



January 11, 2021

Mr. Paul Nadeau
 Director of Facilities Planning & Management
 Gilroy Unified School District
 7810 Arroyo Circle
 Gilroy, CA 95020

Proposal to Prepare Traffic Study for South Valley Middle School

Dear Mr. Nadeau;

W-Trans is pleased to provide this proposal to prepare a Traffic Impact Analysis (TIA) supporting the planned modernization of the South Valley Middle School located at 385 I.O.O.F. Avenue in Gilroy. Our proposal is based on the Gilroy Unified School District (GUSD) Request for Proposals dated November 19, 2020, our understanding of the project, and our experience with similar traffic studies in Santa Clara County. Our proposal includes an approach that will provide a document that can inform the stakeholders and GUSD staff.

We understand that the GUSD wishes to modify the campus by moving the school vehicular entry and exit points from I.O.O.F. Avenue to Murray Avenue as part of a campus modernization plan. The intent of moving the access points is to alleviate congestion on I.O.O.F. Avenue by shifting the school access further away from the neighboring Gilroy Prep School and the District maintenance and transportation department, both of which have primary access on I.O.O.F. Avenue. South Valley Middle School currently serves approximately 800 students. This level of enrollment is expected to remain into the future with the implementation of the campus modernization.

Project Team

W-Trans is a traffic engineering consulting firm with offices in Oakland and Santa Rosa. I will serve as the Principal-in-Charge for this study. I have more than 30 years of traffic engineering experience, including completing work on several projects in Santa Clara County. Kenny Jeong will serve as the Project Manager and be your primary point of contact. Kenny has also recently worked on traffic studies for other projects in Santa Clara County.

Tasks

1. Data Collection and Field Visit

Travel in Gilroy (especially near schools) are currently lower than normal as the region is observing a “shelter-in-place” order in response to the COVID-19 global pandemic. If used alone without any adjustments, traffic counts conducted during this period would have limited usefulness as any traffic data gathered during this pandemic period would not be representative of typical conditions. As such, we recommend collecting new traffic counts and then factoring them upwards to approximate current year traffic levels to replicate non-pandemic conditions. Potential data sources to be used as the basis of the factoring are historical traffic counts, General Plan (or similar documents) traffic projections and the Caltrans-maintained PeMS database.

W-Trans will conduct 24-hour volume counts along Murray Avenue between I.O.O.F. Avenue and Leavesley Road.

Field reconnaissance visits performed by W-Trans staff, will occur to coincide with the peak period turning movement counts. The purpose of this visit is to confirm data and information. We will observe and note the following:

- Roadway cross-sections
- User behavior
- Intersection lane geometry and configuration
- Traffic control devices

- Surrounding land uses
- Sight distances
- Locations of pedestrian, bicycle, and transit facilities

2. Technical Analysis

Trip Generation and Land Use Inventory

W-Trans will estimate the number of net-new trips added to the study area based on a three-step process; trip generation, trip distribution patterns, and trip assignment.

The trip generation for the weekday daily, a.m. and p.m. peak hours for the proposed development will be determined based on standard average trip rates published in the most recent edition of the Institute of Transportation Engineers' *Trip Generation*. The trip distribution for the proposed development will be confirmed with GUSD and City staff prior to beginning analysis. Trip distribution will be based on recent traffic analyses or travel forecast modeling conducted for the study area.

The trip distribution for the proposed development will be confirmed with either the City of Gilroy or GUSD staff prior to beginning analysis, including any assumptions regarding credits for pass-by, linked, or internal capture of the proposed project. Trip distribution will be based on anonymous home addresses of current (or projected future) student enrollment at South Valley Middle School. Trip assignments will be based on the origin and destination patterns evaluated in the trip distribution, and the likely route of travel for the net-new school trips to likely home addresses.

Site Circulation and Access

We will review and suggest improvements, if needed, for the following items:

- Efficacy of the proposed on-site circulation for motorized vehicles, pedestrians, bicycles, school buses, service vehicles, and emergency vehicles (e.g., fire trucks).
- Completeness of pedestrian and bicycle network on roadways and intersections adjacent to and nearby the project site. Analysis of pedestrian accommodations shall discuss sidewalks/pedestrian paths within the site and connectivity between the site and existing sidewalks.
- Evaluation of the vehicle access into and out of the project site from the proposed south driveway location. Using standards from either the Caltrans *Highway Design Manual* or the American Association of State Highway and Transportation Officials (AASHTO) *Green Book*, all vehicular access points serving the site will be evaluated for adequate sight distance, vehicle turning clearance, and safety considering prevailing vehicle speeds and other physical constraints.

Left-Turn Lane Warrant

At each proposed school driveway along Murray Avenue, we will evaluate the need for dedicated left-turn lanes by applying the Left Turn Lane Design Treatments for Left-Turn Lanes (Section 9.7.3) as shown in the Policy on Geometric Design of Highways and Streets (7th Edition, 2018) published by AASHTO.

Vehicle Miles Traveled (VMT) Analysis

We will use the guidance provided by the California Governor's Office of Planning and Research (OPR) in the publication Transportation Impacts (SB 743) CEQA Guidelines Update and Technical Advisory, 2018, to evaluate the proposed project's potential impact relative to its anticipated contribution to the regional VMT. We will recommend appropriate mitigation measures to reduce the projects anticipated VMT per capita, if needed.

3. Documentation

A draft report describing the assumptions, analysis, findings and recommendations will be produced. Appropriate figures and tables will be included. Based on one round of non-contradictory staff comments on the draft report, a final report will be prepared.

4. Meetings and Project Administration

W-Trans has planned and budgeted for two virtual meetings. These are assumed to be a kickoff meeting and one additional meeting with GUSD or City staff. Any additional meetings would be considered additional work and could be arranged through a contract amendment.

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

Staffing

Mark Spencer, PE – Principal-in-Charge

Mark Spencer is a Senior Principal and manager of the Oakland office, focuses on traffic analysis for multi-disciplinary projects, and excels at community engagement. He is registered in California as a Traffic Engineer.

Mark holds a B. Eng. in Civil Engineering from McGill University and an M.S. in Civil Engineering from the University of California at Berkeley. He has been working as a consultant in the Bay Area since 1990 and joined W-Trans in 2011. His work includes managing a wide array of transportation planning projects, from EIRs and Specific Plans to safe routes to school, parking, and neighborhood traffic management plans. He is often invited to present projects before community forums and elected officials and is recognized for his ability to present technical topics to both general and professional audiences. When asked what he does for a living, Mark will typically respond that, through transportation, he works to make communities better, safer and more livable. He also enjoys his role in mentoring and training staff.

Mark has been an active member of ITE since he was a Student Chapter President and then as an elected officer in the San Francisco Bay Area Section. He was Chair of the 2010 ITE Western District Annual Meeting in San Francisco and was elected to the Western District Board in 2014. He is currently the Western District International Director on the ITE International Board of Direction. Mark has presented papers at ITE and TRB Meetings on topics ranging from ITS to Parking Guidance Systems and ADA Training for Professionals.

Kenny Jeong, PE – Traffic Engineer/Project Manager

Kenny Jeong is a Traffic Engineer who manages traffic engineering studies for school sites and provides technical support for transportation improvement projects. He is registered in California as a Traffic Engineer.

Kenny received his B.S. in Civil and Environmental Engineering from San Jose State University. The Bay Area native began his consulting career immediately following graduation from SJSU contributing on Plans, Specifications and Estimates and traffic analysis reports for roadway improvement projects across the Bay Area. Kenny has a broad range of experience which includes working on multi-jurisdictional projects evaluating traffic operations using micro-simulation, roundabout analysis and planning, conducting traffic impact studies and reviewing school circulation issues.

Mr. Paul Nadeau

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Schedule and Budget

The draft report can be submitted to the GUSD for review within approximately two to three weeks following receipt of the fully executed task order. We anticipate that the final report would be completed approximately one to two weeks following the receipt of GUSD comments on the draft report.

Our services will be conducted on a fixed fee basis. Monthly invoices indicating the percent complete will be provided electronically unless a hard copy via mail is requested. The fee for this work is \$11,130 including traffic counts.

Please forward an executed Task Order to initiate work. This proposal will remain a firm offer for 90 days from the date of this letter. Kenny Jeong will be your primary contact for the work. Please call if you have any questions. Thank you for giving us the opportunity to propose on these services.

Sincerely,

A handwritten signature in black ink that reads "Mark Spencer". The signature is written in a cursive, flowing style.

Mark Spencer, PE
Senior Principal

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