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Agenda Item 17  
October 3, 2007  
File No. A -  
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600-20

**AGENDA BILL**

Subject: Approve Contracts for Trails Planning Project  
Written by: Danna Stroud, Tourism and Recreation Director

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**BACKGROUND:**

During the budget process for FY '07-'08, Town Council adopted Budget Policy Decision #12, which allocated \$100,000 towards a trails planning proposal that seeks to ensure the integration and stewardship of surrounding public lands.

With that approval, staff began a collaborative process with Mammoth Lakes Trails and Public Access (MLTPA) as well as the U.S. Forest Service (USFS) to define the scope of the planning project. Additionally, Mammoth Mountain Ski Area (MMSA) was consulted with regards to their role as a Funding Partner in this process - they also committed \$100,000 to fund this process.

The scope of the project was defined with a need to first work within the Town's urban growth boundary (UGB) to develop a master plan for trails and public access in Mammoth Lakes, utilizing the existing 1991 TOML Trails System Plan and a growing trails and public access data library developed by MLTPA. A second component to the project was the need to identify specific trail improvements on USFS lands that interface with the Town's boundaries.

Staff solicited proposals from five pre-qualified firms for services relating to a trails master planning project. Three of the five firms had other commitments that prevented them from doing the work. Two proposals were received for the trails master planning services needed for the project. The firms are Alta Planning + Design and Trail Solutions.

**ANALYSIS/DISCUSSION:**

Based on a review and evaluation of the proposals and interaction with the consulting staff that will be integrating with Town staff to administer

this project, staff recommends selecting Alta Planning + Design and Trail Solutions for this trails planning project.

In this project, Alta will provide the bulk of the work product. They will have four major tasks to complete: 1) establish goals and objectives for the Trails Master Plan; 2) background review and data gathering; 3) analysis and evaluation of existing trail facilities; 4) development of a trails master plan.

Task 1 of their scope will include participation in two Conceptual and Master Planning (CAMP) workshops organized by MLTPA to gain summer and winter trails input from the community. They will coordinate with MLTPA for outreach efforts including project website and public meetings. They will also coordinate efforts with local jurisdictional partners to confirm the project's goals and objectives are consistent among the partners. They will provide a task report summarizing the goals and objectives of the project.

Task 2 of their scope will primarily involve utilizing files and documents from existing sources to develop a base map of existing and proposed trails, bikeways and pedestrian facilities including the location of trailheads, public access points and key features including major destinations within town. Using GIS-based analysis, they will identify areas with potential for increased trail use in town and quantify potential transportation, recreation, environmental, health and economic benefits. They will produce a data report summarizing this information.

Task 3 of the scope will involve mapping and field verification of potential trails corridors. They will develop an opportunities and constraints map to illustrate potential trail corridors and systems and access points, including factors such as types of trails, condition of trails, types and condition of signage and way-finding, accessibility/ADA issues, safety and security issues, connectivity issues and trail user counts. From this data gathering, they will produce an existing trails report and develop an existing conditions database in partnership with MLTPA.

Their final task will be to identify a multi-user, multi-use trails and public access system – a trails master plan. The system will be a state-of-the-art network of destinations, access points and trails connecting the land areas on the community within the UGB. This master plan will include vision, goals and objectives, design guidelines, a trail facilities alignment and development plan, winter/summer seasonal use plan, implementation plan and data and concepts developed by Trail Solutions (separate contract). It will also include guidelines for operations and

maintenance, concepts for a wayfinding signage system, identification of potential capital costs plus identification of potential funding opportunities and development of a benchmarking system used to evaluate the performance of the trails system over multi-year periods.

The proposed cost of the Alta scope of the work is \$150,000.00.

The Trail Solutions portion of this planning process is much narrower in scope and will be administered through a separate contract. It consists of coordinating their findings and timeline with Alta. Their task is to produce a condition assessment and present initial concepts for recreational interface trails between the Town's UGB and USFS lands including access points, signage and in-town connections. Their scope also includes participation in two CAMP workshops and a coordinated public outreach effort with MLTPA. The proposed cost of the Trail Solutions scope is \$31,000.

The timeline for the completion of this trails planning project is June 2008. The completion of the project will include reviews by the Planning Commission and Tourism and Recreation Commission, with final adoption by Town Council. TOML staff will be responsible for the environmental review (CEQA) portion of the project, which is not included in the consultant contracts. With the completion of this planning project, an implementation schedule will be developed and pursuit of funding opportunities will begin in order to complete a comprehensive and connected trails system within the Town's UGB.

### Options Analysis

#### **Option 1:**

1. Authorize the Trails Planning Project contracts with 1) Alta Design + Planning and 2) Trail Solutions.
2. Authorize Town Manager to execute the contracts.

#### **Option 2:**

Do not award the contracts at this time.

### **VISION CONSIDERATIONS:**

The recently adopted General Plan confirms that Mammoth Lakes is committed to providing the very highest quality of life for residents and

the highest quality of experience for its visitors. It also places a high value on being a premier year-round resort community based on diverse outdoor recreation, multi-day events and an ambiance that attracts visitors. A comprehensive and connected trails and public access system is a necessary element to ensure this vision is upheld.

### **FINANCIAL CONSIDERATIONS:**

Budget Policy Decision #12 approved increasing the deficit in the DIF administration account by \$70,000 and reallocating \$30,000 from the LTC budget in order to commit \$100,000 towards a trails planning process. It is intended that \$25,000 of the Town's \$100,000 commitment be used to establish a contracted relationship with MLTPA for ongoing specific services relative this planning process.

The cost of the two planning contracts is \$181,000. MMSA has committed \$100,000 towards this process through MLTPA. MLTPA has secured an additional \$25,000 from private entities for the planning process. A combined total of \$200,000 has been committed to the planning process (TOML/MMSA/MLTPA), in addition to the \$25,000 contractual services contract with MLTPA.

Through an agreement with the Town, MLTPA will pass along the necessary funds to the Town in order to finance the planning project. The consultant contracts will be administered and managed by Town staff.

### **ENVIRONMENTAL CONSIDERATIONS:**

It is intended for this planning project to go through an environmental review process (CEQA). This effort will be coordinated by TOML staff and is outside the scope of the consulting agreements.

### **LEGAL CONSIDERATIONS:**

A separate contractual agreement with MLTPA will identify specific services relative to the planning process.

**RECOMMENDATION:**

It is recommended that the Town Council approve:

**Option 1:**

1. Authorize the Trails Planning Project contracts with 1) Alta Design + Planning and 2) Trails Solution.
2. Authorize Town Manager to execute the contracts.