



Western Regional Office
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Appendix I: Detailed Scope of Work for CalSPAN Active Transportation Technical Assistance Contra Costa County

Purpose

The TA Team will provide the County technical assistance in order to further develop complete streets improvements along Garretson Avenue in the unincorporated area of [Rodeo](#). The timeline for this assistance is September 2025, to May 2026. The TA Team, working in coordination with the County, will deliver the technical assistance as described below in accordance with the LOA to which this Appendix I is attached.

Project Overview

The technical assistance will advance Project ID 42 (Garretson Ave/Rodeo) as identified in the [County Active Transportation Plan](#). As this project is still in the early stages of conceptualization, the technical assistance will include a walk audit and safety assessment, community engagement events with the Rodeo Hills Elementary school community to garner feedback on desired improvements, recommendations to ease drop-off and pick-up congestion, and support for pedestrian and bicycle safety and mobility on Garretson Avenue and others areas in the school zone.

Project Scope

Task I: Site Analysis and Design Support. As requested and directed by the County, the TA Team shall:

- Conduct walkability audit and needs assessment at the school site and adjacent streets.
- Prepare a summary of relevant best practices in active transportation improvements adjacent to schools, including safe routes to school principles, to be shared with stakeholders and the local community. The best practices will include potential design ideas for a shared-use path for pedestrians and cyclists, parking reconfigurations, and ways to address school safety needs. (Note: the TA Team will share general design ideas, but will not provide any engineering services, including drawings or technical specs).
- Assess sidewalk improvements along 4th and 7th Ave and recommend traffic calming treatments to enhance safety and accessibility in the surrounding project area.

Task II: Community Education and Engagement Support. As requested and directed by the County, the TA Team shall:

- Assist County staff in designing and facilitating up to two community workshops and/or listening sessions, targeted towards the school community (students, parents, schoolteachers and administration, and neighbors). The content of the workshops will include active transportation tools and strategies to enhance safety and mobility near schools. These may include:



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- programmatic and non-infrastructure improvements to reduce traffic during pick-up and drop-off time
 - multi-use path design best practices and design considerations
 - implications for removal or reconfiguration of parking
 - safety, comfort, traffic calming, connectivity, and place-making
- Develop materials and templates for stakeholder engagement (flyers, presentations, maps, email surveys, etc.).
- Observe and collect participant feedback.
- Develop an educational webinar on the connection between active transportation and public health, offered to all our CDPH cohort of agency partners, including the Rodeo and County partners engaged in this project.

Task III: Policy and Funding Guidance. The TA Team shall:

- Identify potential funding sources for implementation (e.g. Federal Safe Routes to School program, Active Transportation Program, and One Bay Area Grant).
- If the County elects to pursue a grant application during the LOA term, the TA Team shall support County staff by editing and reviewing the narrative sections of any grant applications, provided such assistance can be delivered within the TA Team's budget and staff capacity for the Project.

Task IV: Data Evaluation and Tools. The TA Team shall:

- Share with County staff tools and methodologies for evaluating school access and safety.
- Develop an online survey to collect data on mobility challenges, needs, and opportunities adjacent to the school. County staff shall have final approval authority regarding the survey questions, language, format, and publication.