



100 Webster Street, Suite 300  
Oakland, CA 94607  
(510) 540-5008  
[www.altaplanning.com](http://www.altaplanning.com)

# Town of Mammoth Lakes Multi-Modal Vision Plan

## Scope of Services and Fee Proposal

Revised October 10, 2016

Alta proposes to develop a Multi-Modal Bicycle, Pedestrian, Transit and Parking Vision Plan to help the Town of Mammoth Lakes plan for the efficient movement of residents and visitors, maximize mobility choices, and encourage alternatives to personal car trips.

The overarching objective of this effort is to support a vision for Mammoth as a premiere year-round outdoor recreation destination where residents and visitors can leave their cars parked and utilize a system of transit, trails, and shared mobility options to seamlessly access all key destinations.

Several questions will be studied during this process:

1. How can residents and visitors access areas within and beyond Town boundaries without using their cars?
2. What strategies should the Town adopt to reduce automobile dependence in light of currently planned development and future buildout?
3. Where should priority parking and transit hubs be located, and what are potential traffic and other impacts of those facilities?
4. How can the trail network and other active transportation options be most effectively integrated with the parking and transit hubs?
5. What role do shared mobility options such as car share, ride share, and bike share have in supporting transit routes with on-demand service?
6. How should the Town implement policy updates to accommodate the emergence of new modal technologies such as electric bikes while anticipating their effects on public lands?
7. What technology tools can support these strategies in providing mode choice information and create a seamless experience for the user in accessing destinations?

Our process for this project is based on a centerpiece collaborative effort where the Alta Planning + Design Team would hold a **weeklong charrette** in Mammoth Lakes to meet with stakeholders and gather input, gain an on-the-ground understanding of destinations and connections, develop the draft Vision Plan, and share it with the public in a compressed, highly-collaborative session.

The following is a proposed scope for the project that expands on the general scope provided through written and phone conversations with the Town of Mammoth Lakes. Our team is flexible in our approach, and we look forward to working with the Town to finalize the scope tasks and level of effort through contract negotiations.

## Scope of Work

### Task 1 – Baseline Conditions Analysis

The Alta team will convene a kickoff conference call to set the schedule and expectations for the project, and provide a list of data needs for the project. The Alta team will review available data and studies outlining the current conditions related to the existing streetscape, zoning, traffic, multi-modal transportation, and parking in the study area. In addition we will prepare base maps based on the “as-built” documents or GIS mapping provided by the Town. Specific items to be reviewed are as follows:

- A proposed “study area” to be provided by the Town including supporting GIS data sets
- Draft Mobility Element;
- Trail System Master Plan and associated GIS data sets and maps;
- Devils Postpile National Monument Management Plan;
- Capital Improvement Plan;
- Parking & Snow Management Study;
- 2016 Hart Howerton Planning work;
- District Planning Information;
- Town cumulative project list and map;
- Zoning of the project area (existing and proposed);
- Traffic conditions (daily volume compared to capacity planning level analysis) within the study area; and
- As-built documentation as it relates to pavement (number of lanes, widths, and lane purpose), sidewalks, planting strips, medians, right of way, furnishing and planting detailing.

The analysis will allow development of a framework of issues and opportunities to explore during the design workshop.

**Client responsibilities:** Client will provide digital copies of all applicable plans and reports. No new data will be collected by the Consultant as part of this scope.

**Deliverables:** Minutes from kickoff meeting; base map of the project area to be used during the charrette; brief memo synopsis of issues, challenges, opportunities, and desires resulting from the stakeholder sessions; and a list of comments, and questions to be provided to the Town prior to the Charrette.

## Task 2 – Design Charrette

**2.1 Design Charrette** - The Alta team will facilitate an on-site weeklong design charrette concentrating on balancing the transportation needs and future alternatives for Mammoth Lakes. **Alta will provide 7 staff for the charrette:**

- 1 Lead Facilitator (Jeff Olson)
- 2 Multi-Modal/Active Transportation Experts (Brett Hondorp, Jeff Knowles)
- 1 Transit Expert
- 1 Parking Expert
- 2 graphics / mapping / support staff

A general charrette schedule for the week would be as follows:

### ARRIVAL: Sunday

1. Our team will arrive by Sunday evening to prepare for the week ahead

### DAY 1: Monday

1. On Monday morning our team will convene with Town staff to confirm the week schedule and adjust any activities / timings / agendas as needed. A site tour to key destinations will be held to help the team understand issues and opportunities.
2. The remainder of the day our Team will brainstorm ideas and begin to develop ideas and concepts for Mammoth Lakes.
3. At the end of the day, the Team will facilitate an evening **Public Kickoff Meeting** to inform the community of the project, its goals and objectives, and to conduct a strengths, weaknesses, and opportunities visioning exercise for mobility in Mammoth Lakes. The presentation will include ideas and best practices from other peer recreational destination communities.

### DAYS 2 and 3: Tuesday and Wednesday

1. On days 2 and 3 our team will work with Town staff and Stakeholders in a collaborative effort to explore ideas and develop options that will include the following:
  - a. Existing and future activity generators;
  - b. Current and projected visitor levels;
  - c. Current travel mode choice and capacities;
  - d. Parking locations;
  - e. Transit hubs, routes, and capacities;
  - f. Dedicated transit lane on SR-203 serving Main Lodge
  - g. Trails and other active transportation facilities (including trailheads)
  - h. Nexus between the Town and the national scenic trails (Pacific Crest Trail/John Muir Trail)
  - i. Concepts for downtown / neighborhood gateways where appropriate;
  - j. Potential opportunity areas and concept designs for those areas; and
  - k. Development of integrated multi-modal transportation vision plan, including plan view maps, street cross sections, and photo-simulations.

During these two days we will schedule **meetings with specific stakeholder groups** to learn issues, opportunities, challenges, and desires of the various stakeholders with regard to existing and future mobility needs in and around Mammoth Lakes. For efficiency we will try to hold as many meetings as drop-in at the charrette site as possible, but our staff will also be available to meet one-on-one with stakeholders at a location of their convenience to ensure broad participation. It is anticipated that stakeholders to be interviewed would include, but not be limited to, the following groups:

- Town and County staff (planning/economic development, engineering, public works, utilities, Town Manager, airport);
  - Elected Town Officials;
  - Elected County Officials;
  - National Park Service (Devil's Postpile NM / Yosemite NP);
  - US Forest Service (Inyo National Forest);
  - Eastern Sierra Transit Authority
  - Yosemite Area Regional Transportation System (YARTS) (managed by Merced COG);
  - Local Transportation Commission (LTC)
  - Board and Staff Representatives of Town Commissions (PEDC, Recreation, etc)
  - Board and Staff Representatives of Town NGOs (MLR, MLT, MLH, etc)
  - Red's Meadow Resort;
  - Mammoth Mountain Ski Area / Bike Park;
  - Lodging industry;
  - Local business representatives;
  - Neighborhood representatives;
  - Caltrans District 9 representatives; and
  - Any other Town-identified stakeholders.
2. On both days 2 and 3, we will host a late afternoon open "pin up" with the client and stakeholders to present the work of the day and take comments and questions and engage people in our process. During the pin-up sessions our team will present the draft concepts to Town staff and invited stakeholders to elicit input and direction on proposed improvements and enhancements. Feedback received during the pin-ups will help our Team refine the concepts toward the draft set of vision plan options and strategies.

#### DAY 4: Thursday

1. Our work on Thursday will be focused on synthesizing the input we have heard during the week into a set of options for the draft multi-modal Vision Plan.
2. On the evening of the fourth day, the Team will present a set of proposed strategies and recommendation options for the Town in a Public Workshop. This will include an overall schematic plan; potential blow ups of critical areas; recommended parking, transit, and active transportation facilities, programmatic recommendations, and photo simulations of select areas suitable for presentation (up to five). We will discuss benefits and trade-offs of each option, along with potential impacts, cost considerations, and responsible

implementers. Feedback from the Thursday public workshop will help our team understand priorities and direction on the various options moving into the draft plan.

DEPARTURE: Friday

1. Our team will depart on Friday, using the morning to gather any additional photos, fieldwork or data to inform our next steps.

**2.2 Post Charrette Synopsis Memorandum:** At the conclusion of the charrette, the Alta Team will package the draft elements developed during the charrette into a final refined PowerPoint Presentation and Charrette Summary Memorandum. These materials will summarize the weeklong charrette process, including stakeholder groups consulted with and key themes of input, major opportunities and challenges, refinement of improvement concepts leading to the recommended strategies and vision, and input heard at the final charrette presentation. These materials will form the basis for development of the Draft Vision Plan.

**Client Responsibilities:** Studio space for the design charrette within the study area that can be accessed by the team from 8 am until 9 pm. Client to assist in identification of stakeholders and send invitations to the stakeholder meetings.

**Deliverables:** Alternative concepts, master plan of transportation improvements; sketches of proposed streetscape recommendations. Slides of materials to be used in a PowerPoint that will be presented at the conclusion of the design charrette. (Town to determine the audience). Refined PowerPoint presentation and Summary Memo incorporating comments received at the final charrette presentation.

### Task 3 – Multi-Modal Vision Plan

Following the charrette, Alta will work with staff to refine and develop a preferred set of vision elements to move forward for the Vision Plan. This document will take the form of a highly illustrative master plan, showing an overall plan graphic of the recommended plan and specific enhancement locations; concept site plans for transit and parking facilities; refined photo-simulations from charrette; and supporting narrative. A placeholder for an opinion of probable cost table for the proposed streetscape enhancements will be included and filled in once concurrence on the draft report is reached.

**Client Responsibilities:** One set of compiled comments within two weeks of draft submittals; up to two rounds of revisions are included per document.

**Deliverables:** Draft and revised Vision Plan, and all native files (GIS, AutoCAD, InDesign, or any other native file formats) will be delivered to the City.

## Task 4 – Final Reports, Cost Estimates, and Implementation Strategy

**4.1 Cost Estimates and Implementation Strategy** – The Team will develop estimates of probable costs for the mobility recommendations proposed. The team will use the best available infrastructure, operational and programmatic cost data to develop the cost estimates for the transportation enhancements. In addition, a recommended implementation strategy outlining potential priority projects, potential “quick victory” early implementation projects, and funding mechanisms will be developed. This information will then be incorporated into the final documents for submission and review by the Town.

**4.2 Final Documents** - Final documents will be compiled and submitted to the Town for review and comment. One round of review comments will be addressed.

**4.3 Final Presentations** – The Team will prepare for and conduct a final presentation of the recommended plans and policies. It is anticipated that the presentation will be to Town Council at a regularly scheduled meeting. We can also arrange additional presentations to stakeholder groups within the same visit to discuss the Vision Plan if desired by staff.

**Deliverables:** Final Vision Plan; draft and final PowerPoint presentations for Town Council.

### Fee Estimate and Schedule

Task	Budget	Schedule
Data Collection / Baseline Conditions	\$9,500	October 2016
Design Charrette	\$55,000	November 2016
Refinement and Draft Vision Plan	\$9,000	January 2017
Final Plan and Presentations	\$15,500	February 2017
Expenses and Travel	\$5,000	
<b>TOTAL</b>	<b>\$94,000</b>	