



**CITY OF SOUTH PASADENA  
MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION  
REGULAR MEETING AGENDA**

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030  
August 16, 2022 at 6:30 p.m.**

**IN-PERSON HYBRID**

*South Pasadena Mobility and Transportation Infrastructure Commission Statement of Civility*

*As your elected governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

Pursuant to Government Code Section 54953, subdivision (e) (3), meetings of the Mobility and Transportation Infrastructure Commission (MTIC) for August 16, 2022, will be conducted remotely and held by video conference.

The in-person/virtual hybrid meetings will maintain transparency and public access while protecting the health and safety of the public. Members of the public have the option to participate in-person or via Zoom using the following link:

Mobility and Transportation Infrastructure Commission  
**Zoom Meeting Information**  
**Meeting ID: 869 3515 6220**  
**Passcode: 997675**

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information accordingly;  
or
2. Click on the following unique Zoom meeting link:  
<https://us02web.zoom.us/j/86935156220?pwd=SmcvOHRZY2ZTQzVWNGZiFnFCZlI2Zz09>  
  
or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted to do so.

For additional Zoom assistance with telephone audio, you may find your local number at:  
<https://us02web.zoom.us/u/ky9n7bhtz>

**PUBLIC COMMENT AND SUGGESTIONS** (*Public Comments are limited to 3 minutes*)

The MTIC welcomes public input. If you would like to comment on this agenda item, members of the public may participate by means of one of the following options:

Option 1: Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during the comment portion of the agenda to speak for up to 3 minutes; or

Option 2: Email public comment(s) to: [mticpubliccomments@southpasadenaca.gov](mailto:mticpubliccomments@southpasadenaca.gov). **Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record.** Written Public Comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate: 1) your name (optional), and 2) what agenda item you are submitting public comment on, and/or 3) Submit by no later than 12:00pm., on Tuesday, August 16, 2022.

- CALL TO ORDER:** Chair Fisher
- ROLL CALL:** Commissioners: Lawrence Abelson, Eric Dunlap, John Fisher, and Kimberley Hughes
- CITY COUNCIL LIAISON:** Councilmember Jon Primuth
- STAFF PRESENT:** Ted Gerber, Public Works Director, Hasmik Korkis, Sr. Civil Engineer and Leaonna DeWitt, Public Works Assistant
- PLEDGE OF ALLEGIANCE:** Commissioner Hughes

**PUBLIC COMMENT**

**1. Public Comment – General**

**INFORMATION REPORTS**

**2. Project Status Update – PWD Gerber**

**ACTION / DISCUSSION**

**3. Slow Streets Program Recommendation**

**4. Approval of Minutes of the Regular Mobility and Transportation Infrastructure Commission Meeting on July 19, 2022**

**COMMUNICATIONS**

**5. City Council Liaison Communications**

**6. Commissioner Communications**

**7. Staff Liaison Communications**

**ADJOURNMENT**

**FUTURE MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION  
MEETINGS**

September 20, 2022	Council Chamber	6:30 p.m.
October 18, 2022	Council Chamber	6:30 p.m.
November 15, 2022	Council Chamber	6:30 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

Commission Meeting agenda packets are available online at the City website:  
<https://www.southpasadenaca.gov/government/boards-commissions/mobility-and-transportation-infrastructure-commission>

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.*

08/11/2022

/s/

Date

\_\_\_\_\_  
Leonna DeWitt

Public Works Assistant



# Mobility and Transportation Infrastructure Commission Agenda Report

ITEM NO. 2

**DATE:** August 16, 2022  
**FROM:** H. Ted Gerber, Director of Public Works  
**SUBJECT:** **Project Status Update**

## Recommendation

It is recommended that the Commission receive and file an update on the status of projects related to the City’s mobility and transportation infrastructure.

## Information

Public Works projects are generally divided into two areas: (1) Capital Improvement Program (CIP) projects and (2) routine or special Operations & Maintenance (O&M) projects. Ongoing or planned projects related to mobility and transportation infrastructure in both of these areas, along with their recent status, are listed in the tables below.

Capital Improvement Program (CIP) Projects	Project Status
Fair Oaks Traffic Signal Improvements Project	<p><u>No Change from July Status</u> This project installs fiber optic cable and devices along Fair Oaks, Huntington Drive, and Fremont Avenue, as well as a Traffic Management Center (TMC) at City Hall and Public Works offices at the Garfield Water Distribution Facility (WDF).</p> <p>Staff began training on the MaxView intelligent transportation systems. A meeting was held between the City and Metro to discuss the conversion of the existing radio-communication bus prioritization system to a wired system integrated into the new fiber optic network.</p>
Mission and Fremont Rectangular Rapid Flashing Beacons	<p><u>Updated Status</u> This project installs Rectangular Rapid Flashing Beacons (RRFBs) at Fremont Avenue and Lyndon Street, Mission Street and Diamond Avenue, and Mission Street and Fairview Avenue.</p> <p>The designer has completed the project plans and the specifications. Staff are planning to issue the bid for construction in Fall 2022.</p>

Capital Improvement Program (CIP) Projects	Project Status
Street Improvements	<p><u>Updated Status</u>            Staff completed one of several half-day site visits to each street improvement section with the design consultant for the Fiscal Year 2019-2020 street improvements, which are planned to be constructed in 2023. During the site visits, staff are considering construction and configuration alternatives, and working with the design consultant to finalize designs that will be included in the 2022-2023 solicitation package.</p>
Measure M Project Funding Requests	<p><u>Updated Status</u>            The modified project list was approved at the May 18<sup>th</sup> Council Meeting, submitted to the Arroyo Verdugo Committee Technical Advisory Committee the following day, and then submitted to the Arroyo Verdugo Committee Joint Powers Authority (AVCJPA) – which approved the list. Staff submitted project documents at the end of July to Metro seeking final funding approval in Fall 2022. Upon submittal and approval by Metro, the programmed projects will be represented as separate line items in this list. A discussion on the project recommendation for the 2023 submittal is scheduled for late 2022.</p>
Columbia Avenue Striping & Signal Improvements	<p><u>No Change from July Status</u>            Staff submitted project documents at the end of July to support the Measure M Multi-Subregional Program (MSP) project funding request for this work. Both South Pasadena and Pasadena are in general agreement on the striping configuration. Pasadena is in the process of stakeholder engagement to submit this project for funding as a Measure R Mobility Improvement Project (MIP). Striping improvements to the Northwest corner of Columbia Avenue at Orange Grove Boulevard will be implemented earlier as an O&amp;M project led by Pasadena with support from South Pasadena. This will include edgelines on the north and south sides of Columbia from Hillside Road to Orange Grove Avenue.</p>
Fremont/Huntington Mobility Active Transportation Project	<p><u>No Change from July Status</u>            Staff completed minor adjustments to the grant funding agreement and is routing the document for signatures. Once this process is complete, staff will complete solicitation for the initial phase of the project.</p>

Capital Improvement Program (CIP) Projects	Project Status
<p>City of Pasadena 'Stub' Relinquishment &amp; Transitional Project Development</p>	<p><u>Updated Status</u>            Caltrans approved a Relinquishment Approval Report during the June 2022 meeting of the California Transportation Commission (CTC). Pasadena is in the process of stakeholder engagement to inform the near-term improvements related to 'stub' transitional projects along the Pasadena Avenue corridor. One of these projects is the "Columbia Avenue Striping &amp; Signal Improvements" listed above.</p>
<p>Sidewalks Replacement &amp; ADA Ramps Upgrades</p>	<p><u>No Change from July Status</u>            On April 20<sup>th</sup>, staff brought an item to Council to program Community Development Block Grant (CDBG) program funds towards sidewalk replacement &amp; ADA ramps upgrades, which was approved. Existing funding is planned for up to twelve (12) intersection improvements along Meridian Avenue. Newly allocated funding is proposed for improvements in the Raymond Hill area. Total funding that has been allocated over fiscal years 2021-2022 and 2022-2023 is approximately \$300,000.</p>
<p>North-South Corridor Intelligent Transportation Systems (ITS) Deployment Project</p>	<p><u>No Change from July Status</u>            Staff is working with the design consultant to make minor refinements to the scope of work, and ensure the project work will continue to enhance traffic management along the Fair Oaks corridor, given the improvements installed during the current Fair Oaks fiber optic and signal devices project.</p>
<p>Farmer's Market Bollard System</p>	<p><u>No Change from July Status</u>            This future proposed project is listed in the 5-Year Capital Improvement Program (CIP) approved by City Council on June 1 2022. The project is scheduled for implementation in Fiscal Year 2023-2024. Staff will explore funding this project through a pedestrian improvement grant.</p>
<p>Fair Oaks SR-110 Interchange Loop/Hook On-Ramp</p>	<p><u>No Change from June Status</u>            Staff is facilitating the engagement of multiple professional services consultants to assist in the initial study work on this project. City Council approved these contracts at the July 27 Council meeting. City staff is coordinating a meeting with Metro and Caltrans, assisted by the selected on-call consultant, to discuss near-term study work and future Measure R Mobility Improvement Project (MIP) funding.</p>
<p>Fair Oaks SR-110 Interchange Loop/Hook Grevelia Off-Ramp</p>	<p><u>Updated Status</u>            See above "Fair Oaks SR-110 Interchange Loop/Hook On-Ramp" status.</p>

Capital Improvement Program (CIP) Projects	Project Status
Mission Street at Arroyo Drive Pedestrian Improvements	<p><u>Updated Status</u>            Staff met at the intersection with the design consultant and spent several hours reviewing various proposed configurations in the 60% design. The working design includes improved pedestrian crossings in each direction at the intersection, as well as bicycle lanes through Arroyo Drive, through Mission Street and into Stoney Drive, and through Pasadena Avenue. Installation is planned to be included as part of the Fiscal Year 2019-2020 Street Improvement Project in 2023.</p>

Operations & Maintenance (O&M) Projects	Project Status
2022 626 Golden Streets Mission to Mission Event	<p><u>No Change from July Status</u>            A debrief was held with members from each City and ActiveSGV reviewing survey data from the event and lessons learned. A final report from ActiveSGV is in development.</p>
2022 Slow Streets & Open Streets Program	<p><u>Updated Status</u>            After receiving scope recommendations from MTIC on May 17<sup>th</sup>, regarding a revised strategy for the 2022 Program, a proposed professional services agreement scope was drafted – and planned for Council approval. City staff held an economic development meeting with Mission business owners to gather feedback on the project scope. Based on a discussion with other City departments, the economic development meeting, and a review of the program implementation schedule – the Mission Street installation is planned for Spring 2023 and the residential installation is planned for November 2022. As such, the Council agreement approval is planned for September 7, 2022, and staff are seeking a recommendation to this effect from MTIC at the August 16<sup>th</sup> Commission Meeting. The parklet and furniture equipment have been shipped and are expected to arrive by September 2022.</p>
Neighborhood Traffic Management Program (NTMP) Implementation	<p><u>No Change from July Status</u>            Staff are planning to complete the functional implementation of this program, i.e. process infrastructure, and will bring the item to City Council for program adoption. Staff is facilitating the engagement of multiple professional services consultants to assist in traffic impact analysis work as part of this program – contracts were approved by Council on July 27.</p>

Operations & Maintenance (O&M) Projects	Project Status
<p>Ramona Avenue, Oak Street, Rollin Street, &amp; Fremont Avenue Traffic Management</p>	<p><u>Updated Status</u>            Public Works staff is working with Community Development staff to evaluate area specific plan documents in order to provide direction to Holy Family Church regarding traffic mitigation. Staff met with South Pasadena High School staff regarding the proposed implementation of a drop-off zone along Fremont Avenue, along with an edge line for southbound traffic. At this time, the drop-off zone does not seem to be a preferred alternative given its expected interference with the school's existing drop-off pattern. Staff are in the process of evaluating other recommendations from MTIC include a potential exclusive phase for pedestrians at the Bank/Fremont street crossing, and traffic control modifications to the Fremont/Rollin intersection, Diamond/Lyndon/El Cerrito intersection, and Ramona Ave between Oak and Huntington.</p>
<p>Meridian Avenue Traffic Management &amp; Safety Measures</p>	<p><u>Updated Status</u>            Staff have evaluated the site conditions and traffic data to discuss potential improvements to Meridian Avenue. This information was presented at the July 2022 MTIC meeting, and the Commission provided feedback. Staff are developing a study scope, including a speed survey, which will be coordinated with local stakeholders and conducted by an on-call transportation professional services contract approved by City Council on July 27. In the meantime, the pedestrian crossing at Meridian and Bank has been refreshed with new paint and a new sign. The nearby City trees have been trimmed and residents have been notified by mail to trim nearby privately owned overgrown trees.</p>
<p>Timing Improvements at the Metro Gold Line Mission &amp; Meridian</p>	<p><u>Updated Status</u>            Staff previously met with MTIC's Chair to review recommendations regarding the timing of signal lights and railway crossing gates at Mission and Meridian. Metro has provided a contact for timing issues to work with the City. Staff are working to implement an on-call professional services contract for traffic engineering services that was approved by City Council on July 27, and an on-call maintenance services contract for signal maintenance and adjustment in order to implement recommended improvements at this location. Please see below "Timing Improvements at Orange Grove &amp; Monterey Signal" status for more information.</p>

Operations & Maintenance (O&M) Projects	Project Status
Timing Improvements at Orange Grove & Monterey Signal	<p><u>No Change from July Status</u>            Staff resolved the 18-months of past due invoices to the signal maintenance contractor on August 11<sup>th</sup>. The next step is executing an interim maintenance agreement to continue services until a Request for Proposals can be issued. Staff are working to implement an on-call professional services contract for traffic engineering services that was approved by City Council on July 27 in order to implement recommended improvements at this location..</p>
Timing Improvements at Mission & Garfield	<p><u>Updated Status</u>            Please see above “Timing Improvements at Orange Grove &amp; Monterey Signal” status.</p>
Fremont Avenue Southbound Left Turn Pocket South of Huntington Drive Intersection	<p><u>No Change from July Status</u>            Staff have established a budget and conceptual layout for this improvement, and are working to implement an on-call professional services contract for traffic engineering design services to develop a plan document – the contract was approved at the July 27 Council Meeting.</p>
Traffic & Parking Impacts along Glendon Way between El Centro Street and Meridian Avenue	<p><u>No Change from July Status</u>            City Council recently approved a new five-year agreement with the Chamber of Commerce that contains updated language to facilitate review of the Farmer’s Market event Parking Management Plan. Public Works will work with the Chamber of Commerce to make adjustments with the goal of improving traffic and parking impacts along Glendon Way.</p>
Replacement of Missing Orange Grove Street Lamps	<p><u>No Change from July Status</u>            Staff are working to recruit Public Works Operations positions to resume street light replacement work. A Public Works Operation Manager has been hired, and Maintenance Worker interviews are pending rater assignments, and expected to occur in August.</p>

Operations & Maintenance (O&M) Projects	Project Status
Measure R Projects	<p><u>No Change from July Status</u>            In addition to the Fair Oaks SR-110 Interchange Loop/Hook On-Ramp and Off-Ramp projects programmed with Measure R Mobility Improvement Project (MIP) funding, other projects are listed with Metro that could be accomplished utilizing MIP funds. The City previously referred to these as “SR-710 Early Action Projects”. Staff recently discussed these projects with Metro and confirmed that they are not included in the Metro funding plan, as the City’s Measure R appropriation is split between the Fair Oaks SR-110 Interchange Loop/Hook On/Off-Ramp and the Fremont/Huntington Mobility Active Transportation Project.</p>
Installation of City Limit Signs at Various Locations	<p><u>Updated Status</u>            Staff are working to recruit Public Works Operations positions to resume sign replacement work. A Public Works Operation Manager has been hired, and Maintenance Worker interviews are pending rater assignments, and expected to occur in August. City Council approved on-call professional services contracts for landscape and architectural design services in order to develop concepts and costs for City entrance signs. Staff are working to implement a contract and issue a task order for this project.</p>
Preferential Parking Policy	<p><u>No Change from July Status</u>            As a City Council Strategic Plan goal, Staff will work with Community Development in this area, considering recommendations provided by MTIC. Work will commence after the General Plan and Downtown Specific Plan are completed in Fall 2022.</p>
2023 626 Golden Streets Arroyo Fest	<p><u>No Change from July Status</u>            San Gabriel Valley Council of Governments (SGVCOG) is in the early planning stages for this event. SGVCOG met with SGV Metro Board Director, Caltrans, and ActivSGV. Caltrans requested information on the 2003 event, specifically whether both north and south sides of the SR-110 were closed – ActiveSGV confirmed this. The event is tentatively scheduled to the last Sunday in October 2023 (10/29/23) – 21 days after cicLAvia’s annual Heart of LA open streets event. This project is now updated to the 2023 626 Golden Streets Arroyo Fest.</p>

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, and posting of the same agenda and reports on the City’s website.

## **Item 3 Attachment**

Alta Planning + Design, Inc. Scope, Budget, and Schedule



# Mobility and Transportation Infrastructure Commission Agenda Report

ITEM NO. 3

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**DATE:** August 16, 2022  
**FROM:** H. Ted Gerber, Director of Public Works  
**SUBJECT:** **Slow Streets Program Recommendation to City Council**

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## **Recommendation**

Staff propose that the Mobility and Transportation Infrastructure Commission (MTIC) provide a recommendation to City Council to enter into a Professional Services Agreement with Alta Planning + Design, Inc. related to the 2022-2023 Slow Streets Program.

## **Background & Analysis**

The City's Slow Streets Program is intended to provide space for residents to safely walk and ride, and to support local businesses' use of outdoor space for dining or other purposes. This is accomplished by installing temporary program equipment along streets. In residential areas, this takes the form of temporary striping, curb extensions using reflective delineators, and bicycle lanes using short-term paint/tape and signs. In business areas the same elements are utilized, however temporary parklet structures are added to create usable street space, and other placemaking elements like furniture, plants, and art pieces are also incorporated.

At the end of 2021, Public Works had completed the pre-design outreach and prepared preliminary engineering drawings illustrating the striping, curb extensions, parking and parklet layouts and dimensions to properly install program equipment and demonstration improvements along Mission Street, Hermosa Street, Grand Avenue, and Oak Street. Public Works was able to utilize over \$400,000 of a \$420,000 LA Metro Cycle 3 Open Streets Grant to purchase many of these components. At present, some of the program equipment has been delivered while other components are awaiting shipment.

Alta Planning + Design, Inc., the design team that conducted the 2021 work, along with sub-consultants Arroyo Group, ActiveSGV, and Iteris, Inc. have submitted a new scope, budget, and schedule to resume the project in September 2022. The scope includes project initiation/administration, community outreach, design, monitoring, the residential section installation, project evaluation, and optional items to develop parklet designs. The temporary traffic control and physical installation of equipment along Mission Street will be completed by a separately contracted vendor with the project team's support.

## Slow Streets Program Recommendation to City Council

August 16, 2022

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The scope includes a robust community engagement plan consisting of a community design process before installation, continuing education and outreach during installation, and final feedback at the end of the 6-month installation period. Prior to installation, the project team will host a pop-up event, an open house, and two community stakeholder meetings, before the final design is brought to City Council for approval. This will provide several opportunities for stakeholders to voice input on placemaking components, such as parklets, planters, parking, or other programming. Stakeholders can also expect to see promotional materials and a door-to-door notification before the installation. During installation, the project team will provide five Farmer's Market pop-ups as part of its ongoing solicitation of input, while also operating a project website and conducting digital and paper-based surveys. At the end of the 6-month installation period, the project team will hold a final community meeting and develop an evaluation report, which will include an assessment of the design's observable performance, and an evaluation of the community's experience during and at the conclusion of the program.

Though there was an initial discussion of implementing the Mission Street installation by the end of 2022, Staff have determined that this timeline is not feasible, and the schedule has been extended to accommodate the delay of required equipment, the desired length of public outreach, onboarding staff resources, and the anticipated level of Commission and Council engagement. The proposed schedule identifies a six-month installation, as discussed at a previous MTIC meeting, that would begin in Spring 2023 and could remain in place through the 2023 holiday season, and possibly later if successful.

### **Next Steps**

City staff will bring the agreement to City Council for approval and execution.

### **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, and posting of the same agenda and reports on the City's website.

### **Attachment**

Alta Planning + Design, Inc. Scope, Budget, and Schedule

## South Pasadena Slow Streets - Alta Scope of Work

### Task 1. Project Initiation

#### Task 1.1: Project Kick-Off Meeting

The Alta Team will work with the City Project Manager to draft a schedule and hold a kick-off meeting with City staff. The meeting will be comprised of key staff members from the City and Alta team. The Alta team will finalize a project schedule within ten (10) working days after the kick-off meeting. The schedule will identify project milestones (tasks) and include time for City staff review of work products throughout the project. The meeting summary will state project goals, objectives and action items.

**Total Task 1 Fee:** \$3,000

#### DELIVERABLES:

- Agenda
- Meeting Summary of Kick-off Meeting
- Finalized Project Schedule

### Task 2: Community Outreach

#### Task 2.1: Community Outreach

##### Mission Street

Engagement is essential to the success of demonstration projects. The Alta team is committed to creating an overall engagement strategy that will use a wide array of public outreach strategies and tools.

##### Before Installation

The team will have touchpoints that will build of the work completed per agreed upon schedule at kick-off meeting. Below is a list of the actives planned prior to installation of the 6-month quick build project on Mission Street.

- **One (1) Pop-up event** to promote the citywide open house and answer questions about project (e.g., at farmers market) – up to two staff members will be present from ActiveSGV
- **Door-to-door notification (1)** (Mission Street Orange Grove to Fair Oaks) – will be performed by ActiveSGV staff
- **One (1) Project poster/flyer** to promote the project and provide information to the public
- **One (1) Citywide Open House** in-person meeting at a community venue where the Alta team will show the final draft design for community feedback before Council. This meeting will include up to three (3) boards to provide information about the project. The project team will be represented by up to six (6) staff members including members of Alta, ActiveSGV and Arroyo Group.
- **Two (2) Community Stakeholder Meetings** – These meeting will build upon the outreach completed in 2021. The team will hold up to two (2) community stakeholder meetings with local businesses and other corridor stakeholder. This outreach will include soliciting input on placemaking such as parklets and planters or other programming.
  - One (1) meeting held in-person at an outdoor venue (e.g, Station Square Park)
    - Canopies, tables, chairs (provided by the City or brought by ActiveSGV)

- One (1) meeting format TBD (virtual or in-person) – *if virtual a PowerPoint will be included*
- **City Council presentation for final design** – Attendance at this meeting will include a PowerPoint Presentation. Up to five (5) members will be present from the project team, including Alta, ActiveSGV and Arroyo Group.

#### During Installation

The quick build project itself is a form of outreach as this project serves as a demonstration of a potential final design for Mission Street. Throughout the 6-month installation period there will be multiple opportunities for the community to provide feedback.

- **On-going input solicitation** – The Alta team will collaborate with City staff to create content for a webpage on the City website, outlining project information and establishing a means to collect public input.
- **Five (5) Farmers Market Pop-ups** – Five (5) pop-up events will be conducted during the installation period of the project. These events will be staffed by up to two (2) ActiveSGV staff persons.
- **Questionnaire or Survey** – In order to solicit public feedback on the project, a SurveyMonkey digital survey will be prepared, along with a paper survey for outreach at the Farmers' Market pop-ups.

#### End of Installation

Six (6) months following installation, Alta will develop an evaluation report including an assessment of observational design functionality and community input throughout the installation period.

- **One (1) Community Stakeholder Meeting** - The Alta Team will solicit input from corridor stakeholders 6 months following initial implementation to assess how local businesses felt about the program and overall changes to Mission Street

#### Residential Streets

ActiveSGV will lead the installation and specific door-to-door outreach along the three Slow Streets corridors. This outreach will be conducted by ActiveSGV to inform residents of the installation.

**Total Task 2 Fee:** \$45,000

#### **DELIVERABLES:**

- Community Stakeholder Meetings (3)
- Citywide Open House (1)
- City Council meeting (1)
- Pop up events at the Farmers' market (6)
- Door-to-door notification (Mission Street Orange Grove to Fair Oaks Ave and the three residential corridors) (4)
- Project poster/flyer (1)
- Questionnaire or Survey (1) – digital SurveyMonkey survey and paper survey

## Task 3: Slow Streets Design + Monitoring

### Task 3.1 Engineering Drawings for Mission Street

The Alta team will design traffic calming measures including preparation of draft, draft final, and final directive layout exhibits (1"= 40'; dual panel), including probable material cost estimates at each submittal. These documents include directive layout depicting street names, proposed signing and striping, on-street parking, and "Quick-Build" curb extension and parklet designs. Proposed elements will be shown as well as necessary removals or eradication. The directive layout exhibits will be developed based on Nearmap aerial photography; no topographic survey will be gathered for this project. Alta will also develop probable material cost estimates at each design stage. Exhibits will include dimensions and directives to install the demonstration project improvements. The draft plans will build upon the concept design developed in 2021 for the project corridor and the previous Iteris traffic study performed in conjunction with the concept design.

The plans will adhere to the latest California Manual on Uniform Traffic Control Devices (CA MUTCD) guidelines, NACTO Urban Design Guidelines, Caltrans Highway Design Manual, Chapter 1000, and any applicable City of South Pasadena standard plans. The plans will be prepared in AutoCAD. This task includes addressing one (1) round of consolidated and non-conflicting comments from the City following each submittal at the draft and draft final stages. The anticipated sheet count is as follows:

- A. Title Sheet (1)
  - B. Up to three (3) Directive Layout Sheets
  - C. Up to six (6) Traffic Control Sheets
  - D. Up to one (1) Detail Sheet
- Total = 11 sheets

Following approval of the draft final plans, the Alta team will coordinate materials purchase with the City and the City's 3<sup>rd</sup>-party installer of the demonstration project and traffic control company.

Refer to Exclusions #1-5 below.

Task 3.1 fee: \$45,000

### Task 3.2 Synchro Modeling

The Alta team includes Iteris, who developed the initial traffic study for the Mission Street area. The team will perform analysis of up to five (5) Synchro model scenarios to help assess any potential issues with design alternatives. The Synchro modeling output will help inform the final design of the 6-month installation on Mission Street.

Task 3.2 fee: \$15,110

### Task 3.3 Parklet Support & Installation Monitoring

The Alta team (via subcontractor Arroyo Group) will support the Parklet installation by providing high-level exhibits indicating the final location, layout and extents for previously ordered parklet flooring, pots and other furniture elements. Additionally, Arroyo Group will prepare landscaping details for the installation of plant material in the previously ordered pots as well as graphic support imagery for proposed plant materials. The Arroyo Group will also be present on-site to support the installation of the parklets.

Task 3.3 fee: \$8,020

**Total Task 3 Fee:** \$68,130

#### DELIVERABLES:

- Draft Directive Layout Exhibit Plans and Cost Estimate
- Draft Final Directive Layout Exhibit Plans and Cost Estimate
- Final Directive Layout Exhibit Plans and Cost Estimate
- Up to five (5) Synchro Modeling Scenarios

- Plan exhibits indicating the final location, layout, and extents for previously ordered parklet flooring, pots, and other furniture elements.
- Landscape details for installing plant material in the previously ordered pots. Details to include soil types and depths, sub-drainage systems, and plant material types, sizes, and spacing.
- Provide graphic support imagery for proposed plant materials.

**EXCLUSIONS:**

- 1 No engineering specifications document will be included. All construction information will be shown in directive exhibits, which will be prepared in accordance with the City of South Pasadena standards, NACTO *UrbanBikeway Design Guide*, and Caltrans *Highway DesignManual, Chapter 1000*.
- 2 City of South Pasadena will make any readily available design-related information accessible to Alta. This includes all pertinent improvement plans, “to-scale” drawings, “as-built” plans, utility plans, and/or site improvement plans for the project area, if available.
- 3 Utility relocation design, and coordination is not a part of this proposal.
- 4 It is assumed that no permits are required for this project as all processing and reviews will be through the City of South Pasadena.
- 5 Traffic Control Plans are excluded from this proposal. The City or 3<sup>rd</sup> party contractor will prepare traffic control plans and implementation.

## Task 4: Installation of Residential Slow Streets

### Task 4.1 Installation of Residential Slow Streets

The Alta team will install the residential Slow Street treatment per the December 2021 designs on Oak Street, Hermosa Street, and Grand Avenue. ActiveSGV will lead the installation of the residential streets and conduct outreach before installation per Task 2.

**Total Task 4 Fee:** \$28,000

**DELIVERABLES:**

- Installation of Residential Slow Streets materials (Oak Street, Hermosa Avenue, Grand Avenue)

## Task 5: Project Evaluation

Tracking the metrics that matter to the community can demonstrate the value of a project. At the kick-off meeting, we will confirm goal-related evaluation criteria for the City. The evaluation methods will be based on the goals of the project. For the residential streets, survey feedback and community input will be used to evaluate those installations. A more robust set of tools will be used to evaluate the Mission Street demonstration project, including a survey/questionnaires (scoped in Task 2.1), bicycle and pedestrian counts, and observations of user behavior. The bicycle and pedestrian counts will be conducted by a 3<sup>rd</sup>-party vendor. In addition to the bicycle and pedestrian counts, we propose having the same 3<sup>rd</sup>-party vendor conduct motorist speed and volume counts and an on-street parking utilization count. These metrics will help determine the effectiveness of the new design as well as assess parking impacts for businesses in the area.

The Evaluation Memo will synthesize the measurable and observational data gathered throughout the course of the project and will document public support for the types of interventions that are being piloted through the demonstration projects. The Alta team will document community input regarding the changes in street design at stakeholder meeting, survey information gather at farmers’ market and website.

**Total Task 5 Fee:** \$15,000. Excludes direct expense associated with traffic data collection (refer to Expenses)

**DELIVERABLES:**

- Evaluation Memo
- Bicycle & Pedestrian Counts for Mission Street (before and during quick-build demonstration project)
- Parking Utilization (before and during quick-build demonstration project)
- Speed and Volume Counts (before and during quick-build demonstration project)

## Task 6: Project Administration

The Alta Team will adhere to the project schedules and protocols established in Task 1 at the kick-off meeting. Alta's Project Manager, Ashley Haire, will regularly report to the City Project Manager, providing email updates and provide monthly invoices and progress reports. If there are any project schedule delays, Alta's Project Manager and the City's Project Manager will discuss and agree on strategies to correct and mitigate delay to keep the project on schedule.

**Total Task 6 Fee:** \$10,600

**DELIVERABLES:**

- Monthly Invoices and progress reports
- Meeting summaries

## Direct Expenses

Travel and Printing: **\$3,000**

Data Collection (before & during demonstration – on Mission Street): **\$2,816.00**

- Bicycle & Pedestrian Counts
- Vehicle Volume & Speed Counts
- On-street Parking Utilization

**Total Direct Expenses:** \$5,816.00

## Total Fee: \$175,546

**Task 1 Fee:** \$3,000

**Task 2 Fee:** \$45,000

**Task 3 Fee:** \$68,130

**Task 4 Fee:** \$28,000

**Task 5 Fee:** \$15,000

**Task 6 Fee:** \$10,600

**Direct Expenses:** \$5,816

## OPTIONAL TASKS:

### **Optional Task 7: Full Parklet Design Process - Conceptual Design & Options (Fee = \$12,000)**

Arroyo Group is offering a few optional scope to explore the creation of a custom, uniquely South Pasadena branded outdoor dining parklet and/or options for creating a range of other, non-outdoor dining parklet programming directions.

- Prepare prototypical parklet designs that would feature upgraded temporary improvement ideas and experiences from currently implemented solutions, building on the work that has been done for the project. All design features would remain moveable or removeable in application and may also include new art and placemaking ideas, as well as potentially new greening and shading.
- Work with Public Works, Transportation, and other relevant City departments to ensure new parklet designs represent a coordinated approach to safety while also being aesthetically pleasing.
- Solicit and incorporate community feedback using the overall outreach structure and process outlined in Task 2 above. Conduct limited additional community engagement as needed, such as consultations with specific business owners, to create a community-approved parklet design direction.
- Deliverables:
  - Up to three (3) enlarged concept plans providing prototypical designs. Concept plans will express the proposed layout and arrangement of new temporary elements such as: painting / striping, site furniture, planter pots, artwork / art intent, prefabricated shade structures / umbrellas, protective vehicular barriers, raised / pedestal paving areas, and any other elements needed to complete a comfortable and unique outdoor seating space.
  - One (1) overall concept plan locating parklet prototypes at specific locations with contextual consideration within the framework of the complete project improvements.
  - Support images for key elements and features.
  - Conceptual sections/elevations, as needed, to convey design intent for any vertical elements.
  - Document research and options studied into alternative protective barrier solutions and aesthetic treatments.
  - Summary report, 11 x 17 format.

### **Task 7a: Parklet Use Guidelines (Fee = \$8,000)**

Optional scope to address the scenario in which City would set up a permit process for local businesses to then be responsible for implementing their own parklets, around a standardized design direction approved in optional Task 7.

- Final scope of this task may vary drastically depending on authorized next steps. Scope may simply document the needed controls based on the previous furniture sections or become a more

detailed document addressing liability, maintenance, implementing roles/responsibilities, and detailed architectural controls.

- A detailed outline of the parklet guidelines document will be prepared to begin exploring the standards and controls needed for this project and to maintain high-level craft and consistent quality for the new parklets across a range of potential implementing parties and staggered installation timings.
- Initial thoughts regarding quality control measures, implementation responsibilities, and an overall process for execution of the parklets by local business owners will be explored.

#### Task 7b Full Parklet Design Process – Detailed Design (Fee = \$6,000)

Optional scope to address the scenario where the City would implement the new parklets and need the required design documentation for construction bidding and implementation.

- Develop conceptual prototype designs to a detailed design level that could then be provided to a Contractor for implementation.
- Provide construction specifications as required.
- Deliverables:
  - Up to three (3) Enlarged Layout and Materials Plans, one for each parklet prototype indicating material / element callouts, element layout dimensions, spot grades, and any other information required to convey implementation intent for the parklets.
  - One (1) Furniture Schedule indicating detailed supplier information including specific element model numbers, finishes, mounting types, and other information needed to procure prefabricated elements.
  - Landscape Details, as required, to assist in implementation intent for the parklets.
  - Planting Design / Planting Schedule, as required, with detailed information about plant types, sizes, and layout intent for any parklet planter pots.
  - Technical Drawing Sheets, 24"x36" format.
  - Construction Specifications, CSI 2016 format.

#### Exclusions for Optional Task 7:

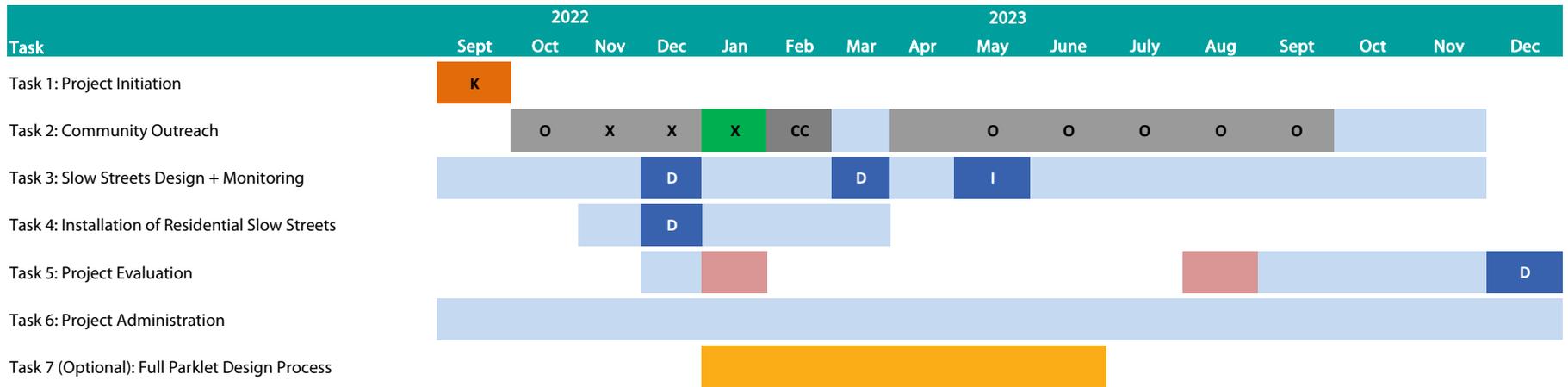
1. Cost Estimating
2. Phasing Strategies
3. Parking Studies or Management Programs
4. Surveying. We will be preparing design information based on what is able to be viewed visually.
5. Transportation Engineering
6. Lighting Design
7. Electrical Design
8. Irrigation Design

9. Illustrative Renderings

**Total Optional Task 7 Fee: \$26,000**

# Project Schedule

South Pasadena Slow Streets



## Legend

- X Stakeholder Meeting
- O Farmers' Market Pop-ups
- X Open House Project Event
- CC City Council meeting
- K Kick-off meeting
- Task Progress
- Optional Tasks
- D Deliverable
- I Installation by 3rd party
- Active Transportation and parking counts