Council/Agency Meeting Held:_____ Deferred/Continued to:_____ ☐ Approved ☐ Conditionally Approved ☐ Denied	_____ City Clerk's Signature
Council Meeting Date: 6/20/2005	Department ID Number: PW 05-038

CITY OF HUNTINGTON BEACH
REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

SUBMITTED BY: PENELOPE CULBRETH-GRAFT, CITY ADMINISTRATOR

RS **PREPARED BY:** PAUL EMERY, ACTING DIRECTOR OF PUBLIC WORKS

SUBJECT: **Appropriate Funds and Approve Agreement with Austin-Foust Associates, Inc. for Circulation Element Update**

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)

Statement of Issue: The Public Works Department requires professional services to complete a comprehensive update to the City's Circulation Element of the General Plan. These services had been anticipated and programmed in the Fiscal Year 2004/05 budget. The current budget allocation is insufficient to complete all of the required services.

Funding Source: Funds in the amount of $250,000 have been appropriated from the Traffic Impact Fee fund, Professional Services 20685201.69365. An additional $300,000 allocation is being requested.

Recommended Action: Motion to:

1. Appropriate funds in the amount of $300,000 from the Traffic Impact Fee fund to the project account.
2. Authorize the expenditure of $550,000 for professional services from Business Unit 20685201.29365.
3. Approve and authorize the Mayor and City Clerk to execute the contract between the City of Huntington Beach and Austin-Foust Associates, Inc.

Alternative Action(s):

1. Do not authorize the appropriation. This action will require staff to reassess the need and approach to updating the Circulation Element.
2. Do not approve the contract and provide direction regarding the selection of the recommended consultant or the scope of the project.

Analysis: The City's existing Circulation Element of the General Plan is based on several significant land use and traffic assumptions that have changed significantly since its development and adoption in 1996. These changes in conditions, along with the inclusion of some information that is contradictory and confusing, have presented significant difficulties for staff and the City Council in recent years. The Circulation Element has significant ramifications in reviewing and assessing development proposals and when conducting long-range planning efforts. The City Council has expressed a strong desire to see this portion of the General Plan updated in the past. Staff also believes that it is in the City's best interest to complete a comprehensive update of this element.

The current budget includes a $250,000 project to update the City's Circulation Element of the General Plan. This was expected to be a substantial effort that included the following

- Preparation of a transportation model for the City
- A planning and engineering review/update of the Circulation Element goals, policies and technical content
- Review of current land use information
- Update of Local Coastal Plan (LCP)
- Completion of appropriate environmental documentation.

In developing the project, staff was unsure what level of effort would be required to complete all of these elements and included a "base" budget, anticipating that the amount may need to be amended based on the actual work plan developed and the proposals received. The level of effort required for three of the areas noted above exceeded staff's initial estimates significantly, with the effort to complete a comprehensive land use survey requiring the greatest additional effort. Following consultation with the Planning Department, staff believes that the additional expenditures are warranted and will not only contribute a significantly improved Circulation Element, but will also provide a land use database that has significant utility beyond the project and can be incorporated into the City's existing GIS database.

Staff completed a substantial effort in soliciting proposals for the project, in conformance with the City's current policies for qualifications-based selection of professional services (Municipal Code Chapter 3.03, and Administrative Regulation 228). Staff from the Public Works Department, Planning Department, a transportation consultant and the Orange County Transportation Authority (OCTA) participated throughout in the consultant selection process. The process included the following key steps:

1) Circulation of a written statement of the specifications and requirements for the requested services to more than three consultants deemed to meet the minimum technical qualifications to perform the project on November 19, 2004.
2) Conduct a pre-proposal conference with interested consultants on December 14, 2004.
3) Receive qualifications submittals and proposals from 7 firms on January 14, 2005 in conformance with submittal requirements.

4) Conduct interviews with the four consultant teams deemed most qualified based on the submittals on February 8, 2005.
5) Review labor estimates for each of the most qualified teams.
6) Negotiate final scope of work and fee with the team most capable of completing the project at a reasonable fee for the services provided.

This process resulted in the Austin-Foust Associates, Inc. team as the best qualified to provide the required services to the City. Due to regional transportation planning consistency requirements, OCTA staff participated in the selection process and concurs with the consultant team recommendation.

Public Works Commission Action: The Public Works Commission supported the inclusion of this project in the Capital Improvement Program when originally proposed. However, the CIP project funding is less than the current authorization request.

Environmental Status: Appropriation and authorization of the project is not subject to environmental regulation.

Attachment(s):

City Clerk's Page Number	No.	Description
4 48	1. 2.	Recommended Professional Services Agreement with attachments Fiscal Impact Statement

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ATTACHMENT #1

PROFESSIONAL SERVICES CONTRACT BETWEEN
THE CITY OF HUNTINGTON BEACH AND
AUSTIN-FOUST ASSOCIATES, INC. FOR
TRAFFIC MODEL AND CIRCULATION ELEMENT SERVICES

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Huntington Beach, a municipal corporation of the State of California, hereinafter referred to as "CITY, and AUSTIN-FOUST ASSOCIATES, INC., a California corporation hereinafter referred to as "CONSULTANT."

WHEREAS, CITY desires to engage the services of a consultant to prepare a City-wide traffic model and update the Circulation Element of the General Plan; and

Pursuant to documentation on file in the office of the City Clerk, the provisions of the Huntington Beach Municipal Code, Chapter 3.03, relating to procurement of professional service contracts have been complied with; and

CONSULTANT has been selected to perform these services,

NOW, THEREFORE, it is agreed by CITY and CONSULTANT as follows:

1. SCOPE OF SERVICES

CONSULTANT shall provide all services as described in **Exhibit "A,"** which is attached hereto and incorporated into this Agreement by this reference. These services shall sometimes hereinafter be referred to as the "PROJECT."

CONSULTANT hereby designates Terence Austin who shall represent it and be its sole contact and agent in all consultations with CITY during the performance of this Agreement.

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2. CITY STAFF ASSISTANCE

CITY shall assign a staff coordinator to work directly with CONSULTANT in the performance of this Agreement.

3. TERM; TIME OF PERFORMANCE

Time is of the essence of this Agreement. The services of CONSULTANT are to commence as soon as practicable after the execution of this Agreement by CITY (the "Commencement Date"). This Agreement shall expire on May 25, 2008, unless sooner terminated as provided herein. All tasks specified in **Exhibit "A"** shall be completed no later than May 25, 2007 from the Commencement Date. The time for performance of the tasks identified in **Exhibit "A"** are generally to be shown in **Exhibit "A."** This schedule may be amended to benefit the PROJECT if mutually agreed to in writing by CITY and CONSULTANT.

4. COMPENSATION

In consideration of the performance of the services described herein, CITY agrees to pay CONSULTANT on a time and materials basis at the rates specified in **Exhibit "B,"** which is attached hereto and incorporated by reference into this Agreement, a fee, including all costs and expenses, not to exceed Four Hundred Ninety Seven Thousand Nine Hundred Twenty-Five Dollars ($497, 925.00).

5. EXTRA WORK

In the event CITY requires additional services not included in **Exhibit "A"** or changes in the scope of services described in **Exhibit "A,"** CONSULTANT will undertake such work only after receiving written authorization from CITY. Additional compensation for such extra work shall be allowed only if the prior written approval of CITY is obtained.

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6. METHOD OF PAYMENT

CONSULTANT shall be paid pursuant to the terms of **Exhibit "B."**

7. DISPOSITION OF PLANS, ESTIMATES AND OTHER DOCUMENTS

CONSULTANT agrees that title to all materials prepared hereunder, including, without limitation, all original drawings, designs, reports, both field and office notices, calculations, computer code, language, data or programs, maps, memoranda, letters and other documents, shall belong to CITY, and CONSULTANT shall turn these materials over to CITY upon expiration or termination of this Agreement or upon PROJECT completion, whichever shall occur first. These materials may be used by CITY as it sees fit.

8. HOLD HARMLESS

CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY, its officers, elected or appointed officials, employees, agents and volunteers from and against any and all claims, damages, losses, expenses, judgments, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) arising out of or in connection with CONSULTANT's (or CONSULTANT's subcontractors, if any) negligent performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement by CONSULTANT, its officers, agents or employees except such loss or damage which was caused by the sole negligence or willful misconduct of CITY. CONSULTANT will conduct all defense at its sole cost and expense and CITY shall approve selection of CONSULTANT's counsel. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as limitation upon the amount of indemnification to be provided by CONSULTANT.

9. PROFESSIONAL LIABILITY INSURANCE

CONSULTANT shall obtain and furnish to CITY a professional liability insurance policy covering the work performed by it hereunder. This policy shall provide coverage for CONSULTANT's professional liability in an amount not less than One Million Dollars ($1,000,000.00) per occurrence and in the aggregate. The above-mentioned insurance shall not contain a self-insured retention, "deductible" or any other similar form of limitation on the required coverage in excess of Fifteen Thousand Dollars ($15,000.00) except with the express written consent of CITY. A claims-made policy shall be acceptable if the policy further provides that:

A. The policy retroactive date coincides with or precedes the initiation of the scope of work (including subsequent policies purchased as renewals or replacements).

B. CONSULTANT shall notify CITY of circumstances or incidents that might give rise to future claims.

CONSULTANT will make every effort to maintain similar insurance during the required extended period of coverage following PROJECT completion. If insurance is terminated for any reason, CONSULTANT agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with this Agreement.

10. CERTIFICATE OF INSURANCE

Prior to commencing performance of the work hereunder, CONSULTANT shall furnish to CITY a certificate of insurance subject to approval of the City Attorney evidencing the foregoing insurance coverage as required by this Agreement; the certificate shall:

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A. provide the name and policy number of each carrier and policy;

B. state that the policy is currently in force; and

C. promise that such policy shall not be suspended, voided or canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice; however, ten (10) days' prior written notice in the event of cancellation for nonpayment of premium.

CONSULTANT shall maintain the foregoing insurance coverage in force until the work under this Agreement is fully completed and accepted by CITY.

The requirement for carrying the foregoing insurance coverage shall not derogate from CONSULTANT's defense, hold harmless and indemnification obligations as set forth in this Agreement. CITY or its representative shall at all times have the right to demand the original or a copy of the policy of insurance. CONSULTANT shall pay, in a prompt and timely manner, the premiums on the insurance hereinabove required.

11. INDEPENDENT CONTRACTOR

CONSULTANT is, and shall be, acting at all times in the performance of this Agreement as an independent contractor herein and not as an employee of CITY. CONSULTANT shall secure at its own cost and expense, and be responsible for any and all payment of all taxes, social security, state disability insurance compensation, unemployment compensation and other payroll deductions for CONSULTANT and its officers, agents and employees and all business licenses, if any, in connection with the PROJECT and/or the services to be performed hereunder.

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12. TERMINATION OF AGREEMENT

All work required hereunder shall be performed in a good and workmanlike manner. CITY may terminate CONSULTANT's services hereunder at any time with or without cause, and whether or not the PROJECT is fully complete. Any termination of this Agreement by CITY shall be made in writing, notice of which shall be delivered to CONSULTANT as provided herein. In the event of termination, all finished and unfinished documents, exhibits, report, and evidence shall, at the option of CITY, become its property and shall be promptly delivered to it by CONSULTANT.

13. ASSIGNMENT AND DELEGATION

This Agreement is a personal service contract and the work hereunder shall not be assigned, delegated or subcontracted by CONSULTANT to any other person or entity without the prior express written consent of CITY. If an assignment, delegation or subcontract is approved, all approved assignees, delegates and subconsultants must satisfy the insurance requirements as set forth in Sections 9 and 10 hereinabove.

14. COPYRIGHTS/PATENTS

CITY shall own all rights to any patent or copyright on any work, item or material produced as a result of this Agreement.

15. CITY EMPLOYEES AND OFFICIALS

CONSULTANT shall employ no CITY official nor any regular CITY employee in the work performed pursuant to this Agreement. No officer or employee of CITY shall have any financial interest in this Agreement in violation of the applicable provisions of the *California Government Code*.

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16. NOTICES

Any notices, certificates, or other communications hereunder shall be given either by personal delivery to CONSULTANT's agent (as designated in Section 1 hereinabove) or to CITY as the situation shall warrant, or by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States Postal Service, to the addresses specified below. CITY and CONSULTANT may designate different addresses to which subsequent notices, certificates or other communications will be sent by notifying the other party via personal delivery, a reputable overnight carrier or U. S. certified mail-return receipt requested:

TO CITY:

City of Huntington Beach
ATTN: Robert Stachelski
2000 Main Street
Huntington Beach, CA 92648

TO CONSULTANT:

Terence Austin
Austin-Foust Associates, Inc.
2020 North Tustin Avenue
Santa Ana, CA 92705
(714) 667-0496

17. CONSENT

When CITY's consent/approval is required under this Agreement, its consent/approval for one transaction or event shall not be deemed to be a consent/approval to any subsequent occurrence of the same or any other transaction or event.

18. MODIFICATION

No waiver or modification of any language in this Agreement shall be valid unless in writing and duly executed by both parties.

19. SECTION HEADINGS

The titles, captions, section, paragraph and subject headings, and descriptive phrases at the beginning of the various sections in this Agreement are merely descriptive and are included solely for convenience of reference only and are not representative of matters included

or excluded from such provisions, and do not interpret, define, limit or describe, or construe the intent of the parties or affect the construction or interpretation of any provision of this Agreement.

20. INTERPRETATION OF THIS AGREEMENT

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the parties. If any provision of this Agreement is held by an arbitrator or court of competent jurisdiction to be unenforceable, void, illegal or invalid, such holding shall not invalidate or affect the remaining covenants and provisions of this Agreement. No covenant or provision shall be deemed dependent upon any other unless so expressly provided here. As used in this Agreement, the masculine or neuter gender and singular or plural number shall be deemed to include the other whenever the context so indicates or requires. Nothing contained herein shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provision contained herein and any present or future statute, law, ordinance or regulation contrary to which the parties have no right to contract, then the latter shall prevail, and the provision of this Agreement which is hereby affected shall be curtailed and limited only to the extent necessary to bring it within the requirements of the law.

21. DUPLICATE ORIGINAL

The original of this Agreement and one or more copies hereto have been prepared and signed in counterparts as duplicate originals, each of which so executed shall, irrespective of the date of its execution and delivery, be deemed an original. Each duplicate original shall be deemed an original instrument as against any party who has signed it.

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22. IMMIGRATION

CONSULTANT shall be responsible for full compliance with the immigration and naturalization laws of the United States and shall, in particular, comply with the provisions of the *United States Code* regarding employment verification.

23. LEGAL SERVICES SUBCONTRACTING PROHIBITED

CONSULTANT and CITY agree that CITY is not liable for payment of any subcontractor work involving legal services, and that such legal services are expressly outside the scope of services contemplated hereunder. CONSULTANT understands that pursuant to *Huntington Beach City Charter* Section 309, the City Attorney is the exclusive legal counsel for CITY; and CITY shall not be liable for payment of any legal services expenses incurred by CONSULTANT.

24. ATTORNEY'S FEES

In the event suit is brought by either party to construe, interpret and/or enforce the terms and/or provisions of this Agreement or to secure the performance hereof, each party shall bear its own attorney's fees, such that the prevailing party shall not be entitled to recover its attorney's fees from the nonprevailing party.

25. SURVIVAL

Terms and conditions of this Agreement, which by their sense and context survive the expiration or termination of this Agreement, shall so survive.

26. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of California.

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27. ENTIRETY

The parties acknowledge and agree that they are entering into this Agreement freely and voluntarily following extensive arm's length negotiation, and that each has had the opportunity to consult with legal counsel prior to executing this Agreement. The parties also acknowledge and agree that no representations, inducements, promises, agreements or warranties, oral or otherwise, have been made by that party or anyone acting on that party's behalf, which are not embodied in this Agreement, and that that party has not executed this Agreement in reliance on any representation, inducement, promise, agreement, warranty, fact or circumstance not expressly set forth in this Agreement. This Agreement, and the attached exhibits, contain the entire agreement between the parties respecting the subject matter of this Agreement, and supersede all prior understandings and agreements whether oral or in writing between the parties respecting the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their authorized officers on _____, 20____.

SIGNATURES ON FOLLOWING PAGE

AUSTIN FOUST ASSOCIATES, INC.

By: _____
Joe E. Foust, President

AND

By: _____
Terence W. Austin, Secretary

CITY OF HUNTINGTON BEACH, a municipal corporation of the State of California

_____
Mayor

_____
City Clerk

REVIEWED AND APPROVED:

_____
City Administrator

APPROVED AS TO FORM:

_____
City Attorney 6/7/05 6/1/05

INITIATED AND APPROVED:

_____
Director of Public Works

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AUSTIN-FOUST ASSOCIATES, INC.
TRAFFIC ENGINEERING AND TRANSPORTATION PLANNING

2020 NORTH TUSTIN AVENUE • SANTA ANA, CALIFORNIA 92701 • TELEPHONE (714) 667-0496
FAX (714) 667-7952

November 17, 1992

Dear Sir/Madam:

By resolution of the Board of Directors of Austin-Foust Associates, Inc., contracts with the corporation require the signature of only one of the two corporate officers named below:

Terence W. Austin
Joe E. Foust

This resolution is part of the Minutes of Board of Directors Meeting of Austin-Foust Associates, held June 5, 1985.

Sincerely,

Sally Garfield

Sally Garfield
Office Administrator

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PROFESSIONAL SERVICE CONTRACTS
PURCHASING CERTIFICATION

1. Requested by: Bob Stachelski, Department of Public Works

2. Date: June 6, 2005

3. Name of consultant: Austin Foust Associates, Inc.

4. Description of work to be performed: Preparation of the Circulation Element Update

5. Amount of the contract: $500,000.00

6. Are sufficient funds available to fund this contract?[1] ☐ Yes, ☒ No

7. Company number and object code where funds are budgeted: 20685201.69365

8. Is this contract generally described on the list of professional service contracts approved by the City Council[1]? ☒ Yes, ☐ No

9. Is this contract within $25,000 or 25% (whichever is less) of the amount stated on the list of professional service contracts approved by the City Council?[1]
☐ Yes, ☒ No

10. Were (at least) informal written proposals requested of three consultants?
☒ Yes, ☐ No

11. Attach list of consultants from whom proposals were requested (including a contact telephone number).

12. Attach proposed scope of work.

13. Attach proposed payment schedule.

RICHARD AMADRIL, Manager
Purchasing/Central Services

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[1] If the answer to any these questions is "No," the contract will require approval from the City Council.

Firm Contact Names and Addresses

Mr. Terry Austin
Austin-Foust Associates, Inc.
2020 North Tustin Avenue
Santa Ana, California 92705-7827
(714) 667-0496

Mr. Herman Basmaciyan
Kimley Horn and Associates
2100 West Orangewood Avenue
Suite 140
Orange, California 92868
(714) 939-1030

Mr. Michael Meyer
Meyer, Mohaddes Associates
707 Wilshire Boulevard
Los Angeles, California 90017-3610
(213) 488-0345

Ms. Charlene Palmer
Parsons Brinkerhoff
505 South Main Street
Suite 900
Orange, California 92868
(714) 973-4880

Ms. Maureen Hayes
Parsons Transportation Group
2201 Dupont Drive
Suite 200
Irvine, California 92612
(949) 263-9322

Mr. Carlton Waters
Urban Crossroads, Inc.
41 Corporate Park
Suite 300
Irvine, California 92606
(949) 660-1994

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EXHIBIT A

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Scope of Work

City of Huntington Beach

TRAFFIC MODEL AND CIRCULATION ELEMENT UPDATE

Prepared by:

Austin-Foust Associates, Inc.
2020 North Tustin Avenue
Santa Ana, CA 92705
(714) 667-0496

April 19, 2005

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AUSTIN FOUST ASSOCIATES, INC.
TRAFFIC ENGINEERING AND TRANSPORTATION PLANNING

2020 NORTH TUSTIN AVENUE ▶ SANTA ANA, CALIFORNIA 92705-7827

TELEPHONE (714) 667-0496
FAX (714) 667-7952
E-mail: mail@austinfoust.com

April 19, 2005

City of Huntington Beach
2000 Main Street
Huntington Beach, CA 92648

ATTENTION: Mr. Robert Stachelski

SUBJECT: **SCOPE OF WORK: CITY OF HUNTINGTON BEACH TRAFFIC MODEL AND CIRCULATION ELEMENT UPDATE**

Dear Mr. Stachelski:

Attached is a scope of services to be carried out by Austin-Foust Associates, Inc. (AFA) for preparing a citywide traffic model and updating the General Plan Circulation Element. It updates the work scope outlined in our proposal of January 13, 2005, based on our work session with you on February 24th, and follow-up comments on March 21st, 2005.

The additional work added here (compared to the work scope in our proposal) includes the following:

1. MPAH Amendment – For this task, AFA will have a lead role in the Amendment process rather than simply providing on-call assistance as in the proposal.

2. Meetings – A specific number of meetings has been shown in Task 5.

3. Traffic Counts – 100 intersections and 150 link counts to be included in this contract.

4. Land Use Database – Preparation of existing and future land use by traffic zone.

5. Alternatives – We had previously estimated four alternatives and have costed for six.

6. Advisory Committee – A work item has been added to include work sessions with an Advisory Committee.

I hope this provides what you need for finalizing the scope and cost, and I look forward to working with you on this important project.

Very truly yours,

Terence W. Austin

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Scope of Work
City of Huntington Beach
TRAFFIC MODEL AND CIRCULATION ELEMENT UPDATE

The following is a scope of services proposed by Austin-Foust Associates, Inc. (AFA) for preparing a citywide traffic model for the City of Huntington Beach and updating the City's General Plan Circulation Element.

OVERVIEW

The work proposed here involves preparing a citywide traffic model, carrying out a comprehensive traffic analysis to use as a technical resource for updating the City's General Plan Circulation Element, and then using that information to update the Element. The scope of work is intended to achieve these objectives and address special areas of concern that are unique to Huntington Beach. The major tasks to be accomplished are as follows:

1. **Traffic Model** - A citywide traffic model providing average daily traffic (ADT) and peak hour intersection forecasts and including special components for impact analyses.

2. **Traffic Analysis and Circulation Element Update** - A comprehensive analysis of the City's roadway system in relation to future land use projections, including recommendations with respect to roadway classifications and improvements needed to serve future capacity needs and an update of the existing General Plan Circulation Element.

3. **MPAH Amendment** - Assistance in processing Amendments to the Orange County Master Plan of Arterial Highways (MPAH) to bring consistency to the street system component of the Circulation Element and the MPAH.

4. **Staff Training** - Assisting City staff in understanding the traffic model and its various transportation applications.

In addition to providing direct input to the Circulation Element Update, the data and modeling procedures will have considerable utility beyond the Circulation Element work (e.g., nexus based fee programs, analysis and design of roadway improvement projects, traffic impact analyses, etc.).

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KEY FEATURES

There are a number of key features in the work proposed here, and the following discussion outlines these, summarizing the overall approach in each case.

Traffic Model

The citywide traffic model will provide a fully calibrated and validated set of forecasting procedures to estimate future traffic volumes on the City's roadway system. Set in a regional context, it will have the ability to respond to land use or transportation decisions in the City and in the surrounding area. It will be derived as a focused sub-area version extraction of the Orange County Transportation Analysis Model, Version 3.2 (OCTAM 3.2) and will have unique capabilities designed to achieve specific analysis objectives in the City of Huntington Beach. Some key features of the traffic model are as follows:

1. Consistency with Orange County sub-area modeling guidelines
2. Interface with GIS land use database
3. Intersection capacity sensitivity (i.e., individual peak hour turn movements)
4. Link and intersection post-processing
5. Direct graphics interfaces
6. Efficient data extraction (select zone, select link, etc.)
7. Impact analysis capability

The third of these is a special feature of AFA's sub-area modeling. It essentially provides an intersection "capacity feedback" loop in the peak hour assignment process. The primary application is where future intersection improvements are being considered and where improvements are feasible at some locations but less feasible at others. The intersection capacity capability can reassign traffic to locations where more capacity is available, reducing traffic at intersections that are difficult to improve and/or have less available capacity. It essentially emulates what happens in the real world where drivers respond to intersection delays in forming their driving habits.

To achieve this intersection capacity sensitivity, special attention will be given to the peak hour intersection forecasting capability. A sub-area model, which performs adequately for this purpose, is not simply a regional model with a finer-grained zone structure. It requires special refinements and

techniques beyond the basic modeling outputs from the regional model. To achieve this, a sequence of calibration/validation steps will be carried out:

a. Screenlines (ADT)
b. Link volumes (ADT)
c. Link volumes (peak hour by direction)
d. Peak hour intersection turn movements

It is not uncommon for models to be validated for "a" and possibly "b" above (i.e., ADT volumes) and then used to derive peak hour intersection volumes. AFA believes that validation should be carried out here for whatever level of detail the model is to be used. Accordingly, statistical validation will be carried out for all four levels of modeling detail listed above. Measures such as average intersection capacity utilization (ICU) and ICU standard deviation (observed versus modeled) are important for assessing and validating model performance, and are part of the validation process carried out by AFA in preparing traffic models for cities in Orange County.

Performance Criteria

Evaluating the arterial street component of the Circulation Element involves both policy and technical considerations. The concept of level of service (LOS) is primarily used in this regard and part of the work effort will be to evaluate current policy and suggest updates if appropriate. The technical procedures used with the performance criteria will also be reviewed and updated if and where appropriate. An example is utilizing both average daily traffic (ADT) criteria for roadway (links) and peak hour criteria for intersections. Considerations will include different LOS thresholds for difference areas, and reconciling ADT and peak hour performance criteria. AFA will assist the City in these important aspects of street system evaluation, advising on policy options and recommending technical procedures to support those policies.

Roadway Classifications

General Plan Circulation Elements tend to group streets into a few classifications based primarily on size. For this update, consideration will be given to expanding such "design classifications" into more customized "functional classifications" which address street characteristics in relation to adjacent land uses. This can be particularly important for streets through residential areas or for locations where a special street character is desired. The steps involved will be as follows:

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- Review current classifications
- Evaluate alternatives for changing/expanding the current classifications
- Revise classification system and establish attributes

The results will provide a revised set of classifications that can be customized to individual parts of the arterial street system throughout the City and provide a basis for considering any MPAH amendments that may be needed.

Principal Intersections

This feature involves adding the concept of "Principal Intersections" to the Circulation Element to augment the basic descriptions in the roadway component of the Element. It recognizes that roadway system capacity is largely determined by intersection performance, and hence addresses this in the traffic study and in the Element itself. This feature has been added to the Circulation Element in a number of the cities and is a valuable tool for monitoring the roadway system and implementing improvements over time.

Traffic Analysis

This part of the work effort will address the long-range capacity needs of the circulation system and lead to an updated roadway component of the Circulation Element. As noted above, a feature that AFA will present for consideration is the concept of "principal intersections." These pertain to locations throughout the City that are of strategic importance in providing adequate system performance. The traffic analysis work will focus on the principal intersections as well as actual roadway sizing and function. Link volumes and peak hour intersection data will be used to analyze long-range needs using the performance criteria established for this purpose. Alternatives will be formulated and tested, and further variations analyzed as necessary. The intersection capacity feedback loop described earlier will be an important tool in this process, and the analysis will thereby be an iterative process leading to an updated arterial roadway plan for inclusion in the Circulation Element.

Another important part of the traffic analysis will involve addressing special generators, and most notably, the downtown area and the beach areas. Special techniques such as the use of seasonality factors will be applied, thereby incorporating the characteristics of these generators into the analysis.

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Special Circulation Element Features

Several special features will be introduced as potential additions to the Circulation Element. They address traffic and related quality-of-life issues and include special topics that are pertinent in that regard. Examples include:

- Principle Intersections – As discussed above, these, in conjunction with the functional classifications, provide an expanded description of the street system component of the Circulation Element.

- "Hot Spot" Designations - Such designations are a means of identifying unique locations requiring special treatment (e.g., schools, traffic operations problem areas, etc.).

- Traffic Calming - This could involve adding current practices into the Circulation Element as policies, strategies, etc. The intent is to consider potential additions to the Circulation Element that could facilitate traffic calming programs. Features to be considered are:

  Application /restriction of measures based on street classification and abutting land use

  General use and application of traffic calming techniques

  Adoption of a traffic calming policy

- Transportation System Management (TSM) - Strategies for maximizing the utilization of the existing system.

- Nexus responsibilities for future development - Guidelines for funding transportation improvements.

- Traffic Impact studies – Policies and procedures pertaining to traffic impact studies in the City.

Other special issues may be identified during initial work sessions with the City. The intent is that the General Plan Circulation Element provide more than simply a reporting of roadway classifications, and instead provide guidance for addressing problems and seeking solutions within an overall framework of community goals and objectives.

Information Display/GIS

AFA has pioneered the use of graphical information to display the type of data produced by traffic models and the resulting evaluation information used in roadway system analysis. Some of these are included in the overall traffic model package and others are directly input to the GIS where they can be used for information display as part of that overall system. Of importance is that such graphics provide valuable tools for presenting information to the public and to decision makers.

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Land Use/Socioeconomic Database

Part of this work effort involves preparing land use databases for the traffic model. An existing database is used for model calibration/validation and a future database for deriving traffic forecast data from the model. While that future database will represent buildout of the General Plan, decisions generally need to be made in quantifying the buildout land uses. Floor area ratios (FAR's), absorption time periods, and associated issues will be addressed in preparing this quantification. At the same time, the objective is to reconcile the data with OCP 2004 socioeconomic data projections. Both AFA and CBA have had considerable experience in such quantifications and in addressing the various issues that arise in quantifying the General Plan Land Use Element.

WORK SCOPE DESCRIPTION

The following describes the work to be undertaken in preparing the citywide traffic model, carrying out the traffic study and updating the Circulation Element. It generally follows the task outlines in the RFP, but with additions and changes based on AFA and CBA's understanding of the work needed to achieve the objectives of this study.

1. TRAFFIC MODEL

This task will develop the citywide traffic model. An overview of the primary features of this part of the work was given in the overview section of this proposal and sub-tasks to be accomplished are as follows:

1.1 Existing Conditions

In this sub-task, existing conditions data will be assembled. The major part of the work effort will involve collecting and assembling traffic count data and preparing the necessary database files for use in other tasks. Specific work items involved are as follows:

1.1.1 Roadway Link Counts - This will involve 24-hour machine counts on roadway links throughout the City. A special citywide link coding system will be established and the count data entered into a database keyed to this link system (it will be used for ADT analyses and graphic displays). The

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cost estimate assumes 140 machine counts (24 hours) plus 10 repeat counts (summer) for five days including a weekend.

1.1.2 Intersection Counts - Peak hour turn movement counts will be obtained for a selected set of intersections. Each intersection will be counted for weekday AM and PM peak periods (7:00 to 9:00 AM and 4:30 to 6:30 PM). The cost estimate assumes 95 locations for a non-summer weekday AM and PM count, and five locations for a summer weekday repeat count.

1.1.3 Physical Inventory - Information will be assembled on existing roadway lanes, both midblock and intersection configurations. Information will also be assembled on the City's transit system.

1.1.4 Existing Conditions - Using the existing count data, a special database will be prepared containing all the link and intersection counts. Levels of service will be calculated for roadway links and intersections using the performance criteria established as part of this overall work effort.

1.1.5 Special Generator Surveys – Information will be collected for selected special generators in the City. The purpose will be to refine the standard trip generation used for such entities and thereby provide a better representation in the model. The information will also be used to identify seasonal characteristics associated with such area. Candidates include special use facilities such as the beach areas.

Products: 1. *Traffic count database*
2. *Existing conditions report summarizing the results of this sub-task.*

1.2 Land Use Database

This sub-task will develop a land use database for use in the traffic model. Work items to be carried out are as follows:

1.2.1 Zone System Development - This work item will develop a three-tiered traffic analysis zone (TAZ) system for the sub-area model. For the Tier 3 focused portion of the model (the City) the OCTAM zone system will be subdivided to obtain the required finer-grained zonal definition and network loadings. Use will be made of the existing zone system as a starting point and refinements made as

necessary. As suggested in the RFP, the 18 block downtown area will be represented as individual TAZs. In addition, existing TAZs will also be divided as necessary in those cases where access restrictions or other physical limitations may exist which are not reflected in the current TAZ system. The remainder of the region will then be added to create the Tier 1 and Tier 2 areas and a correspondence table will be established for splitting/aggregating OCTAM zones. The zone system will be prepared in ArcView and AutoCAD format, and a zone system digital file (ArcView and AutoCAD) and zone correspondence file (OCTAM versus sub-area model) will be created.

1.2.2 Existing Land Use Database - In this work item, land use information associated with existing land uses will be compiled by TAZ. The data will be mapped using ArcPad and ArcView and will be available for input to the City's GIS system. Work to be carried out is as follows:

- **Database Design:** An ArcView database will be designed to store existing land use data for each parcel in the City, and a field guide prepared which describes the tasks to be undertaken in the field to accurately record existing land uses using the ArcPad system.

  One electronic copy (PDF) and one hardcopy of the draft field guide will be provided for staff review and input. The field guide will be revised based on staff input and the revised guide used for pre-processing and field work.

- **Residential Land Uses:** A field survey at the parcel level will be conducted using ArcPad and handheld PCs to verify and record parcel attributes. For residential land uses, the analysis will rely primarily upon the City's most recent existing land use assessments (circa. 1992-1994), County Assessor records, and digital orthophotography. Residential land uses will be recorded at a parcel level by type (single-family vs. multiple-family, attached vs. detached, etc.), number of units, density (General Plan land use designation), and Transportation Analysis Zone (TAZ).

- **Non-Residential Land Uses:** A field survey at the parcel level will be conducted using ArcPad and handheld PCs to verify and record parcel attributes. For non-residential land uses, the analysis will rely upon the methods listed above, supplemented by use of a geocoded third-party marketing database, such as those published by InfoUSA or Dunn and Bradstreet, which lists businesses by name, address, and Standard Industrial Classification (SIC) code. These databases also include information regarding number of employees at each site. Institutional uses will be quantified based on information obtained from the local school district, City of Huntington Beach, County of Orange, private schools, colleges, hospitals, and other major institutions. Non-residential land uses will be recorded at a parcel level by SIC code, estimated number of employees, square feet (for parcels where square footage is available from the assessor), General Plan land use designation or zoning district, and TAZ.

- **Processing:** The existing land use data will be recorded in a Microsoft Access database, linked to the City's GIS parcel basemap by Assessor Parcel Number and aggregated to the TAZ shapefile by zone number. One electronic copy of the database (MS Access) will be provided, along with up to three large format plots of the existing land use data. The cost estimate assumes that this analysis will be performed only for areas within the current City limits.

- **Existing Land Use by TAZ:** A database summarizing existing land uses in the City of Huntington Beach by TAZ will be prepared. Summaries will include the number of acres, dwelling units, non-residential square feet, and population associated with each land use type within each TAZ.

  The database will be provided in .DBF or Microsoft Excel format, and will be accompanied by a full color map illustrating existing land use overlaid by TAZs.

- **Transfer and Disaggregate OCP-2004 Data to TAZs:** The OCP-2004 socioeconomic data from the OCTAM 3.2 traffic model will be disaggregated to the three-tiered TAZ structure. The OCP-2004 socioeconomic verified data against existing land use data developed as part of this work item.

  One electronic copy (MS Word) of a technical memorandum describing the disaggregation of OCP-2004 data by TAZ and documenting any substantive differences between the baseline OCTAM 3.2 socioeconomic data and the citywide land use database will be provided.

Products: 1. *TAZ system (Technical Memorandum, digital files, and Correspondence Table)*
2. *Existing land use by TAZ*

1.2.3 Future Land Use Database and GIS Support

- **Future Year Land Use by TAZ:** A future year land use database summarizing proposed land uses in the City of Huntington Beach by TAZ will be prepared. Summaries will include the number of acres, dwelling units, non-residential square feet, and population associated with each land use type within each TAZ. Up to two iterations of the future year land use database will be carried out to allow staff input into issues such as intensity assumptions and changing uses within General Plan or zoning classification.

  The database maps will be prepared and delivered to the City in .DBF or Micrsoft Excel along with a full color map illustrating future year land use overlaid by TAZ's.

Products: 1. *Future land use by TAZ*
2. *Color maps of future year land use*
3. *Technical Memorandum describing land use databases and socioeconomic data reconciliation*

1.3 Traffic Model Development

This sub-task will prepare the City of Huntington Beach Traffic Model (HBTM). It will be prepared in a regional context using modeling carried out by OCTA as the basis for the sub-area model derivation. Consistency requirements will be discussed with the City and specific procedures to be incorporated into the model will be established at that time. The intent will be to develop a traffic

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modeling capability that is uniquely suited to the needs of the City and yet meets the consistency requirements of OCTA's sub-area modeling guidelines. Work items involved are as follows:

1.3.1 Network Development - This work item will prepare existing and future highway networks for the HBTM. It is envisioned that the alternatives will include the No Project Alternative (CE-3), the Foreseeable Alternative (CE-13), and four other alternatives of the OCTA MPAH. The process will involve preparing the focused network in concert with the zone system developed for the traffic model. Particular attention will be given to zonal loadings, and AFA will work with City staff in establishing representative network depictions of how individual zones load onto the network. Refinements will also be made with respect to the basic speed attributes used in the OCTAM model. Such changes will be clearly documented and where applicable, additional refinements will be made as part of the calibration and validation of the HBTM.

1.3.2 Land Use/Socioeconomic Data - In this task, the City's land use database will be converted to the socioeconomic database used in the sub-area model. The basic approach involves establishing suitable relationships between land use data and socioeconomic data. This is carried out in concert with developing trip generation relationships. The socioeconomic conversion factors and the socioeconomic trip rates together give the final trip generation rates for each land use category (last column of the table). These can then be compared with land use trip rates from traditional sources. The conversion factors and rates in the HBTM will be specifically derived for City of Huntington Beach land use categories.

1.3.3 Trip Generation - The trip generation part of the HBTM will be established in this work item. The HBTM will use land use data as a starting point for the model input, and then the socioeconomic data conversion will take place in the trip generation component of the model. This task will utilize the results of that process to prepare trip generation estimates and provide the input to the OCTAM model trip table splitting process. Comparisons will be made with OCTAM forecasts and differences reconciled as required by the sub-area modeling guidelines.

1.3.4 Trip Table Preparation - In this work item, trip tables will be produced for 2005 and 2030. The OCTAM transfer data will comprise vehicle production-attraction (P-A) trip tables by purpose. Hence, the information will already account for mode choice. This work item will carry out the matrix inversion/factoring process to produce origin-destination (O-D) trip tables by time period (AM, PM, midday, and night). Zone splitting will be applied to give HBTM zonal trip tables and P-A to O-D factors will then be applied to produce O-D trip tables for the HBTM zone system.

1.3.5 Base Year Consistency and Validation - In this work item, the 2005 version of the HBTM will be validated against existing count data. Assignments will be made to the 2005 network and the results used to calibrate/validate the sub-area model at a link volume level and also to provide the necessary consistency checks as specified in the sub-area modeling guidelines. Some comments on each of these follows:

Consistency - This involves comparing baseline assigned volumes with the corresponding OCTAM 3.2. Screenlines will be defined and volumes compared for the screenlines and for the freeway and arterial control points specified in the guidelines.

Validation - This involves a more detailed comparison of modeled volumes with existing counts, this time using the 2005 trip tables produced from City land use data. As noted earlier in this section, AFA takes this process beyond what is necessary for just the consistency requirements, and includes peak hour intersection level validation. Hence, this more detailed validation work will proceed concurrently with work item 1.3.7 in which intersection forecasting procedures are tested.

The validation process has a number of model/count variance checks, including those in the consistency guidelines. In addition to the generally accepted 10 percent for screenlines, AFA has other criteria which have been taken from recent state of the practice publications. Experience in sub-area modeling provides AFA with the ability to "fine tune" those aspects of the model which contribute to greater than desired variations and hereby achieve the target validation criteria.

1.3.6 Future Year Link Volumes/Consistency Check - In this work item, year 2030 forecasts will be produced by assigning the 2030 trip tables to the 2030 network. The baseline version will be used to establish consistency with OCTAM 3.2, and as noted earlier, the baseline version is simply an OCTAM 3.2 trip table split into the sub-area zones and assigned to the sub-area network. It thereby compares the effects of assigning trips to a refined sub-area network. The year 2030 City version of the HBTM will use City data and will produce corresponding year 2030 assigned volumes. That assignment will be used to produce peak hour intersection volumes.

1.3.7 Turn Movement Forecasts – This work item will establish the procedures for deriving and refining peak hour intersection turn movement forecasts. The intersections to be included in the

model will be coded into the intersection database and will include existing and future lane configurations. The steps involved are as follows:

- Checking and refining intersection data files for all intersections where counts are made.
- Establishing and testing assignment procedures
- Calibrating /validating for 2005
- Establishing and testing post-processing procedures

The ability to calculate ICU values will be an integral part of the modeling process, and will be incorporated into the overall model processing setup. Individual turn movements will be utilized within a special process that adjusts turn movement impedances in relation to ICU values (i.e., the intersection capacity "feedback loop" referred to in the approach section).

1.3.8 Impact Analysis Procedures - This work item will establish special modeling procedures for traffic impact analyses. The methodology will recognize such issues as trip layering (suitable for small projects) versus trip redistribution (needed for larger projects). The procedures will be established within the overall HBTM, thereby ensuring compatibility with the citywide model. Features of this process are as follows:

- Land use/socioeconomic data trip generation reconciliation/conversion
- Procedure for impact analysis trip layering (smaller projects)
- Procedures for impact modeling (larger projects)
- Guidelines for producing data for impact analyses

The procedures will be documented and integrated into the overall model training handbook.

1.3.9 Traffic Model Documentation - In this work item, a comprehensive model description and validation report will be prepared. It will describe all the modeling procedures, validation results, and the consistency with regional modeling. The report will provide a reference document for EIR traffic studies that use the model for traffic forecast purposes. In addition, a traffic model certification package will be forwarded to OCTA for model certification. AFA will respond to OCTA's comments, incorporate revisions, and resubmit the traffic model with documentation as necessary to achieve a validated, certified traffic model.

Products: 1. *Network development technical memo*
2. *Existing and future networks in ASCII format*
3. *Traffic model documentation describing all components of the model*
4. *Documentation for OCTA certification*
5. *Validated certified traffic model*

In addition, interim technical materials will be developed for the work sessions to be held during the model development work.

2. CIRCULATION ELEMENT

This task will involve updating the General Plan Circulation Element. The work to be performed includes a comprehensive traffic study and then using the results from that study plus other information to update the Element. The following are the sub-tasks to be carried out:

2.1 Traffic Analysis

This work item will carry out a long-range analysis of the citywide roadway system. The analysis will utilize the long-range land use database established in work item 1.2.2 with alternatives (land uses and circulation) being tested as necessary. Work to be accomplished is as follows:

2.1.1 Performance Criteria - This part of the work item will establish the performance criteria to be used in the analysis. The criteria will include peak hour intersection performance as well as ADT link performance so that intersection augmentation can be included in the evaluation of future capacity needs. Discussion material will be prepared and concurrence reached with the City on the performance criteria. Policy and technical components will be addressed and specific procedures, assumptions, methodologies, etc. integrated into an overall set of criteria that can be applied in a consistent manner throughout the City.

2.1.2 Roadway System Functional Classifications – In this work item, the existing classification system will be reviewed and updated as appropriate. The concept of functional classifications within the basic design classifications will be considered, and areas where unique roadway characteristics could be appropriate will be identified. Such characteristics will include roadway cross-

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sections, intersection treatments and design standards. An initial classification of the roadway system will be made to assist in defining the classification system.

2.1.3 Traffic Analysis - This work item will assess future roadway capacity needs in the city. Traffic forecasts will be produced, the results will be analyzed and reviewed, and alternatives formulated and tested as necessary. The steps involved are as follows:

a. Review land use and trip generation (existing and future)
b. Prepare initial forecasts (e.g., existing Circulation Element)
c. Evaluate initial forecasts and define alternatives
d. Test initial alternatives
e. Test additional alternatives
f. Select preferred plan

As part of the analysis, special highway issues such as the following will be addressed:

- Garfield Avenue bridge crossing of the Santa Ana River
- Banning Avenue bridge crossing of the Santa Ana River
- Edinger Avenue extension westerly to PCH
- Hamilton Avenue extension from Beach Boulevard to Newland Avenue
- Connection of Gothard Avenue to Hoover Street
- Delaware Street extension from PCH to Atlanta Avenue

This work will be an iterative process, with a number of alternatives being tested. (The cost estimate assumes that six alternatives will be analyzed in detail.) It is envisioned that the alternatives will include the No Project Alternative (CE-3), the Foreseeable Alternative (CE-13), and four other alternatives of the OCTA MPAH. The final result will be a preferred roadway plan for inclusion in the Circulation Element and for establishing improvement needs.

2.1.4. Roadway System/Traffic Report - This work item will provide recommended additions/changes to the arterial street component of the Circulation Element and define the improvements needed to build out the system. Work to be carried out is as follows:

Roadway Improvements - The traffic forecasting and analysis results will be used to identify 2030 capacity needs. Each intersection with future deficiencies will be evaluated and the type of improvements needed to mitigate those deficiencies will be identified. The analysis will build on the 2010 Transportation System Needs analysis prepared by the City, and work sessions will be held with City staff to agree on the designated improvements.

Traffic Report - A comprehensive traffic report will be prepared summarizing the results of the traffic analysis and presenting recommendations for updating the highway component of the Circulation Element. It will provide the technical material to support those recommendations and will also contain the necessary information for subsequent environmental documentation and subsequent updating of the City's Traffic Impact Fee Program as separate work efforts not included in this project scope of work.

Products:
1. *Proposed roadway system*
2. *Long-Range Transportation Improvement Program*
3. *Comprehensive traffic study report*

2.2 Circulation Element Preparation

This sub-task will update the City's current Circulation Element. The work will draw substantially upon the roadway system traffic report with respect to the street system component, and the current Circulation Element will be revised as necessary to incorporate all mandatory State and County Measure M provisions and requirements adopted since May 1996. The following are the work items involved:

2.2.1 Confirm Circulation Issues - A working paper will be prepared for staff review identifying the key issues around which the updated Circulation Element will be framed. Each issue will include a background discussion and potential opportunities and constraints to be considered in the development of General Plan policy. Inconsistencies with neighboring jurisdictions along boundary streets will be addressed, and potential MPAH changes will be discussed.

A work session will be held at the outset of this task to confirm the issues to be addressed in the Circulation Element. A working paper will then be prepared for staff review, and staff-recommended changes to the working paper will be incorporated into subsequent work products.

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2.2.2 Draft Goals, Policies, and Implementation - Based upon input from City staff regarding the Circulation issues, working papers will be prepared for staff review identifying proposed goals, policies, and implementation programs for the updated Circulation Element. Goal CE 6 will be modified to include bicycles, and the Airport Environs Land Use Plan for the County of Orange will be referenced to include activities at the Armed Forces Reserve Center in Los Alamitos that affect a small portion of northwest Huntington Beach. Also included will be goals, policies and implementation mechanisms for traffic calming, transportation system management (TSM) and roundabout intersection control.

2.2.3 Circulation System Maps and Diagrams - In this work item, updated maps and diagrams for the General Plan Circulation Element will be prepared. A base map will be prepared, and new data layers will be created as needed to complete the analysis and mapping required for the project. All new layers will be presented in the same coordinate system as the City's existing GIS data. Pursuant to the RFP, a single Roadway Plan will be produced that depicts both the Orange County MPAH and the City's circulation plan (current Figures CE-3 and CE-13). Consistency will be established between the figure and table used to define intersection lane configurations, document roadway deficiencies, and display the transportation system needs analysis (current Figure CE-4 and Table CE-3). Also, the City's equestrian trail plan (Figure CE-11) and bicycle trail plan (Figure CE-9) will be updated based on discussions with City staff and consultation with regional agencies. Other figures will also be produced for the Element, as determined in consultation with City staff.

One electronic copy of each proposed Circulation Element figure will be prepared for City staff review. Staff-recommended changes to the figures will be all maps delivered to the City in ArcMap *.mxd* format, along with supporting shapefile or geodatabase data (as desired by the City) on a stand-alone CD-ROM. Attribute data will be documented in a complete, clear, and concise manner that allows for easy update.

2.2.4 Administrative Draft and Public Review Draft Circulation Element - In this work item, an Administrative Draft Circulation Element will be prepared for City staff review. It will incorporate all comments received regarding issues, goals, policies, implementation programs and circulation figures. This task assumes that the review/revision process will take three separate submittals of the Draft Circulation Element to City staff, with each subsequent submittal including revisions as necessary. Input will also be received from the Advisory Committee. Following consultation with City

staff to discuss comments made on the third draft submittal, a Public Review Draft Circulation Element will be prepared.

2.2.5 Advisory Committee – Work sessions will be held with a specially appointed Advisory Committee. It is anticipated that up to six work sessions will be held with the Committee at appropriate times during the process. Working documents and presentation material will be prepared to ensure that the committee can be fully involved in reviewing and commenting on pertinent material.

2.2.6 Final Circulation Element - Following preparation of CEQA documentation, public hearings, and City adoption of the Circulation Element, any additional changes to the Element and will be made and a Final Circulation Element document prepared.

One electronic copy (PDF and MS Word) of the Final Circulation Element and one camera-ready color original copy of the Final Circulation Element will be submitted to the City.

Products:
1. *Proposed circulation systems (arterial streets, bikeways, etc.)*
2. *Draft materials for Circulation Element work sessions*
3. *Updated Circulation Element (electronic submittals of 3 drafts and final Element)*

3. MPAH AMENDMENTS

While the City will be responsible for submitting these amendments to OCTA, technical assistance will be provided to assist the City in the MPAH amendment process. Participation by AFA will involve preparing and processing these amendments as follows:

3.1 The Cooperative Process - This involves the development/approval of a work program and assisting with the Cooperative Study Process (meetings, etc.) as per the OCTA guidelines for MPAH Amendment.

3.2 Technical Documentation - This part of the work will prepare the necessary report for submission to OCTA.

It is assumed that as part of the traffic analysis work, a decision will be made as to which Amendments to process at this time and they will be included in two submittal packages.

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It is recommended that this process begin when the draft traffic report has been completed (work item 2.1.4) so that OCTA approval can be obtained prior to final approval of the updated Circulation Element.

4. TRAFFIC MODEL TRAINING FOR CITY STAFF

In this task, training sessions on the use of the traffic model will be held so that City staff can become familiar with the procedures. Subject areas to be covered include:

- Use of the model for forecasting
- Procedures for socio-economic/land use data conversion
- Procedures for level of service calculations
- Procedures for analysis of network alternatives.
- Procedures for impact analyses

Brief, easy-to-follow documentation will be prepared to provide resource material for the training sessions and for subsequent applications of the traffic model.

5. PROJECT MANAGEMENT/MEETINGS

This work task will ensure that the project schedule is maintained, and that City staff is involved in project accomplishments, potential issues and interim technical findings. The following project management tools will be used in this process:

1. Monthly progress reports including summary/action minutes from all meetings
2. Monthly checklist on deliverables
3. Monthly City/Project Manager meetings (18 of these per schedule)
4. Regular consultant/staff work sessions (Scheduled according to review requirements of individual work tasks. Up to six such meetings assumed)
5. Meetings with the Advisory Committee (6)
6. Information previews submitted to the City electronically at least two weeks prior to the scheduled meeting for City staff involvement (review of technical information for example)

Technical work sessions on specific topics will be scheduled on a regular basis, and will involve selected City and AFA/CBA staff, depending on the topic. Such meetings will be scheduled at least two months in advance, with draft agendas being prepared so that City staff attendees can be coordinated accordingly.

In addition, AFA and CBA staff will attend formal meetings, presentations and hearings, and the cost estimate is based on the following:

	AFA	CBA
Staff/Consultant Work Sessions	24	5
Advisory Committee/Outreach	6	6
Study Sessions (Commissions/CC)	6	4
Hearings (Commissions/CC)	6	4
Total	**42**	**19**

In all cases, AFA's Project Manager will have the lead role, with CBA providing technical back up for Circulation Element related topics. For the Advisory Committee work sessions, AFA/CBA will facilitate each of the meetings, develop agendas, take notes and prepare all information, graphics, etc. for the meetings.

TIME SCHEDULE

Figure 1 shows an estimated time schedule for the sub-tasks in bar chart form. As part of the regular work sessions with City staff, detailed delivery and product schedules will be prepared.

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Figure 1
TIME SCHEDULE

Task	------2005------								------2006------									
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct
1. TRAFFIC MODEL																		
1.1 Existing Conditions																		
1.2 Land Use Database																		
1.3 Traffic Model Development																		
2. CIRCULATION ELEMENT																		
2.1 Traffic Analysis																		
2.2 Circulation Element Update																		
3. MPAH AMENDMENTS																		
4. TRAFFIC MODEL TRAINING																		
5. PROJECT MANAGEMENT																		
5.1 Project Management/Coordination																		

EXHIBIT B

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Table 2
Resource Estimate - Proposed Work Scope

Austin-Foust Associates

	Person Hours by Labor Category						Total Hours	Total Labor Cost
	Principals	Associate	Trans. Engineer	Trans. Planner	Trans. Analyst	Technical Clerical		
Hourly Rate	$165	$155	$110	$100	$105	$65		
Work Task								
1. TRAFFIC MODEL								
1.1 Existing Conditions	10	10	20	40	40	80	200	$18,800
1.2 Land Use Database	10	10	0	40	0	20	80	$8,500
1.3 Traffic Model Development	40	280	0	120	380	40	860	$104,500
2. CIRCULATION ELEMENT								
2.1 Traffic Analysis	160	100	180	100	120	10	670	$84,950
2.2 Circulation Element Update	80	0	0	100	0	80	260	$28,400
3. MPAH AMENDMENTS								
3.1 Cooperative Process	40	10	0	10	0	40	100	$11,750
3.2 Documentaion	20	60	0	60	0	40	180	$21,200
4. TRAFFIC MODEL TRAINING								
4.1 Training Program and Documentation	20	10	0	0	0	20	50	$6,150
5. PROJECT MANAGEMENT								
5.1 Project Management/Coordination/Meetings	160	40	20	40	0	40	300	$41,400
Total Hours	540	520	220	510	540	370	2,700	
Sub-Total (Cost)	$89,100	$80,600	$24,200	$51,000	$56,700	$24,050		**$325,650**

Cotton/Bridges/Associates

	Person Hours by Labor Category				Total Hours	Labor Cost	
	Principal	Associate	Planner	Analyst			
Hourly Rate	$175	$120	$80	$65			
Work Task							
1. TRAFFIC MODEL							
1.2 Land Use Database	18	70	146	724	958	$70,290	
2. CIRCULATION ELEMENT							
2.2 Circulation Element Update	30	90	136	60	316	$30,830	
5. PROJECT MANAGEMENT							
5.1 Project Management/Meetings	20	116	32	0	168	$19,980	
Total Hours	68	276	314	784	1442		
Sub-Total (Cost)	$11,900	$33,120	$25,120	$50,960	$121,100	$121,100	**$121,100**

Direct Costs

100 Intersection counts @ $220	$22,000
150 Links @ 100	$15,000
Special Generator Counts	$2,500
CBA Direct Costs	$9,175
Other direct costs (copying, etc)	$2,500
Sub-Total	$51,175

$51,175

TOTAL **$497,925**

INSURANCE AND INDEMNIFICATION WAIVER MODIFICATION REQUEST

1. Requested by: Bob Stachelski, Public Works
2. Date: May 2, 2005
3. Name of contractor/permittee: Austin Foust Associates, Inc.
4. Description of work to be performed: Professional Transporation Planning
5. Value and length of contract: $500,000, 3 years
6. Waiver/modification request: Allow insurance deductible of $15,000
7. Reason for request and why it should be granted: Standard deductible for consultant. Substantial cost to obtain $0 deductible rider
8. Identify the risks to the City in approving this waiver/modification: Minimal risk for liability in this type of work. Generally, only related to consultant employee injury due to accident. No physical construction or on-going liability concerns following contract completion. Opportunity to withhold final payments if deductible becomes a significant issue.

Department Head Signature — Date: 5/9/05

APPROVALS

Approvals must be obtained in the order listed on this form. Two approvals are required for a request to be granted. Approval from the City Administrator's Office is only required if Risk Management and the City Attorney's Office disagree.

1. Risk Management

☒ Approved ☐ Denied — Signature — Date: 6/1/05

2. City Attorney's Office

☒ Approved ☐ Denied — Signature — Date: 6/1/05

3. City Administrator's Office

☐ Approved ☐ Denied — Signature — Date

If approved, the completed waiver/modification request is to be submitted to the City Attorney's Office along with the contract for approval. Once the contract has been approved, this form is to be filed with the Risk Management Division of Administrative Services

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Client#: 5091 AUSTIFOUS

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY) 4/26/05

PRODUCER
Dealey, Renton & Associates
199 S Los Robles Ave Ste 540
Pasadena , CA 91101
626 844-3070

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
Austin Foust Associates, Inc.
2020 North Tustin Avenue
Santa Ana, CA 92705

INSURER A: United States Fidelity & Guaranty
INSURER B: St. Paul Fire & Marine Ins. Co.
INSURER C: Liberty Insurance Underwriters, Inc.
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	BK01261229	08/15/04	08/15/05	EACH OCCURRENCE	$1,000,000
	X COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	$1,000,000
	CLAIMS MADE X OCCUR				MED EXP (Any one person)	$10,000
					PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	$2,000,000
	POLICY PRO-JECT LOC				PRODUCTS -COMP/OP AGG	$2,000,000
A	AUTOMOBILE LIABILITY	BK01261229	08/15/04	08/15/05	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	ANY AUTO					
	ALL OWNED AUTOS				BODILY INJURY (Per person)	$
	SCHEDULED AUTOS					
	X HIRED AUTOS				BODILY INJURY (Per accident)	$
	X NON-OWNED AUTOS					
					PROPERTY DAMAGE (Per accident)	$
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
	ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
					AGG	$
A	EXCESS LIABILITY	BK01261229	08/15/04	08/15/05	EACH OCCURRENCE	$4,000,000
	X OCCUR CLAIMS MADE				AGGREGATE	$4,000,000
						$
	DEDUCTIBLE					$
	RETENTION $					$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WVA7726345	09/01/04	09/01/05	X WC STATU-TORY LIMITS OTH-ER	
					E.L. EACH ACCIDENT	$1,000,000
					E.L. DISEASE - EA EMPLOYEE	$1,000,000
					E.L. DISEASE - POLICY LIMIT	$1,000,000
C	OTHER Professional Liability	AEE2001410105	03/25/05	03/25/06	$1,000,000 per claim $2,000,000 annl aggr.	

APPROVED AS TO FORM
JENNIFER McGRATH, City Attorney
per waiver
By Paul D'Alessandro $15,000 deductible
Assistant City Attorney okay.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Re: Professional Services Contract to provide Transportation Planning Services for Traffic Model Circulation Update.
The City of Huntington Beach, its agents, officers and employees are named as an additional insured as respects general liability for claims arising from the operations of the named insured.

CERTIFICATE HOLDER | ADDITIONAL INSURED; INSURER LETTER: | CANCELLATION Ten Day Notice for Non-Payment of Premium

City of Huntington Beach
Bob Stachelski
2000 Main Street
Huntington Beach, CA 92648

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SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL [illegible] MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, B[illegible]

AUTHORIZED REPRESENTATIVE
Nancy L. Small

Policy Number: BK01261229

Owners, Lessees or Contractors (Form B)
ADDITIONAL INSURED

Change(s) Effective: 4/26/05

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY. This endorsement modifies insurance policy under the following:

LIABILITY COVERAGE PART:

Schedule

Name of Person or Organization:

City of Huntington Beach
Bob Stachelski
2000 Main Street
Huntington Beach, CA 92648

SECTION II - WHO IS AN INSURED is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

Re: Professional Services Contract to provide Transportation Planning Services for Traffic Model Circulation Update. The City of Huntington Beach, its agents, officers and employees are named as an additional insured as respects general liability for claims arising from the operations of the named insured.

NOTICE OF CANCELLATION:
IT IS UNDERSTOOD AND AGREED THAT IN THE EVENT OF CANCELLATION OF THE POLICY FOR ANY REASON OTHER THAN NON-PAYMENT OF PREMIUM, 30 DAYS WRITTEN NOTICE WILL BE SENT TO THE CERTIFICATE HOLDER BY MAIL. IN THE EVENT THE POLICY IS CANCELLED FOR NON-PAYMENT OF PREMIUM, 10 DAYS WRITTEN NOTICE WILL BE SENT TO THE ABOVE.

CL/BF 22 40 03 95

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ATTACHMENT #2

CITY OF HUNTINGTON BEACH
INTERDEPARTMENTAL COMMUNICATION

TO: PENELOPE CULBRETH-GRAFT, DPA, CITY ADMINISTRATOR

FROM: DAN T. VILLELLA, CPA, FINANCE OFFICER

SUBJECT: FIS 2005 – 18: APPROPRIATE FUNDS AND APPROVE AGREEMENT WITH AUSTIN-FOUST ASSOCIATES, INC. FOR CIRCULATION ELEMENT UPDATE

DATE: MAY 18, 2005

As required by Resolution 4832, this Fiscal Impact Statement has been prepared for "Appropriate Funds and Approve Agreement with Austin-Foust Associates, Inc. for Circulation Element Update."

If the City Council approves this action (total appropriation $300,000), the estimated unreserved Traffic Impact Fee Fund balance at September 30, 2005 will be reduced to $7,312,000.

Dan Villella,
Finance Officer

E-14.49