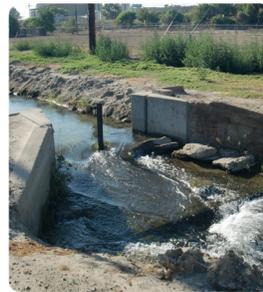


Cinnamon Drive Canal Planning Study: Conceptual Design Report

FY 2011/2012 CBTP Grant - Contract No. 74A0613



February, 2014

Prepared for:
City of Lemoore



**Blair,
Church
& Flynn**
CONSULTING ENGINEERS



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5. Community Workshop Flyer
6. Community Workshop Sign-in Sheet and Voting Results
7. Request for Proposal/Scope of Work

**Blair,
Church
& Flynn**

CONSULTING ENGINEERS

CINNAMON DRIVE CANAL PLANNING STUDY: CONCEPTUAL DESIGN REPORT
Planning Study for Future Street and Irrigation Pipeline Improvements
at Cinnamon Municipal Complex

1. INTRODUCTION

The Planning Study for Future Street and Pipeline Improvements at the Cinnamon Municipal Complex was performed in accordance with the Scope of Work included in the Request for Proposal issued by City of Lemoore. The Final Design Concept determined by the Study was based on information gathered from public comments and satisfies the requirements of the Caltrans Community Based Transportation Planning (CBTP) Grant. CBTP Grant projects require compliance with the State Transportation Planning Goals as defined by the California Department of Transportation. These goals are as follows:

1. Improve Mobility and Accessibility: Expand the system and enhance modal choices and connectivity to meet the state's future transportation demands.
2. Preserve the Transportation System: Maintain, manage, and efficiently utilize California's existing transportation system.
3. Support the Economy: Maintain, manage and enhance the movement of goods and people to spur the economic development and growth, job creation and trade.
4. Enhance Public Safety and Security: Ensure the safety and security of people, goods, services and information in all modes of transportation.
5. Reflect Community values: Find transportation solutions that balance and integrate community values with transportation safety and performance, and encourage public involvement in transportation decisions.
6. Enhance the Environment: Plan and provide transportation services while protecting our environment, wildlife, historical and cultural assets.

This report describes the efforts that were taken in determining the Final Design Concept for the project and documents the performance of the Tasks outlined by the Scope of Work.

2. DETERMINATION OF DESIGN OBJECTIVES

The planning process for this project began with the determination of several Conceptual Design Objectives by City of Lemoore as Part of Task 1.2. These Conceptual Objectives are consistent with the Caltrans Planning Goals for CBTP projects, and include:

1. Increasing safety for pedestrians and bicyclists by providing sidewalks and bikeways
2. Facilitating public transportation by providing bus stops

3. Enhancing the existing transportation facilities to increase aesthetics and functionality for all users

Blair, Church & Flynn conducted additional meetings with City of Lemoore staff to adapt the Conceptual Design Objectives into more specific design requirements and limitations, in accordance with Tasks 2.6 and 3.1. Based on these meetings, the Primary Design Objectives for the project were determined to include:

1. Create Class II Bikeways, sidewalk and landscaping to improve the function and aesthetics of the site in accordance with Caltrans CBTP Grant requirements
2. Create parking and bus drop off areas on the South side of Cinnamon Drive for use by Recreation Center visitors
3. Create a safe pedestrian crossing at Liberty Drive
4. Place the existing irrigation canal on the South side of Cinnamon Drive underground to allow for the widening of Cinnamon Drive and construction of Class II Bikeways, curb, gutter, sidewalk and landscaping

3. FORMATION OF PRELIMINARY DESIGN ALTERNATIVES

In accordance with Task 3.2, our office assembled diagrams for three unique Preliminary Design Alternatives that satisfied the Primary Design Objectives. The three Preliminary Design Alternatives all shared a common street layout that consisted of 5 foot wide Class II Bikeways on the north and south sides of Cinnamon Drive, one 13 foot vehicular travel lane in each direction, a single 12 foot wide dual turn lane and an 8 foot wide parking lane/bus drop-off on the south side of Cinnamon Drive. This street layout complies with the Master Plan width of Cinnamon Drive and allows for connection to the existing curb and gutter at the east and west ends of the project.

Sidewalk layout, landscaping, decorative concrete features and signage/signalization at the Liberty Drive pedestrian crossing were all varied between the Preliminary Design Alternatives in order to provide a wide range of options for public comment. The three Preliminary Design Alternatives presented to the public are described in the following section.

4. DESCRIPTION OF PRELIMINARY DESIGN ALTERNATIVES

Alternative A

Preliminary Design Alternative A included a straight 6 foot wide sidewalk and a 7 foot wide landscaped parkstrip between the curb and sidewalk. A 10 foot wide pedestrian crossing at Liberty Drive was shown with standard 'Pedestrian Crossing' signs. Landscaping was shown as shrubs and bushes with trees behind the back of sidewalk. A diagram of Preliminary Design Alternative A is included in Appendix 1.

Alternative B

Preliminary Design Alternative B included a straight 6 foot wide sidewalk and a 7 foot wide landscaped parkstrip between the curb and sidewalk. A decorative semi-circle seating wall and planter was added near the Liberty Drive crosswalk. Curb returns were modified from the City of Lemoore Standard Drawings to include a decorative semi-circle at the back of walk. 'Pedestrian Crossing' signs with integrated flashing lights were shown at the 10 foot wide pedestrian crossing at Liberty Drive. Landscaping was shown as shrubs and bushes with trees behind the back of sidewalk. A diagram of Preliminary Design Alternative B is included in Appendix 2.

Alternative C

Preliminary Design Alternative C included a curved 6 foot wide sidewalk and a landscaped parkstrip of varying width between the curb and sidewalk. A circular seat wall and planter resembling a traffic roundabout were added behind the Liberty Drive crosswalk. 'Pedestrian Crossing' signs with integrated flashing lights and in-road flashing lights were shown at the 10 foot wide pedestrian crossing at Liberty Drive. Landscaping was shown as shrubs and bushes with trees behind the back of sidewalk. A diagram of Preliminary Design Alternative C is included in Appendix 3.

5. COLLECTION OF PUBLIC COMMENTS

The three Preliminary Design Alternatives were presented to the public in two separate community workshops on November 8, 2012 at the Cinnamon Municipal Complex, in accordance with Tasks 2.4 and 2.5. A flyer publicizing the workshops was assembled by our office in accordance with Task 2.1, and was placed on the City of Lemoore website and distributed by City of Lemoore per Tasks 2.2 and 2.3. The flyer is included in Appendix 5.

Poster boards with diagrams of the three Preliminary Design Alternatives were presented to the public by our office in a series of small-group meetings, spread over two separate 60 minute periods in the morning and evening. Since the number of people in each group was small it gave us an opportunity to describe the Alternatives in depth to the attendees, answer whatever questions they had and listen to their suggestions. Following our presentation of the Preliminary Design Alternatives the attendees were asked to vote for the designs that they liked best. A sign-in sheet with the names of the attendees and a tally sheet of the vote are included in Appendix 6.

The people who attended the small group meetings were unanimously supportive of the project and mentioned that they hoped that construction would take place soon. The most common input received was that the Cinnamon Drive and Liberty Drive intersection needed a pedestrian crossing, preferably with some form of flashing light. The aesthetics of the pedestrian way and the ornamental planter/seat walls also gathered a lot of input and discussion. The attendees expressed a strong preference for an ornamental planter feature to improve the aesthetics of the sidewalk. Following the presentation of the three Preliminary Design Alternatives, the attendees were asked if they had other ideas that they would

like to incorporate into the project, but no one had any suggestions that were not already covered by one of the Preliminary Design Alternatives.

The attendee response during the presentation was positive, but did not reveal any additional design elements to be added to the Preliminary Design Alternatives.

6. SELECTION OF PREFERRED PRELIMINARY DESIGN ALTERNATIVE

After totaling the votes, it was clear that the attendees of the two community workshops preferred Preliminary Design Alternative C with the curved sidewalk, roundabout-style planter and in-ground flashing lights over the other two Preliminary Design Alternatives. A small number of people preferred the semi-circle planter shown in Alternative B over the roundabout, but not a single person preferred the layout shown in Alternative A.

7. DEVELOPMENT OF FINAL DESIGN CONCEPT

Based on the overwhelming preference for Preliminary Design Alternative C, our office began coordination with the City of Lemoore to determine the Final Design Concept. During this coordination it was determined that there would need to be several revisions to the Preliminary Alternative C layout in order to accommodate the needs of the neighboring property owners and the City maintenance forces.

Due to the location of existing right-of-way limits east of the Cinnamon Municipal Complex (CMC), the construction of a curved sidewalk as shown on the Design Alternative C diagram would require the purchase of easement of a substantial amount of property from the property owner east of the CMC. It was determined that the curved sidewalk could also negatively affect the function of the existing driveways belonging to the property owner. Considering these issues, the City made the decision to use a 6 foot wide straight sidewalk with a 7 foot wide parkstrip between the eastern edge of the CMC frontage and Hill Street. This would allow for the majority of the project to still use the curved sidewalk that was preferred by the public, while minimizing right-of-way purchase and avoiding negative effects to the neighboring property.

The property owner to the west of the CMC was concerned about how the construction of new curb and gutter would affect his plans to add a second drive entrance to his property. In response, the City decided to incorporate a second drive entrance slightly west of the Liberty Drive intersection.

The City of Lemoore Recreation Department expressed concern that the roundabout planter near the Liberty Drive pedestrian crossing could become an unwanted gathering point for people. Due to the possible negative effects that this would have on pedestrian safety and maintenance operations, the City decided to remove the seat wall and make the planter flush with the sidewalk. By doing this, the likelihood for the area to become a gathering point was reduced. It was also decided that the roundabout should be moved towards the east to be centered between two drive entrances for aesthetic reasons.

During the community workshops it became clear that most of the attendees wanted to have flashing pedestrian signalization at the Liberty Drive crosswalk. City of Lemoore had previously installed in-road flashers similar to those shown on the Design Alternative C diagram, and were having significant problems maintaining them. In consideration of these maintenance issues, the City decided to use flashing pole mounted pedestrian crossing signs instead. These signs would be placed on each side of Cinnamon Drive and provide a highly visible warning for drivers to yield to pedestrians.

After considering the comments received during the community workshops and the additional design modifications proposed by the City, a Draft Final Design Concept was assembled. This draft was presented a third and final time to the public in accordance with Task 3.6. A flyer and sign-in sheet for this meeting are included in Appendices 5 and 6, respectively.

Following the final community workshop, our office adapted the Draft Final Concept to arrive at a Final Design Concept. This Final Design Concept incorporates the input that we received at the community workshops and addresses the design issues that became apparent during our coordination with the City. A diagram of the Final Design Concept is included in Appendix 4.

8. CONCLUSION

The creation of the Final Design concept for the Street and Irrigation Pipeline Improvements at Cinnamon Municipal Complex was performed in accordance with the Scope of Work included in the Request for Proposal. The design is in compliance with requirements for Caltrans CBTP Grant projects, was based on input from the public and satisfies the Design Objectives determined by the City of Lemoore.

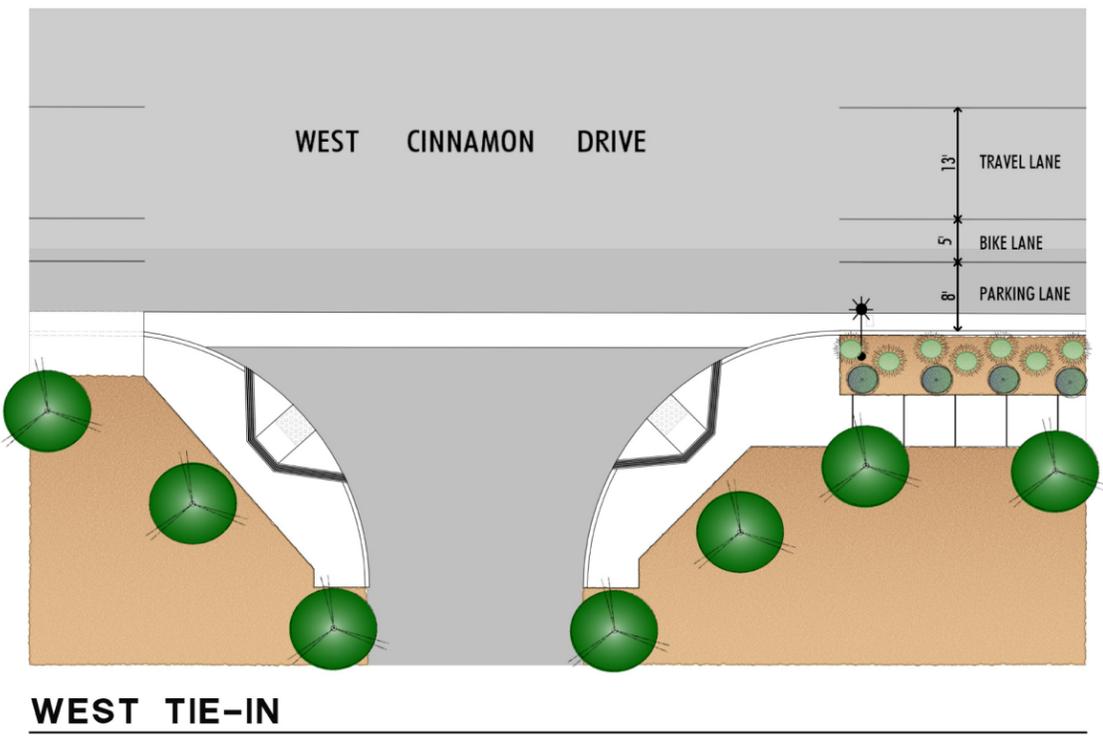
Implementation of Final Design Concept improvements will require non-planning funding sources. The City of Lemoore is planning to use State Regional Improvement Program and local funds for these improvements.



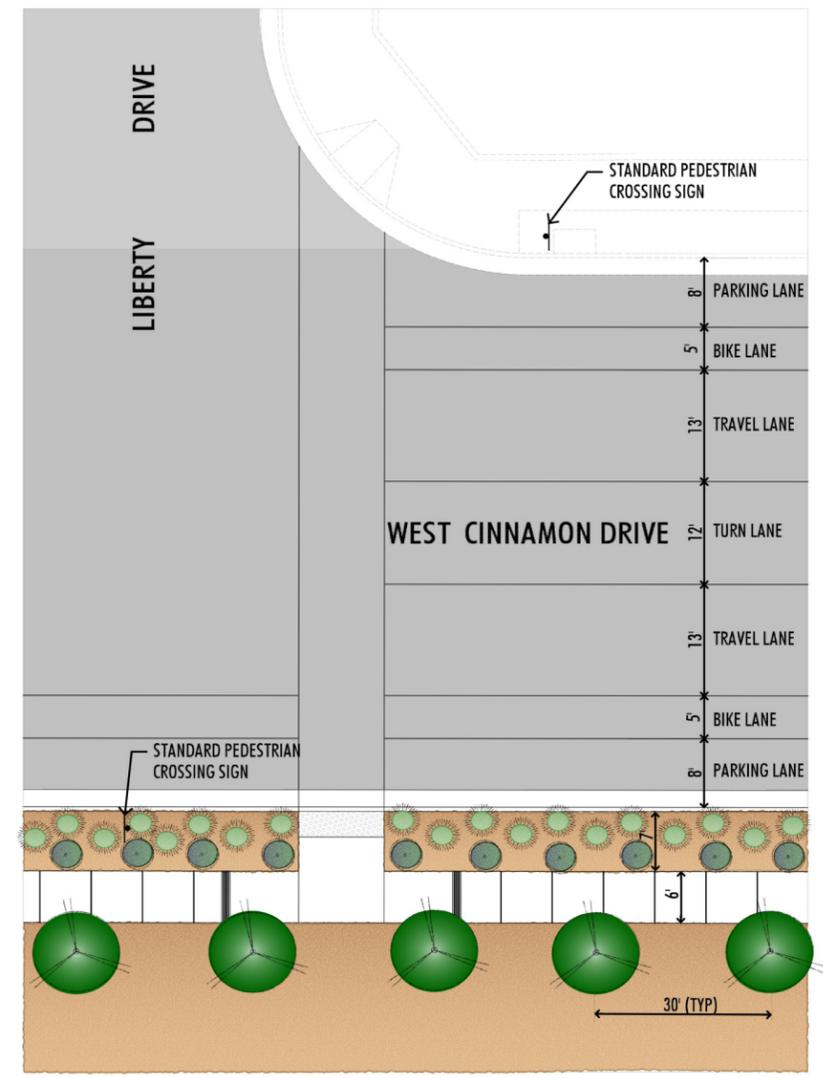
APPENDICES



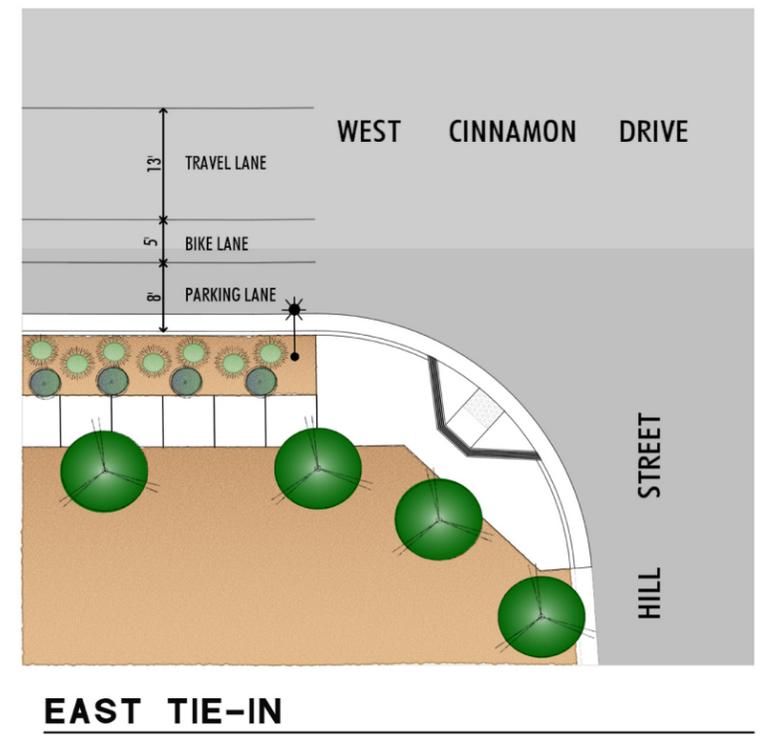
ALTERNATIVE DESIGN A



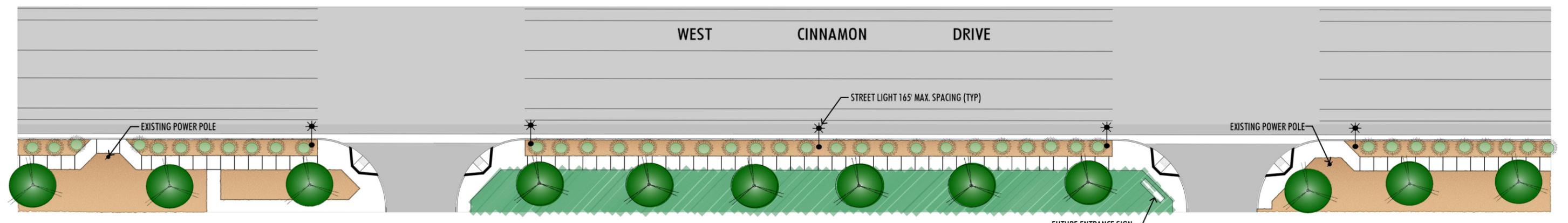
WEST TIE-IN



LIBERTY DRIVE CROSSWALK



EAST TIE-IN



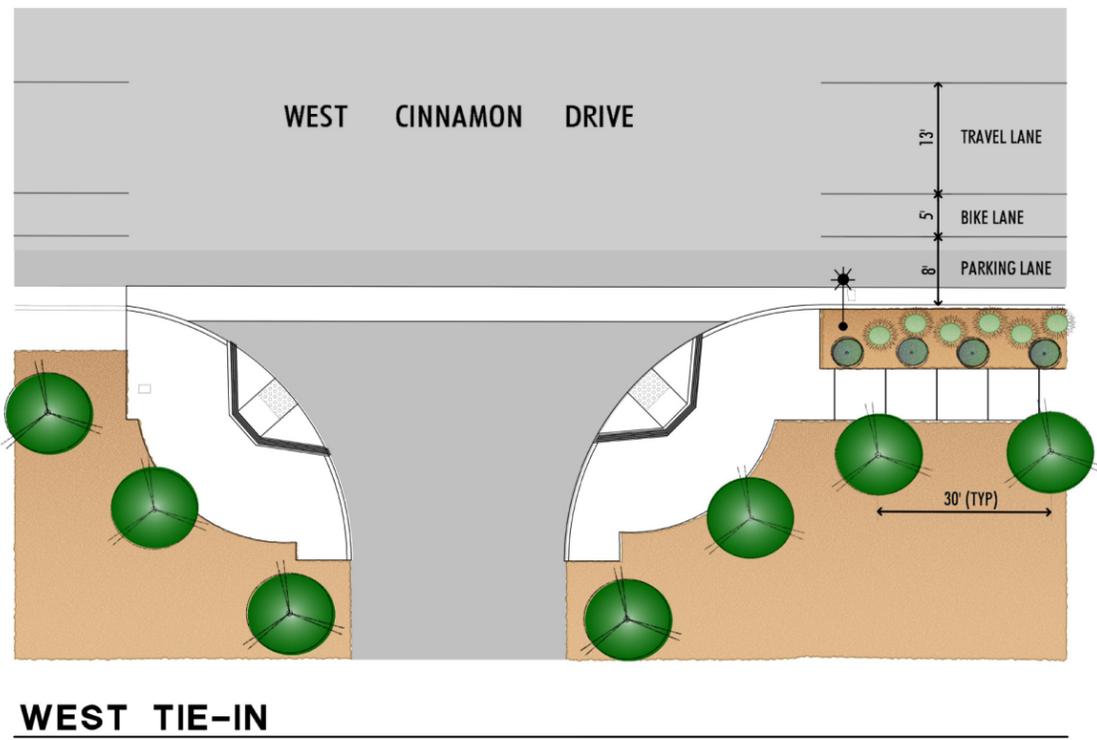
PLAN VIEW - STRAIGHT SIDEWALK W/PARK STRIP

CITY OF LEMOORE
CINNAMON DRIVE IMPROVEMENTS
STREET PLAN - ALTERNATE A

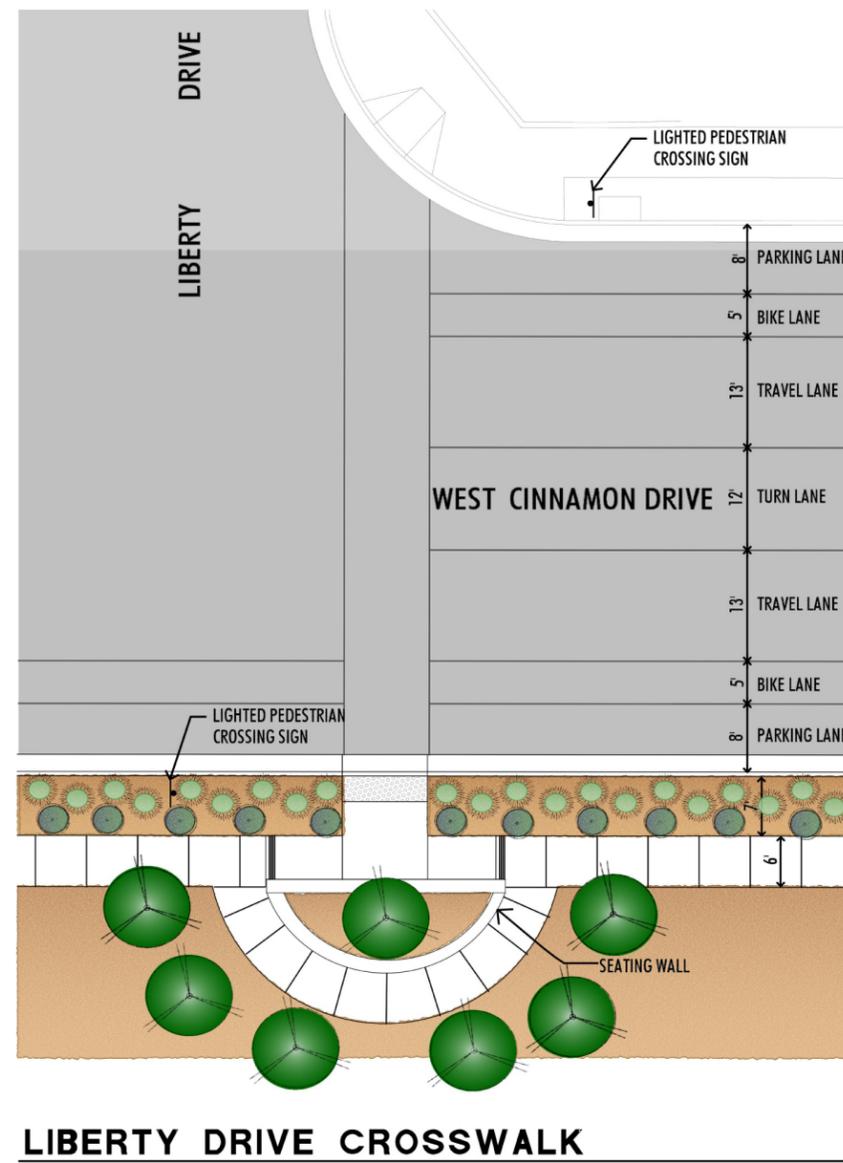
Blair,
Church
& Flynn
CONSULTING ENGINEERS



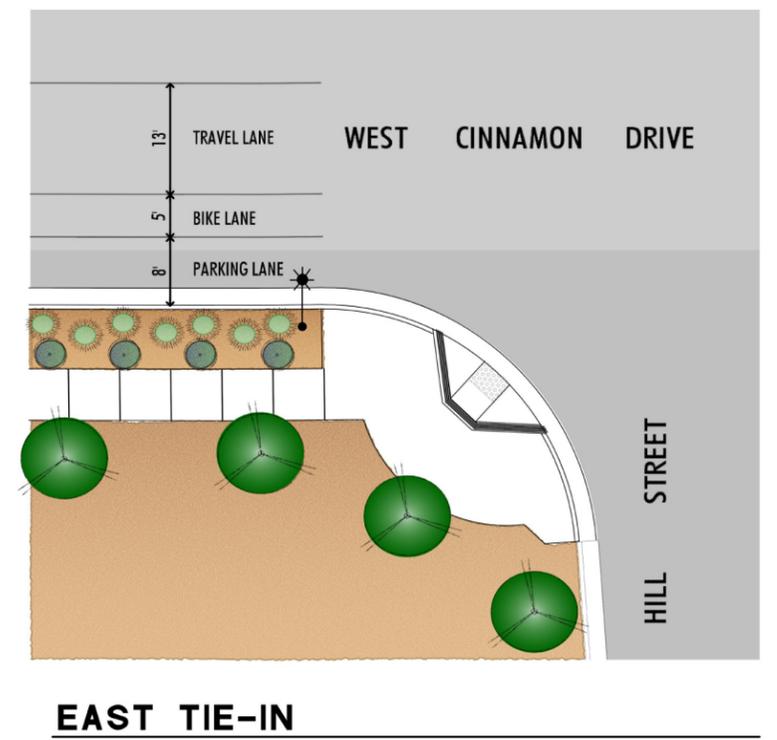
ALTERNATIVE DESIGN B



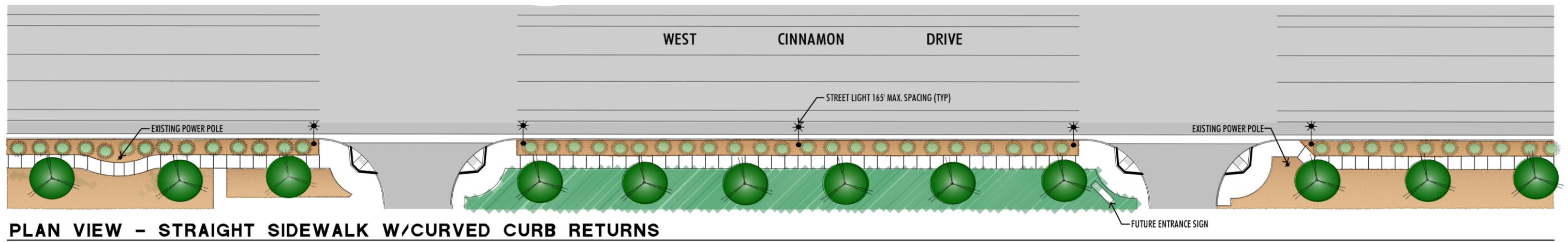
WEST TIE-IN



LIBERTY DRIVE CROSSWALK



EAST TIE-IN



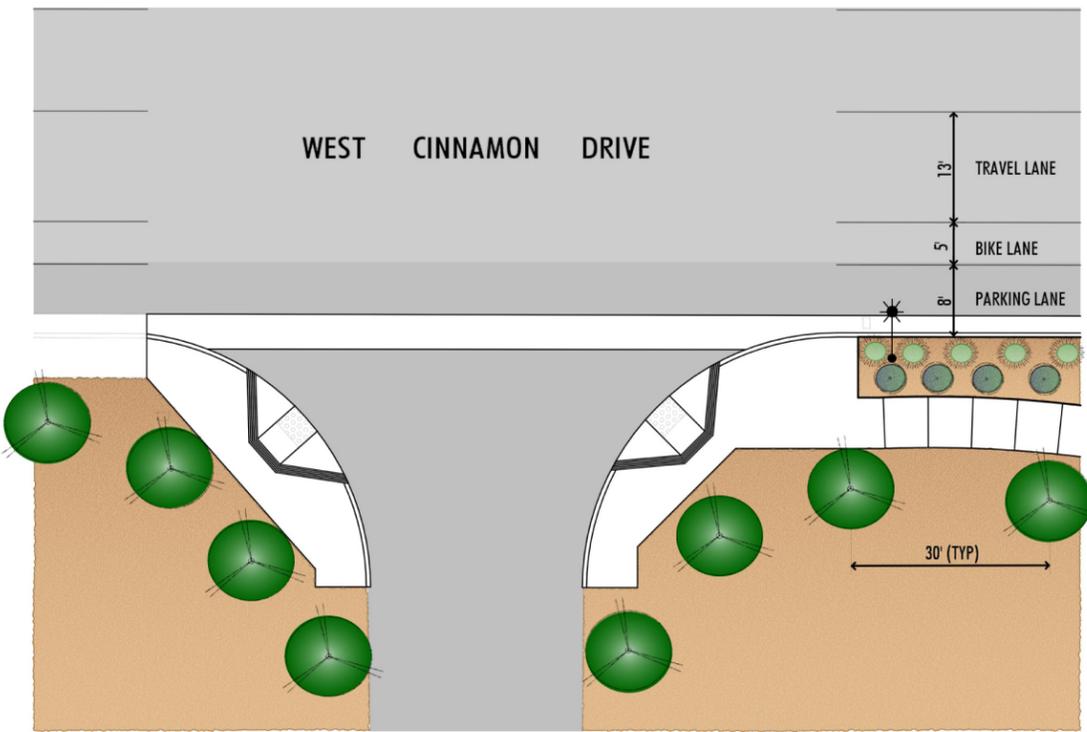
PLAN VIEW - STRAIGHT SIDEWALK W/CURVED CURB RETURNS

CITY OF LEMOORE
CINNAMON DRIVE IMPROVEMENTS
STREET PLAN - ALTERNATE B

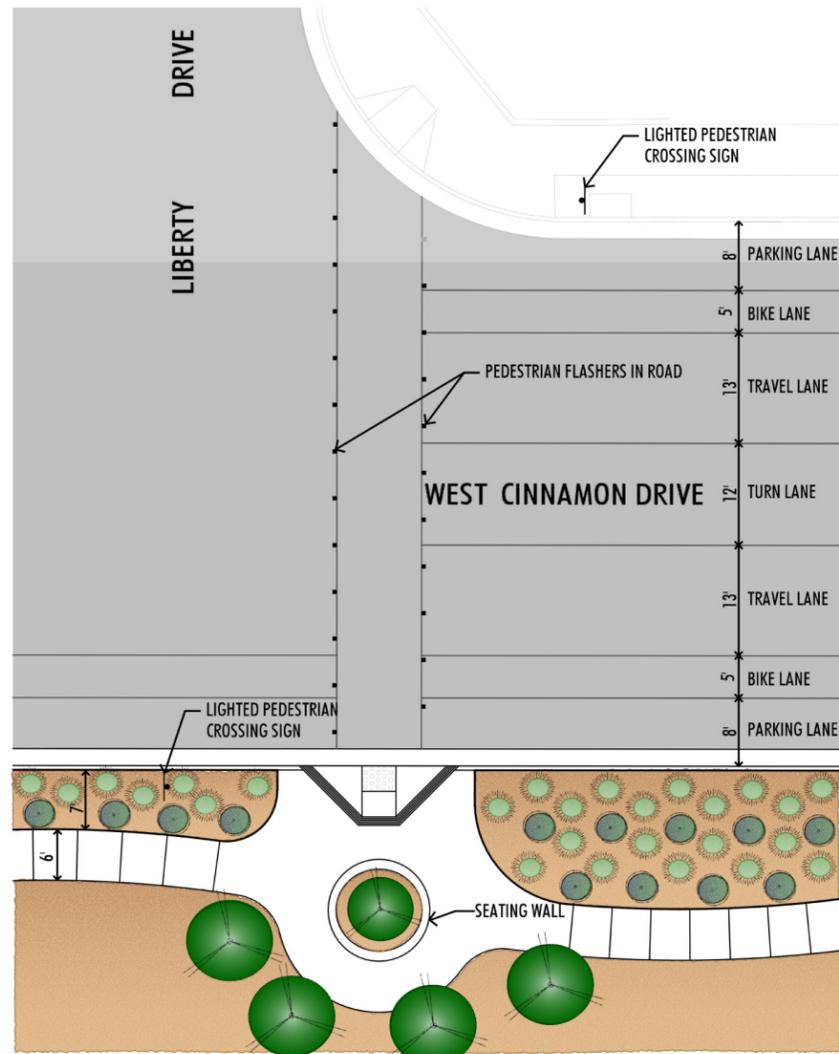
Blair,
 Church
 & Flynn
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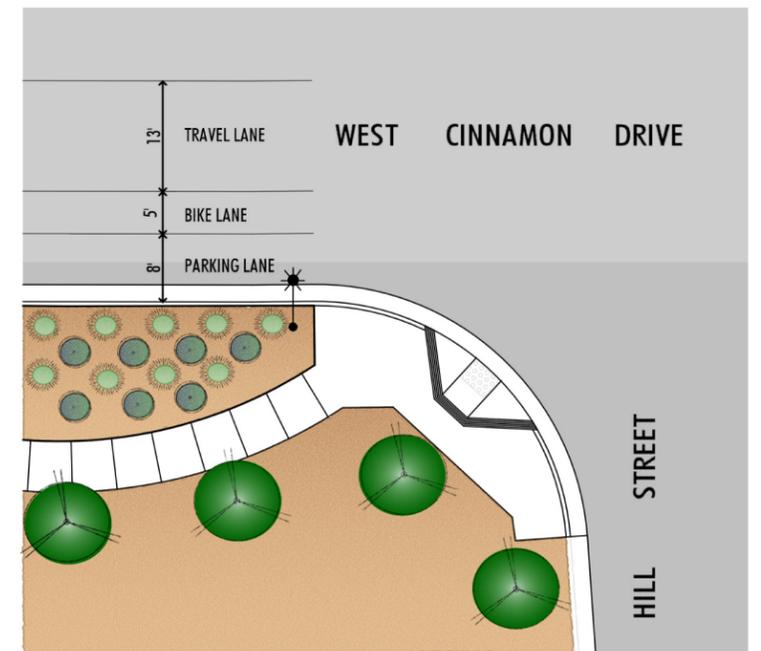
ALTERNATIVE DESIGN C



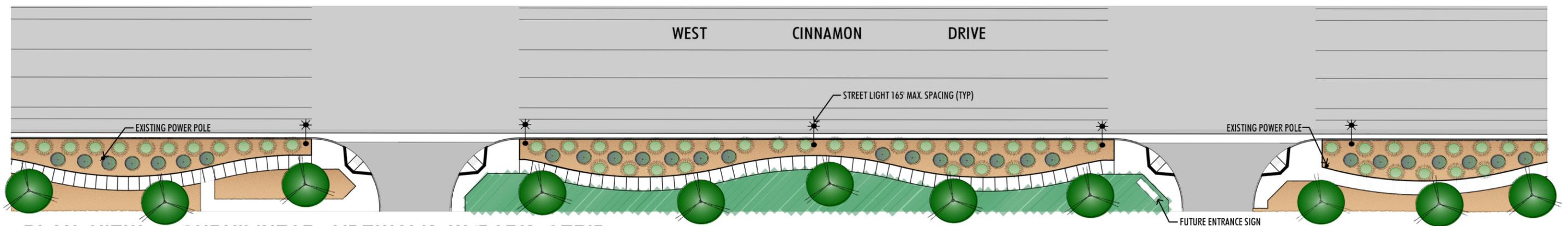
WEST TIE-IN



LIBERTY DRIVE CROSSWALK



EAST TIE-IN



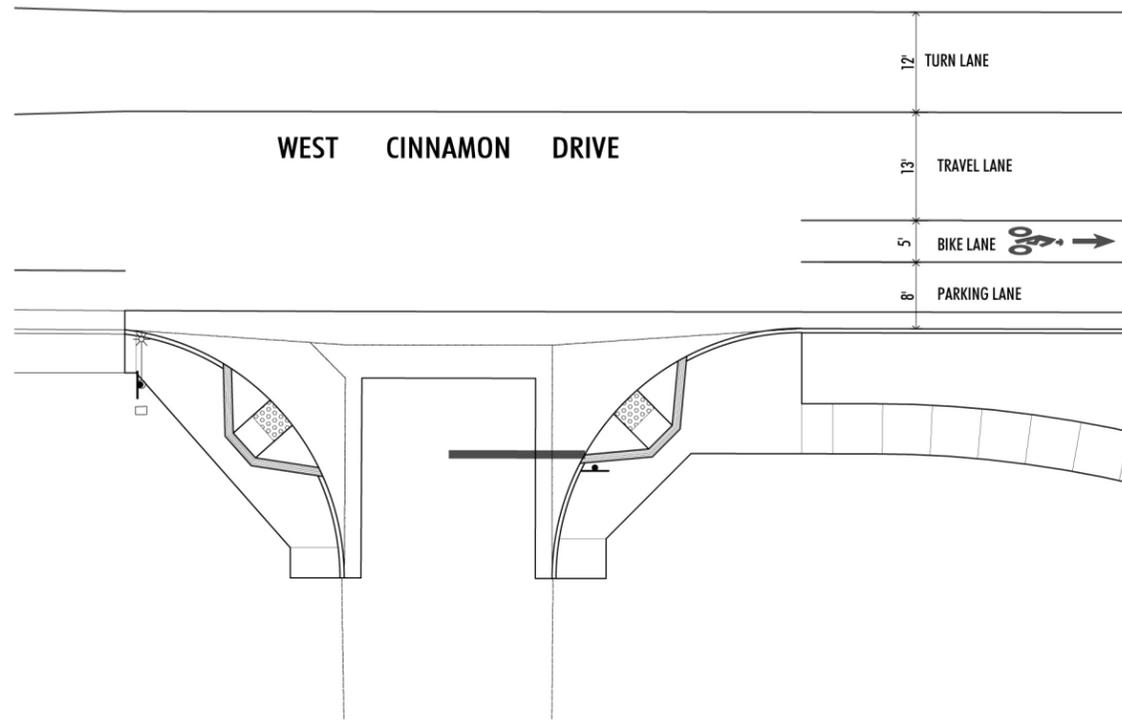
PLAN VIEW - CURVILINEAR SIDEWALK W/PARK STRIP

CITY OF LEMOORE
CINNAMON DRIVE IMPROVEMENTS
STREET PLAN - ALTERNATE C

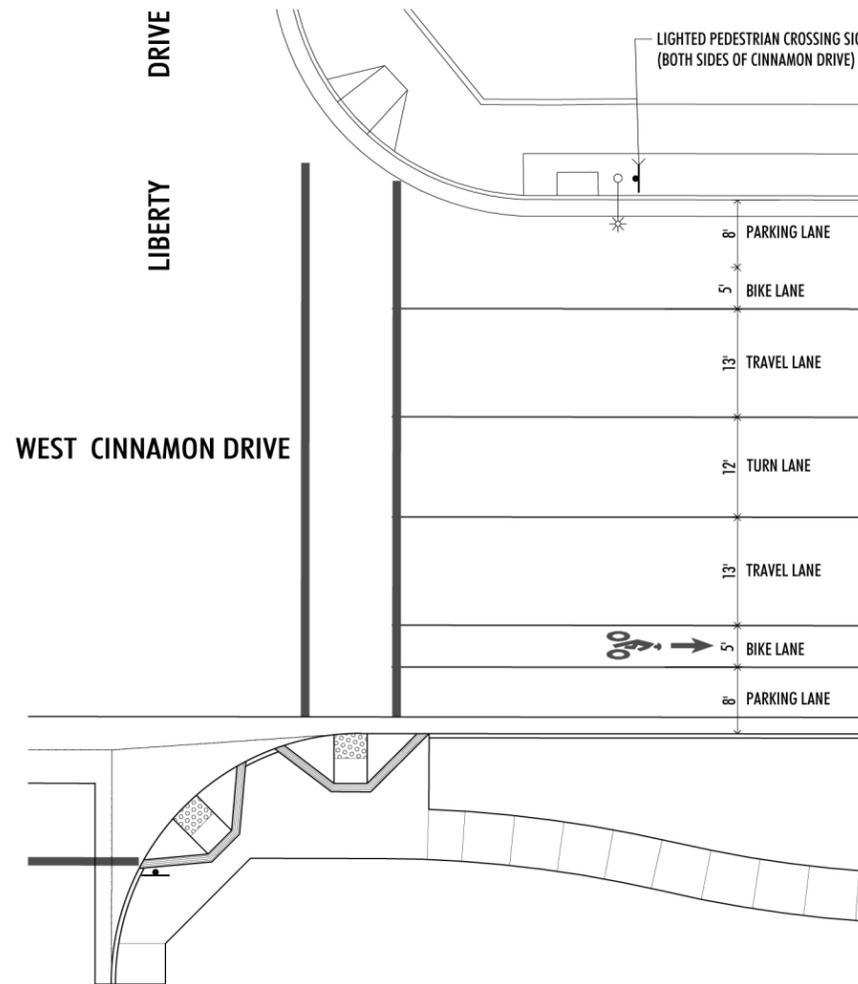
Blair,
 Church
 & Flynn
 CONSULTING ENGINEERS



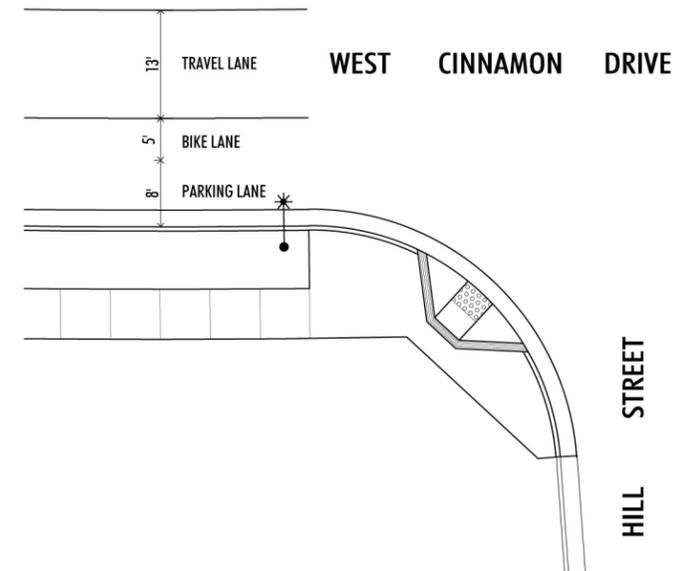
FINAL DESIGN CONCEPT



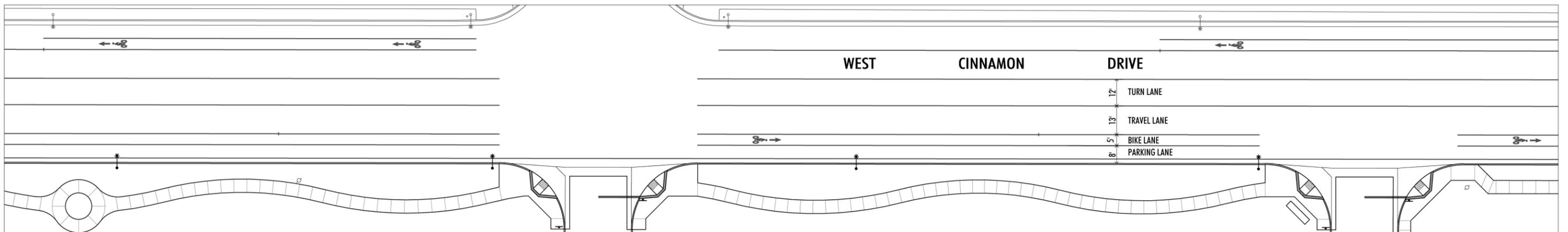
WEST TIE-IN



LIBERTY DRIVE CROSSWALK



EAST TIE-IN



PLAN VIEW - CURVILINEAR SIDEWALK W/PARK STRIP

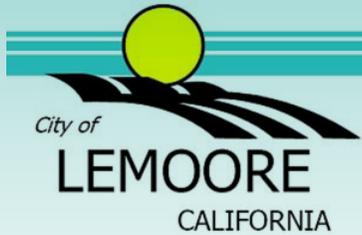
CITY OF LEMOORE
CINNAMON DRIVE IMPROVEMENTS
STREET PLAN - FINAL LAYOUT

Blair,
Church
& Flynn
CONSULTING ENGINEERS



COMMUNITY WORKSHOP FLYER

COMMUNITY MEETING



CINNAMON DRIVE CANAL PROJECT



Date: THURSDAY - NOVEMBER 8, 2012

Time: 10:30 - 11:30 a.m. & 6:30 - 7:30 p.m.

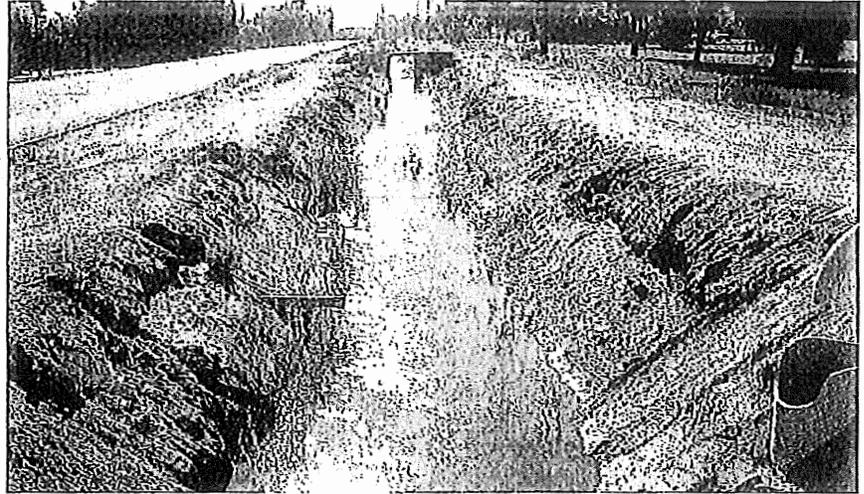
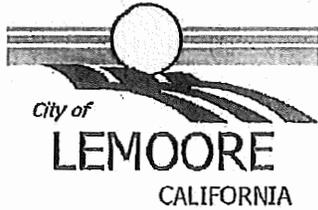
Location: Cinnamon Municipal Complex, Recreation Area
711 West Cinnamon Drive, Lemoore CA 93245

The public is invited to discuss future construction on Cinnamon Drive between Liberty Drive and Hill Street. Possible design options will be presented and public input will be collected.

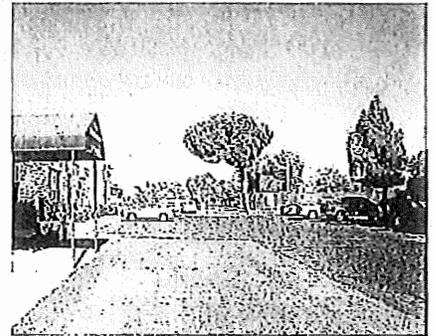
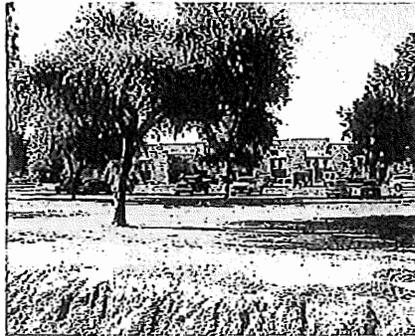
The scope of work includes: underground piping of canal, installation of curb, gutter, sidewalk, bike lane and construction of new entrance and parking facilities to serve the Cinnamon Municipal Complex.

For more information, please contact Lauren Apone at (559) 924-6734 or email lapone@lemoore.com

COMMUNITY MEETING



CINNAMON DRIVE CANAL PROJECT



Date: Friday, November 8, 2013

Time: 10:00 a.m.

Location: Cinnamon Municipal Complex, Recreation Area
711 West Cinnamon Drive, Lemoore CA 93245

The public is invited to discuss future construction on Cinnamon Drive between Liberty Drive and Hill Street. Possible design options will be presented and public input will be collected.

The scope of work includes: underground piping of canal, installation of curb, gutter, sidewalk, bike lane and construction of new entrance and parking facilities to serve the Cinnamon Municipal Complex.

For more information, please contact Lauren Apone at (559) 924-6734 or email lapone@lemoore.com



COMMUNITY WORKSHOP
SIGN-IN SHEET AND VOTING RESULTS

u

CINNAMON DRIVE IMPROVEMENTS PUBLIC OUTREACH

11/8/2012

SIGN-IN SHEET

Leanne Verema	
Chris Uha-KCAG	
Holly Smyth, City of	Lemoore
Johannie de Jong	Lemoore RV or Boat stores
David Wlaschke	
Angie Dow KCARTA	
Bruce Abanathie - KCAG	
Jeff Burt	City of Lemoore
Soledad Perez	Lemoore P.D.
Ernie Smith	Lemoore
Frank Aners	City of Lemoore
Rick Rayburn	WESD
Willard Rodarme	City of Lemoore
Irene Ford	City of Lemoore
Lauren Apone	City of Lemoore
Jane Oliveira	City of Lemoore
Janie P. Clavner	
Raf Oliveira	
Allen Weststrand	BC&F
Josavin Datta	PLAN B with Auto Street lights
James M. Mattingly	Parent (Lemoore)
Sandra Uvalle	Parent
David Ding	Parent
Valer Cappon	PARENT
Audrey Lita	
Nivia Lourenco	Lemoore RE.
Joe Lourenco	Parent
DAVID MADDEN	CATERERS - DE-PLANNING
DAVID MOWRY	BLAIR, CHEECH & FLYNN
Lucena Ramirez	City of Lemoore
Juliana Lopez	City Lemoore
Rosa Aguilar	

CINNAMON DRIVE PUBLIC OUTREACH
11/8/2012

Sidewalk Option A	
Sidewalk Option B	
Sidewalk Option C	

Ramp Option A	
Ramp Option B	
Ramp Option C	

Sign	
Lighted Sign	
In Ground Flashers	

CINNAMON DRIVE IMPROVEMENTS PUBLIC OUTREACH
8-Nov-13

Lauren Apono

Allen Westersund

Wendy

John

Gene Ford

~~John~~
John Martin

Anthony Vainot



REQUEST FOR PROPOSAL/ SCOPE OF WORK

**CITY OF LEMOORE
NOTICE FOR CONSULTING SERVICES**

The City of Lemoore is inviting consultants to submit a Statement of Qualifications (SOQ) for:

Cinnamon Drive Canal Project

SOQ's will be for the design of relocating the canal along Cinnamon Drive, from Liberty Drive to Hill Street, underground, installing curb, gutter, sidewalk, and bike lane above the canal, and designing a new entrance for the Cinnamon Municipal Complex, located adjacent to the canal. The selected consulting firm will provide a licensed architect or professional engineer to be in charge of overall design.

Required experience: design of similar projects and experience with Caltrans bidding requirements and TE project funding.

For the proposed location, NEPA and CEQA work have NOT been completed.

SOQ Submittal Requirements:

In order to be considered, submit five complete sets of the SOQ to Lauren Apone at City of Lemoore no later than 2:00 PM on Friday, May 4, 2012 to the address below. Any materials submitted after than time will not be considered.

City of Lemoore
Attn: Lauren Apone
711 West Cinnamon Drive
Lemoore, CA 93245

The complete Request for Qualifications, along with any questions, can be obtained and answered by Lauren Apone at the City of Lemoore at 559-924-6734 or lapone@lemoore.com.

Publish: April 12, 2012

Introduction:

The City of Lemoore is looking to obtain professional services for the design of plans and construction contract documents for a canal undergrounding and curb, gutter, sidewalk, and bike lane installation along Cinnamon Drive and additional entrance to 711 West Cinnamon Drive.

This project involves designing the relocation of approximately 1200 feet of open canal/ditch underground and constructing curb, gutter, sidewalk, and bike lane on the south side of Cinnamon Drive between Liberty Drive and Hill Street.

A site visit may be scheduled upon request by contacting Lauren Apone at the City of Lemoore at 559-924-6734 or lapone@lemoore.com.

Project Information

Location – The project along West Cinnamon Drive in Lemoore, CA.

Funding – The funding for the conceptual design study phase of this project is provided through a Community Based Transportation Planning (CBTP) Grant. The canal relocation and installation of curb, gutter, sidewalk, and bike lane will be funded through Regional Improvement Plan (RIP) Funding administered through the Kings County Association of Governments (KCAG) in the amount of \$419,000. Both funding sources require prevailing wage and the two projects may be bid together.

Time Frame – Once the City of Lemoore awards the design contract, the City needs bid-ready specifications within 12 months time.

Right of Way – The Consultant's scope of work does not include right of way work.

Environmental Documents - Environmental documents have not been completed

Scope of Services:

The Consultant will work in concert with the City of Lemoore, Lemoore Canal and Irrigation Company, and interested stakeholders as well as the general public to develop the design and construction documents, assist in soliciting construction bid proposals, and work with the City and Contractor during construction. Please note that since the conceptual design work is being paid for by a Community Based Transportation Planning Grant, additional requirements, such as holding public meetings, must be met. Details are included in Attachment 1.

In general, the work will include:

- Review existing conditions (CBTP)
- Provide concept design services to determine layout and configuration (CBTP)
- Advertise and hold public meetings with interested stakeholders (CBTP)
- Prepare conceptual design for project based on City and public input (CBTP)
- Refine site layout and coordinate with City review agencies to confirm compliance with current regulations for grading, storm drainage/retention, utilities, and paving. (Local)

- Prepare design development and final construction documents for bidding a complete project. Cover sheet of plans and specifications shall be signed and stamped by a person in responsible charge and shall be a registered professional engineer licensed to practice in the State of California. (Local)
- Facilitate review and approval of construction drawings and specifications by City of Lemoore Planning Department, Public Works Department, and Fire Department. (Local)
- Assist during the bidding phase, e.g., preparation of addenda, response to RFIs, and evaluation of bids. (RIP)
- Provide Construction Phase administration services and assist the City in verification of compliance with approved drawings and specifications. (RIP)

Statement of Qualifications Content

Each SOQ shall be accompanied with a cover letter that is signed by an individual authorized to commit the firm to the project. The cover letter shall also provide the following: name, title, e-mail address, and telephone number of individuals with the authority to negotiate and contractually bind the company.

The SOQ shall include at least the following content:

1. Firm name and contract information
2. Organizational chart for project showing personnel and sub-consultants
3. Key personnel, including sub-consultants, who will work on the project with their education, credentials, and relevant experience
4. Name, address, and phone number of sub-consultants
5. Cost to provide engineering services, broken down into:
 - a. Preliminary design and public input phase
 - b. Construction document phase
 - c. Advertise and bidding phase
 - d. Construction phase
6. Evidence to demonstrate experience of design of similar projects. For each project, list:
 - a. Name and date of project
 - b. Location
 - c. Cost of construction for project
 - d. Scope of project
 - e. Name, address, and telephone number of current customer contact

Page limit: 30, including cover letter (not including cover or tab-separating pages that have no text or graphics). An SOQ with more than 30 pages may be deemed non-responsive and not considered.

Selection Process:

A consultant selection committee will evaluate the proposals and determine the rank order of firms. Evaluation of proposals will be on the basis of materials submitted, as well as contact with past clients.

The committee will use the following criteria to evaluate the proposals:

Extent of experience with similar projects	40 points
Proposed Engineering Costs	30 points

Experience with Caltrans on federally funded projects	20 points
Satisfaction of past Clients	10 points

The City of Lemoore reserves the right to reject any and all proposals.

Fee Determination:

The final compensation amount for consultant services will be negotiated with the highest ranked firm after the selection process is completed and after agreeing to the final scope of work. In the event that negotiations fail with this firm, the City of Lemoore will terminate the negotiations and commence negotiations with the next highest ranked firm. This process shall continue until an agreement is reached on a fair and equitable fee.

Attachments:

Attachment 1 is the Scope of Work outlining the requirements of the Community Based Transportation Planning Grant, which is funding the conceptual design study for this project.

Contact Information:

Lauren Apone
City of Lemoore
559-924-6734
lapone@lemoore.com

SCOPE OF WORK: Cinnamon Drive Canal Study

INTRODUCTION:

OVERALL SCOPE PRODUCTS/OBJECTIVES

1. Task Title: Project Contracting

- Task 1.1* *Project initiation / kick-off meeting – City staff will meet with Caltrans to go over grant procedures and overall project expectations.*
- Task 1.2** **Staff coordination – coordination among various City departments to determine the needs of the project and how to best meet those needs.**
- Task 1.3** **RFP for consultant selection – City staff will solicit proposals for qualified consultants to perform the planning work.**

Task	Deliverable	Documentation
1.1	Initiation meeting	Attendance sheet
1.2	Staff meeting	Attendance sheet
1.3	Consultant contract	Copy of contract

2. Task Title: Public Outreach

- Task 2.1** **Design flyer to announce workshops – Planning consultant will design/develop a flyer to publicize the community workshops. The flyer will be reproducible for distribution and mailing and will be available in English and Spanish.**
- Task 2.2** **Add project page to City website – City employee will add link to side menu of The City of Lemoore website. The link will connect to a page with information about the community workshops.**
- Task 2.3** **Distribute flyers by mail and hand – The flyer developed in task 2.1 will be mailed out in monthly utility bills. Flyers will also be distributed by hand to locations throughout town, including Lemoore City Hall, Lemoore Public Library, City information kiosks, and restaurants and businesses throughout Lemoore.**
- Task 2.4** **Community workshop #1 – Community will be invited to attend this community workshop with the selected consultant and City staff to brainstorm ideas for the project.**
- Task 2.5** **Community workshop #2 – Consultant, after receiving input from the first community workshop, will prepare a presentation for the project and present to interested stakeholders and solicit input on any potential changes.**
- Task 2.6** **Joint planning/parking & safety/bicycle advisory commission meeting**

Task	Deliverable	Documentation
2.1	Delivery to City	Finished flyer
2.2	Working link to project page	Page accessible online
2.3	Distribution list	Distribution list
2.4	Workshop summary	Attendance sheet
2.5	Workshop summary	Attendance sheet
2.6	Joint planning/parking & safety/bicycle advisory commission meeting	Attendance sheet

3. Task Title: Streetscape Concept

- Task 3.1** **Develop streetscape concept – Consultant will develop the streetscape concept based on input from Lemoore Community Garden Group/**
- Task 3.2** **Develop design concept alternative – Alternative design concepts will be developed by the consultant for consideration by the City Council.**
- Task 3.3** **Draft final design concept & report – Consultant will draft the final design concept for this project for staff comments.**
- Task 3.4** **Submit draft and final reports/plans for Caltrans review and approval – Staff will submit drafts to Caltrans**
- Task 3.5** **Final design concepts & reports – Consultant will take direction from staff from Task 3.3 and make any applicable changes to the final design concept and report.**
- Task 3.6** **Community workshop #3 – Consultant will present final design concept and reports for any interested parties at this third and last community workshop. Consultant will deliver final written documents and concept drawings of project.**
- Task 3.7** **City council adoption – Staff and Consultant will present final design concept and report to the Lemoore City Council for adoption.**

Task	Deliverable	Documentation
3.1	Develop streetscape concept	Delivery to City
3.2	Develop Design Concept Alternatives	Delivery to City
3.3	Draft Final Design Concept and Report	Delivery to City
3.4	Draft Final Design Concept and Report	Delivery to Caltrans
3.5	Final Design Concept and Report	Summary of changes, delivery to City
3.6	Workshop summary	Final written and printed documents
3.7	Council Resolution/Meeting Minutes	Copy of resolution/minutes

4. Task Title: Project Administration

- Task 4.1** **Project administration – Staff will prepare monthly reports to Caltrans to keep the project manager current on what has taken place in the prior month.**
- Task 4.2** **Submit info for quarterly reports – Quarterly reports and invoices will be submitted to Caltrans for reimbursement.**

Task	Deliverable	Documentation
4.1	Project administration and coordination	Monthly reports
4.2	Quarterly Reports	Copy of reports