

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.15
(ID # 12290)

MEETING DATE:

Tuesday, June 02, 2020

FROM: RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Subconsultant Contract #019-072 between the KTUA Planning + Landscape Architecture and Riverside County Department of Public Health for Dracaea Avenue Neighborhood Greenway Corridor Study; All Districts. [\$25,262 - 100% State Funded]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve the Subconsultant Contract #019-072 (Agreement) between KTUA Planning + Landscape Architecture and Riverside County Department of Public Health for Dracaea Avenue Neighborhood Greenway Corridor Study in the amount of \$25,262 for the performance period of December 6, 2019 through December 31, 2020;
2. Authorize the Chair of the Board to sign the Agreement on behalf of the County; and

ACTION: Policy


Michael Osur 4/16/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: June 2, 2020
xc: RUHS-PH

Kecia R. Harper
Clerk of the Board

By: 

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

3. Authorize the Director of Public Health, or designee, to take all steps necessary to implement the Agreement including, but not limited to, signing subsequent amendments that do not change the substantive terms of the Agreement, subject to County Counsel approval.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$15,000	\$10,262	\$25,262	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% State Funded			Budget Adjustment: No	
			For Fiscal Year: 19/20-20/21	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Riverside University Health System - Public Health (RUHS-PH) has received funding from KTUA, a subcontractor of the City of Moreno Valley (City), to provide consulting services for a Dracaea Avenue Neighborhood Greenway Corridor study for the performance period of December 6, 2019 through December 31, 2020 in the amount of \$25,262. RUHS-PH will conduct outreach, workshops and data collection to assist in the study as part of the City's Sustainable Communities grant project funded by Caltrans.

Impact on Citizens and Businesses

KTUA, as a consultant with the City of Moreno Valley, will partner with Riverside University Healthy System - Public Health to conduct the Dracaea Avenue Neighborhood Greenway Corridor study. The study will provide traffic calming strategies to enhance the City's Safe Routes to School Program as well as augment the City's bicycle network in accordance with the adopted Bicycle Master Plan, all of which further the goals of reducing single occupant motor vehicle trips and improving safety for all roadway users.

SUPPLEMENTAL:

Additional Fiscal Information

The fiscal distribution for Agreement #019-072 from KTUA Planning + Landscape Architecture to DOPH in the amount of \$25,262 is as follows:

Fiscal Year	Amount
2019-2020	\$15,000
2020-2021	\$10,262
Total	\$25,262

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA

ATTACHMENTS:

Subconsultant Contract #019-072



Brianna Lentajo, Management Analyst

5/27/2020



Gregory V. Priamos, Director County Counsel

5/21/2020

WHEN DOCUMENT IS FULLY EXECUTED RETURN
CLERK'S COPY
to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.

SUBCONSULTANT CONTRACT

AGREEMENT made as of December 6, in the year Two Thousand and Nineteen (2019)

Between the Subconsultant: **Riverside County Public Health**
P.O. Box 7600
Riverside, CA 92513-7600

and the Prime Consultant: **KTUA Planning + Landscape Architecture**
3916 Normal Street
San Diego, CA 92103

The Prime Consultant has entered into an agreement with the Santa Barbara County Association of Governments, (hereinafter referred to as "the Client") for the project known as:

Dracaea Avenue Neighborhood Greenway Corridor Study
(KTUA Project 019-072)

which agreement is hereinafter referred to as the attached Prime Agreement and which provides for professional services in connection with the Project described therein.

ARTICLE 1 PROJECT SCOPE

The Prime Consultant and the Subconsultant agree to specific scope items as set forth below:

- I.1 a. THE SUBCONSULTANT** shall provide for the **PRIME CONSULTANT** professional services as detailed in **Exhibit A – Tasks to be Performed**. As it appropriately applies to Riverside County Public Health, scope items within the applicable terms of the prime agreement, **Exhibit A**, will be enforced for all Subconsultant work.
- b. The part of the Project for which the Subconsultant is to provide such services is hereinafter called "This Part of the Project." All tasks to be completed by the project team have been included on **Exhibit A**. The level of effort negotiated in the contract is shown on **Exhibit B – Payment Schedule and Rates**. **Exhibit B** indicates the billing rates expected to be billed on the project. All invoicing must relate to this classification and billing rate structure and be accompanied with timesheet backups. This hourly breakout shows the level of effort for the Subconsultant and the general level of staff expected to work on the project. Variations can occur, but the Prime reserves the right to insist on the level of staff (or comparable level) shown on **Exhibit B**.
- c. The Subconsultant is an independent contractor for This Part of the Project, responsible for methods and means used in performing the Subconsultant's services under this Agreement, and is not an employee, agent or partner of the Client or the Prime Consultant. The Subconsultant shall perform the services

provided for in this agreement in accordance with the generally accepted standard of care of the Subconsultant's profession.

d. All materials resulting from the Subconsultant's efforts in connection with this agreement, including documents, maps, photography, computer files, and any other pertinent data, are the exclusive property of the Client. Use or modification of Subconsultant's deliverables for purposes outside their original intent shall be at user's sole risk.

e. The Subconsultant shall not assign, subcontract, or otherwise transfer its rights or obligations hereunder without the prior written consent of the Prime Consultant.

f. The Prime Consultant agrees that it shall not, during the term of this Agreement, nor for a period of one year after termination, solicit for employment, hire or retain, whether as an employee or independent contractor, any person who is employed by Subconsultant. Should the Prime Consultant desire to hire Subconsultant's employee, the Prime Consultant agrees to pay Subconsultant equitable compensation for the loss of said employee.

1.2 a. THE PRIME CONSULTANT shall be the general administrator of the professional services for the Project and shall facilitate the exchange of information among the various Subconsultants retained by the Prime Consultant for the Project as necessary for the coordination of This Part of the Project.

b. Except as authorized by the Client, all communications between the Subconsultant and the Client, Owner, Contractor or other Subconsultants for the project shall be forwarded through the Prime Consultant. Day to day contact is acceptable without going through the client as long as communications are documented, and that key issues and decisions are communicated to the Prime via phone message, fax, or e-mail.

c. The Prime Consultant may terminate, upon written notice, this contract if the Subconsultant's obligations are breached or for any other cause, including but not limited to, cancellation of the Prime Consultants contract with the Client. The Prime Consultant shall compensate the Subconsultant for performance of authorized services prior to the date of notice.

d. Should suit be filed to enforce or for the breach of the terms of this agreement, the prevailing party shall be entitled to the award of reasonable attorney's fees.

ARTICLE 2 BASIS OF COMPENSATION

The Prime Consultant shall compensate the Subconsultant as follows:

2.1 BASIC COMPENSATION

2.1.1 FOR BASIC SERVICES, as described in this Agreement and other services included in Article 4 as part of Basic Services, Basic Compensation shall be computed as follows:

The fee basis for the scope of work outlined above and as described in this Agreement shall be on a time and materials, not-to-exceed basis. The maximum per task group listed below will not be exceeded without written approval from the client. The tasks and hourly estimates used to determine this time and materials, not-to-exceed budget are shown on **Exhibit B**.

CONTRACT TASKS	Labor	Material
Task 1: Project Initiation	\$176	\$0
Task 2: Public Outreach	\$18,056	\$0
Task 3: Data Collection and Analysis	\$7,030	\$0
Task 4: Corridor Master Plan Development	\$0	\$0
Task 5: Project Management and Administration	\$0	\$0
Reimbursables		\$0
Totals	\$25,262	\$0

2.2 COMPENSATION FOR REIMBURSABLE EXPENSES

FOR AUTHORIZED REIMBURSABLE EXPENSES: Items normally considered overhead items are not considered for reimbursement under this contract. Phone calls, faxes, mailing, mileage and daily food costs are not provided for under the contract.

2.3 COMPENSATION FOR ADDITIONAL SERVICES

2.3.1 FOR ADDITIONAL SERVICES OF THE SUBCONSULTANT, compensation shall be computed as follows:

When authorized in writing by the Client, Additional Services of the Subconsultant necessary for the completion of the Project shall be paid on an hourly basis using rates as shown on **Exhibit B**. These rates are valid through the end of 2020 only. When estimating additional services or when billing for these services, the Subconsultant shall provide information stating the number of hours worked, the employee grade or position, hourly rate and the period during which work was performed for any additional services. An authorization signature will be required by KTUA prior to commencing additional services. It will be the responsibility of the subconsultant to identify potential budget overruns on or before 85 percent completion of any of the Task Groups. Without this pre-approved adjustment to the contract, the Subconsultant risks completing this work without the ability to adjust the time and materials, not-to-exceed budget.

2.4 PAYMENT PROVISIONS

The Subconsultant shall submit invoices monthly for work authorized and completed. With each invoice, the Subconsultant shall provide a summary of the work accomplished, information stating the number of hours worked, the employee grade or position, hourly rate, the period during which work was performed as shown in section 2.1.1 above. The rates shown on **Exhibit B must be used on all invoicing. Invoices**

with other billing rates will be rejected. Upon receipt of payment from the Client, the Subconsultant's invoice shall be paid by the Prime Consultant within 15 days.

ARTICLE 3 INSURANCE COVERAGE

Insurance coverage in the amounts outlined below shall be maintained throughout the project. Prior to beginning work, Subconsultant shall furnish the client evidence of insurance in the amounts outlined below:

3.1 Comprehensive General Liability Insurance for bodily injury (including death) and property damage which provides total limits of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence. Coverage shall be:

3.1.1 Premises and operations.

3.1.2 Contractual liability expressly including liability assumed under this agreement.

3.1.3 Cross liability clause providing that insurance applies separately to each insured except with respect to the limits of liability.

3.2 Comprehensive Automobile Liability Insurance for bodily injury (including death) and property damage which provides total limits of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned and hired vehicles.

3.3 Statutory Worker's Compensation Coverage including employer's liability insurance for not less than One Million Dollars (\$1,000,000) per occurrence for all employees engaged in services or operations under this agreement.

ARTICLE 4 OTHER CONDITIONS OR SERVICES

4.1 SCHEDULE

The Subconsultant work under this Agreement shall begin upon receipt of written or verbal Notice to Proceed (December 2019) and services shall be completed no later than December 31, 2020.

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed, this agreement upon the terms, conditions, and provisions above on the day and year first written above.

PRIME CONSULTANT: KTUA, Inc.

Printed Name and Title

Michael J. Dwyer

Signature

July 27, 2020

Date

SUBCONSULTANT: Riverside County, Public Health

V. MANUEL PEREZ CHAIRMAN, BOARD OF SUPERVISORS

Printed Name and Title

V. Manuel Perez

Signature

JUN 02 2020

Date

FORM APPROVED COUNTY COUNSEL
BY: *APD* 5/20/2020
AMRIT P. DHILLON DATE

ATTEST:

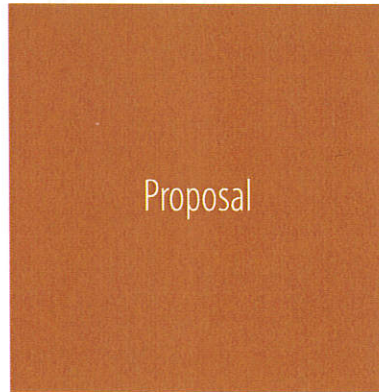
KECIA R. HARPER, Clerk

By *Priscilla Rasso*
DEPUTY

Dracaea Avenue Neighborhood Greenway Corridor Study

CITY OF MORENO VALLEY | SEPTEMBER 16, 2019

STATE CONTRACT #74A1087 | CITY PROJECT #810 0015



ktua
3916 Normal Street
San Diego, CA 92103
619.294-4477
www.ktua.com

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3916 Normal Street
San Diego, CA 92103
619.294.4477
www.ktua.com
PLA 2342 • 2386 • 2500

September 16, 2019

City of Moreno Valley
14177 Frederick Street
Moreno Valley, CA 92553

Subject: Dracaea Avenue Neighborhood Greenway Corridor Study

Dear Members of the Selection Panel,

Streets matter. They are critical in supporting adjacent land uses, setting urban form, providing areas for social interaction, and accommodating mobility options. A safe and walkable street that is desired to be more than a throughput road still must move vehicles smoothly and efficiently, and needs to provide the visual clues and elements that will make the speed and movements safe for bicyclists, pedestrians and transit users. In addition, aesthetic amenities such as streetscape and green infrastructure improvements are important to attract users to the street to make their journey more enjoyable. Streetscape amenities can be integrated with stormwater improvements for a functional and aesthetically pleasing street which can reduce speeding and encourage more walking and biking. This is the foundation of the complete street movement and the goal for Dracaea Avenue.

KTUA has been a major player in complete streets projects throughout Southern and Central California. Although the company is nearly 50 years old, the last two decades we have been focused on streets and what they mean for a community. By combining our landscape architecture experience and complete street planning and design experience, we have the in-house capabilities and passion to make a difference.

I will be the principal-in-charge, overseeing the contract and quality control. I completed the City's Bicycle Master Plan in 2015 and recently managed RTA's First and Last Mile Mobility Action Plan. I have managed dozens of active transportation and corridor plans, including Vista's Townsite Drive Corridor Study, which was awarded funding at the state level through Caltrans' ATP Cycle 5 program. We recognize that some of the design elements will require the review and attention of a licensed traffic engineer, so this project will be managed by Tom Bertulis, nationally recognized for his active transportation and traffic calming expertise. We will be once again collaborating with IBI Group for this project to provide continuity for Dracaea Avenue. Our team has worked on several active transportation and corridor projects together, including the City's Bicycle Master Plan. Recently, we've collaborated on the East Wilshire Bicycle Boulevard Plan in Fullerton, OCTA's Active Transportation Plan, and Costa Mesa's Multi-Use Trail Master Plan. IBI Group brings national level complete street experience and award-winning design guideline experience. They will lead the design guideline and data collection tasks.

To support outreach efforts and abide by the ENGAGE MoVal outreach strategies, Riverside University Health System – Public Health (RUHS-PH) will lead outreach efforts. RUHS-PH was involved in the ENGAGE MoVal efforts and will provide their resources to encourage participation at the workshops and assist with the Safe Routes to School tasks. KTUA and RUHS-PH are currently working together on Menifee's Active Transportation Plan.

Another major focus for KTUA over the last five years has been on writing and preparing complete street plans and refined concepts to support planning and construction grants. These include Sustainable Community Grants and Active Transportation Grants from CALTRANS, Smart Growth and ATP Grants from SANDAG, Urban Greening Grants from the Strategic Growth Council and other various health and safety grants. We not only prepare these grants, but we help to implement them. Complete streets and active transportation plans prepared by KTUA have resulted in nearly \$28 million in implementation funding for our clients.

“

We've been building cities as if the most important element is the car. We should be building like the most important element is the people. ~ Brent Toderian

”

This Dracaea Avenue Neighborhood Greenway Corridor Study will strive to equitably address all modes of transportation through an outreach program while incorporating traffic calming, context sensitive design and green infrastructure, where applicable. Design interventions will be designed to encourage multimodal mobility while providing placemaking opportunities for safe routes to school. In our proposal, we have developed a scope that meets the City's scope of work, and grant requirements. The scope provides added value items to enhance the project. We look forward to talking with you in greater detail and getting started on this exciting and challenging set of work products.

REQUIRED PROPOSAL STATEMENTS

Addenda: KTUA acknowledges receipt of Q&A Addendum #1 dated 9/5/19 and Q&A Addendum #2 dated 9/9/19.

Staffing: Key KTUA personnel are available for the duration of the project. KTUA acknowledges that key staff will not be removed or replaced without the prior consent of the City of Moreno Valley.

Quality of Deliverables: KTUA will document and provide the results of the work to the satisfaction of the City. This may include preparation of reports, or similar evidence of attainment of the Agreement objectives.

Additional Work: Any additional work beyond the agreed scope of work will require prior written approval from the City

Affirmative Action Statement: KTUA provides equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment or the provisions of services. KTUA has an approved Equal Opportunity Employment Plan on file with the City of San Diego

Adherence to Laws/Regulations: KTUA acknowledges that all federal laws and regulations shall be adhered to notwithstanding any state or local laws and regulations. In a case of conflict between federal, state or local laws or regulations, the strictest shall be adhered to.

Records Access: KTUA shall allow all authorized federal, state, county, and City officials access to place of work, books, documents, papers, fiscal, payroll, materials, and other relevant contract records pertinent to this special project. All relevant records shall be retained for at least five years.

Respectfully submitted,



Joe Punsalan
Associate Principal

KTUA PRIMARY CONTACT INFORMATION

Joe Punsalan, Associate Principal
3916 Normal Street, San Diego, CA 92103
t: (619) 294-4477 x127; f: (619) 294-9965
joe@ktua.com

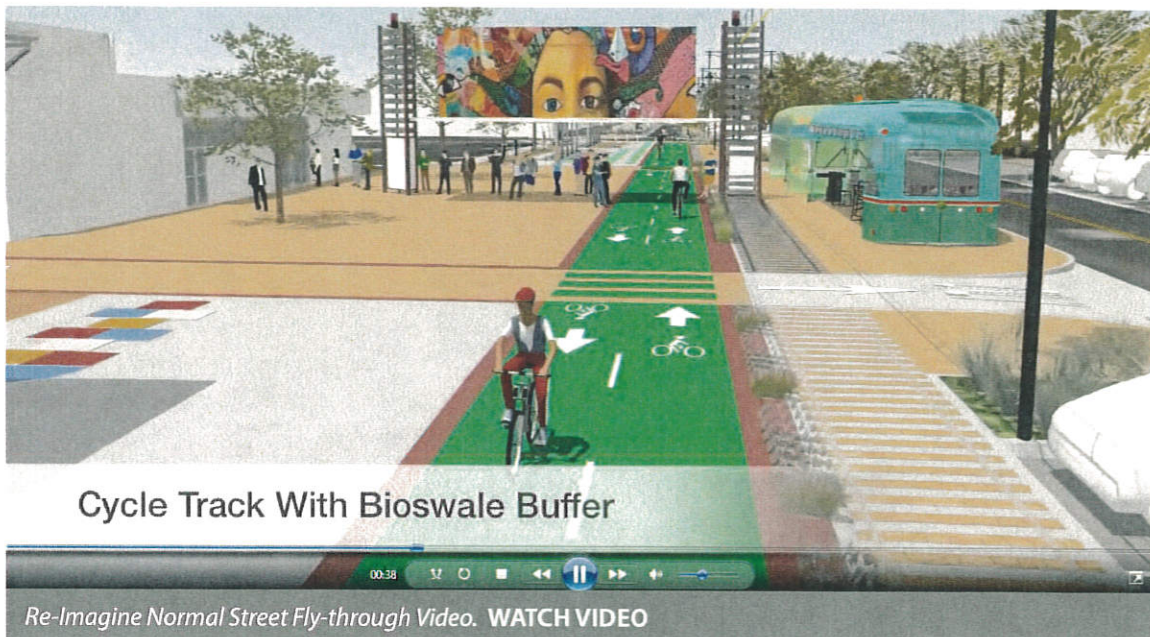
PROJECT UNDERSTANDING

Upon initial field work along Dracaea Avenue, shared lane markings have already been installed with several schools and parks along the corridor. Lane widths are consistent except for a few areas where there are undeveloped parcels and at flood control channels. Fortunately, sidewalks are present throughout most of the corridor, even as neighborhood characteristics change. The presence of schools on Dracaea Avenue and within a half-mile, highlight the importance of this corridor to provide safe routes to school and traffic calming since the street has very little horizontal and vertical curvature which helps to increase vehicular speeding. Being able to provide the traffic calming, urban greening, and bicycle and pedestrian safety elements will be key to increase active modes, reduce speeding, and develop placemaking. With the varying demographics along the corridor, it will be key to receive input from a wide range of residents and stakeholders to develop a viable and implementable neighborhood greenway.

To encourage participation, the KTUA team will employ engagement strategies that will overcome the “digital divide” we encounter in many of our projects. We rely on graphic-rich materials to convey the various elements of a project and complete streets. Graphics that can be easily understood by the public are important to provide the proper information, independent of language barriers. All materials will be produced in Spanish and English and bilingual staff will always be available. The KTUA team will build upon the ENGAGE MoVal outreach program to engage residents, which will be supplemented by providing flyers and surveys at schools, businesses, and other locations the City suggests. Surveys will be provided as hard copies and online to provide as many options for public participation.

Interactive workshops with consensus building exercises allow voices to be heard and provides participants a sense of involvement in improving their community. These workshops will employ discussions between neighbors, and education and voting to provide consensus on the vision, goals and final concept plan. For participants to experience potential improvements, a demonstration project at one of the workshops can be implemented. KTUA and RUHS-PH have the tools and resources to provide this service.

When developing corridor improvements, the KTUA team has the tools and experience for a successful project. Understanding the goal to improve safety for all roadway users and identify traffic calming opportunities, a systematic process of **iteration** and **integration** will be employed to develop the corridor concept plan. Iterations from the alternatives to the final plan will start with community input, an initial schematic design for review and direction, followed by two concept alternatives, a preferred alternative and then a final concept plan. Integration will involve workshop and meetings with stakeholders and residents at various stages of the process to review and provide additional direction. KTUA also intends to employ additional analysis such as “public life”/desire line analysis, bicycle and pedestrian counts, and Safe Routes to School and First and Last Mile analysis. Integration also entails utilizing the context sensitive design guidelines for traffic calming features, sustainable streetscape treatments, and bicycle, pedestrian and transit best practices to create an enhanced corridor for all users. By employing these additional analysis and design features, Dracaea Avenue could be eligible for multiple grants and funding to expedite implementation. KTUA will also develop a 3D video fly-through of the corridor to be used for City Council, Traffic Safety Commission and Planning Commission meetings and approvals.



ISSUES AND SOLUTIONS

Improving Neighborhood Connectivity – Super Block

Moreno Valley's loose grid development pattern works well for dispersing traffic vehicle, but the "superblock" arrangement with interior cul-de-sacs and offset intersections can create barriers for other forms of transportation like cycling and walking. Remedies are likely to be costly and therefore receive little initial support, unless their value can be clearly expressed. Well-connected non-motorized transportation facilities like bicycle lanes or bike boulevards need to be presented to provide mobility choices for all, not just drivers, and not just as a recreational asset. Improved non-motorized connectivity can also be viewed as a quality of life issue since being able to safely access schools, parks and shopping, especially along Dracaea Avenue. To provide support for potential recommendations, KTUA will conduct bike and ped counts at six (6) locations along the corridor and conduct "public life"/desire line surveys near three schools. This data collection will help inform design recommendations and provide baseline metrics for future grant applications.

Lack of Community Workshop Attendance

Providing the ability for the public to provide comments is an integral part of every project. However, we have found that it can be difficult to convince citizens to attend public meetings, especially if there is no looming controversy to attract their attention. Strategies to boost attendance is to provide food, activities for children, demonstration projects and prize giveaways. For similar projects, these strategies resulted in an attendance of approximately 40-60 people. One main factor in garnering good attendance is working with community-based organizations to spread the word, and in some cases, provide the facilities to host the workshop. With the number of schools along Dracaea Avenue, it will be critical to reach out and integrate them into the community engagement process.

While this study requires public workshops and many people are interested in this type of project, some may not feel they have the time to attend the workshops. In addition to a standard online survey, we employ an online map application for those interested to not only provide general comments, but to also geographically point out areas of concern like they could on physical maps at a public meeting. From experience, participation is exponentially greater when online tools are available.

Balancing Traffic Flow with Traffic Calming and Multi-Modal Access

A major challenge will be to increase mobility options along the corridor, where single-occupancy trips will always be a large percentage of all trips, even with the best transit, walking and biking improvement projects. As such, balancing the safety of vehicles, bicyclists, pedestrians and emergency response along this corridor and connections around the City will need to be a priority. Public safety, however, must take precedence. If a goal is to get more people to walk, ride and access transit, then safety must be improved. Analyzing safety trends along the corridor will provide a baseline for type and location of specific safety countermeasures that may be applied.

Some countermeasure may entail adding a signal, or signal modification, but if the roadway is still wide, has long distances to cross, and lacks pedestrian visibility, these countermeasures may not be attractive enough to increase bicycle or pedestrian activity or decrease collisions. As countermeasures are developed, KTUA will look at additional placemaking elements that can be incorporated into the engineered countermeasures, such as sustainable design and wayfinding. With additional funds being available for sustainable street infrastructure projects, this may provide another source of safety improvement funding and implementation.



HUD Guidelines for Creating Walkable and Bikeable Communities.

TASK 1: PROJECT INITIATION

1.1 Project Kick-off Meeting

To be completed by the City

1.2 Staff Coordination

KTUA will attend up to eight (8) monthly face-to-face project team meetings with the remaining as conference calls or webinars, depending on the project phase or topics to be discussed. Caltrans staff will be invited to the project team meetings. An internal kick-off meeting will be conducted to review the project scope, schedule, outreach program, and general expectations. KTUA will prepare the agenda and meeting minutes, with action items, for each meeting.

RESPONSIBLE PARTY: CITY

1.3 RFP for Consultant Services

To be completed by the City

Task Deliverables

- Meeting notes, Monthly meeting notes, copy of the procurement procedures and executed consultant contract

TASK 2: PUBLIC OUTREACH

2.1 Stakeholder Outreach

It's understood that City staff will identify and contact stakeholders notify them of Workshop #1, and request their attendance. City staff will also attend stakeholder organization meetings to inform members of the project and the kick-off meeting. The KTUA team, led by RUHS-PH, will provide support and necessary materials needed to encourage attendance, such as fact sheets and flyers. Particular attention will be given to methods and materials to engage traditionally under-represented groups, the disabled, low-income, and the senior population that reside along the corridor.

The three (3) workshops will occur at specific school sites along or adjacent to the corridor to assure minimum travel cost and time burden on families and other local stakeholders. RUHS-PH will conduct outreach to community members who reside in and around the targeted area to maximize participation in the workshops. RUHS-PH will implement the following outreach strategies:

1. Set up meetings with school administration (principal, assistant principal, parent liaison) to discuss purpose and value of workshop.
 - Confirm use of multi-purpose or classroom(s) for workshop
 - Request to conduct outreach on campus prior to workshop
 - Request that the principal posts date and time of workshop on various outgoing messaging boards to parents, such as social media, automated text, student announcements, and outdoor marquis.

2. Request contact information for key stakeholders, such as ELAC and PTA leaders, to set up outreach presentations. Outreach to the fire and police departments will also be conducted.
3. Upon approval from the principal, provide presentations to parent groups, such as ELAC, PTA, and School Site Council.
4. Promote workshop attendance at previously scheduled events at the schools, such as Back to School nights, Coffee with the Principal, Spring and Fall Festivals, etc.
5. Conduct at all outreach events:
 - Utilize KTUA/RUHS-PH or project branded tablecloths/ clothing/materials for brand recognition
 - Distribute colorful and captivating flyers
 - Offer items such as reflective items, bike lights and helmets, and healthy snacks to incentivize attendance
6. Conduct tabling during afternoon pick up when parents frequent campus.
7. Invite other interested parties involved in school health and safety, such as crossing guards, safety patrol, and PE teachers.
8. Post flyers at community sites where parents frequent, such as city parks, recreation centers, after school facilities, and libraries.
9. Promote workshops on RUHS-PH social media sites and link to local target area websites.
10. To maximize convenience and comfort for attendees, RUHS-PH will promote the following services provided at the workshops:
 - Bilingual/bicultural staff
 - Simultaneous English/Spanish interpretation
 - Child activity corner (coloring sheets, word search, activity books)



Stakeholder outreach.

Project Branding

A key component of engagement, whether online or through public workshops, is branding the project. A project logo or branding that brings continuity between these components is important to: 1) be easily identifiable throughout the duration of the project; and 2) provide continuity for the various components of the project, such as flyers, exhibits, online materials, and planning products. KTUA will be responsible for drafting, designing, and printing other engagement materials for workshops and other events.

Online Survey and Map

KTUA can also design two online surveys to gather feedback on corridor needs. The first survey will utilize SurveyMonkey as a traditional survey with quick and concise questions to solicit input and can be distributed through RUHS-PH's outreach efforts. The other survey will be an online mapping platform to identify opportunities and constraints along the corridor. This latter method has proven to be effective with residents who have easy access to the internet. Both platforms also provide summary tools to tabulate the results. In addition, these surveys will be created as hard copies to be distributed at recreations centers or civic spaces along the corridor so that residents that have limited access to online resources can make their voices heard.

ESRI Story Map

To facilitate outreach with those unable to attend events in person, KTUA will create a variety of web-based tools that can be shared with residents. To keep all web materials organized, KTUA will build a Story Map using ESRI's ArcGIS Online infrastructure if the City decides this approach is best. A Story Map is a collection of maps, text, images, and multimedia content organized to tell a specific story. In this case, the Story Map will outline the project goals, community engagement, data findings, results from the workshops, and drafts of the corridor design and plan, allowing the community to stay informed and engaged throughout the life of the project.

RESPONSIBLE PARTY: CITY WITH KTUA SUPPORT

2.2 Workshop #1

Prior to conducting Workshop #1, KTUA will develop a preliminary menu of vision and goal statements to provide a framework for the first workshop. Incorporating regional and city goals for safety, sustainability, mobility, accessibility, and equity will be a key component of the plan. Refinement of the vision and goals will be incorporated from input gathered at this community workshop. Table exercises will be structured for group collaboration to develop a unified vision and goals.

KTUA will present the project highlighting the project scope, schedule, and products. As part of the tables, a mapping exercise will also be conducted to seek input on existing facility opportunities and constraints. This type of interactive exercise

allows participants to immediately get involved and interact with their neighbors, stakeholders, City and the KTUA team.

Based on the team's experience developing vision and goals for active transportation plans and corridor studies, elements of the project's goal may potentially include:

- Increasing accessibility around the disadvantaged neighborhoods along the corridor. We will examine criteria from CalEnviroScreen and to identify tracts that are particularly disadvantaged to ensure that these tracts receive improvements.
- Providing aesthetics to encourage walking and bicycling to increase health conditions. Using reliable surveys on health (e.g., diabetes, obesity, physical health, etc.) and the California Healthy Places Index to prioritize the selection of locations to ensure needy areas are addressed.
- Increasing safety by understanding the demographic characteristics. We will review demographic patterns to ensure that corridor segments where the potential of bicycle and pedestrian infrastructure is high are also represented in linkage with community assets, such as schools and parks, and preferred routes or facilities.
- Developing context sensitive countermeasures. Developing a suite of traffic calming, bicycle and pedestrian improvement options, and streetscape opportunities that are cohesive with neighborhood characteristics and provide added active transportation amenities.

RESPONSIBLE PARTY: KTUA TEAM

2.3 Workshop #2

Upon completion of initial data collection, KTUA will present the findings and implementation strategies for potential corridor enhancements. An interactive workshop format will be used for this second public workshop to listen and gather feedback on issues and solutions along Dracaea Avenue. This format will allow the team to successfully collect the necessary feedback to meet the project's goals. The following highlights the workshop format, which is subject to revisions based on City input.

- Ten to 15-minute presentation. Typically starting ten minutes into the workshop to account for people signing in, snacks, etc.
- Exhibits and tables will be available for comments and input. Participants will be broken out into tables for two exercises. The first exercise will be to identify the issues and opportunities along the corridor and mark them on the map and summary sheets. Each group will then report back to the larger audience their top concerns. The second exercise will consist of designing the corridor to mitigate those concerns. Each table will need to work together to solve common concerns, then report back to the group their final recommendations. This method has been highly effective in gaining consensus on recommendations and have even brought neighbors together for a common goal.

Other materials such as agendas, handouts, sign-in sheets, and comment cards will be provided. In addition, voting exercises will be provided to begin refining the vision and goals to drive the design of the project. Public feedback can also be collected through a survey, as well as voting boards where traffic calming elements will be explained through visuals, such as infographics, photos, and 3D graphics. Suggestions for additional improvements will also be collected through a highly visual “Wish Board”, where residents will be able to write down their vision for the area for a truly interactive experience.

Tactical urbanism or demonstration projects are organized engagement activities that spark interest and offer an interactive, but most importantly, an educational experience for participants. KTUA frequently employs temporary installations as part of events and workshops, and because of these activities, KTUA has some materials in-house to support this installation, which can provide some cost savings for this task. RUHS-PH will provide support by working with SCAG on their GoHuman Safety package to supplement temporary demonstration project at this workshop.



KTUA tactical urbanism in action.

RESPONSIBLE PARTY: KTUA TEAM

2.4 Workshop #3

The third workshop will occur following the development of the preliminary corridor design from Task 4.1 and will provide an opportunity for public review and comment. The KTUA team will prepare a presentation summarizing the plan and design recommendations, with supporting maps and display boards highlighting infrastructure and programmatic recommendations. Large table maps of the corridor alternatives will be displayed for participants to view, comment and discuss with the City staff and the KTUA team. This workshop will have an open house format to allow participants ample time to review the alternatives, discuss them with neighbors, and vote on their preferred corridor and/or preferred treatments from each

alternative. This format will also allow them to review programmatic options of the 6 “Es” and vote on the ones they would like to prioritize. Safe Routes to School recommendations for the 13 schools will also be displayed to receive final feedback. Comments will be collected to refine the final design and safe routes to school recommendations. Wayfinding options will also be an exercise to guide future design alternatives for signage. This exercise may entail voting on favorite designs and destinations to add.



City of Vista Townsite Drive Complete Street voting example.

In addition, the project concepts will be created using KTUA’s vast 3D library. Visualization in 3D is immensely valuable in informing both the public and decision-makers on the character and impacts of projects. We possess a robust library of 3D model components that help active transportation facilities come alive in ways that 2D illustration simply cannot match. KTUA will tailor visualizations to highlight the various elements of the corridor design.

RESPONSIBLE PARTY: KTUA TEAM

Task Deliverables

- List of prospective workshop attendees, meeting summaries, including project vision/goals and facility opportunities and constraints, meeting summary including stakeholder suggestions

TASK 3: DATA COLLECTION AND ANALYSIS

3.1 Inventory Existing City Facilities

IBI Group will lead the corridor inventory effort for the study limits along Dracaea Avenue. This effort will include inventory of the key physical attributes of the corridor, including curb and gutter, sidewalks, crosswalks, street lights, bus stops, access ramps, signals, bicycle facilities, and end of trip facilities, as well as targeted observations of pedestrian and bicycle travel patterns at targeted locations in the corridor. These “public life” surveys will assist the project team in understanding how the corridor is used today by people traveling via active modes and what potential challenges these travelers are experiencing.

Conducting the public life survey concurrently with the physical inventory allows for efficient data collection and use of project resources. Physical attributes of the corridor and the public life survey data will be incorporated into GIS maps for the corridor and for presentation of the findings. Public life surveys will be conducted at three locations along the corridor:

- Dracaea Avenue and Morrison Street – near Mountain View Middle School, Valley View High, and Moreno Valley Elementary School
- Dracaea Avenue and Kitching Street – near Butterfield Elementary School
- Dracaea Avenue and Frederick Street – near Moreno Valley High School

The surveys will be timed to correspond with school start/stop times to maximize observation of peak activity in the corridor.

KTUA will also collect up to six (6) 24-hour bicycle and pedestrian count data along specific segments along the corridor to verify volumes of bicycle and pedestrian volumes. This data will supplement the items previously listed as well as the proposed “public life” desire line analysis. This data will be beneficial if the City decides to pursue an ATP grant, where existing bicycle and pedestrian data is required as part of the application. This task will be performed subsequent to Task 2.2 and prior to Task 2.3.

RESPONSIBLE PARTY: KTUA TEAM

3.2 Review Regional Plans

KTUA will review the Western Riverside Council of Governments (WRCOG) Non-motorized Regional Plan, WRCOG Active Transportation Plan, the City’s Bicycle Master Plan, Riverside Transit Agency’s Comprehensive Operation Analysis and First and Last Mile Mobility Plan, applicable Compass Blueprint Plans, Regional Transportation Plan, and Sustainable Communities Strategy.

To update collision trends, KTUA will review city collision data and supplement it with data from UC Berkeley’s SafeTREC Transportation Injury Mapping System (TIMS). Collision patterns will include time of day, time of year, and how they relate to a location to highlight specific behaviors and roadway conditions. For example, a high number of morning or afternoon collisions involving youth may call for increased education for students riding or walking to and from school. Additionally, a pattern of locations like mid-block versus intersection crashes may be evidence of localized problems with visibility, engineering, or driver education. A pattern of crashes resulting from wrong-way bicycle riding would suggest additional bicyclist education programs focused on correcting this dangerous behavior. This information will be valuable in the development of the traffic calming elements and design guidelines. Upon preliminary analysis of the most recent five-year TIMS data (2014-2018), collision hotspots along Dracaea Avenue are noted at Perris Blvd (25), Heacock Street (16) and Kitching Street (10). For bicycle and pedestrian collisions, Kitching Street and Perris Blvd. had the highest number of collisions with four, followed by Heacock Street (3), and Frederick Street and Indian Street with two each.

Analysis may include aspects of Caltrans’ latest safety planning program as part of its Highway Safety Improvement Program (HSIP) Systemic Safety Analysis Report Program (SSARP). By utilizing some of these techniques, Moreno Valley will be able to better position itself for funding opportunities while strengthening the safety needs of specific areas. This task will be performed subsequent to Task 2.2 and prior to Task 2.3.

RESPONSIBLE PARTY: KTUA TEAM



3.3 Identify Active Transportation and Safe Routes to School Enhancements

KTUA will review all available literature in developing walking and bicycling Safe Routes to School, which will include all state, federal, and generally accepted industry practices. Through experience conducting Safe Routes to School infrastructure planning in San Bernardino County and through various completed active transportation plans, KTUA will build upon the City's previous efforts. The revised 2017 Suggested Routes to School Maps will be the basis for recommendation locations, along with the results of the "public life" desire line analysis, bicycle and pedestrian counts and public input. RUHS-PH will provide updated programmatic recommendations based on the previous Cycle 4 grant application. Efforts from this task will help build a better stronger application for the Riverside County Safe Routes to School Program.

Subsequently, half-mile walktime overlap analysis from parks will help prioritize improvements along the corridor. The product will be 13 updated Safe Routes to School Maps to identify enhancements around the schools and along the corridor. These maps will be presented at the third workshop for final input. Comments from this workshop will help refine the maps. Planning level cost estimates will then be developed for each school.

RESPONSIBLE PARTY: KTUA TEAM

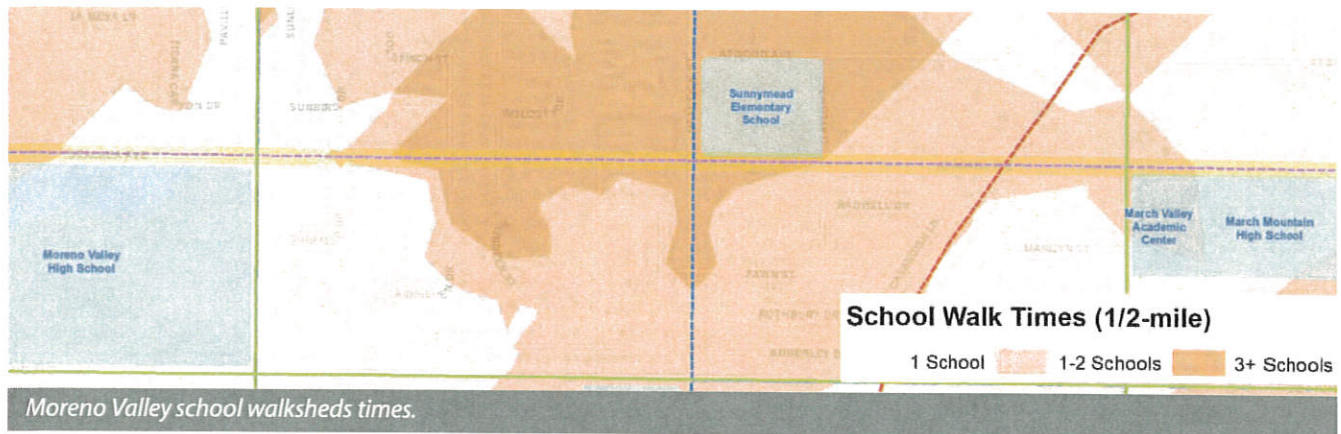
3.4 Develop Traffic Calming Elements

IBI Group will lead the development of a traffic calming toolkit for use in the identification of potential greenway and traffic calming improvements for the Dracaea Avenue corridor. The toolkit will highlight the proposed range of improvements and identify potential or recommended applications of the strategies. The KTUA team has been at the forefront of Green Streets planning, having completed an award-winning Urban Greening Plan for the San Diego neighborhood of City Heights, as well as for the City of Pico Rivera and the City of Placentia. With the state's drought issues and need to capture storm and rainwater for irrigation and other purposes, elements of green streets in traffic calming will be included. In addition, IBI Group has extensive experience in creating easy to use and relevant toolkits for similar projects, including their work on the Metro First/Last Mile Strategic Plan and the OCTA Fourth District Bikeways Strategy. IBI will provide one draft and one final version of the toolkit. Results of this task will be presented at Workshop #2.

RESPONSIBLE PARTY: KTUA TEAM

Task Deliverables

- Summary memo, maps and exhibits



TASK 4: CORRIDOR MASTER PLAN DEVELOPMENT

4.1 Draft Corridor Master Plan (65 Percent)

KTUA will begin preparing a draft Corridor Master Plan following the results of the data collection, community outreach and feedback from the City and stakeholders. KTUA will develop an initial 10% schematic design for review by the City. This will provide the team direction for the alternative concepts, which will be taken to a 30% concept or preliminary engineering design developed in AutoCAD.

KTUA will then develop up to two (2) preliminary concept alternatives that will achieve the character that’s envisioned while addressing the needs for a multimodal corridor. Alternatives will consider land uses, public comments, collision hot spots, proximity to schools, and safety improvements. Design elements will include bicycle, pedestrian, and vehicular access to residents and businesses, speed limits, lane configuration and widths, sustainable and drought-tolerant streetscapes, bus stop amenities, lighting, on-street parking, driveways, traffic calming measures and wayfinding placement. Curb management opportunities for Transportation Network Companies (TNCs) such as rideshare will also be considered, especially around activity centers.

These alternatives will then be presented at the third workshop for community input. KTUA will identify opportunities for green street concepts, such as stormwater planters, swales, and other bio-retention areas and drought-tolerant landscaping. Place-making around key destinations along the corridor will be a focus during the preparation of the streetscape recommendations to address safety and aesthetics to expand grant opportunities. The preliminary engineering design will allow for better cost estimation and a grant ready product.

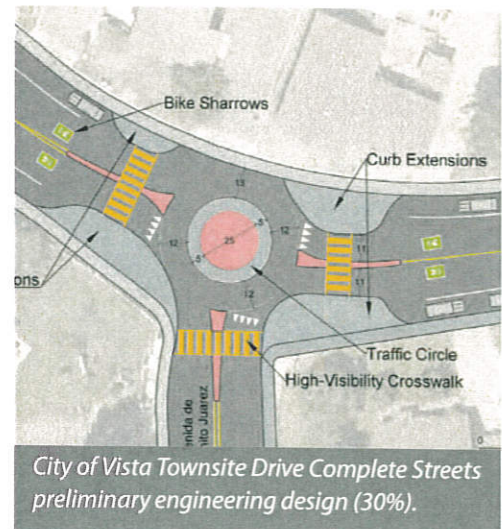
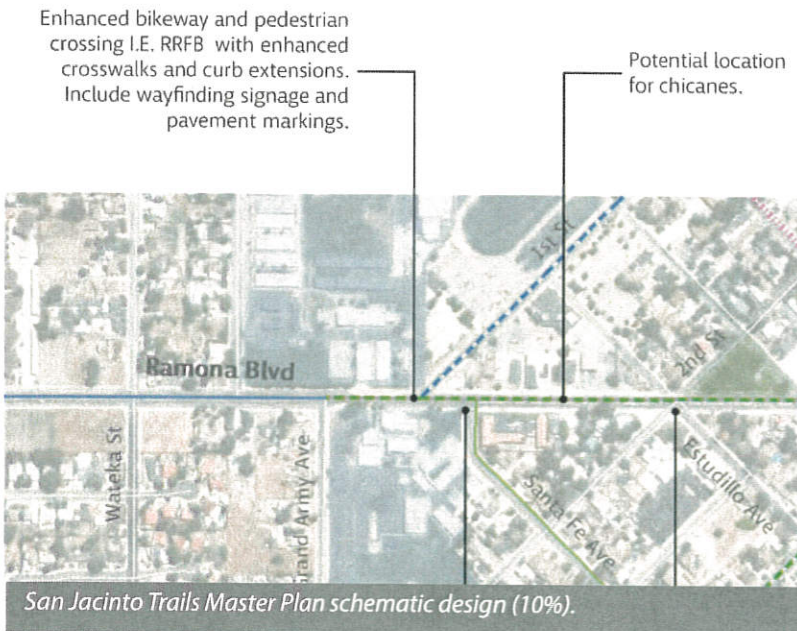
IBI Group will be responsible for preparing the preliminary design guidelines for the proposed greenway plan for Dracaea Avenue. The design guidelines will be based on City standards as a starting point, with proposed refinements and modifications based on national design references (i.e. NACTO, ITE) and best practices that the team is familiar with through their work in Southern California and across North America. Design guideline recommendations will be focused on creating a safe and comfortable facilities for pedestrians and bicyclists.

Concepts of the design alternatives will use the elements of the preliminary design guidelines which will be prepared and incorporated into this draft plan. These guidelines will be consistent with state, federal, and generally accepted industry standards and practices. The design guidelines will be context sensitive and reflect the needs of the Moreno Valley surrounding community.

Components of this draft plan will include the vision and goals, existing conditions, summary of community engagement, safe routes to school maps and programs, and the preliminary design plan and conceptual renderings. In addition, Tasks 3.1 through 3.4 will also be included.

KTUA has developed a scope of work for this Corridor Master Plan to provide strategies, relevant information, and a design that will be competitive in certain grant applications (Active Transportation Program (ATP) Affordable Housing and Sustainable Communities (AHSC), and others as applicable. For example, utilizing sustainable design elements will assist with Urban Greening opportunities such as Prop 68 or Prop 1 grants.

PARTY RESPONSIBLE: KTUA TEAM



4.2 Draft Corridor Master Plan (90 Percent)

Following the input received from Task 4.1, the KTUA team will incorporate comments and make changes to the draft plan and refine 3D models and design. Specific projects consistent with the plan will be identified and prioritized.

KTUA will work with the City to develop a methodology for prioritizing the specific projects based on the vision and city goals, including, but not limited to:

- Rates of collisions
- Systemic Safety Analysis Report Benefit-Cost
- Public support
- Project feasibility
- Safe Routes to School walksheds
- Proximity to activity centers (parks, transit, retail, recreation, etc.)
- Demographics
- Proximity to Transit/First-Last Mile
- Social Equity (CalEnviroScreen 3.0, California Health Interview Survey (CHIS)
- Schools eligible for Free and Reduced-Price School Meals

The wayfinding results from workshop #3 will be incorporated into this draft. Wayfinding guidelines will also be developed to ensure connections to adjacent destinations such as schools, parks and trails and directional signage along the corridor itself.

RESPONSIBLE PARTY: KTUA TEAM

4.3 Final Corridor Master Plan

Following any comments received from Task 4.2, KTUA will finalize the plan, including a list of specific projects, design, project prioritization, and cost estimates.

RESPONSIBLE PARTY: KTUA TEAM

4.4 Adoption of Corridor Master Plan

KTUA will present the Final Corridor Master Plan to the Traffic Safety Commission, to the Planning Commission as a public hearing item, and to the Moreno Valley City Council as a public hearing item. Upon direction from City staff, KTUA will revise the plan as necessary.

As an added value, KTUA will develop a fly-through video of the final conceptual corridor for these presentations and use for any future planning and promotional complete street efforts.

RESPONSIBLE PARTY: KTUA TEAM

Task Deliverables

- Draft Corridor Master Plan (65 Percent), Draft Corridor Master Plan (90 Percent), Final Corridor Master Plan (100 Percent), Approved Corridor Master Plan

TASK 5: PROJECT MANAGEMENT AND ADMINISTRATION

5.1 Fiscal Administration

KTUA will assist the City in submitting complete invoice packages to Caltrans District staff based on milestone completion, at least quarterly, but no more frequently than monthly.

RESPONSIBLE PARTY: CITY

5.2 Quarterly Reports

KTUA will assist in submit quarterly reports to Caltrans District staff providing a summary of project progress and grant/local match expenditures.

RESPONSIBLE PARTY: CITY

Task Deliverables

- Invoice packages, quarterly reports

Exhibit B

Dracaea Avenue Neighborhood Greenway Corridor Study	KTUA							IBI					RUHS								
	Associate Principal	Senior Associate	Associate/ GIS Manager	Senior Planner/ Designer	Planner/ Designer	Hours	Cost per Task	Principal	Senior Planner	Asst. Planner	Assoc. Engineer	Hours	Cost per Task	Program Coordinator	Health Education Assistant	Hours	Cost per Task				
	\$165	\$155	\$125	\$110	\$105	per Task	Task	\$265	\$125	\$85	\$110	per Task	Task	\$88	\$46	per Task	Task				
1 Project Initiation																					
1.1 Project Kick-off Meeting						0	\$0					0	\$0			0	\$0				
1.2 Staff Coordination	4	32	16			52	\$7,620		2			2	\$250	2		2	\$176				
1.3 RFP for Consultant Services	To Be Completed by City																				
Task 1 Totals	4	32	16	0	0	52	\$7,620	0	2	0	0	2	\$250	2	0	2	\$176				
2 Public Outreach																					
2.1 Stakeholder Outreach		4	4			8	\$1,120					0	\$0	4	4	8	\$536				
2.2 Workshop #1		4	4	16		24	\$2,880					0	\$0	35	60	95	\$5,840				
2.3 Workshop #2		4	4			8	\$1,120					0	\$0	35	60	95	\$5,840				
2.4 Workshop #3		4	4			8	\$1,120					0	\$0	35	60	95	\$5,840				
Task 2 Totals	0	16	16	16	0	48	\$6,240	0	0	0	0	0	\$0	109	184	293	\$18,056				
3 Data Collection and Analysis																					
3.1 Inventory Existing City Facilities		16	2	16	16	40	\$6,170	4	32	80	60	176	\$18,460			0	\$0				
3.2 Review Regional Plans	4	4	16	25	24	73	\$8,550					0	\$0			0	\$0				
3.3 Identify Active Transportation and Safe Routes to School Enhancements		8	12	24	40	84	\$9,580					0	\$0	48	61	109	\$7,030				
3.4 Develop Traffic Calming Elements		8	6	8		22	\$2,870	6	16	12	32	66	\$8,130			0	\$0				
Task 3 Totals	4	36	36	73	80	219	\$27,170	10	48	92	92	242	\$26,590	0	0	109	\$7,030				
4 Corridor Master Plan Development																					
4.1 Draft Corridor Master Plan (65%)	8	32	40	60	60	200	\$24,180	6	24		44	74	\$9,430			0	\$0				
4.2 Draft Corridor Master Plan (90%)	8	24	24	32	32	120	\$14,920					0	\$0			0	\$0				
4.3 Final Corridor Master Plan	2	8	8	16	16	50	\$6,010					0	\$0			0	\$0				
4.4 Adoption of Corridor Master Plan		8		40		48	\$5,640					0	\$0			0	\$0				
Task 4 Totals	18	72	72	148	108	418	\$50,750	6	24	0	44	74	\$9,430	0	0	0	\$0				
5 Project Management and Administration																					
5.1 Fiscal Administration	16	24				40	\$6,360					0	\$0			0	\$0				
5.2 Quarterly Reports	4	8				12	\$1,900					0	\$0			0	\$0				
Task 5 Totals	20	32	0	0	0	52	\$8,260	0	0	0	0	0	\$0	0	0	0	\$0				
Total Hours By Staff	46	188	140	237	188			16	74	92	136			111	184						
	Direct Labor Costs:						\$100,040	Direct Labor Costs:						\$36,270	Direct Labor Costs:						\$25,262
	Travel						\$1,100	Travel						\$200	Travel						\$0
	Material Direct Costs						\$1,840	Material Direct Costs						\$200	Material Direct Costs						\$0
	KTUA Total Cost						\$102,980	IBI Total Cost						\$36,670	RUHS Total Cost						\$25,262

Total Cost Estimate **\$164,912**