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March 19, 2024

Andrew Simmons, P.E, City Engineer
City of Coachella
53990 Enterprise Way
Coachella, CA 92236
asimmons@coachella.org

Re: Contract Amendment - ATP Cycle 7 Grant Writing, Outreach, and Graphics

Dear Mr. Simmons,

On behalf of Alta Planning + Design (Alta), I am pleased to submit this proposal to assist the City of Coachella (City), in applying for Caltrans Active Transportation Program (ATP) Cycle 7 funding, providing grant writing, public engagement support services, graphics, and additional project management. We will build on the grant application we supported the City with during the Cycle 6 call for projects. This amended scope should be regarded as an extension of the current scope and fee and not as a replacement for any agreed-upon activity.

Alta will be responsible for completing one (1) ATP application for submission to the California Transportation Commission to be eligible for statewide funding. In addition, we will lead public outreach and engagement activities and graphic design in support of the application effort. A scope of work and fee to complete this task is included with this letter.

Should you have any questions or desire additional information please do not hesitate to contact Vincent Hellens at vincenthellens@altago.com or Kristin Haukom at kristinhaukom@altago.com.

Sincerely,

Kristin Haukom
Senior Associate

Vincent Hellens
Principal

Scope of Work

Task 1. Project Management and Coordination

Alta will meet with the City via phone/video throughout the application process to coordinate information, materials, and communicate application progress. Four meetings are anticipated from kick-off through application submittal.

Task 1. Deliverables

- Up to four (4) coordination meetings

Task 2. Public Outreach and Engagement for Connect Coachella ATP Application

In an effort to document public input for the Connect Coachella project, Alta will conduct one (1) community workshop during the early evening at a location convenient to the public, such as the Coachella Library. Alta will work with the City to confirm the date and location, but it is assumed that the City will secure the location venue.

Alta will create a simple postcard flyer to advertise the workshop. The postcard flyer will be created so that it can be used for mailings (if project budget allows), handouts, and posting to social media channels. It is assumed that the City will help promote the workshop through its usual channels.

Alta will create a short video giving a project overview, showing the project location and extents, and imbedding photo simulations/renderings that can be included as attachments in the actual application. The video itself will also support public outreach efforts.

Alta will prepare up to four (4) public facing boards for the workshop. The purpose of the boards will be to illustrate the project to the public and provide opportunities for public input (such as a simple voting exercise). Alta will have up to three (3) project staff at the workshop to help answer questions. All workshop materials will be created in English and Spanish, but it is assumed that the City will provide interpreters.

In addition, Alta will create a simple survey using an online platform like Survey Monkey, to solicit input about the project. Findings from the survey will be included in the ATP application narrative.

Alta will create a short video giving a project overview, showing the project location and extents, and imbedding photo simulations/renderings (up to 6) that can be included as attachments in the actual application. The video itself will also support public outreach efforts.

Finally, we propose to table two (2) pop-up booths at community events, such as a farmers market. Our proposed pop-up outreach provides an opportunity for members of the community to learn about the project and provide input while continuing with their daily lives. This targeted outreach can capture a much wider and more representative sample of residents and allows for more informal, but often more meaningful input.

Task 2. Deliverables

- One (1) workshop and materials

- Simple survey
- Two (2) pop-up activities
- Short project overview video

Task 3. Active Transportation Program Application for Connect Coachella

Alta will assist the City in completing one (1) ATP grant application for *the Connect Coachella project*.

Task 3.1. Application Part A

Alta will complete Part A of the Cycle 7 application. This includes the following sections:

Section	Notes
Part A1: Applicant Information	
Part A2: General Project Information	
Part A3: Project Type	
Part A4: Project Details	
Part A5: Project Schedule	
Part A6: Project Funding	
Exhibit 22-G PPR	
Part A7: Funding Criteria	

Task 3.2. Application Part B

Alta will complete Part B of the Cycle 7 application. This includes the following sections:

Section	Notes
Part B: Narrative Question #1, Disadvantaged Communities	
Part B: Narrative Question #2, Potential for Increased Walking and Bicycling	
Part B: Narrative Question #3, Potential for Reducing Fatalities and Injuries	
Part B: Narrative Question #4, Public Participation	Alta will advise on Public Outreach to be conducted in advance of the application.
Part B: Narrative Question #5, Context Sensitive	
Part B: Narrative Question #6, Leveraging Funds	
Part B: Narrative Question #7, Scope and Plan Consistency	
Part B: Narrative Question #8, Conservation Corps Coordination	Assume City will handle, but Alta can support.

Task 3.3. Application Part C

Alta will complete Part C of the Cycle 7 application. This includes the following sections:

Section	Notes
Part C: Application Attachment A, Application Signature Page	Assume City will handle.
Part C: Application Attachment B, Engineer's Checklist	
Part C: Application Attachment C, Project Location Map	
Part C: Application Attachment D, Project Map/Plans Showing Existing and Proposed	
Part C: Application Attachment E, Photos of Existing Conditions	
Part C: Application Attachment F, Project Estimate	
Part C: Application Attachment G, Non-Infrastructure Work Plan	
Part C: Application Attachment H, Plan Scope of Work	N/A
Part C: Application Attachment I, Letters of Support	Alta to supply template. City will request these from relevant stakeholders.
Part C: Application Attachment J, Exhibit 22-F State Funding	

Task 3. Deliverables

- One (1) completed Application Part A
- One (1) completed Application Part B
- One (1) completed Application Part C

Task 4. Grant Application Compilation and Submittal

Alta will compile the above application document sections and provide to the City for final approval prior to submittal. Upon approval, Alta will submit the final application via the ATP application website.

Task 4. Deliverables

- One (1) submitted final application

Total Fee = \$41,785