audit Disposition letter, State-only Finance Letter, etc.)

**Distribution:** (1) Original + 1 copy to DLAE

**ATP PROJECT PROGRAMMING REQUEST**

Date: 19-May-15

Project Information:					
<b>Project Title:</b> Almond St Multi-Modal Improvements					
District	County	Route	EA	Project ID	PPNO
03	Butte	Almond St			

Funding Information:									
DO NOT FILL IN ANY SHADED AREAS									
Proposed Total Project Cost (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Notes:
E&P (PA&ED)				85				85	
PS&E				150				150	
R/W					200			200	
CON						3,470		3,470	
<b>TOTAL</b>				<b>235</b>	<b>200</b>	<b>3,470</b>		<b>3,905</b>	

ATP Funds	Infrastructure Cycle 2								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)				83				83	
PS&E				146				146	Notes:
R/W					195			195	
CON						3,005		3,005	
<b>TOTAL</b>				<b>229</b>	<b>195</b>	<b>3,005</b>		<b>3,429</b>	

ATP Funds	Non-Infrastructure Cycle 2								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)									
PS&E									Notes:
R/W									
CON									
<b>TOTAL</b>									

ATP Funds	Plan Cycle 2								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)									
PS&E									Notes:
R/W									
CON									
<b>TOTAL</b>									

ATP Funds	Previous Cycle								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)									
PS&E									Notes:
R/W									
CON									
<b>TOTAL</b>									

ATP Funds	Future Cycles								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)									
PS&E									Notes:
R/W									
CON									
<b>TOTAL</b>									

**ATP PROJECT PROGRAMMING REQUEST**

Date: 19-May-15

Project Information:					
<b>Project Title:</b> Almond St Multi-Modal Improvements					
District	County	Route	EA	Project ID	PPNO
03	Butte	Almond St			

**Funding Information:**  
DO NOT FILL IN ANY SHADED AREAS

Fund No. 2:	Future Source for Matching								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)				2				2	Town of Paradise
PS&E				4				4	<b>Notes:</b>
R/W					5			5	2.5% ATP Match
CON						77		77	
<b>TOTAL</b>				6	5	77		88	

Fund No. 3:	Future Source for Matching								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)									Town of Paradise
PS&E									<b>Notes:</b>
R/W									Non-ATP project costs
CON						388		388	
<b>TOTAL</b>						388		388	

Fund No. 4:	Future Source for Matching								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)									
PS&E									<b>Notes:</b>
R/W									
CON									
<b>TOTAL</b>									

Fund No. 5:	Future Source for Matching								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)									
PS&E									<b>Notes:</b>
R/W									
CON									
<b>TOTAL</b>									

Fund No. 6:	Future Source for Matching								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)									
PS&E									<b>Notes:</b>
R/W									
CON									
<b>TOTAL</b>									

Fund No. 7:	Future Source for Matching								Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)									
PS&E									<b>Notes:</b>
R/W									
CON									
<b>TOTAL</b>									

ATTACHMENT B

**Attachment 4**  
Proposed Contract Agreement

## AGREEMENT FOR PROFESSIONAL SERVICES

### Contract 16-01.PE Almond St Multi-Modal Improvements

#### ARTICLE I INTRODUCTION

- A. This contract is between the following named, hereinafter referred to as, CONSULTANT and the following named, hereinafter referred to as, LOCAL AGENCY:

The name of the "CONSULTANT" is as follows:

#### Consultant Name

Incorporated in the State of (NAME OF STATE)  
The Project Manager for the "CONSULTANT" will be (NAME)

The name of the "LOCAL AGENCY" is as follows:

#### Town of Paradise

The Contract Administrator for LOCAL AGENCY will be Marc Mattox, Town Engineer

- A. The work to be performed under this contract is described in Article II entitled Statement of Work, further defined in Exhibit A, and the approved CONSULTANT's Cost Proposal dated (DATE). The approved CONSULTANT's Cost Proposal is attached hereto (Exhibit B) and incorporated by reference. If there is any conflict between the approved Cost Proposal and this contract, this contract shall take precedence.
- C. The CONSULTANT agrees to indemnify and hold harmless LOCAL AGENCY, its officers, agents, and employees from any and all claims, demands, costs, or liability arising from or connected with the Consultant's services provided under this contract due to negligent acts, acts, errors, or omissions of the CONSULTANT. The CONSULTANT will reimburse LOCAL AGENCY for any expenditure, including reasonable attorney fees, incurred by LOCAL AGENCY in defending against claims ultimately determined to be due to negligent acts, acts, errors, or omissions of the CONSULTANT
- D. CONSULTANT and the agents and employees of CONSULTANT, in the performance of this contract, shall act in an independent capacity and not as officers or employees or agents of LOCAL AGENCY.
- E. LOCAL AGENCY may immediately terminate this contract with CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in the manner provided in this contract. In the event of such termination, LOCAL AGENCY may proceed with the work in any manner deemed proper by LOCAL AGENCY. If LOCAL AGENCY terminates this contract with CONSULTANT, LOCAL AGENCY shall pay CONSULTANT the sum due to CONSULTANT under this contract prior to termination, unless the cost of completion to LOCAL AGENCY exceeds the funds remaining in the contract. In which case the overage shall be deducted from any sum due CONSULTANT under this contract and the balance, if any, shall be paid to CONSULTANT upon demand.
- F. Without the written consent of LOCAL AGENCY, this contract is not assignable by CONSULTANT either in whole or in part.
- G. No alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
- H. The consideration to be paid to CONSULTANT as provided in this contract, shall be in compensation for all of CONSULTANT's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

#### ARTICLE II STATEMENT OF WORK

- A. Consultant shall complete the following task list as referenced in the Consultant's Proposal dated MMMM DD, YYYY, attached as Exhibit A, and as further described in the list below:

TASK LIST TO BE INSERTED FROM PROPOSAL

### **ARTICLE III CONSULTANT'S REPORTS OR MEETINGS**

- A. CONSULTANT shall submit progress reports at least once a month. The report should be sufficiently detailed for the Contract Administrator to determine, if CONSULTANT is performing to expectations, or is on schedule; to provide communication of interim findings, and to sufficiently address any difficulties or special problems encountered, so remedies can be developed.
- B. CONSULTANT's Project Manager shall meet with LOCAL AGENCY's Contract Administrator, as needed, to discuss progress on the contract.

### **ARTICLE IV PERFORMANCE PERIOD**

- A. This contract shall go into effect on June 20, 2016, contingent upon approval by LOCAL AGENCY, and CONSULTANT shall commence work after notification to proceed by LOCAL AGENCY'S Contract Administrator. The contract shall end when a construction contract is awarded.
- B. CONSULTANT is advised that any recommendation for contract award is not binding on LOCAL AGENCY until the contract is fully executed and approved by LOCAL AGENCY.

### **ARTICLE V ALLOWABLE COSTS AND PAYMENTS**

- A. The method of payment for this contract will be based on lump sum. The total lump sum price paid CONSULTANT will include compensation for all work and deliverables, including travel and equipment described in Article II Statement of Work of this contract. No additional compensation will be paid to CONSULTANT, unless there is a change in the scope of the work or the scope of the project. In the instance of a change in the scope of work or scope of the project, adjustment to the total lump sum compensation will be negotiated between CONSULTANT and LOCAL AGENCY. Adjustment in the total lump sum compensation will not be effective until authorized by contract amendment and approved by LOCAL AGENCY.
- B. Progress payments may be made monthly in arrears based on the percentage of work completed by CONSULTANT. If CONSULTANT fails to submit the required deliverable items according to the schedule set forth in the Statement of Work, LOCAL AGENCY shall have the right to delay payment or terminate this Contract in accordance with the provisions of Article VI Termination.
- C. CONSULTANT shall not commence performance of work or services until this contract has been approved by LOCAL AGENCY and notification to proceed has been issued by LOCAL AGENCY'S Contract Administrator. No payment will be made prior to approval of any work, or for any work performed prior to approval of this contract.
- D. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit, upon receipt by LOCAL AGENCY'S Contract Administrator of itemized invoices in triplicate. Invoices shall be submitted no later than 45-calendar days after the performance of work for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone, on each project as applicable. Invoices shall follow the format stipulated for the Cost Proposal and shall reference this contract number and project title. Final invoice must contain the final cost and all credits due LOCAL AGENCY that include any equipment purchased under the provisions of Article XVII Equipment Purchase of this contract. The final invoice should be submitted within 60-calendar days after completion of CONSULTANT's work. Invoices shall be mailed to LOCAL AGENCY's Contract Administrator at the following address:

Marc A. Mattox, Public Works Director / Town Engineer  
Town of Paradise  
5555 Skyway  
Paradise, CA 95969

- E. The total amount payable by LOCAL AGENCY shall not exceed \$(Amount).
- F. All subcontracts in excess of \$25,000 shall contain the above provisions.

### **ARTICLE VI TERMINATION**

- A. In addition to Article IE of this Contract, LOCAL AGENCY reserves the right to terminate this contract upon thirty (30) calendar days written notice to CONSULTANT with the reasons for termination stated in the notice.
- B. The maximum amount for which the Government shall be liable if this contract is terminated is \_\_\_\_\_ dollars.

### **ARTICLE VII FUNDING REQUIREMENTS**

- A. It is mutually understood between the parties that this contract may have been written before ascertaining the availability of funds or appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.
- B. This contract is valid and enforceable only, if sufficient funds are made available to LOCAL AGENCY for the purpose of this contract. In addition, this contract is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress, State Legislature, or LOCAL AGENCY governing board that may affect the provisions, terms, or funding of this contract in any manner.
- C. It is mutually agreed that if sufficient funds are not appropriated, this contract may be amended to reflect any reduction in funds.
- D. LOCAL AGENCY has the option to void the contract under the 30-day cancellation clause, or by mutual agreement to amend the contract to reflect any reduction of funds.

#### **ARTICLE VIII CHANGE IN TERMS**

- A. This contract may be amended or modified only by mutual written agreement of the parties.
- B. CONSULTANT shall only commence work covered by an amendment after the amendment is executed and notification to proceed has been provided by LOCAL AGENCY's Contract Administrator.
- C. There shall be no change in CONSULTANT's Project Manager or members of the project team, as listed in the approved Cost Proposal, which is a part of this contract without prior written approval by LOCAL AGENCY's Contract Administrator.

#### **ARTICLE IX DELETED**

#### **ARTICLE X COST PRINCIPLES**

- A. CONSULTANT agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual items.
- B. CONSULTANT also agrees to comply with federal procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- C. Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be unallowable under 49 CFR Part 18 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by CONSULTANT to LOCAL AGENCY.

#### **ARTICLE XI CONTINGENT FEE**

CONSULTANT warrants, by execution of this contract that no person or selling agency has been employed, or retained, to solicit or secure this contract upon an agreement or understanding, for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, LOCAL AGENCY has the right to annul this contract without liability; pay only for the value of the work actually performed, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

#### **ARTICLE XII RETENTION OF RECORDS/AUDIT**

For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the contract pursuant to Government Code 8546.7; CONSULTANT, subconsultants, and LOCAL AGENCY shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, including but not limited to, the costs of administering the contract. All parties shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract. The California State, State Auditor, LOCAL AGENCY, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of CONSULTANT that are pertinent to the contract for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested Subcontracts in excess of \$25,000 shall contain this provision.

#### **ARTICLE XIII EXTRA WORK**

At any time during the term of this Agreement, Local Agency may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by Local Agency to be necessary for the proper completion of Consultant's services, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without prior written authorization from Local Agency.

#### **ARTICLE XIV DISPUTES**

- A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of LOCAL AGENCY's Contract Administrator and Town Manager, who may consider written or verbal information submitted by CONSULTANT.
- B. Not later than 30 days after completion of all work under the contract, CONSULTANT may request review by LOCAL AGENCY Governing Board of unresolved claims or disputes, other than audit. The request for review will be submitted in writing.
- C. Neither the pendency of a dispute, nor its consideration by the committee will excuse CONSULTANT from full and timely performance in accordance with the terms of this contract.

#### **ARTICLE XV AUDIT REVIEW PROCEDURES**

- A. Any dispute concerning a question of fact arising under an interim or post audit of this contract that is not disposed of by agreement, shall be reviewed by LOCAL AGENCY'S Chief Financial Officer.
- B. Not later than 30 days after issuance of the final audit report, CONSULTANT may request a review by LOCAL AGENCY'S Chief Financial Officer of unresolved audit issues. The request for review will be submitted in writing.
- C. Neither the pendency of a dispute nor its consideration by LOCAL AGENCY will excuse CONSULTANT from full and timely performance, in accordance with the terms of this contract.
- D. CONSULTANT and subconsultants' contracts, including cost proposals and indirect cost rates (ICR), are subject to audits or reviews such as, but not limited to, a Contract Audit, an Incurred Cost Audit, an ICR Audit, or a certified public accountant (CPA) ICR Audit Workpaper Review. If selected for audit or review, the contract, cost proposal and ICR and related workpapers, if applicable, will be reviewed to verify compliance with 48 CFR, Part 31 and other related laws and regulations. In the instances of a CPA ICR Audit Workpaper Review it is CONSULTANT's responsibility to ensure federal, state, or local government officials are allowed full access to the CPA's workpapers. The contract, cost proposal, and ICR shall be adjusted by CONSULTANT and approved by LOCAL AGENCY contract manager to conform to the audit or review recommendations. CONSULTANT agrees that individual terms of costs identified in the audit report shall be incorporated into the contract by this reference if directed by LOCAL AGENCY at its sole discretion. Refusal by CONSULTANT to incorporate audit or review recommendations, or to ensure that the Federal, State, or local governments have access to CPA workpapers, will be considered a breach of contract terms and cause for termination of the contract and disallowance of prior reimbursed costs.

#### **ARTICLE XVI SUBCONTRACTING**

- A. CONSULTANT shall perform the work contemplated with resources available within its own organization; and no portion of the work pertinent to this contract shall be subcontracted without written authorization by LOCAL AGENCY'S Contract Administrator, except that, which is expressly identified in the approved Cost Proposal.
- B. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all the provisions stipulated in this contract to be applicable to subconsultants.
- C. Any substitution of subconsultants must be approved in writing by LOCAL AGENCY's Contract Administrator prior to the start of work by the subconsultant.

#### **ARTICLE XVII EQUIPMENT PURCHASE**

- A. Prior authorization in writing, by LOCAL AGENCY's Contract Administrator shall be required before CONSULTANT enters into any unbudgeted purchase order, or subcontract exceeding \$5,000 for supplies, equipment, or CONSULTANT services. CONSULTANT shall provide an evaluation of the necessity or desirability of incurring such costs.

- B. For purchase of any item, service or consulting work not covered in CONSULTANT's Cost Proposal and exceeding \$5,000 prior authorization by LOCAL AGENCY's Contract Administrator; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.
- C. Any equipment purchased as a result of this contract is subject to the following: "CONSULTANT shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of \$5,000 or more. If the purchased equipment needs replacement and is sold or traded in, LOCAL AGENCY shall receive a proper refund or credit at the conclusion of the contract, or if the contract is terminated, CONSULTANT may either keep the equipment and credit LOCAL AGENCY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established LOCAL AGENCY procedures; and credit LOCAL AGENCY in an amount equal to the sales price. If CONSULTANT elects to keep the equipment, fair market value shall be determined at CONSULTANT's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by LOCAL AGENCY and CONSULTANT, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by LOCAL AGENCY." 49 CFR, Part 18 requires a credit to Federal funds when participating equipment with a fair market value greater than \$5,000 is credited to the project.
- D. All subcontracts in excess \$25,000 shall contain the above provisions.

#### **ARTICLE XVIII INSPECTION OF WORK**

CONSULTANT and any subconsultant shall permit LOCAL AGENCY, the state, and the FHWA if federal participating funds are used in this contract; to review and inspect the project activities and files at all reasonable times during the performance period of this contract including review and inspection on a daily basis.

#### **ARTICLE XIX SAFETY**

- A. CONSULTANT shall comply with OSHA regulations applicable to CONSULTANT regarding necessary safety equipment or procedures. CONSULTANT shall comply with safety instructions issued by LOCAL AGENCY Safety Officer and other LOCAL AGENCY representatives. CONSULTANT personnel shall wear hard hats and safety vests at all times while working on the construction project site.
- B. Pursuant to the authority contained in Section 591 of the Vehicle Code, LOCAL AGENCY has determined that such areas are within the limits of the project and are open to public traffic. CONSULTANT shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. CONSULTANT shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.
- C. Any subcontract entered into as a result of this contract, shall contain all of the provisions of this Article.

#### **ARTICLE XX INSURANCE**

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

##### ***Minimum Scope of Insurance***

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) Coverage Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the consultants profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

##### ***Minimum Limits of Insurance***

Consultant shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Errors and omissions liability: \$1,000,000 per claim & \$1,000,000 aggregate.

***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions exceeding \$25,000 must be declared to and approved by the LOCAL AGENCY. At the option of the LOCAL AGENCY, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the LOCAL AGENCY, its officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the LOCAL AGENCY guaranteeing payment of losses and related investigations, claim administration and defense expenses.

***Other Insurance Provisions***

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The LOCAL AGENCY, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance respects the LOCAL AGENCY, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the LOCAL AGENCY, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the LOCAL AGENCY.

***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A. M. Best's rating of no less than A: VII, unless otherwise acceptable to the LOCAL AGENCY.

***Verification of Coverage***

Consultant shall furnish the LOCAL AGENCY with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the LOCAL AGENCY or on other than the LOCAL AGENCY's forms provided, those endorsements conform to LOCAL AGENCY requirements. All certificates and endorsements are to be received and approved by the LOCAL AGENCY before work commences. The LOCAL AGENCY reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required.

**ARTICLE XXI OWNERSHIP OF DATA**

- A. Upon completion of all work under this contract, ownership and title to all reports, documents, plans, specifications, and estimates produce as part of this contract will automatically be vested in LOCAL AGENCY; and no further agreement will be necessary to transfer ownership to LOCAL AGENCY. CONSULTANT shall furnish LOCAL AGENCY all necessary copies of data needed to complete the review and approval process.
- B. It is understood and agreed that all calculations, drawings and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the construction of the project for which this contract has been entered into.
- C. CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by LOCAL AGENCY of the machine-readable information and data provided by CONSULTANT under this contract; further, CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with any use by LOCAL AGENCY of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as many be authorized in writing by CONSULTANT.
- D. Applicable patent rights provisions regarding rights to inventions shall be included in the contracts as appropriate (48 CFR 27, Subpart 27.3 - Patent Rights under Government Contracts for federal-aid contracts).
- E. LOCAL AGENCY may permit copyrighting reports or other agreement products. If copyrights are permitted; the agreement shall provide that the FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.
- F. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

#### **ARTICLE XXII CLAIMS FILED BY LOCAL AGENCY'S CONSTRUCTION CONTRACTOR**

- A. If claims are filed by LOCAL AGENCY's construction contractor relating to work performed by CONSULTANT's personnel, and additional information or assistance from CONSULTANT's personnel is required in order to evaluate or defend against such claims; CONSULTANT agrees to make its personnel available for consultation with LOCAL AGENCY'S construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.
- B. CONSULTANT's personnel that LOCAL AGENCY considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from LOCAL AGENCY. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for CONSULTANT's personnel services under this contract.
- C. Services of CONSULTANT's personnel in connection with LOCAL AGENCY's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this contract in order to resolve the construction claims.
- D. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

#### **ARTICLE XXIII CONFIDENTIALITY OF DATA**

- A. All financial, statistical, personal, technical, or other data and information relative to LOCAL AGENCY's operations, which are designated confidential by LOCAL AGENCY and made available to CONSULTANT in order to carry out this contract, shall be protected by CONSULTANT from unauthorized use and disclosure.
- B. Permission to disclose information on one occasion, or public hearing held by LOCAL AGENCY relating to the contract, shall not authorize CONSULTANT to further disclose such information, or disseminate the same on any other occasion.
- C. CONSULTANT shall not comment publicly to the press or any other media regarding the contract or LOCAL AGENCY's actions on the same, except to LOCAL AGENCY's staff, CONSULTANT's own personnel involved in the performance of this contract, at public hearings or in response to questions from a Legislative committee.
- D. CONSULTANT shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this contract without prior review of the contents thereof by LOCAL AGENCY, and receipt of LOCAL AGENCY'S written permission.
- E. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.
- F. All information related to the construction estimate is confidential, and shall not be disclosed by CONSULTANT to any entity other than LOCAL AGENCY.

#### **ARTICLE XXIV NATIONAL LABOR RELATIONS BOARD CERTIFICATION**

In accordance with Public Contract Code Section 10296, CONSULTANT hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against CONSULTANT within the immediately preceding two-year period, because of CONSULTANT's failure to comply with an order of a federal court that orders CONSULTANT to comply with an order of the National Labor Relations Board.

#### **ARTICLE XXV EVALUATION OF CONSULTANT**

CONSULTANT's performance will be evaluated by LOCAL AGENCY. A copy of the evaluation will be sent to CONSULTANT for comments. The evaluation together with the comments shall be retained as part of the contract record.

#### **ARTICLE XXVI STATEMENT OF COMPLIANCE**

- A. CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that CONSULTANT has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.
- B. During the performance of this Contract, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

#### **ARTICLE XXVII DEBARMENT AND SUSPENSION CERTIFICATION**

- A. CONSULTANT's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that CONSULTANT has complied with Title 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to LOCAL AGENCY.
- B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining CONSULTANT responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.
- C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

#### **ARTICLE XXVIII STATE PREVAILING WAGE RATES**

- A. CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770 et seq., and all Federal, State, and local laws and ordinances applicable to the work.
- B. Any subcontract entered into as a result of this contract if for more than \$25,000 for public works construction or more than \$15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article.

**ARTICLE XXIX CONFLICT OF INTEREST**

- A. CONSULTANT shall disclose any financial, business, or other relationship with LOCAL AGENCY that may have an impact upon the outcome of this contract, or any ensuing LOCAL AGENCY construction project. CONSULTANT shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing LOCAL AGENCY construction project, which will follow.
- B. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this contract.
- C. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.
- D. CONSULTANT hereby certifies that neither CONSULTANT, nor any firm affiliated with CONSULTANT will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.
- E. Except for subconsultants whose services are limited to providing surveying or materials testing information, no subconsultant who has provided design services in connection with this contract shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract.

**ARTICLE XXX REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION**

CONSULTANT warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any LOCAL AGENCY employee. For breach or violation of this warranty, LOCAL AGENCY shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

**ARTICLE XXXI IDEMNITY**

Consultant agrees to defend, indemnify and hold harmless the Local Agency, its officers, officials, employees and volunteers from and against any and all claims, demands, actions, losses, damages, injuries, and liability, direct or indirect (including any and all attorney fees, court costs, costs and expenses in connection therein), arising from its negligent performance, misconduct or omissions relating to the services under this Contract or its failure to comply with any of its obligations contained in this Contract, except for any such claim arising from the sole negligence or willful misconduct of the Local Agency, its officers, agents, employees or volunteers.

**ARTICLE XXXII NOTIFICATION**

All notices hereunder and communications regarding interpretation of the terms of this contract and changes thereto, shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

CONSULTANT:

Consultant Name  
Project Manager  
Street Address  
City, State Zip

LOCAL AGENCY:

Town of Paradise  
Marc A. Mattox, Contract Administrator  
5555 Skyway  
Paradise, CA 95969

**ARTICLE XXXIII CONTRACT**

The two parties to this contract, who are the before named CONSULTANT and the before named LOCAL AGENCY, hereby agree that this Contract and Exhibits constitutes an integrated agreement with the only terms and conditions

between them and that it is made and concluded in duplicate between the two parties. Both of these parties for and in consideration of the payments to be made, conditions mentioned, and work to be performed; each agree to diligently perform in accordance with the terms and conditions of this contract as evidenced by the signatures below.

**ARTICLE XXXIII SIGNATURES**

**TOWN OF PARADISE**

By \_\_\_\_\_  
*Lauren Gill,*  
*Town Manager*

**CONSULTANT NAME**

By \_\_\_\_\_  
*Name*  
*Title*

Approved and certified as being in conformance with the requirements of the Public Contract Code Section 20160 et seq.

\_\_\_\_\_  
Dwight L. Moore, Town Attorney

Approved Effective \_\_\_\_\_

**EXHIBIT "A"  
Scope of Services**

**EXHIBIT "B"  
Compensation**

**Attachment 5**

Local Assistance Procedures Manual Exhibits 10-H and 10-K

EXHIBIT 10-H SAMPLE COST PROPOSAL (EXAMPLE #1) Page 1 of 2

**ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS**  
(DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed

Consultant \_\_\_\_\_ Contract No. \_\_\_\_\_ Date \_\_\_\_\_

**DIRECT LABOR**

Classification/Title	Name	Hours	Actual Hourly Rate	Total
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____

**LABOR COSTS**

- a) Subtotal Direct Labor Costs \$ \_\_\_\_\_
- b) Anticipated Salary Increases (see page 2 for sample) \$ \_\_\_\_\_
- c) **TOTAL DIRECT LABOR COSTS** [(a) + (b)] \$ \_\_\_\_\_

**FRINGE BENEFITS**

- d) Fringe Benefits (Rate: \_\_\_\_\_)
- e) **TOTAL FRINGE BENEFITS** [(c) x (d)] \$ \_\_\_\_\_

**INDIRECT COSTS**

- f) Overhead (Rate: \_\_\_\_\_)
- g) Overhead [(c) x (f)] \$ \_\_\_\_\_
- h) General and Administrative (Rate: \_\_\_\_\_)
- i) Gen & Admin [(c) x (h)] \$ \_\_\_\_\_
- j) **TOTAL INDIRECT COSTS** [(e) + (g) + (i)] \$ \_\_\_\_\_

**FEE (Profit)**

- q) (Rate: \_\_\_\_\_)
- k) **TOTAL FIXED PROFIT** [(c) + (j)] x (q)] \$ \_\_\_\_\_

**OTHER DIRECT COSTS (ODC)**

Description	Unit(s)	Unit Cost	Total
l) Travel/Mileage Costs (supported by consultant actual costs)	_____	\$ _____	\$ _____
m) Equipment Rental and Supplies (itemize)	_____	\$ _____	\$ _____
n) Permit Fees (itemize), Plan sheets (each), Test Holes (each), etc.	_____	\$ _____	\$ _____
o) Subconsultant Costs (attach detailed cost proposal in same format as prime consultant estimate for each subconsultant)	_____	\$ _____	\$ _____
p) <b>TOTAL OTHER DIRECT COSTS</b> [(l) + (m) + (n) + (o)]			\$ _____

**TOTAL COST** [(c) + (j) + (k) + (p)] \$ \_\_\_\_\_

NOTES:

- Employees subject to prevailing wage requirements to be marked with an \*.
- ODC items should be based on actual costs and supported by historical data and other documentation.
- ODC items that would be considered “tools of the trade” are not reimbursable.
- ODC items should be consistently billed directly to all clients, not just when client will pay for them as a direct cost.
- ODC items when incurred for the same purpose, in like circumstances, should not be included in any indirect cost pool or in overhead rate.

EXHIBIT 10-H SAMPLE COST PROPOSAL (EXAMPLE #1) Page 2 of 2

**ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS**  
(SAMPLE CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

Consultant \_\_\_\_\_ Contract No. \_\_\_\_\_ Date \_\_\_\_\_

**1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)**

Direct Labor Subtotal per Cost Proposal	Total Hours per Cost Proposal	=	Avg Hourly Rate	<b>5 Year Contract Duration</b> Year 1 Avg Hourly Rate
_____	_____			

**2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)**

	Avg Hourly Rate		Proposed Escalation			
Year 1	_____	+	_____	=	_____	_____
Year 2	_____	+	_____	=	_____	_____
Year 3	_____	+	_____	=	_____	_____
Year 4	_____	+	_____	=	_____	_____

**3. Calculate estimated hours per year (Multiply estimate % each year by total hours)**

	Estimated % Completed Each Year		Total Hours per Cost Proposal	=	Total Hours per Year
Year 1	_____	*	_____	=	_____
Year 2	_____	*	_____	=	_____
Year 3	_____	*	_____	=	_____
Year 4	_____	*	_____	=	_____
Year 5	_____	*	_____	=	_____
Total	_____		_____	=	_____

**4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)**

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)	=	Cost per Year
Year 1	_____	*	_____	=	_____
Year 2	_____	*	_____	=	_____
Year 3	_____	*	_____	=	_____
Year 4	_____	*	_____	=	_____
Year 5	_____	*	_____	=	_____
	Total Direct Labor Cost with Escalation			=	
	Direct Labor Subtotal before Escalation			=	
	Estimated total of Direct Labor Salary Increase			=	Transfer to Page 1

NOTES:

- This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year.
- An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable. (i.e. \$250,000 x 2% x 5 yrs = \$25,000 is not an acceptable methodology)
- This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted.

**EXHIBIT 10-K CONSULTANT CERTIFICATION OF CONTRACT COSTS AND FINANCIAL  
MANAGEMENT SYSTEM**

*(Note: If requesting to utilize the Safe Harbor Indirect Cost Rate submit Attachment 1 of  
DLA-OB 13-07 - Safe Harbor Indirect Cost Rate for Consultant Contracts found at  
[http://www.dot.ca.gov/hq/LocalPrograms/DLA\\_OB/DLA\\_OB.htm](http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/DLA_OB.htm) in lieu of this form.)*

**Certification of Final Indirect Costs:**

Consultant Firm Name: \_\_\_\_\_

Indirect Cost Rate: \_\_\_\_\_ \* for fiscal period \_\_\_\_\_

\*Fiscal period covered for Indirect Cost Rate developed (not the contract period).

Local Government: \_\_\_\_\_

Contract Number: \_\_\_\_\_ Project Number: \_\_\_\_\_

I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:

1. All costs included in this proposal to establish final Indirect Cost Rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of Title 48, Code of Federal Regulations (CFR), Part 31.
2. This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR, Part 31.

All known material transactions or events that have occurred affecting the firm's ownership, organization, and Indirect Cost Rates have been disclosed as of the date of proposal preparation noted above.

**Certification of Financial Management System:**

I, the undersigned, certify to the best of my knowledge and belief that our Financial Management System meets the standards for financial reporting, accounting records, internal and budget control as set forth in the FAR of Title 49, CFR, Part 18.20 to the extent applicable to Consultant.

**Certification of Dollar Amount for all A&E Contracts:**

I, the undersigned, certify that the approximate dollar amount of all A&E contracts awarded by Caltrans or a California local agency to this firm within the last three (3) calendar years for all State DOT and Local Agencies is \$\_\_\_\_\_ and the number of states in which the firm does business is \_\_\_\_\_.

**Certification of Direct Costs:**

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are reasonable, allowable and allocable to the contract in accordance with the cost principles of the FAR of Title 48, CFR, Part 31. Allowable direct costs to a Government contract shall be:

Consultant Certification of Contract Costs and Financial Management System

1. Compliant with Generally Accepted Accounting Principles (GAAP) and standards promulgated by the Cost Accounting Standards Board (when applicable).
2. Compliant with the terms of the contract and is incurred specifically for the contract.
3. Not prohibited by 23 CFR, Chapter 1, Part 172 – Administration of Engineering and Design Related Service Contracts to the extent requirements are applicable to Consultant.

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files.

**Subconsultants (if applicable)**

Proposed Contract Amount (or amount not to exceed if on-call contract): \$ \_\_\_\_\_

**Prime Consultants (if applicable)**

Proposed **Total** Contract Amount (or amount not to exceed if on-call contract): \$ \_\_\_\_\_

Prime, list all subconsultants and proposed subcontract dollar amounts (attach additional page if necessary):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Consultant Certifying (Print Name and Title):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Consultant Certification Signature \*\*: \_\_\_\_\_

Date of Certification (mm/dd/yyyy): \_\_\_\_\_

Consultant Contact Information:

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

\*\*An individual executive or financial officer of the consultant’s organization at a level no lower than a Vice President or Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the Indirect Cost Rate proposal submitted in conjunction with the contract.

Note: *Per 23 U.S.C. 112(b)(2)(B), Subconsultants must comply with the FAR Cost Principles contained in 48 CFR, Part 31. 23 CFR Part 172.3 Definitions state: Consultant means the individual or firm providing engineering and design related services as a party to the contract. Therefore, subconsultants as parties of a contract must complete a certification and send originals to A&I and keep copies in Local Agency Project Files.*

**Distribution:** 1) Original to Caltrans Audits and Investigations  
2) Retained in Local Agency Project Files