



**Santa Cruz County Regional  
Transportation Commission  
SPECIAL MEETING**

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**AGENDA**

**Thursday, January 5, 2012  
9:00 a.m.**

**NOTE LOCATION**

**SCCRTC Conference Room  
1523 Pacific Avenue  
Santa Cruz, CA 95060**

NOTE

*See the last page for details about access for people with disabilities and meeting broadcasts.*

En Español

*Para información sobre servicios de traducción al español, diríjase a la última página.*

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**COMMISSION MEMBERSHIP**

Caltrans (ex-officio)	Rich Krumholz
City of Capitola	Kirby Nicol
City of Santa Cruz	Don Lane
City of Scotts Valley	Randy Johnson
City of Watsonville	Eduardo Montesino
County of Santa Cruz	Ellen Pirie
County of Santa Cruz	John Leopold
County of Santa Cruz	Mark Stone
County of Santa Cruz	Neal Coonerty
County of Santa Cruz	Greg Caput
Santa Cruz Metropolitan Transit District	Dene Bustichi
Santa Cruz Metropolitan Transit District	Lynn Robinson
Santa Cruz Metropolitan Transit District	Norm Hagen

*The majority of the Commission constitutes a quorum for the transaction of business.*

*Article 8 Transportation Development Act Claims – only City and County representatives vote*

*Article 4 Transportation Development Act Claims, Policy Issues, and SAFE – all 12 members vote*

1. Roll call
2. Oral communications

*Any member of the public may address the Commission for a period not to exceed three minutes on any item within the jurisdiction of the Commission that is not already on the agenda. The Commission will listen to all communication, but in compliance with State law, may not take action on items that are not on the agenda*

*Speakers are requested to sign the sign-in sheet so that their names can be accurately recorded in the minutes of the meeting.*

3. Additions or deletions to consent and regular agendas

### **CONSENT AGENDA**

*All items appearing on the consent agenda are considered to be minor or non-controversial and will be acted upon in one motion if no member of the RTC or public wishes an item be removed and discussed on the regular agenda. Members of the Commission may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other Commissioner objects to the change.*

*No consent items*

### **REGULAR AGENDA**

4. Highway 1 Soquel/Morrissey Auxiliary Lanes Project
  - a. Staff report
  - b. Bid results and list of subcontractors of lowest responsible bidder
  - c. Resolution authorizing award of construction contract and creation of contingency fund
  - d. Proposed procedures for Contract Change Orders
  - e. Resolution authorizing contracts with CHP and Hefner, Stark, and Marois LLP
5. Highway 1 Soquel/Morrissey Auxiliary Lanes Project – Public Outreach Plan
  - a. Staff Report
6. Review of items to be discussed in closed session

### **CLOSED SESSION**

7. Conference with Real Property Negotiator Pursuant to Government Code 54956.8 relating to the acquisition of the Santa Cruz Branch Rail Line right-of-way from Watsonville Junction to Davenport

Agency Negotiator: Paul Chrisman, Miller & Owen

Negotiation Parties: SCCRTC, Sierra Northern Railway, Union Pacific

Under Negotiation: Price and Terms

### **OPEN SESSION**

8. Report on closed session

9. Next Meeting

The next SCCRTC meeting is a special meeting scheduled for Thursday, January 12, 2012 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809 Center Street, City of Santa Cruz

### **HOW TO REACH US**

*Santa Cruz County Regional Transportation Commission  
1523 Pacific Avenue, Santa Cruz, CA 95060  
phone: (831) 460-3200 / fax (831) 460-3215  
email: [info@sccrtc.org](mailto:info@sccrtc.org) / website: [www.sccrtc.org](http://www.sccrtc.org)*

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- Aptos Branch Library
- Branciforte Library
- Central Branch Library
- Scotts Valley Library
- Watsonville Library

*For information regarding library locations and hours, please check online at [www.santacruzpl.org](http://www.santacruzpl.org) or [www.watsonville.lib.ca.us](http://www.watsonville.lib.ca.us).*

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**AGENDA:** January 5, 2012

**TO:** Regional Transportation Commission

**FROM:** Kim Shultz, Senior Transportation Planner

**RE:** Highway 1 Soquel/Morrissey Auxiliary Lanes Project –  
Award of Construction Contract, Contract Change Order Procedures,  
and Support Services

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## **RECOMMENDATIONS**

Staff recommends that the Regional Transportation Commission (RTC):

1. Approve the attached resolution (Attachment 2) authorizing the Executive Director to execute a contract with RGW Construction, in the amount of \$9,938,639 for the construction of the Highway 1 Soquel/Morrissey Auxiliary Lanes Project and establish a contingency fund in the amount of \$496,930 representing 5% of the contract price for administration of Contract Change Orders; and,
  2. Approve the proposed Contract Change Order (CCO) procedures (Attachment 3) for effective management of construction activities and authorize the Chair to appoint 4 members of the RTC to serve on an ad-hoc committee to review CCO's of \$100,000 or more; and,
  3. Approve the attached resolution (Attachment 4) authorizing the Executive Director to execute contracts with:
    - a. the California Highway Patrol in an amount not to exceed \$50,000 for Construction Zone Enhanced Enforcement Program activities; and,
    - b. the law firm of Hefner, Stark and Marois LLP, in an amount not to exceed \$40,000 for legal support services associated with preparing and executing the construction bid and contract documents.
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## **BACKGROUND**

In August 2010, the RTC approved a Cooperative Agreement with Caltrans to accept the responsibility to fulfill construction management responsibilities for the Highway 1 Soquel/Morrissey Auxiliary Lanes project, in partnership with Caltrans. The benefits of the RTC assuming construction management authority include:

- Direct involvement in critical decisions regarding the project
- Proactive construction management

- Community accountability and community relations

In June 2011, the final engineering plans were completed and accepted by the California Transportation Commission (CTC). In August 2011, the CTC authorized release of Corridor Mobility Improvement Account (CMIA) and State Transportation Improvement Program (STIP) funds in a total amount of \$18,340,000 for construction to begin at the earliest possible time. In October 2011, the RTC authorized advertising construction bid documents, issuing addenda as needed, and publicly opening all bids received in accordance with state and federal requirements.

## DISCUSSION

On November 9, 2011, a Notice to Contractors was published in the Santa Cruz Sentinel and other appropriate publications monitored by contractors as to the availability of construction documents and the due date of sealed bids. During this process, the RTC maintained a "plan view room" where interested parties were invited to view plans, specifications and supporting documents.

On November 22<sup>nd</sup>, a non-mandatory pre-bid conference was held in RTC's offices and was attended by 7 contractors. The consultant construction manager, Bruce Shewchuk of Parsons Brinckerhoff, conducted this meeting. Subsequently addenda were published to all plan holders of record amending the construction bid documents to clarify or modify project elements in response to inquiries raised by contractors or identified by the project development team.

As part of this process and in response to contractors' requests, a decision was made to extend the bid due date from December 13<sup>th</sup> to December 20<sup>th</sup> to provide a 6 week bid period (state law requires a minimum 3 week bid period).

### Opening of Bids

On December 20<sup>th</sup>, a total of 4 bids were submitted and opened. Following the bid opening, the construction management team analyzed the bids for irregularities (mathematical errors, discrepancies, and reasonableness). All bids were found to be in order. [Attachment 1](#) is a summary of the bid amounts and a list of subconsultants of the lowest responsible bidder. The engineer's estimate of the biddable construction items is \$12.744 million. The lowest bid was submitted by RGW Construction of Livermore, California in the amount of \$9,938,639. Compared to the engineer's estimate of biddable items, the lowest bid is approximately 22% below the engineer's estimate.

The cost proposal submitted by the contractor does not include state furnished material, supplemental work and other items outside of the construction contract that are included in the final engineering plans approved by Caltrans. Examples of items outside of the construction contract but within the capital budget include funding for environmental mitigation, reserve for hauling hazardous material, and

traffic maintenance efforts including funding for California Highway Patrol's Construction Zone Enhanced Enforcement Program (COZEEP) activities. A contingency in the amount of 5% is applied to the total estimated cost of all these items (including the items bid by the contractor), and is included in the capital construction budget in the amount of \$15.64 million as reported in the RTC's FY 2011-2012 Budget.

Based on the analysis of bids submitted and availability of funds in FY 2011-2012 Budget, **staff recommends that the RTC approve the attached resolution (Attachment 2) authorizing the Executive Director to execute a contract with the lowest responsible bidder RGW Construction, in the amount of \$9,938,639, for the construction of the Highway 1 Soquel/Morrissey Auxiliary Lanes Project, and establish a contingency fund in the amount of \$496,930, representing 5% of the contract award price for administration of contract change orders in accordance with adopted procedures.**

#### Administering the Construction Process - Contract Change Orders

Once the construction contract has been awarded, the construction management consultant (CM) has the primary responsibility for administering the construction contract and process consistent with engineering plans and specifications, on behalf of the RTC in partnership with Caltrans. The CM will also monitor and verify that all insurance, bonds, licenses, and permits required of the contractor are submitted and kept current, including responsibility for monitoring the contractor's labor compliance practices.

To properly respond to unexpected situations or conditions during construction, it is customary to establish procedures whereby contract change orders (CCOs) can be executed in a timely manner and, if necessary, to supplement the value of the construction contract. The goal in establishing these procedures is to set cost thresholds whereby the majority of potential change orders can be executed administratively to minimize delay and cost of the construction effort, while setting in place a reporting and accounting process for proper management and transparency.

Currently, the Executive Director has authority for expenditures up to \$15,000. This is not sufficient to cover contract change orders of a highway construction project and in the absence of other policies for such a construction project would incur delay and additional expense to the project.

In consultation with the CM and review of procedures established by other regional agencies administering state highway projects, staff proposes the procedures in Attachment 3. These procedures establish three levels of CCOs with differing levels of authority and would be followed provided the construction contingency amount has not been exhausted and in every case CCOs would be reported at the next regularly scheduled RTC meeting as part of the monthly progress report provided by the CM.

The first level gives the Executive Director authority to approve CCOs up to \$50,000. The second level allows the Executive Director to approve CCOs up to \$100,000 after consultation with the RTC Chair. However, on occasion, situations may arise that require consideration of a CCO with significant cost implications that warrants review by additional policy members. Staff has identified that cost threshold to be \$100,000 or more. Faced with an option of calling an emergency meeting of the entire RTC in a manner that assures a quorum, staff proposes referring the matter to an ad-hoc committee for the express purpose of reviewing CCO's of a significant magnitude.

The decision of the ad-hoc committee, including a thorough description of the situation and alternative considerations made by the CM to resolve the matter, would be presented to the full RTC Board at the next regular scheduled meeting of the RTC. Staff believes this approach would be more effective in assuring the timely resolution of critical construction issues.

Accordingly, **staff recommends that the RTC approve the proposed Contract Change Order (CCO) procedures (Attachment 3) for effective management and reporting of construction activities and authorize the Chair to appoint 4 members of the RTC to serve on an ad-hoc committee to review CCO's of \$100,000 or more.**

#### Legal Support and Traffic Management Services

##### Legal Support

As part of the final efforts in preparing construction bid documents for advertisement the RTC initiated legal review of the Special Provisions section of the project specifications that forms the basis of the construction contract with the contractor. Caltrans allows local agencies to review and amend the standard contract language as necessary to fit the unique aspects of specific projects and local agency preferences, provided that language does not compromise the authority or responsibility of Caltrans in the construction of state facilities.

County Counsel, serving as RTC's legal counsel, felt that special expertise was needed for this activity and recommended Paul Taylor with the law firm of Hefner, Stark and Marois LLP, to serve in this capacity. The Executive Director exercised his administrative authority to contract with the law firm and secure the services of Paul Taylor up to \$15,000. Mr. Taylor has extensive experience in preparing construction documents for state facilities and working with local agencies, including the County of Santa Cruz and the Santa Cruz City Schools.

Under Paul Taylor's guidance and coordination with the design and construction management consultants, amendments were made to the special provisions including requirements for filing bid protests, a process for correcting mathematical errors in bids, contractor qualification questionnaire, and retention and payment of withheld funds. Based on this experience, RTC staff recommends retaining the

services of Mr. Taylor through the duration of the construction process to assist with any issues that may arise in the management of the contractor's contract.

There is capacity in the current Highway 1 Construction budget under the category of Construction – On Call Consultants in the amount of \$40,000. Staff believes this budget amount is adequate to assist the project team through the course of the project in all but the most severe and unanticipated circumstance.

#### Traffic Management Support

Caltrans and the California Highway Patrol (CHP) have developed a productive working relationship in the conduct of state highway projects to ensure the safety of workers and the traveling public. The Construction Zone Enhanced Enforcement Program (COZEEP) uses the CHP as a tool to assist in traffic control measures within construction zones during certain stages of work, though not intended to replace other traffic control measures, such as portable changeable message signs, barriers, temporary pavement markers, and detour plans.

As the responsible party for construction activities on the Highway 1 Soquel/Morrissey Auxiliary Lanes project, staff and the CM consultant have negotiated a time and materials contract for COZEEP services. In recognition of the tight construction schedule and timeframe for executing a contract through the state offices in Sacramento, two contracts are proposed:

- A short term agreement to be executed through the local CHP office in Santa Cruz in the amount of \$16,148 for cutting of trees and setting traffic barriers in the construction zone; and,
- A longer term agreement to be executed through Sacramento in the amount of \$32,836.50, for traffic diversion during the removal and reconstruction of the La Fonda Avenue Overcrossing, retaining walls, and other activities for the duration of the project.

The capital construction budget allocated \$100,000 for COZEEP activities that is currently estimated to cost under \$50,000. While RTC is the contracting authority for this agreement, all invoices will be reviewed and approved by the CM consultant to confirm stated activities prior to being paid by RTC and reported as part of the monthly Project Status Report presented by the CM consultant and staff.

Accordingly, **staff recommends that the RTC approve the attached resolution (Attachment 4) authorizing the Executive Director to execute contracts with: the California Highway Patrol in an amount not to exceed \$50,000 for COZEEP services through the duration of the project; and, the legal firm of Hefner, Stark and Marois LLP, in an amount not to exceed \$40,000 for legal support services associated with preparing and executing the construction bid and contract documents.**

**SUMMARY**

Following advertisement of bid documents beginning on November 9, 2011, and opening and analyzing the documents submitted by the contractors, staff recommends that the RTC approve the attached resolution ([Attachment 2](#)) authorizing the Executive Director to execute a contract with RGW Construction in the amount of \$9,938,639 for the construction of the Highway 1 Soquel/Morrissey Auxiliary Lanes Project. As part of this action, staff recommends establishing a contingency fund in the amount of \$496,930 representing 5% of the contract price for administration of Contract Change Orders. Staff recommends that the RTC approve Contract Change Order procedures ([Attachment 3](#)) for effective management of construction activities and authorize the Chair to appoint 4 members of the RTC to serve on an ad-hoc committee to review CCO's of \$100,000 or more. Staff also recommends approving the attached resolution ([Attachment 4](#)) authorizing the Executive Director to execute contracts with the California Highway Patrol in an amount not to exceed \$50,000 for Construction Zone Enhanced Enforcement Program activities and with the law firm of Hefner, Stark and Marois LLP, in an amount not to exceed \$40,000 for legal support services associated with preparing and executing the construction contract through the duration of the project.

Attachments:

1. Bid results and list of subcontractors of the lowest responsible bidder
2. Resolution authorizing award of construction contract and creation of a contingency fund for the administration of contract change orders
3. Proposed procedures for the implementation of Contract Change Orders
4. Resolution authorizing contracts with the California Highway Patrol and Hefner, Stark, and Marois LLP.

**ATTACHMENT 1**

**Santa Cruz County Regional Transportation Commission**

Date: **December 21, 2011**

Project Name: **Highway 1 Soquel/Morrissey Auxiliary Lanes Project**

The Engineer's Estimate is **\$12,743,680.00** This project received **4** bids.

<b>RANK</b>	<b>BIDDERS NAME</b>	<b>BID AMOUNT</b>
1	RGW Construction Inc.	\$9,938,639
2	Granite Rock Co. dba Pavex Construction Division	\$10,529,398
3	MCM Construction, Inc.	\$11,499,493
4	Desilva Gates - Harris	\$11,919,700

## Santa Cruz County Regional Transportation Commission

### Subcontractor List

**Bidder Name:** RGW Construction Inc.

Following is a list of subcontractors identified as performing work in an amount in excess of ½ of 1 percent of the total bid or \$10,000, whichever is greater, submitted within 24 hours after the bid opening.

<b>Business Name</b>	<b>Location</b>	<b>Description of Work</b>
KCI Environmental	San Luis Obispo, CA	Erosion Control
Midstate Barrier Inc.	Stockton, CA	Type 60 Barrier
Joe Heim	Alamo, CA	Clear & Grub
Wayne Cochran	Salinas, CA	Minor Concrete
WC Maloney	Stockton, CA	Demolition
Tennyson Electric	Livermore, CA	Electrical
Chrisp Company	Fremont, CA	Striping
CMC Rebar	Stockton, CA	Rebar
Anderson Drilling	Concord, CA	CIDH Concrete Piling
Midstate Barrier Inc.	Stockton, CA	Form/Pour Barrier
Midstate Barrier Inc.	Stockton, CA	Sign Structure
Conerstone Masonry	Salinas, CA	Masonry Block
Rincon	San Luis Obispo, CA	Paleontological
Rincon	Sam Luis Obispo, CA	Biologist
Bortolussi & Watkins	San Rafael, CA	Landscape/Irrigation
Schwager Davis	San Jose, CA	Prestress
Central Fence	San Leandro, CA	Fence

RESOLUTION NO.

Adopted by the Santa Cruz County Regional Transportation Commission  
on the date of January 5, 2012  
on the motion of Commissioner  
duly seconded by Commissioner

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH RGW CONSTRUCTION IN THE AMOUNT OF \$9,938,639 FOR CONSTRUCTION OF THE HIGHWAY 1 SOQUEL/MORRISSEY AUXILIARY LANES PROJECT AND ESTABLISH A CONTINGENCY FUND IN THE AMOUNT OF \$496,930 REPRESENTING 5% OF THE CONTRACT PRICE FOR ADMINISTRATION OF CONTRACT CHANGE ORDERS IN ACCORDANCE WITH ADOPTED PROCEDURES

WHEREAS, the Santa Cruz County Regional Transportation Commission (RTC) approved assuming responsibility for administrating the construction phase of the Highway 1 Soquel/Morrissey Auxiliary Lanes project in June 2009; and,

WHEREAS, the California Transportation Commission on August 10, 2011, released funds for construction capital and support services and the RTC has included those funds and activities in the FY 2011/2012 Work Program and Budget; and,

WHEREAS, the RTC has advertised bid documents, received and opened bids, analyzed those bids, and is prepared to award a construction contract to the lowest responsible bidder;

THEREFORE, BE IT RESOLVED BY THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION:

1. The Executive Director is authorized to execute a contract with RGW Construction in the amount of \$9,938,639 for construction of the Highway 1 Soquel/Morrissey Auxiliary Lanes Project; and
2. A contingency fund is established in the amount of \$496,930 representing 5% of the contract price for the administration of Contract Change Orders in accordance with adopted procedures; and
3. The Executive Director is authorized to prepare and sign any other documents necessary to execute the construction contract, including the authority to make amendments to construction documents and approve Contract Change Orders in accordance with adopted procedures.

AYES: COMMISSIONERS

NOES: COMMISSIONERS

ABSENT: COMMISSIONERS

ABSTAIN: COMMISSIONERS

ATTEST:

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Kirby Nicol, Chair

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George Dondero, Secretary

Distribution: RTC Fiscal  
RTC Planner



# Santa Cruz County Regional Transportation Commission

## Contract Change Order Procedure

### *Contract Award*

Following the bid analysis and resolution of any bid protests or irregularities, staff will prepare a staff report recommending approval of a resolution awarding the contract to the lowest responsible, responsive bidder. The resolution will state the contract and contingency amount and will authorize the Executive Director to sign the construction contract. The resolution also will give the Director the authority to prepare and sign any other documents necessary to execute the contract, and will give him the authority to approve Contract Change Orders in accordance with this procedure.

### *Contract Change Orders*

As stated above the contract award resolution will identify the contract amount and will set aside a contingency amount.

Provided the contingency amount has not been exhausted, Contract Change Orders (CCOs) may be approved as follows:

- (a) CCOs with a value of up to \$50,000: The Director shall have the authority to approve. The Director may delegate approval of such CCOs to the Deputy Director. All such approved CCOs will be identified separately and reported at the next regularly scheduled RTC meeting.
- (b) CCOs with a value greater than \$50,000 but not greater than \$100,000: The Director shall have the authority to approve following consultation with the RTC Chair. All such approved CCOs will be reported at the next regularly scheduled RTC meeting.
- (c) CCOs with a value greater than \$100,000: The Director shall seek the approval of an ad-hoc committee of the RTC comprised of the RTC Chair and 4 members appointed by the Chair. The decision of the ad-hoc committee, including a thorough description of the situation and alternative approaches considered by the Construction Manager to resolve the matter, will be presented to the full RTC Board at the next regulary scheduled meeting of the RTC.

At each regularly scheduled RTC meeting through the duration of a project, the Construction Project Manager will report

- each CCO approved since the last report or any time extension
- the overall status of CCOs
- the status of the contingency amount

RESOLUTION NO.

Adopted by the Santa Cruz County Regional Transportation Commission  
on the date of January 5, 2012  
on the motion of Commissioner  
duly seconded by Commissioner

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE CONTRACTS WITH THE CALIFORNIA HIGHWAY PATROL IN AN AMOUNT NOT TO EXCEED \$50,000 FOR CONSTRUCTION ZONE ENHANCED ENFORCEMENT PROGRAM (COZEEP) SERVICES, AND WITH HEFNER, STARK, AND MAROIS LLP, IN AN AMOUNT NOT TO EXCEED \$40,000 FOR LEGAL SUPPORT SERVICES IN ASSOCIATION WITH THE CONSTRUCTION OF THE HIGHWAY 1 SOQUEL/MORRISSEY AUXILIARY LANES PROJECT

WHEREAS, Santa Cruz County Regional Transportation Commission (RTC) approved assuming responsibility for administrating the construction phase of the Highway 1 Soquel/Morrissey Auxiliary Lanes project in June 2009; and,

WHEREAS, the California Transportation Commission on August 10, 2011, released funds for construction capital and support services and the RTC has included these funds and activities in the FY 2011/2012 Work Program and Budget;

THEREFORE, BE IT RESOLVED BY THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION:

1. The Executive Director is authorized to execute contracts with the California Highway Patrol in an amount not to exceed \$50,000 for Construction Zone Enhanced Enforcement Program (COZEEP) services associated with the Highway 1 Soquel/Morrissey Auxiliary Lanes Project; and
2. The Executive Director is authorized to execute a contract with Hefner, Stark, and Marois LLP in an amount not to exceed \$40,000 for legal support services associated with the construction of the Highway 1 Soquel/Morrissey Auxiliary Lanes Project; and
3. The Executive Director is authorized to negotiate and execute amendments to the agreements identified above provided that the amendments are within the intended scope of duties to complete the construction of the Highway 1 Soquel/Morrissey Auxiliary Lanes Project and are consistent with the adopted RTC budget.

AYES: COMMISSIONERS

NOES: COMMISSIONERS

ABSENT: COMMISSIONERS

ABSTAIN: COMMISSIONERS

ATTEST:

\_\_\_\_\_  
Kirby Nicol, Chair

\_\_\_\_\_  
George Dondero, Secretary

Distribution: RTC Fiscal  
RTC Planner



**TO:** Regional Transportation Commission  
**FROM:** Karena Pushnik, Senior Transportation Planner  
**RE:** Highway 1 Soquel/Morrissey Auxiliary Lanes Project Public Outreach Plan

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## **RECOMMENDATIONS**

This item is for information only.

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## **BACKGROUND**

The Santa Cruz County Regional Transportation Commission (RTC) accepted responsibility to fulfill construction management responsibilities for the Highway 1 Soquel/Morrissey Auxiliary Lanes Project at their August 2010 meeting. This is a new role for the RTC, as Caltrans has traditionally been the lead for this function on projects within state highway corridors. The RTC hired construction management consultants to assist with this endeavor.

## **DISCUSSION**

As the construction managers for the Highway 1 Soquel/Morrissey Auxiliary Lanes project, the RTC also assumes outreach duties. The RTC will be the lead entity for these activities and will work with Caltrans and the construction management consultants as necessary.

As noted in another staff report included in this agenda, the main construction activities are currently scheduled as follows: tree cutting for 2-3 weeks in January and February 2012, construction of the sound and retaining walls beginning in March 2012, removal and reconstruction of the La Fonda Bridge for 6-8 months beginning in June 2012, "green" sidewalk construction on Rooney Street and Morrissey Boulevard in June 2012, and landscaping for 4 months beginning in November 2012.

Staff worked with the City of Santa Cruz on outreach for the Highway 1/17 Interchange Merge Lanes project in 2006-2008 and "borrowed" successful elements from that outreach effort. Elements of the Outreach Plan for the Highway 1 Soquel/Morrissey Auxiliary Lane project include the following:

- **Development of Distribution Lists** – The RTC is working with the County Geographic Information System (GIS) department to develop lists of homeowners and businesses potentially within construction zones for the project. Following the initial postal mailer about the project and the Kick Off meeting, electronic messages will be encouraged for future communication as a more timely, environmentally friendly, and lower cost option.
- **Kick off Meeting Thursday, January 19** – This meeting will be held from 6:30 to 8:30 pm at the DeLaveaga Elementary Multi-Purpose Room. The meeting will

feature open house and presentation formats to provide the maximum opportunity for the community to hear about the project and ask questions.

- **Initial Flyer and Information Card** – Staff is working with a designer hired by the construction management consultant on a flyer announcing the January 19 Kick Off meeting and including questions and answers about the project. In addition, the mailer will also enclose an insert card with pertinent reference information such as RTC and Commute Solutions phone numbers, web addresses, resident engineer and a schedule of key project elements. These materials will be mailed to the homeowner and business distribution lists in early January. Both the flyer and insert card are already posted on the RTC website (flyer: <http://sccrtc.org/wp-content/uploads/2011/12/Flyer-Final-for-web.pdf> and insert card: <http://sccrtc.org/wp-content/uploads/2011/12/Card-Insert-Final-for-web.pdf>) and copies will be available at the RTC meeting.
- **Webpage** – The RTC has updated the project page on the new RTC website and will continue to post pertinent project information on the page.
- **School Communication** – Staff is working with Harbor High and DeLaveaga Elementary Schools to ensure that the faculty, staff, students and their families are aware of planned construction activities. Outreach will be especially intense for the La Fonda Bridge removal and replacement, scheduled to begin in summer 2012 and continue for 6-8 months.
- **Log/Tracking** - Staff developed a tracking log to ensure that interactions with the community about the project are logged and follow up measures documented.
- **Email Blasts** – As noted above, the RTC will develop e-news lists to regularly send out information about construction activities, street impacts and other pertinent project announcements.
- **Media** – Staff will send timely press releases, media advisories, blog submissions and public service announcements about specific construction activities. In addition, staff will be available to field radio, television, newspaper and other media inquiries about the project.
- **Flyer Residences** - Staff will distribute flyers directly to residences to notify those directly impacted by construction activities, when appropriate.
- **Future Topic Specific Meetings** – Additional meetings will be held, as needed, for those interested in particular activities such as the media, school communities, when the La Fonda Bridge is removed/replaced, etc.

Staff encourages the Regional Transportation Commissioners to provide feedback to staff about the outreach plan, as well as ongoing outreach activities.

## SUMMARY

The RTC is the lead agency for construction of the Highway 1 Soquel/Morrissey Auxiliary Lanes project including construction management and public outreach activities. Staff has developed an outreach plan and implementation activities will begin in January 2012.