



Solano Transportation Authority

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SOLANO TRANSPORTATION AUTHORITY

Member Agencies:

Benicia ♦ Dixon ♦ Fairfield ♦ Rio Vista ♦ Suisun City ♦ Vacaville ♦ Vallejo ♦ Solano County

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SR2S-AC

SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE MEETING AGENDA

Wednesday, November 15, 2017

1:30 p.m. – 3:00 p.m.

Solano Transportation Authority

Conference Room 1

One Harbor Center, Suite 130

Suisun City, CA 94585-2473



- ITEM STAFF PERSON
1. CALL TO ORDER Jim Antone, Chair
2. INTRODUCTIONS
3. APPROVAL OF AGENDA (1:30 – 1:35 p.m.) SR2S-AC Members
4. OPPORTUNITY FOR PUBLIC COMMENT (1:35 – 1:40 p.m.)
5. COMMENTS FROM STAFF AND REPRESENTATIVES FROM ADVISORY COMMITTEES (1:40 – 1:45 p.m.)
6. CONSENT CALENDAR Sheila Ernst, STA
Recommendation: Approve the following consent item. (1:45 – 1:50 p.m.)
A. Minutes of the SR2S-AC Meeting of August 16, 2017. Recommendation: Approve SR2S-AC minutes of August 16, 2017. Pg. 5

Table with 5 columns: Mitchell Romao (Vallejo City USD), Jim Antone, Chair (YSAQMD), Mike Segala (STA BAC), Garland Wong (City of Fairfield), Lisette Estrella-Henderson (Solano County Superintendent of Schools), Andrew White, Vice-Chair (Suisun City Police Department), Lt. Damian Sylvester (Benicia Police Department), Kevin McNamara (STA PAC), Gwen Owens (City of Vacaville), Dr. Bela Matyas (Solano County Public Health)

7. ACTION NON-FINANCIAL

A. None.

Jim Antone, STA

8. ACTION ITEMS – FINANCIAL

A. None.

9. INFORMATIONAL ITEMS – DISCUSSION

A. STA Awards Nominees for Safe Routes to School

Lloyd Nadal, STA

1. SR2S Category (3 nominees)
2. SR2S Related Projects and Groups (4 nominees)

(1:50 – 2:00 p.m.)

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B. SR2S Infrastructure Projects Update

Anthony Adams, STA

(2:00 – 2:20 p.m.)

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C. Solano SR2S Evaluation and Intervention Project Update

Lloyd Nadal, STA

1. OTS and ATP-2 funding combined
2. RFP issued for Consultant

(2:20 – 2:25 p.m.)

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D. SR2S Program Coordinator Updates

STA Staff

1. International Walk to School Day
2. Bay Area Children’s Theatre Update – 4 schools
3. Walking School Bus/WOW Programs

(2:25– 2:30 p.m.)

Pg. 29

E. Solano County Public Health Update

Solano County Public
Health Staff

(2:30 – 2:40 p.m.)

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F. Active Transportation Plan - Status Update

Ryan Dodge, STA

(2:40 – 2:45 p.m.)

G. SR2S Community Task Force Update

Lloyd Nadal, STA
STA Staff

1. Benicia and Vallejo Update
2. Fairfield, Suisun City, Vacaville, Dixon, Rio Vista

(2:45 – 2:50 p.m.)

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H. Solano SR2S Website Redesign Update

Lloyd Nadal, STA

(2:50– 3:00 p.m.)

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10. INFORMATIONAL ITEMS – NO DISCUSSION

Pg.

**A. 2018 SR2S-AC Meeting Schedule & 2017 Attendance Matrix
Pg. 47**

Sheila Ernst, STA

11. FUTURE AGENDA ITEMS AND MEMBER COMMENTS

Group

- SR2S 2018 Plan Update
- OTS Grant Update
- Enforcement Grant Update

12. ADJOURNMENT

The next regular meeting of the SR2S-AC will be at **1:30 p.m., Wednesday, February 21, 2018 at the Solano Transportation Authority in Conference Room 1, located at One Harbor Center, Suite 130, Suisun City, CA 94585.**

For questions regarding this agenda:

Please contact Lloyd Nadal at (707) 399-3219 or lnadal@sta.ca.gov

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707-399-3239

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**SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE
Draft Minutes of August 16, 2017**

1. CALL TO ORDER

The Safe Routes to School Advisory Committee (SR2S-AC) was called to order at approximately 1:37 p.m. in the STA Main Conference Room.

SR2S-AC Members

Present:

Jim Antone	Yolo-Solano Air Quality Management District
Lisette Estrella-Henderson	Solano County Office of Education
Dr. Bela Matyas	Solano County Public Health
Gwen Owens	City of Vacaville, Public Works Department
Garland Wong	City of Fairfield, Traffic Engineering

SR2S-AC Members

Absent:

Kevin McNamara	Pedestrian Advisory Committee Representative
Mitchell Romao	Vallejo City Unified School District
Mike Segala	Bicycle Advisory Committee
Damiean Sylvester	City of Benicia Police Department
Andrew White	City of Suisun City Police Department

STA Staff Present:

Anthony Adams	STA
Betsy Beavers	STA
Ryan Dodge	STA
Sheila Ernst	STA
Tiffany Gephart	STA
Lloyd Nadal	STA
April Wells	STA

Others Present:

Monica Alvarez	Vaca REACH
Judith Franco	Vacaville Police Representative
Sarah Lucas	Vacaville Police Representative
Shania Phifer	Vaca REACH

2. INTRODUCTIONS

A quorum was confirmed.

3. APPROVAL OF AGENDA: May 17, 2017

Chair Antone recommended the SR2S-AC move 9.G to 9.B.

With a motion from Gwen Owens and a second from Garland Wong the SR2S-AC approved the agenda as amended above in ***bold and italics***. (5 Ayes, 5 Absent)

4. OPPORTUNITY FOR PUBLIC COMMENT

None.

5. COMMENTS FROM STAFF AND REPRESENTATIVES FROM ADVISORY COMMITTEES

Introduce Dr. Bela Matyas, Solano Public Health Officer who will be the new Public Health contact on the SR2S Advisory Committee.

Mr. Nadal explained that the current Benicia Police Department member is currently unable to attend the meetings. He plans to reach out to other cities to recruit a new representative.

Lisette Henderson-Estrella recommended to reach out to Dixon Police Department.

6. CONSENT CALENDAR - APPROVAL OF MEETING MINUTES

Recommendation: Approve the SR2S-AC minutes of May 17, 2017.

On a motion from Jim Antone and a second from Gwen Owens the SR2S-AC approved the May 17, 2017 meeting minutes. (2 Ayes, 3 Absent, 5 Abstained)

7. ACTION ITEMS – NON-FINANCIAL

A. None.

8. ACTION ITEMS – FINANCIAL

A. Safe Routes to School – Contract with Bay Area Children’s Theatre for FY 2017-2018 School Year

Lloyd Nadal stated that the Bay Area Children’s Theatre is willing to perform the Rock the Block educational theatre show for up to 25 schools which aligns with the 6 E’s goals to provide an education and encouragement assembly that will address pedestrian and bicycle safety making it safer for youth to walk and bike to school. Mr. Nadal added that they are the only group in the bay area that does an educational theatre production to promote Safe Routes to School activities in Solano County.

Recommendation:

Forward a recommendation to the STA TAC and Board to authorize the Executive Director to enter into an agreement with Bay Area Children’s Theatre for an amount not-to-exceed \$42,000 for up to 25 Rock the Block educational theatre shows across Solano County.

The group discussed ways to target schools to maximize already established efforts and increase awareness to schools that need to be more engaged.

With a motion from Lisette Henderson-Estrella and a second from Gwen Owens the SR2S-AC approved the recommendation. (5 Ayes, 5 Absent)

B. Solano SR2S Website Redesign and Development Contract

Lloyd Nadal discussed the Solano SR2S Website Redesign and Development Contract. He explained that the Safe Routes to School (SR2S) website is the primary online presence for schools in Solano County to participate in the SR2S programs. He stated that the website’s detailed mapping tool provides access for locating the

safest route for students to walk or bike to their school destination. Mr. Nadal explained that the STA and SR2S websites are in need of redesign and development to provide adequate security, updated technology for the current content management systems. He added that these sites will be mobile and user friendly on a personal computer, a tablet device, and a smart phone.

The group discussed ways to improve the website interface by incorporating transit specific applications.

Dr. Matyas volunteered his Solano County Public Health staff to review the draft website once it is launched.

Recommendation:

Contract with Planetaria Media LLC to redesign and develop the Solano SR2S Website. The vendor was the apparent best-evaluated Proposer for contract award for website design and development for the SR2S website. They were chosen through an RFP process which included document review, formal interviews and reference checks with 3 competitive vendors.

With a motion from Dr. Bela Matyas and a second from Gwen Owens the SR2S-AC unanimously approved the recommendation. (5 Ayes, 5 Absent)

9. INFORMATIONAL ITEMS – DISCUSSION

A. Youth Engagement Program Update – PRESENTATION

Vacaville Police Representative Sarah Lucas provided a presentation on the Youth Engagement Program. She explained that in 2009 the program began with surveys in middle school to get feedback for improvements. She stated that Rocky Hill Trail in Vacaville was deemed unsafe for pedestrians and improvements. She added that the surveys indicated amenities desired on that trail were lighting, trees, more shading, benches, doggy bag stations and exercise stations. Ms. Lucas concluded that the new project was recognized at the National Night Out in Vacaville.

Chair Antone suggested adding bike parking to the Rocky Hill trail.

The group discussed maintenance of trails, public private partnerships, investments, maximization and leveraging different types of resources.

Lisette Henderson-Estrella recommended to connect with Solano Youth Coalition through the County Office of Education to triangulate with Solano Public Health to meet specific goals.

B. One Bay Area Grant (OBAG) Update

Anthony Adams provided a brief OBAG update. He displayed photos to the group and outlined different projects. He explained that the Active Transportation Program (ATP) is a bi-annual program funding bike and pedestrian improvements which was awarded a grant for \$3.067 million by MTC under the 2015 regional allocation of the Active Transportation Program (ATP) Cycle 2. Mr. Adams outlined the OBAG Cycle 1 Projects, ATP Cycle 2 and 3 Projects. He discussed Fairfield's E. Tabor Tolenas Elementary Project which is set to begin environmental and NEPA clearance.

C. Office of Traffic Safety (OTS) Grant Update

Lloyd Nadal provided a brief update on the OTS Grant. He explained that OTS awarded \$170,000 for to SR2S and that the next steps will be to finalize a budget, timeline, and sign a contract. He concluded that work can begin on the proposed projects by October 1st, 2018. Mr. Nadal explained that the Pedestrian and Bicycle Safety Grant will be focused on promoting safety and reducing injuries of elementary, middle and high school children in Solano County.

D. Walking School Bus Pilot Program FSUSD Update

Lloyd Nadal provided an update on the Fairfield and Suisun Unified School District Walking School Bus Pilot Program. He explained that SR2S staff is proposing to contract with FSUSD to pilot implementation of a Walking School Bus or a WOW Program in 6 schools within the district administered by 1 individual school on-site Part-Time staff. Mr. Nadal stated that this staff member must be available to allocate up to 5 hours per week to administer SR2S activities such as leading a WOW Program during school or a Walking School Bus after school throughout the year.

E. SR2S Program Coordinator Updates

Due to times constraints, this item was briefly discussed. Betsy Beavers provided a brief update on the school and community events that took place between June and October in 2017. Ms. Beavers also provided an update on the 2017-2018 school year walking events.

April Wells stated that there will be a SR2S booth at the Tomato Festival in Fairfield this weekend.

Lloyd Nadal introduced Jenna McAbee. Ms. McAbee outlined her role and accomplishments as an intern in the SR2S Department at the STA.

F. Solano County Public Health Update

Dr. Matyas introduced himself to the group.

G. Advisory Committee Support – FY17-18 School Year

Lloyd Nadal explained that a questionnaire form was emailed to the members prior to the meeting. He stated that two forms were received and filed. The feedback obtained will be accounted for within the program moving forward.

10. FUTURE AGENDA ITEMS AND MEMBER COMMENTS

- SR2S 2018 Plan Update
- OTS Grant Update
- Enforcement Grant Update

11. INFORMATIONAL ITEMS – NO DISCUSSION

- A. 2017 SR2S-AC Meeting Schedule**
- B. Attendance Matrix**

12. ADJOURNMENT

The meeting was adjourned at 3:15 p.m. The next regularly scheduled meeting of the SR2S-AC is November 15, 2017 at 1:30 p.m. in the STA Conference Room.



DATE: November 15, 2017
TO: SR2S Advisory Committee
FROM: Lloyd Nadal, SR2S Program Services Division Manager
RE: STA Awards Nominees for Safe Routes to School

Background:

The Solano Safe Routes to School (SR2S) Program works to increase the number of students walking and bicycling to school by helping to make the journey safe, fun and healthy. Using a comprehensive approach, the program includes 6 “E’s”: education, encouragement, enforcement, engagement, engineering and evaluation. The program is available to all schools countywide and focuses on activities and programs that educate students on safety, health awareness and identifying improvements within communities to enhance active student travel safety.

Discussion:

The Solano Transportation Authority’s (STA) 20th Annual Awards Ceremony is being held on Wednesday, November 8, 2017 in Suisun City at the Joseph P. Nelson Community Center. The STA received a total of 25 nominations in 9 categories. Safe Routes to School (SR2S) has seven nominees this year and is recognizing three individual for the SR2S category who have championed the Safe Routes to School (SR2S) program and its mission by making a significant impact in program participation. The selection criteria included contributing above and beyond as a school employee, volunteer, community member or parent to further the goals of the SR2S program, enthusiastically supporting walking and rolling to school, helping to decrease traffic, and resulting in cleaner air and a safer environment for students and being an outstanding school that actively demonstrated the values of the SR2S program year round and is a model to other schools.

1. The 3 SR2S Category Nominees are:

Carmen Cassius, Vallejo City Unified School District

Carmen Cassius has been a Safe Routes to School champion for several years. When she went to Everest Academy as Academic Service Provider last year, she learned that all students are required to be bused. Carmen still found a way for students to participate in a healthy SR2S program by starting a Walking Wednesday program. Her example of overcoming barriers inspired staff to bring walking programs to every school in Vallejo City Unified School District this year.

Carmen truly embodies the spirit of the SR2S program by building a sense of community at Everest Academy, fostering positive relationships with students, parents and staff, increasing student physical activity, and ultimately supporting student engagement in the classroom.

Sgt. Brad Harms, Dixon Police Department

Under the leadership of Dixon Police Sergeant Brad Harms, the high school youth engagement program was launched in the City of Dixon. This pilot program serves as a model to encourage other youth and Cadet Programs from other cities to get involved in Safe Routes to School. Sgt. Harms helped to organize our first ever peer-to-peer Bike Rodeos with the Dixon Cadets leading the elementary youth at two Dixon schools. This is another model that we hope to continue because of the success and value of having "youth teaching youth" among our activities.

Cicely Rodda, Padan School (Vacaville)

Cicely Rodda has ardently supported the SR2S program for numerous years as Assistant Principal at Padan Elementary in Vacaville. During the 2016-2017 school year, she undertook the challenge to start WOW Wednesdays, an on-going walking program for the school's 600 plus students.

Cicely has consistently involved her school in SR2S activities and programs making Padan one of the top participating schools in the county last year. On Bike to School Day Cicely welcomed Supervisor John Vasquez, who presented 2 Padan students, who were 2017 Poster Contest winners, with gift certificates. The event was featured in the Vacaville Reporter.

2. Other Safe Route to School related nominees include the following: Advisory Committee Member of the year: Commander Andrew White (SR2S Advisory Committee Co-Chair); Transportation for Sustainable Communities: the Rocky Hill Trail from the Vacaville REACH Youth Coalition; Safety Project of the Year: Driftwood Drive Safe Routes to School Project, Suisun City; and Agency of the Year: Solano County Department of Health and Social Services. Here is a description of the following:

Advisory Committee Member of the Year Nominee: Cmdr. Andrew White, Suisun City Police Department: Safe Routes to School Advisory Committee (SR2S)

As the Committee Co-Chair, Andrew White has provided much knowledge and vision on how to improve safety around the schools. As a result of his support and leadership, Suisun City schools are more aware of the Safe Routes to School Program, and Walking School Bus Programs are poised to start at Dan O Root, Suisun and Crescent Elementary and Crystal Middle School this school year.

Commander White helped to advise and influence the program's vision and focus of a more comprehensive evaluation that will help us better understand how to increase walking and biking across countywide.

Transportation for Sustainable Communities Nominee: Rocky Hill Trail, Vacaville

In 2009, Vacaville's REACH Youth Coalition surveyed youth and identified the Rocky Hill path as a top concern. REACH Youth developed a vision for the crime-ridden path, and went to City meetings in order to have the path included in the General plan and recognized as an official bike trail. Last fall, the trail was paved and inaugurated. This work was made possible through partnerships with the city, county, elected officials and funding partners such as YSAQMD. The REACH Coalition participated in the Safe Routes to School Pilot Program and continues to conduct surveys to identify additional needs.

Safety Project of the Year Nominee: Driftwood Dr. SR2S Project, Suisun City

The Driftwood Drive Path Project completes a gap in the City Class I pedestrian/bicycle path from Grizzly Island Trail to Crystal Middle School. This project replaced uneven concrete sidewalk that is now separated from the roadway by a landscaped buffer zone, added street lights, upgraded curb ramps, striping, signage, bike lane, chain link fence, and trash receptacles. The path serves 900+ students as well as nearby residents. Safety and order of movement of students and vehicles during drop-off and pickup time has improved around the school, and the path is a direct route to the historic waterfront downtown.

Solano Public Health has contracted with STA and the Solano Safe Routes to School Program since 2009 to do education and encouragement events promoting walking and biking to school. This year they are partnering on classroom and physical activities countywide, and have been a great partner in promoting walking, biking, physical activity and student travel safety. Solano Health and Social Services (HSS) worked with STA on a Lyft pilot program, enabling workers at Beck Avenue facility to pay just \$2 per ride from the Fairfield-Suisun train station. More than 40 employees stated on a transportation survey they would be willing to try the pilot. We anticipate working together to see if this is a viable strategy for other employers and potentially reduce vehicle miles traveled and carbon emissions on a countywide scale

Agency of the Year Nominee: Solano County Dept. of Health and Social Services

Solano Public Health has contracted with STA and the Solano Safe Routes to School Program since 2009 to do education and encouragement events promoting walking and biking to school. This year they are partnering on classroom and physical activities countywide, and have been a great partner in promoting walking, biking, physical activity and student travel safety. Solano Health and Social Services (HSS) also is working with STA on a Lyft pilot program, enabling employees at the Beck Avenue facility to pay just \$2 per ride from the Fairfield-Suisun train station.

Fiscal Impact:

None.

Recommendation:

Informational.

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DATE: November 6, 2017
TO: SR2S Advisory Committee
FROM: Anthony Adams, Project Manager
RE: SR2S Infrastructure Projects Update

Background:

As the Congestion Management Agency for Solano County, the Solano Transportation Authority (STA) coordinates obligations and allocations of state and federal funds between local project sponsors, Caltrans, and the Metropolitan Transportation Commission (MTC). Every 4-5 years the federal government provides metropolitan planning organizations (MPOs), such as MTC, with federal cycle funds to disperse to CMAs, such as the STA. The previous federal cycle funds were referred to as One Bay Area Grant (OBAG) Cycle 1 funds, the new federal cycle funds are to be referred to as OBAG Cycle 2 funds. A total of 6 SR2S projects were programmed as part of OBAG Cycle 1. One project, Fairfield's Grange Middle School, was programmed as part of OBAG Cycle 2.

The Active Transportation Program (ATP) is a bi-annual program funding bike and pedestrian improvements. The Solano Safe Routes to School Program was awarded a grant for \$3.067 million by MTC under the 2015 regional allocation of the Active Transportation Program (ATP) Cycle 2. Solano SR2S received funding for a combined infrastructure and non-infrastructure SR2S project, providing infrastructure improvements at 7 Benicia and Vallejo schools, while providing education and outreach to 26 schools throughout the Cities of Benicia, Rio Vista and Vallejo.

As part of ATP Cycle 3, two projects related to SR2S were awarded, Suisun City's McCoy Creek project and Fairfield's East Tabor Tolenas Elementary project.

Discussion:

Here is a list of the current projects being funded through Safe Routes to School. The Dixon Project, ATP Cycle 2 and 3 schools will all be included in the SR2S Evaluation and Intervention Project to analyze the effectiveness of the program portion or non-infrastructure (NI) and the before and after effects of the construction (CON).

OBAG Cycle 1 Projects:

Suisun City's Driftwood Dr. (\$600k): Project complete

Dixon's SR2S Project (\$100k): STA programmed \$56k in TDA3 to augment the project shortfall. Dixon also received a separate allocation of \$20k in TDA3 for green bike lanes.

ATP Cycle 2 Projects:

Solano SR2S NI and Infrastructure Project (\$3.2M): Environmental and design consultants are under contract. NI portion of funds obligated in October 2017. Design

expected to be complete by March 2018. CON funds obligation by May 2018. Project expected to be completed by the end of Summer 2018.

ATP Cycle 3 Projects:

Suisun City's McCoy Creek Phase 2 Project (\$4.3M): City will be submitting a Preliminary Environmental Screening form by end of November, with field review with Caltrans likely to be scheduled before end of 2017.

Fairfield's E. Tabor Tolenas Elementary (\$1.7M): Field review with Caltrans scheduled for end of November. Project may request advancement with CON taking place in 2020, rather than 2021.

Recommendation:

Informational.



DATE: November 15, 2017
TO: SR2S Advisory Committee
FROM: Lloyd Nadal, Program Services Division Manager
RE: Solano SR2S Evaluation and Intervention Project Update

Background:

The Solano Safe Routes to School (SR2S) Program works to increase the number of students walking and bicycling to school by helping to make the journey safe, fun and healthy. Using a comprehensive approach, the program includes 6 “E’s”: education, encouragement, enforcement, engineering, engagement and evaluation. The program is available to all schools countywide and focuses on activities and programs that educate students on safety, health awareness and identifying improvements within communities countywide to enhance active student travel safety.

In 2008, the STA Board adopted Solano's first Safe Routes to School Plan (Plan) and authorized STA staff to create a Safe Routes to School Program in Solano County. This Plan provided the direction for the SR2S Program through 2012 when the STA and the various SR2S Advisory Committees began the process of updating the 2008 Plan. The updated Plan was adopted by the STA Board in October 2013 and the SR2S Program has continued to grow increasing participation of schools each year.

Discussion:

The SR2S Advisory Committee approved a recommendation to authorize the STA Executive Director to release a Request for Proposals (RFP) and enter into a contract with a selected firm(s) in a total amount not to-exceed \$270,000. The Safe Routes to School activities include the following:

- 1) Update or perform countywide walkability assessments and audits in areas around schools countywide to determine future infrastructure projects;
- 2) Evaluate the SR2S program feasibility and develop effective measurement tools particularly those that can measure the effectiveness of the SR2S program overtime;

The Solano SR2S Program is currently re-engaging with each City/School District’s SR2S Community Task Force to review initial improvements from the existing 2013 SR2S Plan and discuss any new schools or areas within each jurisdiction for future safety infrastructure projects. With evaluation as part of both our Office of Traffic Safety (OTS) and Active Transportation Program (ATP) Cycle 2 grants, the program will seek to hire a consultant to help advise, develop and implement evaluation and assessment components and strategies for both SR2S infrastructure and non-infrastructure work. The consultant will work with SR2S to perform walkability assessments and audits at up to 12 schools and prioritize existing or new projects and programs to include in the updated SR2S Plan for 2018. The consultant will also research best methods for evaluating the program’s overall effectiveness especially in relation to how it ties into our Safe Routes to School infrastructure projects. The RFP was released on October 16, 2017 and proposals are due on November 15, 2017. We hope to have a consultant hired by December 11, 2017 in preparation for the second semester of school starting in January 2018.

Fiscal Impact:

The SR2S Program will enter into a contract with a selected firm in a total amount not to exceed \$270,000. The funding to support these evaluation efforts will come from both OTS and ATP-2 as part of the grant deliverables.

Recommendation:

None.

Attachment:

- A. RFP for the Solano SR2S Program Evaluation and Intervention Project



**REQUEST FOR PROPOSALS
(RFP #2017-08)**

for the

**Solano Safe Routes to School Program Evaluation and
Intervention Project**

In
Solano County

Release Date: Monday, October 16, 2017

RESPONSES DUE:

4:00 PM, Wednesday, November 15, 2017

(Four (4) complete hard copies and one digital copy (CD or flash drive) of each response)

Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585-2473

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INTRODUCTION

The Solano Transportation Authority (STA) is a Joint Powers Authority comprised of members including the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, and the County of Solano. The STA serves as the Congestion Management Agency (CMA) for Solano County and is responsible for countywide transportation planning and programming of State and Federal funding for transportation projects within the county.

As the CMA for Solano County, the STA is responsible for assisting local jurisdictions in attaining their transportation goals. A large aspect of reaching these goals comes from successful public education and information sharing of the current and future needs, active projects, and available programs.

BACKGROUND

In 2008, the STA Board adopted Solano's first Safe Routes to School (SR2S) Plan and authorized STA staff to create a Safe Routes to School Program in Solano County. This Plan provided the direction for the SR2S Program through 2012, after which the STA and the various SR2S Advisory Committees began the process of updating the 2008 Plan. The updated Plan, adopted in October 2013 expanded on the principles set forth in the 2008 Plan by including site assessments and capital safety improvements at 17 schools. Since the 2013 Plan was adopted, most of these identified projects have been completed. STA is now looking to evaluate and identify a new group of schools in need of Safe Routes to School programs and projects.

The number of schools participating in the SR2S Program has continued to increase each year. The Program's 5-year vision to increase travel safety and create safer, walkable and bicycle friendly communities will also increase physical activity among all elementary, middle and high school students. STA Staff is currently engaging each city's SR2S Community Task Force in preparation for the SR2S Master Plan update in 2018 where new school projects will need to be identified for each city.

The Solano Transportation Authority (STA) invites consultants to submit a proposal to provide professional services to:

- Research, summarize and identify existing plans and conditions;
- Develop a needs and gap analysis particularly looking at high collision areas surrounding schools;
- Conduct bicycle and pedestrian safety audits in at least twelve schools nearest high collision areas;
- Evaluate appropriate safety education, encouragement, engineering and enforcement programs and interventions;
- Develop performance measures for components that can lead to mode-shift away from automobiles and increase student travel safety.

LOCAL PREFERENCE POLICY

The STA has adopted a Local Preference Policy which encourages the hiring of local firms. While there is no adopted goal for this Project, firms are still encouraged to utilize the services of local firms in the preparation of a response to this RFP. The STA has prepared a database of contact information for local firms for convenience purposes only and without guarantees as to the ability of such firms to provide the services. This database and the Local Preference Policy can be viewed at <http://tiny.cc/jobstrfps>.

SCOPE OF SERVICE TASKS

The STA intends to retain a qualified and committed professional consulting firm to develop these components:

1. Budget and Schedule
2. Existing Conditions Report and GIS Inventory
3. Needs and Gap Analysis and Recommendations Report identifying prioritized schools nearest high collision areas in Solano County
4. Bicycle and pedestrian safety audits for a minimum of 10 Solano County Schools, including prioritized infrastructure improvements
5. Program Evaluation Metrics and Performance Measures to determine the effectiveness of the Solano SR2S Program and goals
6. Pilot program implementation at 3 individual schools and develop Case Studies for each school including a Before and After analysis of program elements; These pilots will be used as examples for implementation in the remaining schools

This is a draft timeline of tasks. The following details each potential task with task deliverable information:

Task 1. Budget and Schedule

Develop detailed project budget and schedule.

- Task 1.1 Kick-off meeting with STA and selected consultant to review project scope, negotiate final task budget and determine final timeline and schedule with milestones to complete the tasks.

Deliverable
1) Finalized budget and detailed project work plan and schedule

Task 2. Identify Existing Plans and Conditions

Analyze, review and align existing Solano County plans and necessary background data. Conduct a literature and state-of-the-practice review and provide a summary. Conduct a bicycle/pedestrian shapefile inventory for the County. All data and analysis created by consultant to be provided to STA in ArcGIS shapefile format. Work with STA to determine the most efficient way of obtaining existing documents before communication with the local jurisdictions.

- Task 2.1 Collect and review existing safety, bicycle, pedestrian, transit, Safe Routes to School and Safe Routes to Transit plans from jurisdictions, local agencies, school districts and other resources in Solano County.
- Task 2.2 Conduct literature and state-of-the-practice review with recommendations of proposed policies moving forward.
- Task 2.3 Conduct an inventory of existing GIS shapefiles related to bicycle and pedestrian infrastructure focusing particularly around school sites.
- Task 2.4 Prepare a Base Map for existing walking and bicycling conditions including bicycle parking, high-visibility crosswalks, schools, employment and shopping centers and transit.

Deliverable
<ol style="list-style-type: none"> 1) Existing Plans and Conditions Report 2) Literature and State-of-the-Practice Review Summary 3) GIS Shapefile Inventory for bicycle and pedestrian infrastructure

Task 3. Needs and Gap Analysis

Identify bicycle and pedestrian collision analysis in Solano County using SWITRS, supplemented by Crossroads data (if available).

- Task 3.1 Gather background data on all schools within 0.5- 1.0 miles of high collision areas based on the analysis.
- Task 3.2 Utilizing high-level analysis and judgment, identify challenges, needs and gaps in the bicycle and pedestrian networks around each school.
- Task 3.3 Analyze existing shapefile inventory of bike and pedestrian related facilities from member agencies throughout Solano County. Consultant will provide analysis of gaps and which jurisdictions need to improve or update the shapefile inventory.

Deliverable
<ol style="list-style-type: none"> 1) Identify schools nearest high collision areas in Solano County 2) High-level bicycle and pedestrian network Needs and Gap Analysis 3) Bicycle and Pedestrian Facilities Shapefile Gap Analysis

Task 4. Bicycle and Pedestrian Safety Assessments and Audits

Based on results from Task 3, conduct, coordinate and support bicycle and pedestrian assessments and audits in at least 1 school per district (7 total) with a total minimum of 12 Solano County schools.

- Task 4.1 Develop criteria and prepare process for audits with Solano County schools
- Task 4.2 Conduct walk audits at schools with support from STA and partners
- Task 4.3 Analyze data from collected and provide recommendations
- Task 4.4 Prioritize improvements at each school based on safety, ease of implementation and cost

Deliverable
<ol style="list-style-type: none"> 1) Bicycle and Pedestrian School Safety Assessment and Audit Template 2) Recommendations Report including a base map of each walk audit that can be shared with STA and the schools assessed 3) Prioritized list of school improvements

Task 5. Program Evaluation Metrics and Performance Measures

Develop more comprehensive evaluation metrics and performance measures to analyze the efficacy of components of the Safe Routes to School program that will lead to more walking and biking to school, lessen traffic around the schools and/or improve student travel safety.

- Task 5.1 Develop evaluation metrics and appropriate performance measures
- Task 5.2 Collect and analyze data including current evaluation measures and other research methodologies to evaluate overall program feasibility and effectiveness

Deliverable
<ol style="list-style-type: none"> 1) Program Evaluation Metrics and Performance Measure Tools 2) Case Studies – Before and After analysis of program elements

Task 6. Pilot Evaluation and Implementation in Schools

In Year 1 after gathering all the analysis, pilot program implementation at three (3) of the highest priority schools and develop Case Studies for each school including a Before and After Analysis of program elements; These pilots will be used as a template for implementation in the remaining schools

- Task 6.1 Develop Three Case Studies focused on three individual schools in Year 1
- Task 6.2 Use the information gathered from the three Case Studies to evaluate and implement the program at the remaining identified schools

Deliverable
<ol style="list-style-type: none"> 1) Case Studies at three schools initially and at least nine thereafter (12 total); Include a Before and After Analysis of program elements in each Case Study

Proposed Project Timeline

Task	Timeframe
Task 1. Budget and Schedule	Week of December 18
Task 2. Identify Existing Conditions	Week of January 8
Task 3. Develop Needs and Gap Analysis	Week of January 22
Task 4. Bicycle and Pedestrian Safety Assessments and Audits	Start 2nd semester in late January or February 2018
Task 5. Program Evaluation Metrics and Performance Measures	Week of February 12

INSTRUCTION TO PROPOSER

1. *Examination of Proposal Documents:* By submitting a proposal, the proposer represents that it has thoroughly examined and become familiar with the work required under this RFP, and that it is capable of performing the work identified in Scope of Work.

Addenda/Clarifications: Explanations or clarifications desired by respondents regarding the meaning or interpretation of the RFP may be requested in writing. All inquiries pertaining to this RFP should be emailed to Lloyd Nadal, Program Services Division Manager at the following email address: lnadal@sta.ca.gov no later than 4:00 PM (local), Monday, October 23, 2017. Answers to the questions received will be posted on STA's website on Thursday, October 26, 2017.

2. *Withdrawal of Proposal Submittal:* A proposer may withdraw its proposal at any time before the expiration of the time for submission of proposal submittals as provided in this RFP by delivering to the procurement officer a written request for withdrawal signed by, or on behalf of, the proposer.
3. *Rights of STA:* This RFP does not commit STA to enter into a contract, nor does it obligate STA to pay for any costs incurred in preparation and submission of the proposal or in anticipation of a contract.

STA may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by the proposer, and require additional evidence or qualifications to perform the services described in this RFP.

STA, in its sole discretion, reserves the right to:

- Reject any or all proposal submittals.
- Issue one or more subsequent RFPs and/or RFPs.
- Postpone opening for its own convenience.
- Remedy technical errors in the RFP and/or RFP process.
- Approve or disapprove the use of particular subcontractors.
- Negotiate with any, all, or none of the proposers responding to this RFP.
- Solicit best and final offers from all or some of the proposers.
- Award a contract to one or more proposers.
- Waive informalities and irregularities in any proposal.

4. *Contract Type:*

Proposers shall be prepared to accept the terms and conditions of STA's standard form contract which will be sent to the selected consultant. If a proposer desires to take exception to the agreement, the proposer shall provide the following information as a section of the proposal identified as "Exceptions to the Agreement":

- a. Proposer shall clearly identify each proposed change to the agreement, including all relevant exhibits and attachments.

- b. Proposer shall furnish the reasons therefore as well as specific recommendations for alternative language.
- c. The above factors will be taken into account in evaluating proposals. Substantial exceptions to the agreement may be determined by **STA**, at its sole discretion, to be unacceptable and **STA** may proceed with negotiations with the other proposed firms.

RFP SUBMITTAL REQUIREMENTS

Please prepare your proposal in accordance with the following requirements.

1. *Proposal*: The proposal (excluding resumes and the transmittal letter) shall not exceed a total of 10 single-sided, 8.5" x 11" pages. A **copy of the RFP** and resumes shall be included in an appendix. Include in the appendix similar examples of past projects.
2. *Transmittal Letter*: The proposal shall be transmitted with a cover letter describing the firm's/team's interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the firm/team to negotiate a contract with STA shall sign the cover letter.

Address the cover letter as follows:

Lloyd Nadal, Program Services Division Manager
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, California 94585

3. *Project Understanding*: This section shall clearly convey that the consultant understands the nature of the work, and issues related to the Safe Routes to School Program Evaluation and Intervention Project.
4. *Approach and Management Plan*: This section shall provide the firm's/team's proposed approach and management plan for providing the services. Include an organization chart showing the proposed relationships among consultant staff, STA staff and any other parties that may have a significant role in the delivery of this project.
5. *Qualifications and Experience*: The proposal submittal shall provide the qualifications and experience of the consultant team that will be available for the Safe Routes to School Program Evaluation and Intervention Project Consultant. Please emphasize the specific qualifications and experience from projects similar to this project for the Key Team Members. Key Team Members are expected to be committed for the duration of the project. Replacement of Key Team Members will not be permitted without prior consultation with and approval of the STA.
6. *Staffing Plan*: The proposal shall provide a staffing plan and an estimate of the **total hours** (detailed by position) required. Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the SR2S Program

Evaluation and Intervention Project Consultant according to your proposed schedule. Discuss the firm/team’s approach for completing the requested services for this project within budget.

7. *Work Plan and Schedule:* This section shall include a description and schedule of how each task deliverable of the project will be completed. The Work Plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task, milestones, submittal dates and review periods for each submittal. Discuss the firm/team’s approach for completing the requested services for this project on schedule. **The project is expected to be completed no later than December 31, 2019.**
8. *Cost Control:* Provide information on how the firm/team will control project costs to ensure all work is completed within the negotiated budget for the project. Include the name and title of the individual responsible for cost control.
9. *Additional Relevant Information:* Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of 2 single-sided pages).
10. *References:* For each Key Team Member, provide at least three references (names and current phone numbers) from recent work (previous three years). Include a brief description of each project associated with the reference, and the role of the respective team member.
11. *Submittal of Qualifications:* Four (4) hard copies and one digital copy (CD or flash drive) of your qualifications are due at the STA office **no later than 4:00 p.m., November 15, 2017**. Envelopes or packages containing the qualifications should be clearly marked, **“Solano SR2S Program Evaluation and Intervention Project Consultant.”**
12. *Cost Proposal:* A cost proposal should be submitted in a **separate sealed envelope titled “Solano SR2S Program Evaluation and Intervention Project Consultant.”** The cost submittal should indicate the number of anticipated hours by the Project Manager and Key Team Members. The estimated level of hours for other staff can be summarized in general categories.

SELECTION OF CONSULTANT & CRITERIA

The qualifications will be evaluated and scored on a 100-point total basis using the following criteria:

Experience with similar kinds of work	30
Understanding of the work to be completed	25
Qualifications and demonstrated quality of work of Key Team Members	15
Capability of delivering project on schedule and cost control	10
Satisfaction of previous clients	10
Innovative Concept/Methodologies	10
	<hr/>
	100

STA staff will provide the appropriate notice and schedule for the interviews. STA staff will select the most qualified consultant or consultant team based primarily on experience, ability to contain costs and conducting very similar projects. Recent experience in Solano County is desirable.

Once the top firm/team has been selected, STA staff will negotiate a services contract with the selected firm/team.

SELECTION PROCESS AND SCHEDULE

Monday, October 16, 2017	RFP Issued
Monday, October 23, 2017	Due Date for Questions concerning RFP and project emailed to: Lloyd Nadal at lnadal@sta.ca.gov
Thurs., October 26, 2017	Answers to STA questions, posted on STA Website
Wed., November 15, 2017	Proposals are due no later than 4:00 PM at the offices of the Solano Transportation Authority, One Harbor Center, Suite 130, Suisun City, CA 94585. <i>Late submittals will not be accepted.</i>
Nov 27-Dec 8, 2017	Tentative panel interview date.
Week of December 11, 2017	Notice of Selected Contractor
December 31, 2019	Project Completion Date – All remaining deliverables due

If you have any questions regarding this RFP, please contact:

Lloyd Nadal, MA
 Program Services Division Manager
 Solano Transportation Authority
lnadal@sta.ca.gov

DISCLOSURE

The master copy of each response to this RFP shall be retained for official files and will become a public record after the award of a contract unless the qualifications or specific parts of the qualifications can be shown to be exempt by law (Government Code section 6250 et seq.). Each Responding Firm may clearly label part of a submittal as "CONFIDENTIAL" if the Responding Firm agrees to indemnify and defend the STA for honoring such a designation. The failure to so label any information that is released by the STA shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the STA, the STA will notify the

Responding Firm of the request and delay access to the material until seven working days after notification to the Responding Firm. Within that time delay, it will be the duty of the Responding Firm to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

PROTEST AND APPEALS

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the Solicitations or Notice of Intent to Award a contract may protest to the Executive Director. The protest shall be submitted in writing to the Executive Director within seven (7) working days after such aggrieved person or company knows or should have known of the facts giving rise thereto. All letters of protest shall clearly identify the reasons for the protest. The protest also must state the law, rule, regulation, or policy upon which the protest is based. The Executive Director shall issue a written decision within ten (10) working days after receipt of the protest. The decision shall; state the reason for the action taken; and inform the protester that a request of further administrative appeal of an adverse decision must be submitted in writing to the Clerk of the STA Board of Directors within seven (7) working days after receipt of the decision by the Executive Director.

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DATE: November 6, 2017
 TO: Safe Routes to School Advisory Committee
 FROM: Betsy Beavers, Tiffany Gephart, April Wells -SR2S Program Coordinators
 RE: SR2S Program Coordinator Updates

A. SR2S Countywide Safe Routes Events

From August 2017 – November 2017, the SR2S program participated in or hosted the following school and community events:

School Events	Date	City
Back to School Night at Cordelia Hills Elem.	Tues., Aug. 29	Fairfield
Back to School Night at Markham Elem.	Wed., Aug. 16	Vacaville
Rock the Block Theatrical Assemblies	See scheduled shows under C.	Vallejo, Vacaville, Suisun City

Community Events	Date	City
National Night Out on the Rocky Hills Trail	Tues., Aug. 1	Vacaville
Fairfield Tomato Festival	Sat./Sun. Aug. 19-20	Fairfield
International Walk to School Day	Wed., Oct. 4	Countywide
Bike Workshop	Sat., Oct. 21	Benicia
Red Ribbon Event	Sat., Oct. 28	Dixon

B. Walking School Bus (WSB)/ WOW/Walking Wednesday Update

Presently, 13 schools in the county are participating in either the Walking School Bus or a walking program. Staff is continuing to work with schools that are interested in starting a walking program.

City	District	School	Update/Events
Benicia	BUSD	Mary Farmar Elem.	Continuing weekly Walking Wednesdays (3 rd Year)
Benicia	BUSD	Matthew Turner Elementary	Continuing monthly Walking Wednesdays (5 th Year)
Fairfield	FSUSD	Cordelia Hills Elementary	Started weekly WOW Wednesday Sept. 6
Fairfield	FSUSD	Oakbrook Elementary	Finalizing WSB details
Suisun City	FSUSD	Dan O. Root Health & Wellness Academy	Interested in becoming Champion School w/ WSB
Fairfield	TUSD	Scandia Elementary	Interested in starting WSB
Vacaville	TUSD	Foxboro Elem.	Started WOW Wednesdays Nov. 1
Vacaville	VUSD	Callison Elementary	Continuing staff-led WSB (4 th year)
Vacaville	VUSD	Padan Elementary	Continuing WOW Wednesdays (2 nd year)
Vallejo	VCUSD	Everest Academy	Continuing Walking Wednesdays (2 nd Year)
Vallejo	VCUSD	Pennycook Elementary	Continuing Walking School Bus (2 nd Year)
Vallejo	VCUSD	Steffan Manor	Walking School Bus
Vallejo	VCUSD	Widenmann Elementary	Continuing Walking Wednesdays (2 nd Year)

C. Bay Area Children’s Theatre Assemblies

For the 2017-2018 school year, the SR2S program is offering elementary schools a **new** educational assembly called “Rock the Block”, a fun, entertaining theatrical production that teaches TK-6th graders how to safely walk and bike to school. SR2S has contracted with the BATC for 20 performances. The following shows have been scheduled to date:

City	District	School	Update/Events
Vallejo	VCUSD	Steffan Manor Elementary	2 shows on Sept. 27, 2017
Vallejo	VCUSD	Lincoln Elementary	2 shows on Oct. 4, 2017
Vacaville	VUSD	Padan Elementary	2 shows on Nov.1, 2017
Suisun City	FSUSD	Dan O. Root Health & Wellness Academy	2 shows on Nov. 8, 2017
Vacaville	VUSD	Fairmont Charter	2 shows on Nov. 15, 2017

D. Fall Student Travel Tally Surveys – Oct./Nov. 2017

Schools have until November 30 to complete and return the surveys to the SR2S program to be eligible for a \$50 Amazon gift card to be raffled to the teachers that conduct the surveys in their classrooms. The survey data collected provides insight into the culture of walking and biking at various schools and communities which informs programmatic goals and outreach. SR2S also uses the data for continued funding opportunities.

Recommendation:

None.

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DATE: November 6, 2017
TO: SR2S Advisory Committee
FROM: Lloyd Nadal, Program Services Division Manager
RE: Solano County Public Health Update

Background:

On October 14, 2009, the STA Board authorized the Executive Director into a two year agreement with the Solano County Department of Public Health (SPH) to provide SR2S program services for education and encouragement events as well as for related vehicle and material costs. This agreement has been amended six times since and once to include one additional year. In the 2017-2018 year, STA requested a modified scope of work from SPH that aligns more efficiently with the SR2S program’s current needs and objectives, provides opportunities for coordination to enhance safety, physical activity, marketing and evaluation using public health principles and adds additional support for classroom education and participating in community events and activities throughout the year. SPH now will be supporting the SR2S program with 2 SPH staff each at 50% time and two management staff each at 10% time. Since the original contract was executed in 2009, SPH total billing costs have not exceeded \$170,000/year. Thus, this modified scope of work will be budgeted with this new staffing, specific deliverables and benchmarks not to exceed this amount.

Discussion:

Here is a brief update of the SPH work in support of SR2S during the first quarter from July-October 2017:

SR2S Events

School Events	Date	City
Vallejo City Unified School District’s Family Nights	9/26/17, 9/27/17 and 9/28/17	Vallejo
Dan O Root Health and Wellness Academy Teacher Training	9/14/17	Fairfield

International Walk to School Day

Public Health staff promoted International Walk to School Day on the VibeSolano Facebook, twitter and website. Support was provided to get Walk to School day incentive to schools and to help at the Walk to School day events that dignitaries were present.

Bike Rodeos and Events

Maintenance was performed on the Bike Rodeo truck, trailer and bicycles. Two Public Health staff started their training on how to run Bike Rodeos. SPH Staff also worked with SR2S staff to lead a Bike Rodeo at the Benicia Bike Workshop on Sat. October 21st.

Strategic Development

Attended the Solano Public Health Physical Activity workgroup on August 23, 2017 to help represent Safe Routes to School. The Solano Public Health Physical Activity workgroup is planning a campaign to promote being active outside which ties into walking and biking to school. This campaign will also have a Park Prescription program in partnership with the Healthy Parks, Healthy People collaborative.

Recommendation:

Informational.



DATE: November 6, 2017
TO: SR2S Advisory Committee
FROM: Lloyd Nadal, SR2S Program Services Division Manager
RE: SR2S Community Task Force Update

Background:

The Solano Safe Routes to School (SR2S) Program works to increase the number of students walking and bicycling to school by helping to make the journey safe, fun and healthy. Using a comprehensive approach, the program focuses on activities and events that educate students on safety, health awareness and identifying improvements within communities countywide to enhance active student travel safety. The Solano SR2S Program works with all 7 cities and each has a SR2S Community Task Force to oversee prioritization and implementation of SR2S activities at the local level. In some cases, these task forces are extensions of existing committees or groups that focus on school-related transportation issues. In other cases, they were reinstated as part of the 2013 SR2S Plan development process.

Discussion:

The Solano SR2S Program is reengaging with each City/School District's SR2S Community Task Force in 2017 to review initial improvements from the existing 2013 SR2S Plan, discuss any new schools or areas within each jurisdiction for future safety infrastructure projects and prioritize existing or new projects and programs to include in the updated SR2S Plan for 2018. Vallejo's Task Force met twice and determined a list of projects around several schools. Benicia's met recently on October 24, 2017 and identified potential initial safety projects. The goal is to continue on with Dixon, Fairfield/Suisun City, Vacaville and Rio Vista in early 2018.

Recommendation:

Informational.

Attachments:

- A. Vallejo Community Task Force Meeting Minutes
- B. Benicia Community Task Force Meeting Minutes



Vallejo Safe Routes to School Community Task Force

VCUSD Offices, 665 Walnut Ave., Vallejo
 Superintendent's Conference Room, 2nd Floor
 Thursday, July 20, 2017
 10:30 – 12:00 pm

Members

PRESENT		
Steve Goldstone Mitch Romao Rayito Farris	Interim Superintendent Chief Operations Officer Coordinator of Full Service Community Schools	Vallejo City USD
Allan Panganiban	Acting City Engineer	City of Vallejo
Judy Leaks	SR2S/Rideshare Program Manager	STA
Lloyd Nadal	SR2S Program Administrator	STA
Tiffany Gephart	Safe Routes to School Program Coordinator	STA
Betsy Beavers	Safe Routes to School Program Coordinator	STA
Jenna McAbee	Safe Routes to School Summer Intern	STA
Vonica On Ellia Duhart Jenny Lee Spencer Lane	Civic Engagement Program Support Specialist Youth Development Coordinator Student Intern Student Intern	Fighting Back Partnership
NOT PRESENT		
Robert McConnell	Vice Mayor	City of Vallejo
Jesse Malgapo	Councilmember	City of Vallejo
Srinivas Muktevi	Senior Civil Engineer	City of Vallejo
John Whitney	Captain	Vallejo Police Department
Teri Booth	STA Pedestrian Advisory Committee Member	Vallejo representative
Mick Wenninger	STA Bicycle Advisory Committee Member	Vallejo representative
Tracy Nachand	Senior Health Education Specialist	Solano Public Health/STA

Meeting Goals

- 1) Seek input from the taskforce in order to set priorities for future infrastructure projects to be included in the 2018 Safe Routes to School Plan Update.
- 2) Provide an update on current program initiatives and projects around the city of Vallejo.

Agenda

1. Introductions (5 min)	All
2. Safe Routes to School 2017-2018 Vision/Plan (15 min)	Lloyd Nadal
3. Future Infrastructure Projects/Walk Audits (30 min)	
a. Overview	Lloyd Nadal
b. Discussion	All
i. Ongoing Maintenance Funding for Projects	

4. *YPAR Presentations	Fighting Back Partnership
5. SR2S Engineering Project Updates (15 min)	
1. Overview	Lloyd Nadal
2. Vallejo High	Srinivas Muktevi
3. Lincoln Elementary and Cooper Elementary (ATP-2)	Srinivas Muktevi
4. Patterson Elementary	Srinivas Muktevi
6. Safe Routes to School Program Updates (15 min)	Lloyd Nadal Tiffany Gephart
7. Other Topics (5 min)	

1. Introductions
2. Safe Routes to School 2017/18 Vision/Plan
 - Lloyd presented SR2S program accomplishments in the 2017-2017 school year and goals for 2017-2018
 - 72 schools engaged 2016-2017 school year across the county
 - SR2S to kick-off pilot program with FSUSD to pay existing part-time staff to lead walking school buses and walking programs. Goal is to initiate walking school buses in as many schools as possible. This model will service as an alternative to volunteer based programs for schools that struggle to recruit and sustain a volunteer base
 - Contracting with Bay area children’s theater (Rock the Block)
 - Piloting at 25 schools throughout the county to teach walking and biking safety
 - Partnering with Solano Public Health to do classroom education including Bike and Pedestrian safety
 - Continue Youth Participatory Engagement (YPAR) Pilot program. Focus on working with high schools
 - SR2S program to hire evaluation consultant to see where programmatic support is needed
 - Goal is to be more about our approach in working with schools based on their needs
 - Identify schools that are likely to walk based on topography, etc
 - Schedule walk audits to identify conditions around schools and inform future infrastructure projects
 - Review collision data around the schools
 - Review existing walking school bus maps for relevance
 - Look for schools near existing city projects to connect SR2S projects
3. Future Infrastructure Projects/Walk Audits
 - Lloyd presented list of past and present Infrastructure projects in Vallejo and the approval process of projects (attached)
 - Lloyd reviewed the STA’s infrastructure project approval cycle
 - Goal is to engage schools, communities and students throughout the process of the infrastructure projects and overlay with evaluation and data to make the projects stronger and more likely to be funded
 - Mitch requested to add Hogan to past projects list and to add Vallejo High School to list of current projects.
 - Mitch requested status of completion of Vallejo High School project (specifically if four primary crosswalks were painted)
 - Allan will follow up on the status of Vallejo High School crosswalk improvements.

- The City of Vallejo is considering a part-time closure of Nebraska Street (at Vallejo High) to increase safety for students. One concern is that closure will affect Amador St, and other neighboring streets
- Another concern is the effect on emergency vehicles access
- An alternative is a part-time closure during the end of the school day
- Rayito raised a concern about a part-time closure during the end of the school day as students need to cross the street for their classes during the day

Fighting Back Partnership

- Lloyd introduced the youth engagement program participants from Fighting Back Partnership

Potential Projects List – Allan

Ongoing Maintenance Funding for Projects

- Lloyd addressed Allan’s concern from the previous taskforce regarding ongoing maintenance for past projects (such as restriping and replacing paddles at Wardlaw)
- Lloyd suggested labeling these improvements as “upgrades” rather than maintenance and include in project proposals
- Allan presented a list of school infrastructure improvement sites for consideration in the 2018 SR2S Plan Update (attached)
 - Vallejo High School – closing Nebraska Street
 - Rayito suggested looking into the frequency of emergency calls accessing Nebraska. She suggested closing half of the road during school hours so that students can safely cross the street during school hours.
 - Potential projects include: Patterson, Jesse Bethel, Vallejo Charter, North Hills Christian, Solano Middle and Beverly Hills
 - Lloyd suggested writing a letter directly to Caltrans regarding the safety concerns at Patterson. Caltrans has money for high priority projects if the right case was made. The SR2S program could help direct and support this effort
 - Mitch asked if Patterson project would include addition of signage, crosswalk striping and flashing crosswalks.
 - Allan confirmed that those improvements would be made.
 - Rayito asked if anyone had done observation at Glen Cove. She suggested looking into Glen Cove in light of traffic congestion and safety concerns along North Regatta.
 - City of Vallejo will bring on a consulting engineer for Lincoln/Cooper projects to help with the plan as well as partnering with the City of Benicia (Vallejo has two and Benicia has five infrastructure project schools).
 - Allan included details of the Lincoln and Cooper Infrastructure projects in item 3 (handout attached)

4. YPAR Presentation

- Student Interns participating in the SR2S Youth Engagement Pilot Program surveyed students and gave a presentation on challenges in getting to school using the public bus based on survey results (presentation and survey results attached)

5. Safe Routes to School Program Updates (15 min)

- Update on SR2S Hand Tally Survey Results (2009 – present) including travel mode split for participating schools and number of surveys completed by school (details included in presentation attached).
- Tiffany noted that Dan Mini was missing from the summary and would be included at a later date.
- Steve asked if schools with a higher percentage of students walking was a result of our engagement efforts. Tiffany commented that it is difficult to tell and that it is something that the SR2S program is looking but that the schools listed have been actively engaged by the SR2S program. Tiffany commented that in the beginning of the SR2S program there were some spikes in participation and walking but there is a need for ongoing engagement as principals and ASP's change and the body of knowledge is not passed on to their successors. Consistent engagement is needed to keep school active and involved.
- Lloyd commented that he hand tally mode splits have been relatively consistent over the years so there is a need to look at other evaluation methods to get a clearer picture.
- Steve asked if there was a correlation between SR2S program and the reduction of accidents.
- Lloyd mentioned that SR2S received an Office of Traffic Safety (OTS) grant to look into this issue and that this is something the SR2S program would like to address. Goal is to work with up to 10 schools in the county to look specifically at this issue. For upcoming projects at Lincoln and Cooper the plan is to incorporate pre and post surveys, Rock the Block presentations, pedestrian counts, collision data review, and measure perceived safety around the school and evaluate parent driver behavior. The next phase of the program is to look into the best approach to maximize the impact of the program.
- Current walking programs:
 - Everest – Walking Wednesday
 - Pennycook – Walking School Bus
 - Stefan Manor – Walking School Bus
 - Widenmann – Walking Wednesday (Fit Friday in progress)
- Rayito suggested attending the ASP Meeting and incorporating Walking Wednesday's and/or Fit Friday's in every Vallejo School.

6. Other Topics

- **Timeline for Upcoming Meetings:**
 - November (TBD)
 - Feb/march (TBD)
- **Action Items:**
 1. Allan to Provide update on Vallejo High school crosswalk improvements
 2. SR2S to schedule November Task Force Meeting
 3. Tiffany to attend ASP meeting to discuss incorporating Walking Wednesdays or Fit Friday's at the schools



Benicia Safe Routes to School Community Task Force

City of Benicia Commission Room

October 24, 2017, 10-12pm

Invitees (x marks those who attended)

x	Steve Young	Vice Mayor	City of Benicia
	Alan Schwartzman	Councilmember	City of Benicia
x	Randy Murphy	Interim Public Works Director	City of Benicia
	Nouae Vue	Senior Civil Engineer	City of Benicia
x	Wendy Smith	Principal @ Mary Farmer	Benicia Unified School District
	Damiean Sylvester	Lieutenant	City of Benicia Police Dept.
x	Matt Sorenson	Traffic Officer	City of Benicia Police Dept.
x	Sgt. James Laughter	Sergeant	City of Benicia Police Dept.
x	Cyndee Bogard	Benicia Resident	
x	Nancy Lund	Benicia Resident	STA Bicycle Advisory Committee
x	Ann Brooner	Benicia Resident	
	Janet Grothe	Benicia Resident	
	Gretchen Burgess	Benicia Resident	
	Rick Ernst	Benicia Resident	
	Susan Stern	Benicia Resident	
	Cynthia Herd	Benicia Resident	
	Mike Herd	Benicia Resident	
	Nancy Otter	Benicia Resident	
	Carol Day	Benicia Resident	
	Barbara Wood	Benicia Resident	
x	Anthony Adams	Project Manager	STA
x	Lloyd Nadal	Program Services Division Manager	STA
x	Betsy Beavers	SR2S Program Coordinator	STA

Meeting Goals

- Provide an update on current SR2S program initiatives and projects around the city of Benicia
- Seek input from the Community Taskforce in order to set priorities for future SR2S Infrastructure Projects that can be included in the 2018 Safe Routes to School Plan Update.

Agenda

- I. Welcome & Overview (15 mins)
 - a. SR2S Program Vision/Process for Community Task Force

Lloyd Nadal
Program Manager, STA

- II. Safe Routes to School Program Update in Benicia (15 mins)
 - a. Walking Program Activities
 - b. International Walk to School Day

Betsy Beavers
SR2S Program Coordinator, STA

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| <p>III. SR2S Engineering Project Update (20 mins)</p> <p style="margin-left: 20px;">a. OBAG 2 Completion of Projects</p> <p style="margin-left: 20px;">b. ATP Cycle 2 Update of Projects at 5 schools in Benicia</p> | <p>Anthony Adams
Project Manager, STA</p> |
| <p>IV. Open Dialogue - Future Safe Routes to School Priority Projects in Benicia (50 mins)</p> <p style="margin-left: 20px;">a. Discuss City of Benicia's current plans surrounding schools</p> <p style="margin-left: 20px;">b. Discuss potential projects that can be added to the 2018 SR2S Plan Update</p> | <p>All</p> |
| <p>V. Other Topics and Next Steps (20 mins)</p> | <p>All</p> |

MEETING MINUTES

- I. Welcome and Overview - SR2S Program Vision/Process for Community Task Force**
- Lloyd Nadal (STA) presented SR2S program accomplishments in the 2016-2017 school year and goals for 2017-2018
 - 70+ schools engaged countywide
 - Contracting with Bay area children's theater (Rock the Block) to do educational musicals teaching students about bicycle and pedestrian safety
 - Partnering with Solano Public Health to do classroom education including Bike and Pedestrian safety
 - Support Enforcement Grants to partner with Police Departments who are interested in engaging in SR2S Activities (\$150,000 over 2 years)
 - Continue Youth Participatory Engagement (YPAR) Pilot program. Focus on working with high schools
 - SR2S program to hire evaluation consultant to engage schools countywide to gauge the effectiveness of the program
 - Goal is to be more about our approach in working with schools based on their needs
 - Identify schools that are likely to walk based on topography, etc.
 - Schedule walk audits to identify conditions around schools and inform future infrastructure projects
 - Review collision data around the schools
 - Review existing walking school bus maps for relevance
 - Look for schools near existing city projects to connect SR2S projects
 - Lloyd explained STA and SR2S program's infrastructure project approval cycle and process of how SR2S Community Task Forces work – partnering with the City, PD, Schools, Residents to seek feedback on programs/projects that can make it safer for youth to walk or bike to school.
- II. Safe Routes to School Program Update in Benicia**
- Betsy Beavers (STA) talked about International Walk to School Day 2017 – 47 schools participated countywide with 10,000 students. In 2011, we had 10 schools with 2,000 students. Participation occurred at Matthew Turner, Mary Farmar, Joe Henderson, Benicia Middle and Robert Semple (who did a Walk to School Weekly event).
 - Schools Presently with Weekly or Monthly Walking Events:

- Mary Farmar - weekly walk with principal from Ninth St. Park
- Matthew Turner – monthly Walking Wednesday from 3 meeting spots (Jack London, Waters End, Skillman Parks)
- Joe Henderson/Robert Semple are interested in starting a Walking Program this year.

III. SR2S Engineering Project Update in Benicia

- Anthony Adams (STA) presented background on past and current Infrastructure projects in Benicia
 - 2008-2012: A total of 15 projects were completed at Benicia schools. (Mostly crosswalks)
 - 2012-2017: One Bay Area Grant Cycle 1
 1. New Sidewalks in vicinity of Robert Semple
 2. Widened Sidewalks adjacent to Mathew Turner
 3. Flashing beacon and wider sidewalk landings next to Benicia Middle School
- 2016: Active Transportation Program ATP-Cycle 2
 - All Benicia school projects remaining from 2012 Solano SR2S Plan were included in application.
 - Project fully funded! \$3.2M
- Current ATP Projects Includes work at Mary Farmar, Joe Henderson, Robert Semple, St. Dominic’s and Benicia Middle School
 - All Projects from Solano SR2S ATP Cycle 2 have received environmental clearance.
 - Request for Proposals for design phase was issued last week.
 - Design completion expected March 2018.
 - Construction expected July - August 2018.

*See Attached PowerPoint for more details about each ATP-2 project at the 5 schools in Benicia

IV. Open Dialogue/Feedback from Community Task Force Attendees/Next Steps

STA staff asked the Task Force if there are there any obvious/critical safety projects that are in need and what schools have not had walk audits conducted recently. Here is a list of potential projects or future activities from the Task Force attendees:

Future Projects

Benicia Middle School

Cyndee Bogard discussed missing sidewalks at Benicia Middle School on the north side of Southhampton, east side of Panorama Drive up to James Court and Southhampton/Chelsea Hills. She said for students walking from areas north of Southhampton (between Panorama and Chelsea Hills) there is no safe way to reach the middle school from the southwestern side of Chelsea Hills or southeastern side of Panorama. She recommended creating this sidewalks and connecting to existing sidewalks. Also repaint or brighten up crosswalks on Southhampton. She also mentioned there’s a bus stop at Chelsea Hills and Southhampton where there’s no safe way to get there. Vice Mayor Steve Young also discussed issues with traffic at Benicia Middle School and potentially using the parking lot to help curb traffic although it’s currently used for staff parking.

Mary Farmar

Attendees talked about a couple of potential projects at Mary Farmar:

- Pedestrian Bridge was originally in ATP-2 but because of ADA requirements and high costs, it was not able to be included. It was suggested perhaps the city can find funding to repave it.
- Wendy Smith and Ann Brooner talked about improving the sidewalks on the west side of Drolette Drive. She mentioned that it's very narrow so when car doors open, they open onto the sidewalk where people bike or walk. She also expressed concern about the danger associated with lots of cars on Drolette behaving badly and requested enforcement assistance. It should not be a drop off or pick up location although many parents are using it to do so.

Joe Henderson

The gate on corolla court has been closed. Attendees discussed talking to the Principal and/or the District (facilities) to see if it can be reopened to mitigate traffic at the front of the school. Lloyd will work with Wendy and the district to check in on this issue.

St. Dominic's

Ann Brooner said there was a resident who was recommending a 4-way stop at the intersection in front of the school. Also potentially having school zone signs near the school and perhaps throughout the city.

Transportation along Military

Wendy Smith presented an idea about having a continuous shuttle along Military to help get students to and from school in a continuous fashion. STA staff will follow up with SolTrans and see the usage of their current routes along Military and vet the idea as well.

Program Ideas

- High School Youth Project at Benicia High School through their Echo Academy (?) to do walkability assessment or audit and then present their findings to the city or school district. Lloyd will follow up with Wendy in seeing if it's possible for them to participate in our Youth Engagement Program starting in January 2018.
- There is a "cow path" that connects Mary Farmer and Benicia High School. It was stated that many students use this path, but when it rains, it is difficult to traverse. Possibly use a High School Youth project to assess the opportunity to improve the path.
- Wendy talked about perhaps the idea of "Safety Buddies" where students get class credit for walking with younger youth to school. I think Matthew Turner has something similar already.

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DATE: November 6, 2017
TO: SR2S Advisory Committee
FROM: Lloyd Nadal, Program Services Division Manager
RE: Solano SR2S Website Redesign Update

Background:

The STA manages and markets a variety of transportation related programs and services. Staff, at times using consultant support, has accomplished this through the use of press releases, events, mailings, publications, brochures, websites, promotional campaigns, ads and more. The STA overall, capital projects, plans, and specific programs and services are promoted. STA, SolanoExpress, Solano Napa Commuter Information (SNCI), Safe Routes to School (SR2S), and Mobility Management programs continue to rely on support from marketing consultants.

Discussion:

The Safe Routes to School (SR2S) website likewise is the primary online presence for schools in Solano County (including administrators, teachers, program participants, parents and students) to participate in the SR2S programs. The site's detailed mapping tool provides access for locating the safest route for students to walk or bike to their school destination.

SR2S Website Redesign and Development

The SR2S website is in need of redesign and development. The web platform no longer provides adequate security for the sites, and the technology and content management systems are outdated. The new website will be designed as 'responsive' sites, which means they are mobile-friendly and automatically optimize for use on a personal computer, a tablet device, and a smart phone. Recent changes in SEO (Search Engine Optimization) policy by Google make this change even more important, as sites that are not mobile-friendly experience a dramatic decline in mobile rankings and are not as discoverable by the public.

STA staff issued a Request for Proposal (RFP) for website redesign and development for the Safe Routes to School (SR2S) website (www.SolanoSR2S.ca.gov) for \$20,000. This amount was included in the FY 2017-18 budget proposal and was authorized by the STA Board at the June 2017 STA Board meeting. SR2S hired the consultant Planteria, Inc. and had a kickoff meeting on July 12, 2017. STA staff has been working each week with Planteria and the new website is scheduled to launch in December 2017.

Fiscal Impact:

A combination of program specific and STA revenues will fund the two years of hosting and maintenance fees and the SR2S website upgrades.

Recommendation:

Informational.

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DATE: November 6, 2017
 TO: Safe Routes to School Advisory Committee (SR2S-AC)
 FROM: Sheila Ernst, Administrative Assistant II/SR2S-AC Clerk
 RE: 2018 SR2S Meeting Schedule & 2017 Attendance Matrix

Wednesday, February 21, 2018, 1:30 – 3:00 p.m.

**Solano Transportation
 Authority
 Conference Room 1
 One Harbor Center, Ste. 130
 Suisun City, CA 94585**

Wednesday, May 16, 2018, 1:30 – 3:00 p.m.

Wednesday, August 15, 2018, 1:30 – 3:00 p.m.

Wednesday, November 21, 2018, 1:30 – 3:00 p.m.

Member	Position	Feb 2017	May 2017	Aug 2017	Nov 2017
Damiean Sylvester	Law Enforcement representative, Benicia	CA	X	UA	
Garland Wong	STA TAC Appointee	X	CA	X	
Lisette Estrella-Henderson	School representative	X	UA	X	
Jim Antone	Air District Representative	X	X	X	
Mitch Romao	School Representative	X	CA	CA	
Kevin McNamara	STA PAC Appointee	UA	UA	UA	
Mike Segala	STA BAC Appointee	CA	CA	UA	
Gwen Owens	STA TAC Appointee	X	X	X	
Bela Matyas (Robin Cox/Tracy Nachand were present at the Feb. & May meetings.)	Public Health Representative	X	X	X	
Andrew White	Law Enforcement Representative, Suisun City	X	X	CA	

X = Present CA = Contacted Absence UA = Uncontacted Absence

SR2S-AC Bylaws state that “Members of the SR2S-AC that do not attend three scheduled meetings in succession and do not contact staff to indicate that they will not be present is considered to be an ‘un-contacted absence’ which may have their position declared vacant by the STA Board. Absence after contacting staff is considered a ‘contacted absence.’ Contacted absences and un-contacted absences shall be documented in the minutes of each meeting. If a SR2S-AC member has missed a combination of four contacted and un-contacted absences in any one-year period, he or she will be sent a written notice of intent to declare the position vacant. If there is no adequate response before or at the next scheduled meeting, and based upon a recommendation from the SR2S-AC, the position may be declared vacant by the STA Board.

Recommendation:

Informational.