

Four Cities Coordinated Stevens Creek Trail Feasibility Study

Preliminary Project Schedule

PROJECT TASK	WEEK of COMPLETION
I. PROJECT START-UP and IDENTIFICATION of TRAIL ALIGNMENT ALTERNATIVES	
• Collect Data and Review Background Documents	Complete
• Attend Kick-off Meeting with City Staff (Mtg. #1A)	July 10
• Attend Meeting with Working Group (Mtg. #1B)	August 20
• Develop Base Maps	Complete
• Conduct Site Visits with Subconsultant Team	September 24
• Document Site Conditions	September 24
• Attend Meeting with Staff (Mtg. #2A)	October 8
• Working Group Meeting to Select Citizens Working Group (Mtg. #2)	October 8
• Develop Agency Contact List	Ongoing
• Identify Any Additional Technical Data Needs	Ongoing
• Develop Existing Conditions Summary - Areas that May Support Trail Development	November 1
• Review Existing Conditions Summary and Plan 1 st Public Meeting with Citizens Working Group and Staff (Mtg. #3A)	November 1
• Review Existing Conditions Summary & Plan 1 st Public Meeting with Working Group (Mtg. #3B)	November 12
• <i>Conduct 1st Public Meeting to Gather Input on Potential Trail Alignments</i>	<i>November 14</i>
<u>Phase I Deliverables</u>	November 1
Report: Inventory of Stevens Creek Trails, Plans and Policies	
Mapping: Full Range of Alignment Alternatives and Existing Conditions	
Project Bibliography	
Attendance at 2 Staff Meetings	
Attendance at Subconsultant Kick-off Site Visit	
Attendance at 1 Community Meeting	
3 Meeting Agendas	
3 Meeting Summaries	
II. SITE ANALYSIS and PRELIMINARY ALIGNMENT CONCEPTS	
• Develop Preliminary Feasibility Criteria and Evaluate Site Conditions	December 3
• Develop Preliminary Trail Alignments and Crossings Concepts	December 3
• Conduct Project Team Meeting to Refine Concepts	December 3
• Prepare Narrative for Each Trail Alignment	December 3
• Solicit Input on Preliminary Alignments and Crossings Concepts from Agencies	Nov/Dec
• Review Preliminary Trail Alignments and Crossings and Plan 2 nd Public Meeting with Citizens Working Group and Staff (Mtg. #3A)	December 6
• Refine Trail Alignments and Crossings Concepts based upon Agencies' Comments	December 10
• Attend Meeting with Working Group (Mtg. #3B)	December 10
• <i>Conduct 2nd Public Meeting to Present Initial Feasibility of Preliminary Trail Alignments and Analysis of Crossings within the Stevens Creek Park Chain lands and other Open Space</i>	<i>January 7</i>
• Review Public Meeting and Agency Comments and Plan 3 rd Public Meeting with Citizens Working Group and Staff (Mtg. #4A)	January 10

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PROJECT TASK	WEEK of COMPLETION
• Review Agency Comments with Working Group (Mtg. #4B)	January 14
• <i>Conduct 3rd Public Meeting to Present Initial Feasibility of Preliminary Trail Routes and Analysis of Crossings along City Streets</i>	<i>January 28</i>
• Refine Trail Alignments and Crossings Concepts based upon Community Input	February 12
• Continue Outreach to Agencies and Incorporate Comments into Alignments	Jan/Feb
• <i>Conduct 4th Public Meeting to Present All Refined Trail Alignments and Crossings</i>	<i>March 2013</i>
• Review Public Comments and Determine Most Feasible Alignments for Inclusion in Feasibility Report w /Citizens Working Group and Staff (Mtg. #5A)	March 2013
• Review Public Comments and Determine Alignments for Inclusion in Feasibility Report with Working Group (Mtg. #5B)	March 2013
• <i>Conduct 5th Public Meeting to Gather Public Sentiment on Feasible Trail Alignments</i>	<i>May 2013</i>
<u>Phase II Deliverables</u>	May 2013
Feasibility Assessment Criteria	
Alignment Assessment Narratives and Maps	
Attendance at 6 Staff and Working Group Meetings	
Attendance at 4 Community Meetings	
10 Meeting Agendas	
10 Meeting Summaries	

III. ADMINISTRATIVE DRAFT TRAIL FEASIBILITY REPORT

Prepare and Submit Table of Contents	March 2013
Prepare Presentation and Graphics for Study Sessions	
<i>Present Trail Concepts at Four (4) Joint Bicycle and Pedestrian Advisory and Parks and Recreation Commission Study Session (Public Mtgs. #7-10)</i>	
<i>Present Trail Concepts at Four (4) City Council Study Sessions (Public Mtgs. #11-14)</i>	
Prepare and Submit Administrative Draft Trail Feasibility	June 2013
Receive Comments on Administrative Draft Trail Feasibility (3 weeks)	July 2013
Attend Meeting to Review Staff Comments on Admin. Draft Report (Mtg. #6A)	July 2013
Attend Meeting to Review Working Group Comments on Admin. Draft Report (Mtg. #6B)	Aug. 2013
<u>Phase III Deliverables</u>	August 2013
• Trail Alignments Concepts Presentation and Graphics	
• Maps, Cross-sections and Perspective Illustrations	
• PowerPoint Presentation	
• Attendance at 8 Study Sessions	
• Administrative Draft Trail Feasibility Report	
• Attendance at 2 Meetings	
• 2 Meeting Agendas	
• 2 Meeting Summaries	

IV. DRAFT TRAIL FEASIBILITY REPORT

Prepare and Submit the Draft Trail Feasibility Report	September 2013
Receive Comments on Draft Trail Feasibility (3 weeks)	September 2013
Prepare Presentation and Graphics for Public Meetings	September 2013
<i>Conduct 6th Public Meeting to Present the Draft Trail Feasibility Study</i>	<i>October 2013</i>

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Present Draft Feasibility Report at Bicycle & Pedestrian Advisory Committees (Mtgs. #15-18)	TBA
Present Draft Feasibility Report at Parks and Recreation Commissions (Mtgs. #19-22)	TBA
Present Draft Feasibility Report at City Council (Public Mtgs. #23-26)	TBA

PROJECT TASK	WEEK of COMPLETION
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Phase IV Deliverables	November 2013
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- Draft Trail Feasibility Report
- Feasibility Report Presentation and Graphics
 - Maps, Cross-sections and Perspective Illustrations
 - PowerPoint Presentation
- Attendance at 1 Community Meeting
- Attendance at 12 Public Meetings
- 1 Meeting Agenda
- 1 Meeting Summary

V. FINAL TRAIL FEASIBILITY REPORT

Attend Meeting to Review Comments Received during BPAC and P&R Commission and City Council Meetings (Mtg. # 7A)	January 2014
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Prepare and Submit the Final Trail Feasibility Report	January 2014
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Phase V Deliverables	January 2014
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- Final Trail Feasibility Report
- Attendance at 1 Staff Meeting
- 1 Meeting Agenda
- 1 Meeting Summary