

Exhibit “A”

SCOPE OF SERVICES

A. BACKGROUND

The City of Signal Hill is seeking to retain the services of a qualified and experienced consultant to prepare a Local Roadway Safety Plan (LRSP) for the City. The proposing Consultant shall have relevant expertise, and an approach that demonstrates their ability to provide the required services. The outcome of this effort is expected to be a comprehensive LRSP that enables the City to identify potential traffic safety projects.

Project Description

The project consists of analyzing collision and traffic data, selecting emphasis areas, developing safety strategies and countermeasures, and preparing and adopting the final plan. The LRSP will play a critical role in addressing traffic collision risks and may identify specific or unique conditions that contribute to traffic collisions within the City. The LRSP will provide the City the opportunity to proactively correct high collision or problem locations and prevent local road fatalities and injuries. The final plan will recommend proven countermeasures, provide a structured and realistic set of responses that implement changes over time, will integrate the “4 E’s” approach (Education, Enforcement, Emergency Service, and Engineering) in its proposed solution strategies, and identify road safety partners that could sustain a long-term safety effort.

B. SCOPE OF WORK

Working on State and federally funded projects requires in-depth knowledge of the Caltrans Local Assistance Procedures Manual (LAPM), Local Assistance Program Guidelines (LAPG), and other State requirements. Interested firms shall address in their qualification statements their ability to provide the following services if selected by the City.

The Consultant shall prepare a detailed scope of services for the development of the City’s LRSP, in part and at a minimum, on information presented in this RFP, and other available information. The Plan shall be customized for improving traffic safety within the City of Signal Hill.

The Consultant shall also prepare and provide a comprehensive schedule to reflect the timeframe for each task of the proposed scope of work, preferably utilizing Microsoft Project. The project schedule shall show the tasks, duration, milestones, assignments, critical paths, and other relevant data. Services and products to be rendered in performing all work associated with project development shall include, but may not be limited to:

1. Project Management/Administration

The Consultant shall be responsible for project management activities throughout the life of the contract including managing the schedule and budget, setting up meetings and field reviews, and managing the project team. The Consultant must include a kick-off meeting and appropriate number of follow up meetings with City staff. The Consultant may be required to attend a City Council meeting. The designated Consultant Project Manager, under the general direction of the City Project Manager, shall be responsible for overseeing all aspects of project development and coordination as follows.

- a) Project Kick-Off Meeting: Meeting with representatives of the different City departments to discuss the plan goals, the role of the consultant and stakeholders, communication protocol, progress reporting, scheduling and invoicing, key milestones, and what defines success for this project.
- b) Project Team Meetings: Project Team (PT) status meetings will be conducted to maintain a regular and consistent communication on upcoming tasks, identifying potential risks and challenges to success. Consultant shall develop the agenda and prepare a summary of the PT meetings. The meeting notes will include a list of decisions, actions, and responsible party.
- c) Optional Public Hearings: Public hearings should be scoped as optional tasks to assist staff in presenting the Safety Plan to the Stakeholders and to City Council. This will also provide opportunities to the public to voice their concerns, objectives, and desired safety measures.
- d) Oversee the Plan development and ensure that all measures of the project's scope of services are completed in a timely and professional manner with an emphasis on providing the City with a high-quality product.
- e) Ensure that the Safety Plan including all recommended safety measures meet all applicable Federal, State, and local requirements, in anticipation of future grant funding opportunities.
- f) Ensure that all appropriate communication, correspondence, and reports are completed on an ongoing basis in a timely manner to the satisfaction of the City.

2. Develop Plan Goals and Objectives

Consultant shall work with City staff and the project team to formalize the Plan goals and objectives with respect to collision reduction, partnerships, outreach, and funding to serve multi-modal mobility safely and equitably in Signal Hill. Determination will also take place with regards to the frequency of future updates and possible reporting elements.

3. Establish Stakeholders

Work with City Staff to identify potential stakeholders to participate in the development of the LRSP, including elected officials, management, traffic safety partners, advocacy groups, transit operators, schools, and others. Consultant to coordinate and lead stakeholder meetings as needed to identify high need areas and stakeholder priorities, establish LRSP vision and goals, and review potential solutions/countermeasures. Stakeholders shall also be engaged to help identify prioritization plans and to review and comment on the final LRSP.

4. Analyze Safety Data

Consultant shall utilize 5 years of collision data to be supplied by the City along with associated analysis and identified priority safety corridors and intersections that experience the highest number of fatality and severe injury collisions, as well as overall number of collisions. This is in addition to the general outlining of all crash activities at

intersections and roadway segments throughout the City. Further analysis of issues and countermeasures shall be conducted by the Consultant for the priority safety intersections and roadway segments that experience high crash volume, high crash severity, high numbers of vulnerable user crashes, or have certain location types or characteristics. The Consultant shall also identify countermeasures that are applicable citywide. Particular attention needs to be paid to collisions involving vulnerable road users including pedestrians, cyclists, seniors, school age children, etc.

5. Field Visits

Consultant shall conduct site visits on a weekday with observations of traffic patterns and roadway characteristics that could highlight potential reasons for the observed crash patterns. The evaluation will culminate in location profile for each of the selected sites that summarizes its crash activity, physical characteristics, relevant behavioral and social economic context, and likely factors that contribute to crashes at that location. The intended purpose of the field visits is to customize the safety measures in accordance with road, traffic, safety conditions and other factors at the different locations rather than offering a generic list of possible improvements. Systemic improvements as identified by the US Department of Transportation should be considered when applicable.

6. Develop Countermeasures

Consultant shall identify safety countermeasures including proven countermeasures contained in the Local Roadway Safety Manual. Consultant shall conduct a benefit/cost analysis for project alternatives to determine which projects provide the most safety benefit relative to associated costs to help ensure maximization of the benefits. Consultant is expected to identify measures that equitably mitigate safety issues for all modes of transportation. A master project list shall be developed to help prioritize implementation assuming that some project elements will be complementary and that applying them to multiple locations at once could lead to cumulative safety benefits and/or cost savings. The use of temporary devices can be considered. Technological measures such as crash avoidance technology, connected vehicles, and others can also be considered to minimize the factor of human error. Opportunities for implementation through the City's pavement maintenance program, safety grant funding, etc. need to be noted when applicable. In addition to the infrastructure/engineering measures, safety measures shall also be identified for targeted enforcement based on collision data review including locations, types, and contributing factors. Safety education measures (for elementary/middle school age students, high schools, seniors, working adults, etc.) shall also be identified. Public education and engagement can be effective in changing behavior to have sustained impact on building awareness of the need for a culture of "Safety First" and ultimately achieving optimal effect. This is in addition to encouragement initiatives to support the safe use of environment friendly modes of transportation including walking, cycling and use of transit. An evaluation mechanism must be built into the Plan to assess effectiveness of the different countermeasures and apply corrections to maximize the safety benefits. Recommended future updates of the Local Roadway Safety Plan must also be described as part of an ongoing Evaluation process.

7. Local Roadway Safety Plan

The results of prior tasks will be incorporated into a Draft Local Road Safety Plan for review by the City. The Draft will include the Plan goals and objectives, the process used for the

Plan development, analysis findings, recommended safety measures along with associated prioritization, potential funding sources (including a survey of available grant funding opportunities), and evaluation criteria and future updates. Maps, charts, photos, and conceptual improvement graphs will be included in the Draft report as applicable. Staff comments will be incorporated into a Draft Plan report for review by the Project Team (PT). Due to the short timeframe of this Plan development, the PT will be mainly formed of representatives of the different City Departments including emergency services. This is in addition to a selected number of community representatives. The Plan will be responsive to and address the Vision Zero goals. Consultant shall revise the Draft Plan based on comments compiled and provided by City. In addition to the electronic files, it is expected to receive six copies of the Draft report and three hard copies of the Final Plan report.

8. Grant Funding Application Preparation and Support

Upon the City's adoption of the Local Roadway Safety Plan, The Consultant will prepare grant funding applications for those opportunities identified in the previous deliverable, in addition to federal HSIP (Highway Safety Improvement Fund) program funds. The Consultant will review the draft funding applications with the City prior to submittal. The Consultant will provide support to City staff during the grant application process, to include application preparation, submittal to funding agencies, response to funding agency questions, and other associated tasks leading up to grant award. Consultant shall provide a separate fee line item for this deliverable.