

## **RESOLUTION NO. 2016-18**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK APPROVING TASK ORDER 2016-01 WITH W-TRANS FOR A REGIONAL TRAFFIC FEE STUDY (CITY PROJECT 2016-04) AND AUTHORIZING THE FINANCE DIRECTOR TO TAKE RELATED ACTIONS**

**WHEREAS**, the City of Rohnert Park's (City's) General Plan includes policies that require new development to mitigate its impacts to the extent feasible; and

**WHEREAS**, the Environmental Impact Reports adopted by the City for its various Specific Plan and Planned Development Areas include mitigation measures that provide the mitigation of regional traffic impacts to the extent feasible; and

**WHEREAS**, the City's adopted Public Facilities Fee Program provides a mechanism for fully funding the impacts of all development in the region on regional transportation facilities within the City limits; and

**WHEREAS**, the City has entered into an Agreement with the Sonoma County Transportation Authority to collect a regional traffic impact contribution of \$3,500 from the developer of the University District as an estimate of the cost of mitigating regional traffic impacts until a formal nexus study is completed; and

**WHEREAS**, the City has included provisions for a regional traffic impact contribution in its Development Agreements with the University District, Southeast and Sonoma Mountain Village developers; and

**WHEREAS**, the City has entered into an Agreement with Sonoma County to complete a nexus study for a regional traffic impact fee; and

**WHEREAS**, the City has asserted a provision of its Development Agreement with the University District developer and secured a \$100,000 contribution to fund the cost of the nexus study; and

**WHEREAS**, the City has received a proposal from W-Trans for \$69,000 to perform the nexus study; and

**WHEREAS**, W-Trans has unique experience in the complex field of traffic modeling and trip allocation specific to the City of Rohnert Park as a result of completing several recent, relevant traffic analyses for development projects in the City; and

**WHEREAS**, the City previously awarded W-Trans a Master Services Agreement for traffic analyses and related work and approved an update to that agreement at its meeting on February 23, 2016; and

**WHEREAS**, the City Council considered Task Order 2016-01 with W-Trans at a duly noticed regular meeting on February 23, 2016.

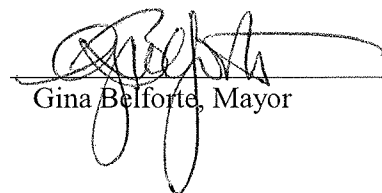
**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby authorize and approve Task Order 2016-01 with W-Trans in substantially similar form to Exhibit A which is attached hereto and incorporated by this reference (the "Amendment") subject to minor modification by the City Manager or City Attorney.

**BE IT FURTHER RESOLVED** that the City Manager is hereby authorized and directed to execute documents pertaining to same for and on behalf of the City of Rohnert Park, including the Agreement.

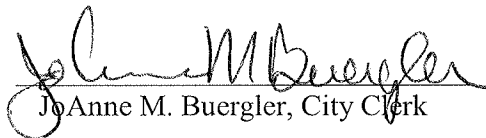
**BE IT FURTHER RESOLVED** that the Finance Director is hereby authorized to increase budgeted revenue in account 152-000-300-3234 and appropriations in account 310 – 1604-400-6101 from applicant deposits and reimbursements.

**DULY AND REGULARLY ADOPTED** this 23rd day of February, 2016.

**CITY OF ROHNERT PARK**

  
Gina Belforte, Mayor

**ATTEST:**

  
JoAnne M. Buerger, City Clerk

Attachment: Exhibit A

AHANOTU: Aye CALLINAN: Aye STAFFORD: Aye MACKENZIE: Absent BELFORTE: Aye  
AYES: ( 4 ) NOES: ( 0 ) ABSENT: ( 1 ) ABSTAIN: ( 0 )

**W-TRANS TASK ORDER NO. 2016-01  
CITY OF ROHNERT PARK  
AND  
W-TRANS**

**AUTHORIZATION TO PREPARE REGIONAL TRAFFIC IMPACT FEE STUDY**

**SECTION 1 – PURPOSE**

The purpose of this Task Order is to authorize and direct W-Trans to proceed with the work specified in Section 2 below in accordance with the provisions of the MASTER AGREEMENT between the City of Rohnert Park ("City") and W-Trans ("Consultant") hereto dated February 23, 2016, and authorized by Resolution 2016-16 ("Master Agreement").

**SECTION 2 – SCOPE OF WORK**

The items authorized by this Task Order are presented in Attachment "A" - Scope of Services, which is attached hereto and incorporated by this reference.

**SECTION 3 – COMPENSATION AND PAYMENT**

Compensation shall be as provided in the MASTER AGREEMENT between the parties hereto referenced in SECTION 1 above. The total cost for services as set forth in SECTION 2 of this Task Order shall be actual costs (time and materials) based on Consultants' standard labor charges in accordance with the provisions of the MASTER AGREEMENT and as shown in Attachment "A," which is attached hereto and incorporated by this reference, for an amount not-to-exceed \$69,000.

**SECTION 4 – TIME OF PERFORMANCE**

The work described in SECTION 2 of this Task Order shall be completed by **September 1, 2016**, or as extended by the City Manager.

**SECTION 5 – ITEMS AND CONDITIONS**

All items and conditions contained in the MASTER AGREEMENT for professional services between City and Consultant are incorporated by reference and remain in full force and effect.

Approved this 23th day of February, 2016.

*Signatures on Next Page*

Exhibit A

**CITY OF ROHNERT PARK**

**W-Trans**

\_\_\_\_\_  
Darrin Jenkins, City Manager (Date)  
Per Resolution 2016-18 adopted by the  
Rohnert Park City Council at its meeting  
of February 23, 2016

\_\_\_\_\_  
Name and Title (Date)

**ATTEST:**

\_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney



January 21, 2016

Ms. Mary Grace Pawson, P.E.  
City of Rohnert Park  
130 Avram Avenue  
Rohnert Park, CA 94928-2486

## **Proposal to Prepare a Regional Traffic Impact Fee Study**

Dear Ms. Pawson;

As requested, W-Trans is pleased to present this proposal to assist the City in developing a fee structure that would provide funding for all projects of regional significance within the City of Rohnert Park and its environs as well as the City of Cotati. It is noted that this fee would encompass impacts and improvements associated with development in the Cities of Rohnert Park and Cotati as well as surrounding areas in the County of Sonoma. The study is intended to meet the City's obligation to establish a regional traffic impact fee as set forth in several EIRs. The timing of this work is fortuitous as we will be able to build on the recently completed study establishing an updated Traffic Impact Fee for the City of Cotati.

The following scope of services is suggested to achieve a traffic impact fee structure that will provide adequate funding for the two cities and the County to construct projects that have already been identified through previous planning efforts. Note that this effort includes limited operational analysis. Instead, it builds on work done for various EIRs that have already identified the projects that would be included in the impact fee structure.

### **Study Area and Periods**

The study area will consist of the Cities of Rohnert Park and Cotati and the street network surrounding these two cities, generally described as beginning south of Santa Rosa and extending to Penngrove, and between Stony Point Road and Petaluma Hill Road.

Because operating conditions can be more critical during the morning peak hour than during the evening peak hour at some intersections, and because some types of uses (such as offices) have higher trip generation rates during the morning than during the evening, it is suggested that the analysis cover both weekday peak periods. This approach also gives the City more information that may be useful in establishing the basis of the fee.

### **Tasks**

1. A kick-off meeting has already been held, and information related to the existing fee structure subsequently provided. These documents will be reviewed in greater detail prior to initiating further work.
2. The list of improvement projects that will be necessary to accommodate anticipated future development in Rohnert Park, Cotati and its environs will be established based on information contained in the various EIRs prepared for development areas in Rohnert Park together with the City of Cotati's recently completed General Plan Update and other sources you suggest. We understand that the City can supply much of this information for Rohnert Park, though some refinements in surrounding areas may be needed. The list will be provided to City staff for review and concurrence.
3. A review will be performed of all of the recommended improvements to determine if any are potentially unnecessary; in other words, if the improvements are recommended because of a deterioration that barely drops over the threshold of significance, the calculations will be reviewed to determine if the level of growth assumed is realistic and the recommended project is the best improvement option. If appropriate recommendations will be provided to either drop a project completely or modify it to provide an adequate enhancement for less cost.

4. Once the list of projects is finalized, planning level cost estimates will be developed for all of the recommended improvements with assistance from City staff. If appropriate, we will request that a civil engineering firm be retained by the City (potentially through us) to assist with the cost estimates. Deductions will be applied as appropriate to represent anticipated outside funding, such as grants, Measure M, or Caltrans-funded projects. Deductions will also be identified to reflect projects that have already been completed, though the deduction may be applied *after* the fee structure is determined rather than before, depending on what arrangements the City has made with the developer. Projects identified to improve pedestrian and/or bicycle facilities will also be included.
5. The number of potential trips that will be generated by future development in the study area as determined by the SCTA model for Rohnert Park and surrounding County areas will be established, including up to eight different land use categories that could be separated geographically as well as by land use types. The categories and land uses estimates applied to the City of Cotati's trip fee will be used for this analysis as established for that study. This task includes coordination with SCTA's modeler to complete the necessary model runs.
6. Information sheets will be prepared for up to 30 projects to be included in the fee schedule that provide a location map, description, the estimated cost, the amount of that cost to be allocated to other sources, if appropriate, and what those sources might be, and the amount of the cost included in the impact fee program. Sheets already prepared for Cotati will be used for this project as well. Where feasible, the cost estimate will include line-item details such as square feet of paving or linear feet of sidewalk, so that the total extents of the project as conceived for this effort are clear.
7. An impact fee structure based on daily and/or peak hour trips and the projected costs for improvements will be developed that would provide adequate monies to fund all of the mitigation measures. The fee will initially be based on a flat rate across all three jurisdictions to determine the proportional share of improvements needed to accommodate regional development that would be assigned to each agency. The fee will then be broken down to show what portion of these costs are already covered by each agency's existing fee structure, and what additional amount (if any) should be borne by projects in the cities of Rohnert Park and Cotati to cover projects outside their boundaries.
8. The Project Manager will meet with you to go over the suggested fee structure, including the projects it would fund, at what level, and the trip rates used to establish fees for various land use categories. If the fee is deemed to be too high, we will work with you iteratively to adjust the level of funding or the distribution among various land uses to achieve a fee structure that you believe is adoptable.
9. The fee schedule will be adjusted and a draft report prepared that details all of the data collected, assumptions applied, procedures followed, projects to be included in the fee and the recommended fee structure, with appropriate tables, figures and appendices. A draft report will be submitted for staff review.
10. Up to 40 hours for meetings are included that could be used to coordinate the fee report with staff from the County of Sonoma and/or the City of Cotati.
11. Subsequent to incorporation of comments from City staff and potentially others, the final report will be produced.
12. The project manager will be available to attend two hearings at the City Council chambers (assumed to be one with the Planning Commission and one with the City Council).

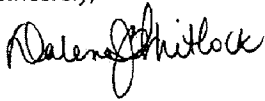
**Exclusions** – The scope of services includes only those items that are specifically identified above. Any additional services, such as requests for further analysis or responding to additional rounds of comments, if needed would be provided on a time and materials basis after receiving written authorization for the extra work.

## **Schedule and Budget**

The first iteration of the fee estimate can be submitted for your comments within approximately two to three months following establishment of the list of projects to be included. Our services will be conducted on a time and materials basis at the rates indicated on the enclosed sheet. Monthly invoices will be provided electronically unless a hard copy via mail is requested. The estimated maximum fee for this work is \$69,000. Details of the time estimated for the work are provided on the enclosed sheet.

Please forward documents for my signature if you wish to initiate work. This proposal will remain a firm offer for 90 days from the date of this letter. Thank you for giving us the opportunity to propose on these services.

Sincerely,

A handwritten signature in black ink, appearing to read "Dalene J. Whitlock". The signature is fluid and cursive, with the first name "Dalene" being more prominent.

Dalene J. Whitlock, PE, PTOE  
Principal

DJW/djw/RPA098.P1

Enclosures: W-Trans Fee Estimate  
2016 Fee Schedule

**Regional Traffic Impact Fee Study  
W-Trans Fee Estimate**

HOURS BY STAFF MEMBER							
Task	Dalene Whitlock	Zack Matley	Lauren Davini	William Petker	Tech/ Admin	Misc	Total Hours
Project Initiation	4	2	0	0	0	\$44	6
Develop List of Project	6	8	15	0	0	\$0	29
Develop Draft Fee Structure	58	54	77	22	0	\$3,041	211
Reports	25	21	18	18	5	\$54	87
Meetings	20	20	0	0	0	\$100	40
Hearings	10	0	0	0	0	\$101	10
Project Management	8	0	0	0	0	\$0	8
	131	105	110	40	5	\$3,340	391

FEE AT HOURLY RATES INDICATED							
Task	\$235	\$185	\$100	\$100	\$90	LS	TOTAL
Project Initiation	\$940	\$370	\$0	\$0	\$0	\$44	\$1,354
Develop List of Project	\$1,410	\$1,480	\$1,500	\$0	\$0	\$0	\$4,390
Develop Draft Fee Structure	\$13,630	\$9,990	\$7,700	\$2,200	\$0	\$3,041	\$36,561
Reports	\$5,875	\$3,885	\$1,800	\$1,800	\$450	\$54	\$13,864
Meetings	\$4,700	\$3,700	\$0	\$0	\$0	\$100	\$8,500
Project Management	\$1,880	\$0	\$0	\$0	\$0	\$0	\$1,880
	\$30,785	\$19,425	\$11,000	\$4,000	\$450	\$3,340	\$69,000





## Fee Schedule

### 2016 Staff Billing Rates

Position	Billing Rate (per hour)
Principal	\$200 – \$240
Associate Principal	\$180 – \$200
Senior Engineer/Planner	\$160 – \$180
Engineer/Planner	\$125 – \$145
Associate Engineer/Planner	\$110 – \$125
Assistant Engineer/Planner	\$90 – \$110
Technician/Administrative	\$85 – \$90
Intern	\$30 – \$80
Field Technician	\$20 – \$40

### 2016 Expense Charges

Item	Charge
Mileage	\$0.59/mile*
Services and Expenses	10% surcharge

These rates are valid for work initiated prior to December 31, 2016. Work initiated after January 1, 2017, and any subsequent year may be billed at the revised rates established for that year.

\* Mileage charge will be based on the IRS Standard Mileage Rate (set at \$0.54 for January through June 2016) plus 10 percent, rounded to the nearest cent.