



APPENDIX A

Contact Letter, Survey Questionnaire & Fact Sheet





COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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DEAN D. EFSTATHIOU, Acting Director

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

April 4, 2008

Subject: California Statewide Local Streets and Roads Needs Assessment

To Whom It May Concern:

WE NEED YOUR HELP!

As you may be aware, cities and counties received only 10% of the recent \$20 billion transportation bond measure (Prop. 1B) despite the fact that the local streets and roads comprise 83% of the State's publicly maintained miles. This is partly because it has been difficult to document what the statewide local needs are for our transportation infrastructure.

To assist cities and counties in communicating their local streets and roads pavement and non-pavement needs to policy makers and to secure sufficient funding to adequately maintain them, we have selected Nichols Consulting Engineers, Chtd. (NCE) to undertake a comprehensive statewide needs assessment. For the first time, a systematic analysis of the streets and roads infrastructure needs for all local agencies in California is being performed. A fact sheet is included with this letter to provide you with an overview of the project.

We need your immediate assistance on the following three items:

- 1. Provide NCE with your agency's contact information if you are not the appropriate contact. This person(s) should be able to provide all the information requested in Items #2 and #3.**
- 2. Provide NCE with a copy of any recent studies that your agency has completed for your local streets and roads pavement and non-pavement assets. Examples include your pavement management and GASB 34 reports.**
- 3. Fill out the attached questionnaire and mail it to the address on the next page or fill out the questionnaire online at www.savecaliforniastreet.org.**

Nichols Consulting Engineers, Chtd.
Attn: Margot Yapp, P.E.
501 Canal Blvd., Suite I
Pt. Richmond, CA 94804
(510) 215-3620

It is essential that we have this data no later than April 30th, 2008. A NCE engineer will be in touch with you within 2 weeks to answer any questions you may have. Should you have any questions, please do not hesitate to contact Margot Yapp at (510) 215-3620 or at myapp@nce.reno.nv.us.

We appreciate your help in providing this information.

Sincerely,



Patrick V. DeChellis
Deputy Director/Project Manager
County of Los Angeles



Margot Yapp, P.E.
Vice President/Project Manager
Nichols Consulting Engineers, Chtd.

Enclosures: Fact Sheet
Survey Questionnaire

California Statewide Needs Assessment Survey Questionnaire

Your Contact Information

Agency: _____
County: _____
Contact Name(s): _____
Title: _____
Department/Division: _____
Address Line 1: _____
Address Line 2: _____
City: _____
Zip code: _____
Phone Number: _____
Email: _____

Are you in MTC's jurisdiction?

If your agency is within the Metropolitan Transportation Commission's (MTC) jurisdiction, you do not need to fill out this questionnaire. We will be contacting MTC directly for the regional needs.

Are you in Los Angeles or Orange County?

If your agency is within Los Angeles or Orange Counties, you will only need to fill out the non-pavement and funding sources & expenditures portions of this questionnaire.

Do you have reports that contain the information requested in this questionnaire?

If your reports contain the information requested, just send us the reports and databases. See instructions below for uploading your files.

If your reports do not contain this information, or you don't have a report, or you're not sure, please fill out the questionnaire.

To submit your survey questionnaire

You can submit your completed questionnaire in one of 2 ways:

1. Login to www.SaveCaliforniaStreets.org and fill out the questionnaire online. Instructions are on the website.
2. Or fill out and send this hard copy to:
Nichols Consulting Engineers, Chtd.
Attention: Margot Yapp
501 Canal Blvd, Suite I
Pt. Richmond, CA 94804
Phone: (510) 215.3620

To upload reports & databases

Go to www.SaveCaliforniaStreets.org and click on the "Participate in Study" button. Instructions are on the website.

**California Statewide Needs Assessment
Survey Questionnaire**

PART I: PAVEMENTS

A. Pavement Management System (PMS) Software

Question	Example Response	Your Response
1. Does your agency use Pavement Management System (PMS) software? (Y/N)	Yes	
2. If you answered "Yes" to the above question, indicate the PMS software name (MicroPaver, StreetSaver, Cartegraph, etc.)	MicroPaver	

If your reports contain the information requested, just send us the reports and databases e.g. Microsoft Access, SQL or Oracle database files.

B. Inventory Data

Include both paved and unpaved network. Do not include roads/streets maintained by other agencies e.g. Caltrans or private. If your database does not contain ALL the streets/roads, please indicate.

3. Centerline Miles, Lane Miles and Pavement Areas

Major Streets e.g. principal arterials, collectors	Centerline miles	42	
	Lane-miles*	168	
	Area (sq yards)**	1,182,720	
	% PCC (by area)	3.00%	
Residential/Locals (include alleys etc)	Centerline miles	90	
	Lane-miles*	225	
	Area (sq yards)**	1,584,000	
	% PCC (by area)	1.00%	
Unpaved e.g. dirt, gravel	Centerline miles	12	
	Lane-miles*	24	
	Area (sq yards)**	168,960	

*Lanes are defined as travel lanes only.

** Areas should include parking lanes, cul-de-sacs, turn pockets etc.

4. If your database does not contain all the streets/roads, explain:

Example Response: Database only contains principal arterials and collectors.

C. Pavement Distress Survey Procedures

If you use MicroPAVER or StreetSaver, you can skip this section.

Question	Example Response	Your Response
5. How is pavement condition rating calculated?	Developed in-house	
6. What pavement distresses do you collect for AC (Asphalt Concrete)?	alligator cracking, block cracking, patching, rutting	
7. What pavement distresses do you collect for PCC (Portland Cement Concrete)?	corner break, divided slab, faulting, spalling	
8. What other condition data e.g. ride quality or deflection data do you collect? Describe how this is used in analyses.	Deflection data only used at project level to determine overlay thickness.	

**California Statewide Needs Assessment
Survey Questionnaire**

D. Pavement Condition Ratings and Needs		
Question	Example Response	Your Response
9. When was the pavement condition data last updated?	2007 (arterials only) 2005 (collectors and residential)	
10. What is the pavement condition index/rating used (e.g. 0 -100, A - F)? Indicate worst to best.	0 - 100 0=failed, 100=excellent	
11. What is the average weighted pavement condition rating?	Overall Network	75
	- Major Streets	79
	- Residential/Locals	69
	- Unpaved	6
	Explain here if unpaved roads use a different rating scale	0 to 10 scale
12. Define Condition Categories and corresponding pavement rating ranges.		
Excellent	85 - 100	
Good	70 - 85	
Fair	50 - 70	
Poor	25 - 50	
Very Poor	0 - 25	

13. What are your pavement needs?		
Pavement Needs	5-Year Needs (\$)	25-Year Needs (\$)
Overall Network		
Major Streets		
Residential/Locals		
Unpaved		

**California Statewide Needs Assessment
Survey Questionnaire**

PART II: NON-PAVEMENT ASSETS				
14. Please identify your non-pavement assets.				
Non-Pavement Category*	Inventory (quantity)	Unit	Total Replacement Cost (\$)	How accurate is this information? (Accurate, Informed Estimate or Guess)
Storm Drains - pipelines		mi		
Other elements e.g. manholes, inlets, culverts, pump stations etc		ea		
Curb and gutter		ft		
Sidewalk (public)		ft ²		
Curb ramps		ea		
Traffic signals		ea		
Street Lights		ea		
Sounds Walls/Retaining walls		ft ²		
Traffic signs		ea		
NPDES (National Pollutant Discharge Elimination System) requirements		Lump Sum		
Other ADA compliance needs (not included in above)		Lump Sum		
Other physical assets or expenditures that constitute >5% of total non-pavement asset costs e.g. heavy equipment, corporation yards etc		ea		

* Use GASB34 reports if available. If information is not available or not applicable, indicate with "N/A".

**California Statewide Needs Assessment
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PART III. FUNDING SOURCES & EXPENDITURES

A. Actual/Estimated Revenues for All Transportation Activities

Please identify the total amount of recurring revenue received for transportation needs. This table should include all available revenue sources that are used for all types of transportation projects within your jurisdiction, not just pavement improvements. Examples of funds include: General Funds, Gas Tax, STP, Proposition 42, Prop. 1B, sales taxes, Assessment District, TEA, CMAQ, AHRP, SRTS, etc.

(Add more rows if needed).

Funding Source	Type of Funding (Local, State or Federal)	FY 2006/2007	FY 2007/2008	Annual Average FY 2008/2009 to 2012/2013
<u>15. Pavement related</u>				
Ex - Measure A sale tax	Local	\$425,000	\$450,000	\$520,000
<u>16. Non-Pavement Assets</u>				
Ex. Assessment District Sidewalks	Local	\$155,000	\$155,000	\$155,000

**California Statewide Needs Assessment
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B. Actual Expenditures			
Please report actual expenditures incurred in your jurisdiction.			
Treatment Type	FY 2006/2007	FY 2007/2008	Annual Average FY 2008/2009 to 2012/2013
17. Pavement related			
Preventive Maintenance e.g. crack seals, slurry seals etc			
Rehabilitation & reconstruction e.g. overlays			
Other (pavement related)			
Other Operations & Maintenance e.g. vegetation, cleaning ditches, sweeping etc			
18. Non-Pavement Assets*			
Storm Drains			
Sidewalk, Curb and gutter, ramps			
Traffic signals			
Street Lights			
Sounds Walls/Retaining walls			
Traffic signs			
NPDES (National Pollutant Discharge Elimination System) requirements			
Other ADA compliance needs (not included in above)			
Other physical assets or expenditures that constitute >5% of total non-pavement asset costs e.g. heavy equipment, corporation yards etc			

* Use GASB34 reports if available. If information is not available or not applicable, indicate with "N/A"



What is this study about?

This is a statewide study that will help us answer the following questions:

- What are the conditions of local streets and roads and non-pavement assets?
- What will it cost to bring them up to good condition?
- How much will it cost to ***maintain*** them in good condition for the next 25 years?
- Is there a funding shortfall? If so, what is it?

Our goal is to contact all 536 cities and counties in California to get this information.

Why is this study needed?

There is no comprehensive and systematic statewide approach to quantify local streets and roads needs statewide. Only 10% of the recent \$20 billion transportation bond measure (Prop. 1B) went to cities and counties, despite the fact that local streets and roads comprise 83% of the State's publicly maintained miles.



Who is sponsoring this project?

Many cities and counties contributed funding to this study, including the County of Los Angeles. The agencies listed below have accepted the leadership responsibility of completing this study on behalf of the cities and counties in California.

- California State Association of Counties (CSAC)
- League of California Cities (LOCC)
- County Engineers Association of California (CEAC)
- County of Los Angeles
- California Regional Transportation Planning Agencies (RTPA)
- California Rural Counties Task Force (RCTF)

The Oversight Committee is composed of representatives from each organization, with the County of Los Angeles, Department of Public Works acting as the Project Manager.

How is this information going to be used?

The results will be used to assist local and regional agencies in securing funding for their streets and roads infrastructure needs. It will also provide, for the first time, an analysis of the streets and roads infrastructure needs for all local agencies in California. Also, the standard needs assessment approach developed from this study will enable quicker and more efficient reporting of statewide needs in the future.



The results will be presented to the Governor and State Legislature as part of a plan to secure additional infrastructure funding for Cities and Counties.

Nichols Consulting Engineers, Chtd.

What will the website contain?

The website (www.saveCaliforniastreet.org) will contain information on the study and provide progress reports. We will also provide your agency with log-in information so you can upload information on your pavement and non-pavement assets for inclusion in this study.

How can Cities and Counties help?

We need information from your agency! Do you have a current needs assessment report that includes the following:

- Number of road and street lane miles maintained
- Pavement condition ratings/scores/indices
- Pavement maintenance treatments used by your agency and the corresponding trigger levels for each treatment
- Type of pavement management system used for analysis and prioritization
- Data on non-pavement assets (e.g. sidewalks, street lights, signals etc)
- Available revenues to maintain both pavements and non-pavement assets
- Funding shortfalls

Please provide us with the contact person who is responsible for both pavement and non-pavement assets in your agency. We will be in touch with them soon to obtain this information.

Who will perform this study?

Nichols Consulting Engineers, Chtd. has been selected to perform this study. The Project Manager is Ms. Margot Yapp.

When will this project be completed?

April 2009.

Who should I contact for more information?

Margot Yapp, P.E.

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myapp@nce.reno.nv.us
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