

City of Culver City

Visioning Study and Recommendations for the Culver City TOD District

October 27, 2016



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IN ASSOCIATION WITH:
Perkins+Will
Raimi + Associates
Here Design

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October 26, 2016

City of Culver City
Community Development Director
Culver City Community Development Dept.
City Hall 3rd floor
9770 Culver Boulevard
Culver City, CA 90232-0507

RE: Visioning Study and Recommendations for the Culver City Transit Oriented Development District

On behalf of Nelson\Nygaard Consulting Associates, Inc., I am pleased to submit this proposal to the City of Culver City for a visioning study and to prepare recommendations for the Culver City Transit Oriented Development District. We are excited about the possibility of working with the Culver City and are committed to the project's success.

With this project the City has the opportunity to set an example for the greater Los Angeles region of the promise and potential of comprehensive transit oriented development districts. Going beyond planning, the City has invested in rezoning and parcel assembly to attract development, developed streetscape standards for the area, and is in the process of improving bicycle and pedestrian facilities surrounding the station. With this project, Culver City is taking the next step and putting into place the tools needed to shape the development occurring in the station area in order to create seamless transitions between the TOD district and the surrounding neighborhood as well as the City of Culver City as a whole.

Nelson\Nygaard (a Perkins + Will Company) is a holistic transportation planning firm that specializes in taking a network and neighborhood scale view of transportation from the customer's perspective. As a part of the Perkins + Will family, we are a design-focused company that helps to integrate transportation's role in placemaking. We work across modes of transportation and development densities to identify multimodal opportunities that work for all users from 8 to 80. We specialize in measuring neighborhood connectivity, developing innovative development review standards that increase travel options, and ensuring parking and mobility needs are based on data driven analysis of supply and demand.

We are excited to partner with a team of national TOD experts with local knowledge to ensure Culver City remains a TOD leader in our region. Nelson\Nygaard has experience working with these partners and we will be able to get started right away in order to meet the City's timeline.

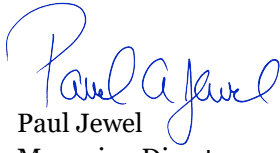
- **Here Design Studio** is a Los Angeles based urban design and community collaboration firm that will incorporate innovative and interactive community outreach methods into the project, for example through "tactical" and temporary installations, in-the-field trainings, walk and bike audits, consensus-building presentations, developers' forums, and design charrettes.
- **Raimi + Associates** is a California-based urban planning firm founded to pursue projects with an explicit focus on community health, sustainable neighborhoods, and social equity. Their staff will lead the development review, including identifying legal and regulatory tools the has or might need to develop in order to achieve their vision.

- **Perkins + Will** is a full-service urban design and architecture firm of which Nelson\Nygaard is a part. Our team of urban designers, planners, and architects will support the mobility and development elements to design green solutions that are elegant, buildable, and ensuring places.

We hope you will recognize the strengths of our proposal, staff capabilities, and firm experience as indications of our capacity to carry out this important project. We submit our proposal in accordance with the terms and conditions outlined in the Request for Proposal (RFP) document and our offer will remain in effect for at least ninety (90) days from the date of submittal, October 19, 2016. We also acknowledge receipt of Addendum 1, received Oct. 13, 2016.

If we can provide any additional information about our firm or this proposal, please do not hesitate to contact Paul Moore at pmoore@nelsonnygaard.com or 213-785-5500, or me at pjewel@nelsonnygaard.com or 415-284-1544. I am authorized to negotiate with the City of Culver City in connection with this effort.

Sincerely,



Paul Jewel
Managing Director

Visioning Study and Prepare Recommendations for the Culver City TOD District Proposal



Submitted by
Nelson\Nygaard Consulting Associates
706 South Hill Street, Suite 1200, Los Angeles, CA 90014
213-785-5500

CONTACT: Paul Moore **TITLE:** Principal
EMAIL: pmoore@nelsonnygaard.com

FIRM QUALIFICATIONS

A different kind of Transportation Firm

Nelson\Nygaard Consulting Associates, Inc. is an internationally recognized firm committed to developing transportation systems that promote vibrant, sustainable, and accessible communities. Founded by two women in 1987, Nelson\Nygaard has grown from its roots in transit planning to a 123-person, full-service transportation firm with offices across the United States.

In keeping with the values set by our founders, Nelson\Nygaard puts people first. We recognize that transportation is not an end by itself but a platform for achieving broader community goals of mobility, equity, economic development, and healthy living. Our hands-on, national experience informs but doesn't dictate local solutions. Built on consensus and a multimodal approach, our plans are renowned as practical and implementable. Nelson\Nygaard specializes in:



TRANSIT SYSTEMS

Feasibility and fare studies, corridor studies, new services and facilities, redesign services for bus rapid transit, streetcar, rail, bus, and ferry



MULTIMODAL NETWORKS

Complete streets, downtown and regional mobility, transit-oriented development, transportation demand management, healthy communities



PARATRANSIT AND MOBILITY MANAGEMENT

Human services coordination, paratransit and rural transportation plans, mobility manager training, accessibility evaluations



CAMPUS ACCESS

Commute and trip reduction, employee and student incentives, marketing campaigns, financial analyses for universities, tech companies, and hospitals



WALKING AND BICYCLING

Facilities and network design, bike sharing, safe routes to school and transit, calmed streets, walk audits



TAXI AND ON-DEMAND SERVICES

Regulations, entry control, rate setting for taxi, livery, peer-to-peer, and private-for-hire



PARKING MANAGEMENT

Regulations, pricing strategies, shared parking, governance, technology selection, travel demand management



TRAFFIC ANALYSIS

Road diets and traffic calming, traffic impact simulation, trip reduction, greenhouse gas analysis, climate action plans

PERKINS+WILL

Since 1935, Perkins+Will has created innovative and award-winning designs for the world's most forward-thinking clients. We are urban designers, planners, landscape architects, architects, interior designers, and branded environment experts who approach design from all scales and perspectives. Our work focuses on the best qualities of urban living, weaving public spaces, diverse uses, and memorable context into a distinctive pattern of place.

As an international leader in urban design, our multi-disciplinary team focuses on leveraging landscape, transportation systems, infrastructure and architecture to create the frameworks for vibrant, sustainable urban life. Engaged, accessible, and collaborative, our staff of 1,800 professionals (over 90 in our Los Angeles office) brings together high design, functional performance, and social responsibility to advance project goals. We are dedicated to building environments that are great for people. We envision flexible solutions that anticipate future change. We establish the vision, identify the means, and develop a framework for action, generating long-term economic, social, and environmental value for private and public clients and communities. Our planning and design approach harvests the resources of each place, attracts significant new investment, and arms the client with the planning, design, economic, and environmental strategies to guide those actions. Our firm is distinguished by our commitment to sustainability, taking special pride in urban design's global potential for positive change.



Raimi + Associates is a multidisciplinary planning firm based in Berkeley, with offices in Riverside and Los Angeles, California. The firm has been in business since 2006. Their body of work includes General Plans, specific and precise plans, TOD plans and corridor plans, form-based zoning codes, vision plans, community outreach and participation, neighborhood-scale sustainability planning, and environmental review. The firm's community planning expertise is complemented and informed by a dual focus on planning for public health and sustainability, and nearly every project is focused on improving health and making communities more sustainable. Raimi + Associates' expertise in LEED and LEED for Neighborhood Development is some of the most extensive in the country.

➤ Here Design

Here Design is an award-winning outreach and public involvement firm, focused on interdisciplinary designs that improves the public realm. Their work spans the fields of urban design, urban planning, and communications, and includes conceptual design of public spaces, parks, and streets as well as strategic planning for growth and change, mobility, and sustainability in the urban context.

Here Design employs interactive tools to elicit community feedback and dialogue, such as:

- Application of civic technologies, building apps, websites, online portals, and virtual landscapes.
- Experiential design of festivals, events, "pop-ups" street fairs and happenings.
- Use of high quality visual communication and non-traditional formats.
- Strategic design of charrettes, engaging workshops, and "family tables"

SIMILAR PLANNING POLICY DOCUMENTS

Our team has experience preparing similar planning and policy documents, working with community groups and supporting municipal agencies. The following projects highlight just a few of our relevant qualifications:

- **Portland Metro TOD Strategic Plan.** Nelson\Nygaard, in conjunction with the Center for Transit-Oriented Development (CTOD), developed a regional framework for TOD investment through the creation of TOD and transit corridor typologies. These typologies identified corridor readiness for TOD by assessing their market strength and transit orientation using the “5P” performance criteria (people, places, physical form, performance, and pedestrian/bicycle connectivity).
- **Capital TOD Study, The District of Columbia’s Office of Planning (DCOP).** Nelson\Nygaard supported the DCOP to maximize the value of transit-served areas and transform the region’s station areas into fully functioning transit oriented developments (TOD). The firm led a team of transportation, land use, and economic development planners in a study of 35 sites leading to the establishment of new TOD zoning standards that strike a balance between a “one-size-fits-all” approach and a cumbersome series of TOD overlays that might hinder development and community creativity.
- **Culver City Mobility Focus Groups.** Nelson\Nygaard was retained by the City to help it address increasing concerns among residents, employees and major employers over traffic congestion, parking availability and “spillover” impacts and the ability to move around in general. To do so, we worked with the City and Chamber of Commerce to organize group interviews with representatives of major employers, hotels, developers, schools and colleges and other institutions. The interviews were organized around a series of 18 questions designed to address all aspects of local mobility, including all modes as well as opportunities to manage transit demand through innovative strategies. At the end of this process, we presented to the City and Chamber a diverse set of recommendations across all modes.
- **LA Metro Transit Supportive Planning Toolkit.** Raimi + Associates is assisting the Los Angeles County Metropolitan Transportation Authority (LA Metro) with creation of a Transit Supportive Planning Toolkit. The Toolkit will be a clear and intuitive manual that reviews best practices, provides model language for local planning tools, and highlights exemplary language and jurisdictions around the country. The project is also focused on educating decision makers and constituents, while simultaneously identifying tools and strategies that will allow project stakeholders to implement planning policy and support project efforts consistent with TOD best practices.
- **Santa Monica GOMANGo! Pilot Project.** Here Design provided conceptual design, extensive outreach, and temporary street installation to test a 3-mile Neighborhood Greenway through one of Santa Monica’s most ethnically diverse neighborhoods. Small strategic stakeholder sessions, bike and walk audits, and a pop-up festival gave community members the change to see, touch, and hear the potential improvements. Music, food trucks, arts activities, and a ‘passport’ program made for a festive and informative program. While community support at the start of the project was tepid, by the end of the project the positive momentum carried the project quickly to implementation; this year the first phase of the greenway was constructed as envisioned.



FIRM EXPERIENCE

SCAG FIRST/LAST MILE STUDY, LOS ANGELES, CA

2008-2009

Client: Southern California Association of Governments, 818 W. Seventh Street, Los Angeles, CA 90017

The LA Metropolitan Transportation Authority and the City of Los Angeles asked Nelson\Nygaard to develop a plan and implementation strategy to provide new first mile/last mile services between the Metro Rail stations and key destinations. Nelson\Nygaard led a multidisciplinary team to evaluate 13 potential “first mile/last mile” strategies for the region, and prioritized six with the greatest relevance and feasibility. For each strategy, Nelson\Nygaard conducted a best practices review; identified benefits and constraints; examined expansion potential in Los Angeles; and completed a feasibility evaluation including target markets, required regulatory changes, capital and operating costs, consumer costs, joint partnership opportunities, and funding strategies.

ITDP TOD STANDARD, NEW YORK, NY

2013

Client: Institute for Transportation & Development Policy, 9 East 19th Street, New York, NY 10003-1105



Nelson\Nygaard developed the TOD Standard to evaluate and encourage development that maximizes the benefits of public transit to create complete communities, within which residents, employees, and visitors can access daily goods and services without need of private vehicle. The standard outlines eight key principles for guiding the development of TODs—Walk, Cycle, Connect, Transit, Mix, Densify, Compact, Shift— and elaborates on these principles with accessible performance objectives and metrics to a non-technical audience, giving everyone from developers to interested local residents a way to understand the essential components behind a successful TOD.

SANTA MONICA LAND USE AND CIRCULATION ELEMENT SANTA MONICA, CA

2007-2010

Client: City of Santa Monica, Transportation Management Division
1685 Main Street, Room 115, Santa Monica, CA 90407-2200, www.shapethefuture2025.net

Nelson\Nygaard crafted the Circulation Element of Santa Monica’s 2008 General Plan Update, steering it through an intense public process, including over a dozen public workshops as well as planning commission and city council hearings. The plan broke through the city’s anti-growth politics by using new development to fund a package of community benefits, including new bicycle lanes, more gracious sidewalks, frequent transit, and stringent transportation demand management programs. More importantly, the plan commits to capping peak period vehicle trips as part of Santa Monica’s dedication to reducing greenhouse gases, air pollution, and regional traffic. The Circulation Element was carefully integrated into the Land Use Element, focusing almost all new growth in the city around its major transit nodes. In addition to paying new impact fees, development will be required to meet stronger trip reduction requirements, including universal transit passes and parking fees or parking cash-out for all new residents and employees. The plan also provides incentives for existing residents and employees to reduce their trips, through both better transportation choices and more services within walking distance.

To help implement the plan, Nelson\Nygaard was brought back to develop a Bicycle Action Plan, zoning ordinance, Transportation Impact Fee, and specific plans for the downtown and Bergamot Station areas. The plan was adopted in July 2010.



**ORANGE LINE BUS RAPID TRANSIT SUSTAINABLE
CORRIDOR IMPLEMENTATION PLAN, LOS ANGELES, CA**

2011-2012

Client: Southern California Association of Governments, 818 W. Seventh Street Los Angeles, CA 90017

For the Southern California Association of Governments (SCAG) and the Los Angeles County Metropolitan Transportation Authority or Metro, Nelson\Nygaard joined Raimi + Associates to assess station access and station-area circulation for transit-oriented development potential of areas around stations on the Metro Orange Line.

While the Orange Line is a high-quality transit facility, and a parallel shared use path provides comfortable bike and pedestrian access to some stations, transportation conditions in station areas were mixed. Many stations were adjacent to arterial streets and nearby bus stops were often some distance away with limited wayfinding signage. Based on analysis of existing conditions, Nelson\Nygaard identified and prioritized improvements to station access and station-area circulation for all 14 existing Orange Line stations. Higher-level recommendations were also issued at the corridor level, including concepts for expansion and extension of the Orange Line. All recommendations were designed to be supportive of and integrated with recommendations related to land use and urban design.



BART SOUTH HAYWARD STATION ACCESS PLAN

2010- 2011

Client: Bay Area Rapid Transit Planning Department, 300 Lakeside Drive, 16th Floor, Oakland, CA 94612

The South Hayward BART station, midway between Oakland and San Jose, was experiencing substantial development pressure. Like many suburban BART stations, it was surrounded by over 1,500 off-street surface parking spaces, in addition to on-street spaces, land that could be better used.

Nelson\Nygaard investigated the potential to improve access to the station and accommodate new transit-oriented development. After studying the area and listening to the community, we recommended creating a fee-based parking district around the station, integrating the proposed mixed-use development within the adjacent neighborhood fabric, and upgrading pedestrian and bicycle access facilities at and near the station.

These changes are helping transition South Hayward station from an auto-oriented station to a more multimodal one. The Joint Powers Authority between BART and the City of Hayward was formed in 2011 with Nelson\Nygaard as the lead consultant. Additionally, BART and the City of Hayward successfully implemented a fee-based parking district around the station, with a portion of the net revenue being set aside for additional access improvements.



References

Nelson\Nygaard has served hundreds of clients and we are proud of our record of positive relationships. References from some of our recent public sector projects are highlighted below.

Client	Contact	Project
Boston Transportation Department	Vineet Gupta, Director of Policy and Planning, 617-635-2756, vineet.gupta@cityofboston.gov	GoBoston 2030
Washington DC Department of Transportation	Sam Zimbabwe, Associate Director, 202-671-2542, sam.zimbabwe@dc.gov	moveDC Long Range Transportation Plan
City of Pasadena	Mike Bagheri, P.E. Division Manager, 626-744-7311, mbaheri@cityofpasadena.net	SCAG Pasadena Form Based Street Design Code
Chatham-Savannah Metropolitan Planning Commission, GA	Thomas L. Thomson, Executive Director, 912-651-1446, thomson@thempc.org	Greater Downtown Savannah Parking and Mobility Study and Strategic Plan

PROJECT LEADERSHIP

Paul Moore will serve as Project Manager.

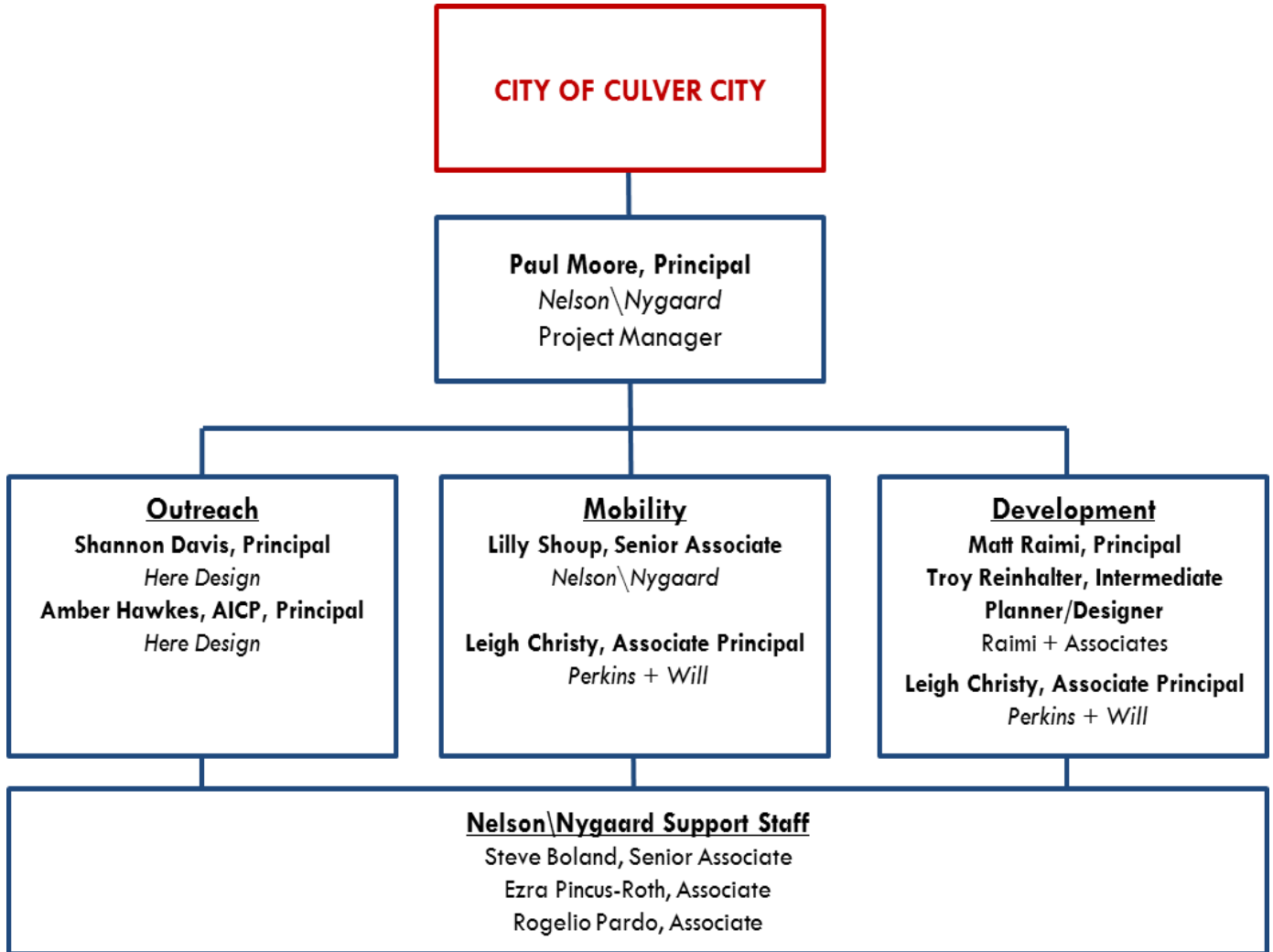
Paul Moore has over 25 years of experience in developing major transportation and transit planning projects, small area planning and redevelopment studies, traffic engineering and design manuals and studies, and livable transportation solutions. Throughout his career, Paul has led engaging and meaningful public-involvement processes as an integral part of his technical work. This has led to strong relationships with community leaders who have become champions for positive change in their communities. On projects as diverse as the Raleigh-Durham Art-In-Transit project (a half-million-dollar effort which Paul managed, integrating public art into the function of 13 transit stations) and the MOVEPGH Study – a multi-million-dollar transportation plan for Pittsburgh, Paul has experience with projects and communities both large and small that cover a diverse array of the ways in which transportation affects the vitality of communities. Paul's work has received awards from the American Society of Landscape Architects, Atlanta Bicycle Coalition and the Congress for the New Urbanism among others. Paul specializes in working with communities who want to use transportation spending as a tool to make broad community improvements.

Relevant Project Experience

- Pomona Corridor Specific Plans, Pomona, CA
- High-Speed Rail Station Area Plan, Bakersfield, CA
- NOMA Area Plan, Washington, DC
- State Center Redevelopment, Baltimore, MD
- Wyandanch Station Redevelopment, Babylon, NY
- Innovate Albuquerque, Albuquerque, NM
- Atlanta Beltline, Atlanta, GA
- Woodbine Redevelopment, Toronto, ON
- TTA Regional Rail Station Design, Raleigh, NC
- GRTA Northwest Connectivity Study, Atlanta, GA
- MOVEPGH, Pittsburgh, PA
- MARTA Station TOD, Atlanta, GA

PROJECT TEAM

We are pleased to offer a team of experts in the transportation planning field. The proposed staffing for this project is described in the organization chart below followed by key staff resumes.



KEY STAFF RESUMES

Paul Moore, Principal | Role: Project Manager



Paul Moore is involved in the oversight and management of major urban design, land use and transportation planning and engineering projects. He has over 25 years of experience in developing major transportation and transit planning projects, small area planning and redevelopment studies, traffic engineering and design manuals and studies, and livable transportation solutions.

EDUCATION

B.S, Civil Engineering, Georgia Institute of Technology

EXPERIENCE

Nelson\Nygaard Consulting Associates, Inc.
Principal, 2012–Present

- **High-Speed Rail Station Area Plan, Bakersfield, CA.** Principal for this project to help create connectivity around the future station alleviate barriers for those traveling to downtown Bakersfield.
- **Pomona Corridor Specific Plans, Pomona, CA.** Transportation Lead for these land use/transportation plans focused on downtown's current rail station and a possible Metro extension. Recommendations for vehicle, bicycle, parking and greenspace elements were included.
- **NOMA Area Plan, Washington, DC.** Led transportation analysis of this rapidly redeveloping district (North of Massachusetts) between Union Station and a new, infill Metro station. Developed network, transit and urban design solutions to help improve mobility, quality of life and economic value in the district.
- **State Center Redevelopment, Baltimore, MD.** Transportation planner for a major urban redesign and transit oriented development. This public/private partnership consists of over 4 million square feet of redevelopment located between two rail transit lines.
- **Wyandanch Station Redevelopment, Babylon, NY.** Lead Transportation Planner for the development of a walkable, mixed-use district around this Long Island Railroad station. A key element of this work was the conversion of a main street from 4 to 3 lanes and provision of crosswalks for smaller, walkable blocks.
- **Innovate Albuquerque, Albuquerque, NM.** Lead for the transportation component of this redevelopment that will bridge the gap between downtown Albuquerque and the University of New Mexico along the Central Avenue bus rapid transit line.
- **Atlanta Beltline, Atlanta, GA.** Transportation lead for planning, development, and permitting of sections of this 22 mile tract of former freight rail lines that is to be converted to transit, trails and development. This project, now underway, is will eventually envisioned connect over 40 rail stations to a multi-use trail surrounding neighbourhoods.
- **Woodbine Redevelopment, Toronto, ON.** Project planner for a dense urban redevelopment at the junction of an under-construction light rail line and a commuter rail line connecting downtown Toronto to the airport.
- **TTA Regional Rail Station Design, Raleigh, NC.** Project manager directing public outreach and arts-in-transit components of the station design effort. The planned system spanned 35 miles with 16 stations.
- **MARTA Station TOD, Atlanta, GA.** Transportation planner for first/last mile and parking solutions for the Avondale and Decatur MARTA stations and for the new downtown terminal for intercity rail. The latter site also included the potential for significant area development and overbuild.

Lilly Shoup, Senior Associate | Role: Mobility Task Lead



Lilly has more than 10 years of experience in multimodal transportation planning, transit-oriented development, and sustainable communities. She focuses on policy and planning to ensure communities are able to integrate transportation and land-use through coordinated planning. Lilly has been a transportation policy advisor to senior leadership at the U.S. Department of Transportation and managed the DOT-HUD-EPA Partnership for Sustainable Communities for DOT. She is experienced leading high profile visioning efforts to build community consensus.

EDUCATION

Master of Community Planning, University of Maryland at College Park
B.A., Economics, University of North Carolina at Chapel Hill
B.A., Public Policy, University of North Carolina at Chapel Hill

EXPERIENCE

Nelson\Nygaard Consulting Associates Inc.

Senior Associate, June 2015 - Present

- **Vital Streets Design Manual, Grand Rapids, MI:** Deputy Project Manager developing a multimodal network plan and street design guidelines.
- **Connect Columbus Multimodal Transportation Plan, Columbus, OH:** A comprehensive city-wide multimodal transportation plan to concentrate growth and identify transit investment needs.
- **Let's Not Overpark! Multifamily Parking Study, Fairfax County, VA:** Measured trip generation and parking demand at TOD, urban, and suburban multifamily properties located throughout the county.
- **Suburban Retrofit Plan, Prince William County, VA:** Led development of transportation alternatives and site assembly for the retrofit of a suburban shopping district in Dale City, VA.

U.S. Department of Transportation

Policy Analyst, 2010–2015

The White House, Office of Vice President Joe Biden

Domestic Policy Advisor, 2014

Smart Growth America, Transportation for America Campaign

Research Director, 2008–2010

National Center for Smart Growth Education and Research

Graduate Assistant, 2008

ICF International

Associate, 2005 – 2008

HONORS, CERTIFICATIONS, AND ASSOCIATIONS

- Board member, Groundwork USA
- Member, Health and Transportation Joint Subcommittee of the Transportation Research Board
- Member, Intermodal Transfer Facilities of the Transportation Research Board
- Member, Transportation and Land Development Committee of the Transportation Research Board.

Steve Boland, Senior Associate | Role: Support Staff



Steve Boland is a multimodal transportation planner with extensive experience in both complete streets and first/last mile design and policy as well as planning for transit service and capital projects. He is serving as Project Manager for both the Culver CityBus Line-by-Line and Comprehensive Service Analysis as well as the Culver City Mobility Needs Focus Groups project. Steve served as Nelson\Nygaard lead on a TOD study of the Metro Orange Line in the San Fernando Valley, focusing on first/last mile access to stations. He is currently engaged in comprehensive community planning efforts throughout Southern California, including in West Hollywood, West Covina, San Dimas and Montclair, as well as major transit plans in Long Beach and Orange County.

EDUCATION

B.S., Journalism and B.A., Sociology, University of Colorado at Boulder

EXPERIENCE

Nelson\Nygaard Consulting Associates Inc.

Senior Associate, 2013-present; Associate Project Planner, 2009–2013; Associate Planner, 2007–2009; Intern, 2007

- **Culver CityBus Line-by-Line and Comprehensive Analysis, Culver CityBus (Culver City, CA), Ongoing** – Steve is currently serving as Project Manager on this study of the Culver CityBus route network. Like Santa Monica’s Big Blue Bus (see below), CityBus is unusual in that while it is a municipal department of the (relatively small) City of Culver City, its service area includes much of Los Angeles’ Westside, from UCLA in the north to LAX in the south and west to Venice Beach. Also like Big Blue Bus, CityBus will soon have a number of new Los Angeles Metro Rail Expo Line stations within its service area. The Line-by-Line and Comprehensive Analysis is designed to update the CityBus route network based on these potential new connections as well as exhaustive market analysis.
- **Culver City Mobility Needs Focus Groups, City of Culver City (Culver City, CA), Ongoing** – Steve served as Project Manager for an effort by the City to learn more about the transportation needs, perceptions and priorities of major community stakeholders including large employers and institutions. Working collaboratively with the City, Nelson\Nygaard developed detailed questions, conducted two large-group interview sessions, summarized findings and issued a series of recommendations covering all modes as well as transportation demand management and emerging technology solutions.
- **Space 134 (Glendale, CA), 2015** – Glendale, the third-largest city in Los Angeles County, is planning a mile-long cap or deck over the 134 freeway bisecting its downtown area. Nelson\Nygaard was retained to develop and recommend concepts for integrating transit service into the site, including bus rapid transit planned by Los Angeles Metro. As part of these improvements, Steve and Nelson\Nygaard provided design guidance for on-site stops, recommended improvements to pedestrian access, recommended changes to existing transit service and helped develop a program for a “mobility/hub” featuring “first/last mile” access elements such as a full-service bikestation.
- **Orange Line Sustainable Corridor Implementation Plan, Southern California Association of Governments (Los Angeles, CA), 2012**—As Project Manager, Steve conducted site visits and analysis, developed recommendations and authored the transportation chapter of a transit-oriented development plan for Los Angeles’ Orange Line corridor. The Orange Line is a groundbreaking bus rapid transit route built in a former freight rail right-of-way in the San Fernando Valley. For the plan, conditions were assessed at 14 different stations with diverse land use contexts and access requirements. Recommendations addressed both design and policy.

PUBLICATIONS & PRESENTATIONS

- Author, “Learning from Muni,” February 2010 issue of *The Urbanist* (San Francisco Planning and Urban Research Association).
- Contributing editor, *Sustainable Transportation Planning* by Jeffrey Tumlin, Wiley, 2012.
- Panelist, “California’s High Speed Rail: Lessons from Asia,” Asia Society San Francisco, November 8, 2012

Ezra Pincus-Roth, AICP, Associate | Role: Support Staff



Ezra has eight years of experience working in municipal policy, regional development research, and urban planning. His expertise is rooted in interpreting government accessibility standards and transit-oriented planning practices. Particularly in transit-oriented development (TOD) policy and planning, Ezra's experience includes the research and development of newly revised TOD guidelines for the Bay Area Rapid Transit system, a comprehensive analysis of development potential and spatial characteristics throughout the Twin Cities region's transit station areas, and multiple bus stop redesigns in Greater Boston. Ezra has also facilitated community outreach efforts in locations as varied as city parks, corporate headquarters, university campuses, and suburban town halls.

EDUCATION

Master of City Planning, Transportation and Land Use, University of California, Berkeley
Bachelor of Arts, Politics, Oberlin College

EXPERIENCE

Nelson\Nygaard Consulting Associates Inc.; Associate, 2014–Present; Intern, 2013–2014

- **Transit-Oriented Development Policy, Bay Area Rapid Transit (Various) 2016-Ongoing.**
- **Curb and Shuttle Management Guidelines, Bay Area Rapid Transit (Various) 2016.**
- **El Camino Real Specific Plan, M-Group, (Sunnyvale, CA) 2015-2016.**
- **Planning and Engineering Services, Massachusetts Bay Transportation Authority (Various) 2014-2015.**

Rogelio Pardo, Associate | Role: Support Staff



Rogelio has over three years of experience in transportation planning in the non-profit, public, and private sectors. Working in the Los Angeles area, he has a background focused on transit planning and multimodal transportation planning efforts. Rogelio combines skills in data analysis and GIS with stakeholder and community outreach experience to address projects in a holistic and equitable manner. He is a native Spanish speaker and has conducted provided translation services for outreach materials and bilingual support for community outreach efforts.

EDUCATION

Master of Planning, University of Southern California, Los Angeles
Bachelor of Science, Environmental Science, University of California, Los Angeles

EXPERIENCE

Nelson\Nygaard Consulting Associates Inc.; Associate, 2015–Present; Intern, June 2015–August 2015

- **Culver CityBus Line-by-Line and Comprehensive Operations Analysis, (Culver City, CA) 2015–Ongoing.**
- **City of Madison Multimodal Transportation Plan, (Madison, WI), 2015- Ongoing.**
- **Midtown Atlanta District Transportation Plan, (Atlanta, GA), 2015- Ongoing.**
- **Spokane Comprehensive Transportation Plan, (Spokane, WA), 2015- Ongoing.**
- **Central Ohio Transit Authority Long Range Transportation Plan (Columbus, OH) 2015- Ongoing.**
- **City of Lomita Bicycle and Pedestrian Master Plan, (Lomita, CA), 2016- Ongoing.**

Perkins + Will | Role: Mobility, Development



Leigh Christy, an Assistant Principal, works at the interface of urban design and architecture. Her public and private sector experience encompasses design, management, and technical realms at a variety of scales, offering her a project perspective that is both comprehensive and forward-looking. She specializes in providing innovative, sustainable project solutions that meet the client's and community's needs. Using research, teaching, and project work as a basis, she frequently publishes articles and presents on issues dealing with social and environmental sustainability issues at all scales.

Raimi and Associates | Role: Development



Matt Raimi, founder of Raimi + Associates, has nearly 20 years of experience in planning across the country. He has directed numerous comprehensive plans, specific plans, corridor plans, vision plans, healthy community plans, and other complex planning projects. He has also assisted the U.S. Green Building Council with development of the LEED for Neighborhood Development Rating System over the past 10 years. Matt is an expert in creating inclusive and authentic public planning processes and creating more equitable, resilient, and sustainable cities. He has spoken and written extensively on the principles of new urbanism, public health in the planning process, and sustainable development.



Troy Reinhalter is an accomplished urban designer and planner. Since 2008, Troy has worked on a multitude of community plans, specific/station area plans, and design guidelines. He brings expertise in strategic planning, policy development, form-based codes, GIS analysis, graphics/mapping, community outreach, and implementation strategies. Troy has experience in both public sector planning and private sector urban design. His recent professional work has focused on creating vibrant downtown urban revitalization plans and sustainable corridor projects for smarter, more successful cities.

Here Design | Role: Public Outreach



Amber Hawkes co-leads Here Design Studio, an interdisciplinary design and planning practice. Amber works on a diverse portfolio of projects - from large-scale open space concept planning, to the design and temporary installation of "tactical" improvements and multi-modal streetscape design. Amber has worked on vision and master planning projects for cities and clients throughout the US, with a focus on creative problem solving and community engagement through in-the-field trainings, walk and bike audits, consensus-building, and design charrettes. Amber is an instructor at the UCLA Luskin School of Public Affairs in the Graduate School of Urban Planning, has spoken at conferences, forums, and universities and written about urban design-related topics.



Shannon Davis co-leads Here Design Studio and has worked on a number of private, public, and non-profit sector projects within the fields of urban design and planning. Her experience includes multi-modal strategic plans, complete streets design, master planning, and application of civic technologies. Shannon has a deep appreciation for creative civic engagement and seeks to incorporate new outreach technologies to enhance and expand the boundaries of the design process, focusing on bringing urban design solutions to life through the use of innovative, pop-up, and interactive methods throughout Southern California.

APPROACH AND WORK PLAN

For much of its history, Culver City was a quiet suburb of Los Angeles. It featured a few film studios, but most of the action was farther north on the Westside and in the San Fernando Valley. This has changed in recent years, as the city's "crossroads" location between the core of the Westside, LAX airport and the "Silicon Beach" area centered on Venice Beach has helped it emerge as a hub for both traditional and digital entertainment media, including NPR West, NFL Media and Sony Studios. Culver City is also the site of popular regional retail and leisure destinations including the Westfield Culver City mall and the newly renovated historic downtown and Culver City Arts District.

The opening of the Culver City station on the new LA Metro Expo Line light rail service between Downtown Los Angeles, USC and Santa Monica presents an opportunity to recenter and focus this creative and dynamic community within the heart of the Los Angeles region. The station area is already experiencing redevelopment into a transit-oriented district, with development proposals for nearly all the major parcels immediately adjacent to the surrounding the station area underway or completed. The city has taken proactive steps to incentivize land development that is transit oriented by rezoning the area, assembling parcels, developed streetscape standards, and improving bicycle and pedestrian facilities in the area.

But Culver City is now at a crossroads. It can continue to focus growth and development in the TOD district but without neighborhood scale first and last mile connections and citywide multimodal network planning, the community will continue to see increasing neighborhood friction, congestion, and parking concerns. With this project, Culver City is taking the next step and putting into place the tools needed to shape the development occurring in the station area in order to create seamless transitions between the TOD district and the surrounding community as well as the Culver City as a whole.

TASK 1. KICK OFF, PROJECT MANAGEMENT, & BEST PRACTICES REVIEW

The Nelson\Nygaard project team will attend a kick-off meeting with Culver City staff to review and confirm project goals, schedule, and roles. At the meeting we will confirm our knowledge of the city's General Plan, zoning code, transit network, bicycle facilities, and pedestrian improvements. We will review relevant planning documents, master plans, streetscape standards, on-going projects, and discuss with the city any recently entitled or soon to be submitted applications for TOD projects.

With this contextual understanding of the TOD context in Culver City, we will conduct a national scan of relevant best practices for TOD. While much has been written and studied with regard to TOD plans and policies, the scan will highlight only those case studies that would be applicable to the city. We will evaluate the relevance based on the scale of the station area, multimodal networks present, high capacity transit services similar to light rail, and areas with high development pressures and markets.

Nelson\Nygaard will summarize these best practices in the form of a gap analysis that highlights potential opportunities to improve the TOD environment in Culver City going forward.

TASK 2. EXISTING CONDITIONS ANALYSIS

Nelson\Nygaard will prepare a summary of existing transportation conditions in the TOD District and surrounding residential neighborhoods including the Downtown, Helms Bakery District and Culver City Arts District. The analysis will include, but is not limited to a review of major destinations, traffic volumes and speeds, crashes, bus routes and stops, bike facilities, the pedestrian network, TNC access points, parking facilities, and TDM programs. Data for the analysis will come from the review of existing

documents, studies, and reports, supplemented by data from the city and new data collection to identify how all modes currently interact within the area, travel volumes and speeds, and pedestrian desire lines.

Nelson\Nygaard will examine multimodal mobility in the study area, identifying network gaps, potential improvements to address barriers and linkages to connect the study area with adjacent neighborhoods. The connectivity of all modes (transit, auto, bicycle, and pedestrian circulation) will be analyzed, with a particular focus on first and last mile opportunities. Nelson\Nygaard will utilize project background gained by experience working with Culver City on the Culver CityBus Line-by-Line and Comprehensive Analysis, as well as the Culver City Mobility Needs Focus Groups. A network of safe and recognizable routes to and from major destinations, including the Expo Line Station, will be created, with a focus on enhancing utilization of public transit, community placemaking and livability.

Raimi + Associates will prepare the land use and health related sections of the existing conditions analysis, including an evaluation of health equity issues in land use and mobility using GIS and relevant community health data. This analysis will help identify potential policies for transit supportive land uses and design.

TASK 3. COMMUNITY ENGAGEMENT

The project team will conduct a combination of 8 workshops and walkshops with stakeholders to identify community concerns, opportunity areas, and vision for the future of the TOD district. The workshops and walkshops will be designed to appeal to different members of the community with different interests and views, including TOD residents, area residents, businesses, developers and transit riders. Perkins+Will will be available to develop graphics and renderings as needed for the workshops, which will be led by Here Design Studio. At least one of the workshops will be a tactical pop-up event that serves both as a community gathering opportunity and as a means to solicit input from Culver City residents. We propose popping-up either during an existing community event or within a highly trafficked area to ensure a rich dialogue between the project team and residents.

The workshops and walkshops will help the project team identify concerns and opportunities related to the TOD District such as traffic, circulation, and access. Our team has conceptualized, built, and hosted a number of interactive community engagement events that solicit both qualitative and quantitative information from the community throughout the Southern California region. Our team prioritizes hosting artful and welcoming events that are engaging for attendees, and that also solicit feedback that can be quantified and folded into a larger planning process.

For residents unable to attend an event, Here Design Studio will also develop a project website that will host general project information, findings, and presentations developed throughout the planning process. This website will also serve as a platform to promote project-related events and public meetings. Using a content management system (CMS) website, the site will be easily editable by City Staff after the conclusion of the project. If desired by City Staff, our team will conduct a brief training for Staff who may like to continue to update the project website after the culmination of this project.

TASK 4 - IDENTIFY & PRIORITIZE OPTIONS

From the previous tasks, and with input from the city, the project team will identify and prioritize the tools and opportunities to advance TOD in Culver City. We will identify specific traffic and circulation patterns of the TOD District and recommend new traffic impact study requirements that consider the multimodal effects of TOD projects and multimodal mitigation efforts that might be helpful to the TOD district area.

To test these TOD tools, the project team will conduct a quantitative and qualitative First-Mile Last-Mile methodology around the TOD District to understand, from a user-perspective, how connections can be made and urban conditions improved to create better access for those walking, riding a bike, using transit, or driving. This effort will be informed by Nelson\Nygaard experience creating a First and Last Mile Strategy report for SCAG, as well as Here Design Studio's work with Metro's First Last Mile Plan. The project team will analyze the study area to identify access barriers and gaps. From this analysis, a series of maps will be generated that analyze the sites and recommend improvements to make it faster, easier, and more pleasant to access transit. This will provide the basis for draft recommendations for multi-modal improvements.

Nelson\Nygaard will assess the current parking requirements and available public parking and prepare a recommendations based on existing conditions findings and the community's overall goals for the parking and transportation system. A count of the parking supply and a sample of parking occupancy will be collected. This will allow the Team and City to review the relationship between parking supply and demand within the study area and inform recommendations for future impact fees and mitigation requirements.

TASK 5 - IDENTIFY THE PLANNING AND LEGAL PARAMETERS

Raimi + Associates will lead a review of the development framework in Culver City. They will identify the legal tools available to address the identified impacts such as capital improvements, city or privately funded studies, ordinances, regulations, permit conditions and/or city plans and provide implementation recommendations. R+A will provide assistance in developing recommendations for implementation measures including new and revised transit supportive land use policies, end-of-trip land use and development code policies, and transit supportive zoning code.

TASK 6 - DRAFT IMPLEMENTING VISIONING SUMMARY REPORT

The results of the study will be synthesized and presented in a graphic and user-friendly report that will be available on the project website. The report will describe the results of the community engagement activities, the best practices review and gap analysis, as well as the development and mobility recommendations to the city. We will prepare a draft for review by city staff and will revise based on a consolidated set of comments from the staff. The project team will be prepared to present the results of the study and the public engagement to the City Council in April 2017.

RESOURCE MATRIX AND SCHEDULE

Task	Paul Moore Project Manager	Lilly Shoup Mobility Task Lead	Steve Boland Support Staff	Ezra Pincus-Roth Support Staff	Rogelio Pardo Support Staff	Shannon Davis Outreach Lead	Amber Hawkes Outreach Support	Leigh Christy Mobility and Development Support	Matt Raimi Development Support	Troy Reinhalter Development Support
Firm	Nelson\Nygaard					Here Design		Perkins+Will	Raimi + Associates	
Task 1	17	22		45		8		20	12	44
Task 2	28	14	30	45	45				12	40
Task 3	23		25		30	65	40	15		
Task 4	25	15	20	40	20					
Task 5	4								8	40
Task 6	18	27			50	14		15	16	12

Visioning Study and Recommendations for the Culver City TOD District Proposal
City of Culver City

PROJECT TIMELINE

		2016								2017																
		November				December				January					February				March				April			
Task	Description	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	6	13	20	27	3	10	17	24
1	Project Kickoff and Background Review																									
1.1	Kickoff Meeting and Project Coordination Meetings																									
1.2	Review plans and codes																									
1.3	TOD District Case Studies																									
2	Existing Conditions Analysis																									
2.1	Traffic Conditions Review																									
2.2	Multimodal Assessment																									
2.3	Land Use Evaluation																									
2.4	Health and Equity Analysis																									
3	Community Engagement																									
3.1	Community Engagement Plan																									
3.2	Workshops (8)																									
3.3	Online engagement tools																									
4	Identify & Prioritize Options																									
4.1	Transportation Impact Assessment Guidelines																									
4.2	Recommend Mobility Measures																									
5	Implementation																									
5.1	Identify Planning and Legal Parameters																									
6	Visioning Summary Report																									
6.1	Draft Report																									
6.2	Final Report & Presentation																									

PROJECT FEE

The total fee for this project is \$150,051 including all tasks in the expanded scope presented in this proposal. The budget below shows the breakdown of costs by task and includes travel, printing, and other direct costs, such as materials for the workshops and pop-up.

			Nelson\Nygaard Labor Costs						Subconsultant Costs										Total Labor Hours	Total Labor Costs	Total Direct Expenses	Total Costs	
			Paul MooreLilly ShoupSteve BolandEzra Pincus-RothRogelio Pardo					Shannon DavisAmber Hawkes		Leigh Christy		Matt RaimiTroy Reinhalter		Raimi+Associates									
Base Rate	89.26	52.89	52.89	31.40	31.40	NN Labor Hours	Cost	Outreach Lead	Outreach Support	HERE Design Studio Labor Hours	Cost	Support Staff	Perkins+Will Labor Hours	Cost	Development Lead	Development Support	Raimi+Associates Labor Hours	Cost					
Overhead 175%	156.20	92.56	92.56	54.96	54.96																		
Profit 10%	24.55	14.55	14.55	8.64	8.64																		
Total Billing Rate	\$270.00	\$161.00	\$161.00	\$95.00	\$95.00																		
Task	Description																						
1	Project Kickoff and Background Review																						
1.1	Kickoff Meeting and Project Coordination Meetings	8	8				16	\$3,448	8		8	\$1,200		0	\$0	8		8	\$1,560	32	\$6,208		\$6,208
1.2	Review plans and codes	4	4		15		23	\$3,149			0	\$0	4	4	\$1,140	4	24	28	\$3,780	55	\$8,069		\$8,069
1.3	TOD District Case Studies	5	10		30		45	\$5,810			0	\$0	16	16	\$4,560		20	20	\$2,500	81	\$12,870		\$12,870
Task Total		17	22	0	45	0	84	\$12,407	8	0	8	\$1,200	20	20	\$5,700	12	44	56	\$7,840	168	\$27,147	\$0	\$27,147
2	Existing Conditions Analysis																						
2.1	Traffic Conditions Review	10	10		15	30	65	\$8,585			0	\$0		0	\$0			0	\$0	65	\$8,585		\$8,585
2.2	Multimodal Assessment	10		30	30	15	85	\$11,805			0	\$0		0	\$0			0	\$0	85	\$11,805		\$11,805
2.3	Land Use Evaluation	4	4				8	\$1,724			0	\$0		0	\$0	8	24	32	\$4,560	40	\$6,284		\$6,284
2.4	Health and Equity Analysis	4					4	\$1,080			0	\$0		0	\$0	4	16	20	\$2,780	24	\$3,860		\$3,860
Task Total		28	14	30	45	45	162	\$23,194	0	0	0	\$0	0	0	\$0	12	40	52	\$7,340	214	\$30,534	\$100	\$30,634
3	Community Engagement																						
3.1	Community Engagement Plan	4					4	\$1,080	20	10	30	\$4,500		0	\$0			0	\$0	34	\$5,580		\$5,580
3.2	Workshops (8)	15		25		20	60	\$9,975	15		15	\$2,250	15	15	\$4,275			0	\$0	90	\$16,500		\$16,500
3.3	Online engagement tools	4				10	14	\$2,030	30	30	60	\$9,000		0	\$0			0	\$0	74	\$11,030		\$11,030
Task Total		23	0	25	0	30	78	\$13,085	65	40	105	\$15,750	15	15	\$4,275	0	0	0	\$0	198	\$33,110	\$5,000	\$38,110
4	Identify & Prioritize Options																						
4.1	Transportation Impact Assessment Guidelines	15	15		30	10	70	\$10,265			0	\$0		0	\$0			0	\$0	70	\$10,265		\$10,265
4.2	Recommend Mobility Measures	10		20	10	10	50	\$7,820			0	\$0		0	\$0			0	\$0	50	\$7,820		\$7,820
Task Total		25	15	20	40	20	120	\$18,085	0	0	0	\$0	0	0	\$0	0	0	0	\$0	120	\$18,085	\$0	\$18,085
5	Implementation																						
5.1	Identify Planning and Legal Parameters	4					4	\$1,080			0	\$0		0	\$0	8	40	48	\$6,560	52	\$7,640		\$7,640
Task Total		4	0	0	0	0	4	\$1,080	0	0	0	\$0	0	0	\$0	8	40	48	\$6,560	52	\$7,640	\$0	\$7,640
6	Visioning Summary Report																						
6.1	Draft Report	10	27			30	67	\$9,897	10		10	\$1,500	15	15	\$4,275	8	12	20	\$3,060	112	\$18,732		\$18,732
6.2	Final Report & Presentation	8				20	28	\$4,060	4		4	\$600		0	\$0	8		8	\$1,560	40	\$6,220		\$6,220
Task Total		18	27	0	0	50	95	\$13,957	14	0	14	\$2,100	15	15	\$4,275	16	12	28	\$4,620	152	\$24,952	\$500	\$25,452
TOTAL HOURS		115	78	75	130	145	543		87	40	127		50	50		48	136	184		904			
TOTAL LABOR COST		\$31,050	\$12,558	\$12,075	\$12,350	\$13,775		\$81,808	\$13,050	\$6,000		\$19,050	\$14,250		\$14,250	\$9,360	\$17,000		\$26,360		\$141,468	\$5,600	\$147,068
GENERAL & ADMINISTRATIVE ON SUBCONTRACTOR COSTS								\$2,983													\$2,983		
TOTAL COSTS												\$19,050			\$14,250			\$26,360					

APPENDIX

Exceptions Memo Culver City Business License Addendum No. 1



MEMORANDUM

To: Whom It May Concern
From: Paul Jewel, Managing Director
Date: October 25, 2016
Subject: RFP Exceptions City of Culver City
TOD-RFP

To Whom It May Concern,

I have reviewed your RFP including the provisions in Addendum No. 1 and have the following proposed change requests and comments.

Request 1: Please make the following change to Addendum No. 1 Exhibit A Section VI as excerpted below on page 6 of Addendum No. 1:

Indemnification for Design Professional Services Claims:

Consultant shall indemnify, defend and hold harmless the City of Culver City, members of its City Council, its boards and commissions, officers, agents, and employees (hereinafter, "Indemnitees") against any claims that arise out of, or pertain to, or relate to the extent caused by the negligence, recklessness, or willful misconduct of the Consultant, its employees, subcontractors, and agents in the performance of design professional services under this Agreement, excepting only liability arising from the sole negligence, active negligence or willful misconduct of City, or defect in a design furnished by City.

Indemnification for All Other Claims or Loss:

For any claim, loss, injury, damage, expense or liability other than claims arising out of the Consultant's performance of design professional services under this Agreement, Consultant shall indemnify, defend and hold harmless the City of Culver City, members of its City Council, its boards and commissions, officers, agents, and employees (hereinafter, "Indemnitees") against any claim for loss, injury, damage, expense or liability resulting from or alleging injury to or death of any person or loss of use of or damage to property, arising from or related to the performance of services under this Agreement by Consultant, its employees, subcontractors or agents, excepting only liability arising from the sole negligence, active negligence or willful misconduct of City, or defect in a design furnished by the City.

Reason: These changes are requested as Nelson\Nygaard does not provide goods or products, but a professional service. Although there are some statutory limitations for certain types of design professionals, as transportation planning is not something licensed by the state, it does not fall within those protections. However, commercial insurance available is written on a similar

form as those for design services. As a result, commercially available insurance coverage for these services covers whether a professional performs within its standard of care. The breach of this professional standard of care would be negligence. As a result, Nelson\Nygaard requests the modification of the indemnification to more closely approximate insurance and to avoid large uninsurable risks if awarded and that each party be equitably responsible for its fault when insurance coverage is not reasonably commercially available.

Request 2: Please make the following change to Addendum No. 1 Exhibit A Insurance Requirements Section I. as excerpted below on page 7 of Addendum No. 1:

I. Contractor shall submit duly executed certificates of insurance, ~~with declarations page and endorsement list~~, which shall be provided to the City through the department administering the contract, and *reasonably* approved by the City Attorney, for the following:

Reason: This change is requested because of the proprietary and manuscripted nature of Nelson\Nygaard's Professional Liability policy. A copy of this policy would be provided in the event of a claim where a protective order could be sought to protect its confidential and proprietary nature.

Request 3: Please make the following change to Addendum No. 1 Exhibit A Insurance Requirements Section I.a. on page 7 of Addendum No. 1:

a. An occurrence based Commercial General Liability ("CGL") policy, at least as broad as ISO Form CG 0001, in the minimum amount of One Million Dollars (\$1,000,000) each occurrence, with not less than Two Million Dollars (\$2,000,000) in ~~annual general~~ aggregate, *Two Million Dollars (\$2,000,000) Products/Completed Operations Aggregate* coverage.
The CGL Policy shall have the following requirements:

Reason: This change is requested as Nelson\Nygaard's Commercial General Liability policy is subject to the aggregates listed above.

Request 4: Please make the following change to Addendum No. 1 Exhibit A Insurance Requirements Section I.a.1. on page 7 of Addendum No. 1.

The policy shall provide coverage for personal injury, bodily injury, death, accident and property damage and advertising injury, as those terms are understood in the context of a CGL policy *subject to the policy terms, conditions and exclusions*. The coverage shall not be excess or contributing with respect to City's self-insurance or any pooled risk arrangements;

Reason: This change is requested under the advice of Nelson\Nygaard's insurance broker as all policies contain exclusions.

Request 5: Please make the following change to Addendum No. 1 Exhibit A Insurance Requirements Section I.a.2. on page 7 of Addendum No. 1.

The policy shall provide \$1,000,000 combined single limit *per accident* coverage for owned, hired and non-owned automobile liability *and may be provided under a separate Automobile Liability policy;*

Reason: This change is requested as Nelson\Nygaard's coverage is written as a separate policy and subject to per accident limits.

Request 6: Please make the following change to Addendum No. 1 Exhibit A Insurance Requirements Section I.a.3.-5. on page 7 of Addendum No. 1.

3. The policy shall include ~~contractual liability, as per the policy terms, conditions and exclusions, coverage for liability undertaken by contract covering, to the maximum extent permitted by law, Contractor's obligation to indemnify the Indemnitees as required under the Indemnity provisions of the Contract;~~

4. Reserved.

5. The Culver City, members of its City Council, its boards and commissions, officers, ~~agents,~~ and employees will be named as an additional insured in an endorsement to the policy.

Reason: This change is requested as Nelson\Nygaard's Commercial General Liability coverage does include contractual liability coverage, and similar to commercially available policies is subject to terms, conditions and exclusions. Additionally, agents is broad and not easily identifiable.

Request 7: Please make the following change to Addendum No. 1 Exhibit A Insurance Requirements Section I.c. on pages 7-8 of Addendum No. 1.

c. Professional/Negligent Acts, Errors and Omissions Insurance (where applicable) in the minimum amount of One Million Dollars (\$1,000,000) per claim ~~and aggregate, and shall include coverage for separate "personal injury" alleged to have been committed in the course of rendering professional services, unless such coverage is provided by the CGL policy listed above~~

Reason: This change is requested as Nelson\Nygaard's Professional Liability policy is also subject to an aggregate limit and does not provide the separate personal injury limit which is typical for a policy in its industry.

Request 8: Please make the following change to Addendum No. 1 Exhibit A Insurance Requirements Section I.d. on page 8 of Addendum No. 1.

d. If the Agreement will have Contractor employees working within the City limits, Contractor shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least one million dollars [\$1,000,000] per accident ~~\$1,000,000 policy limit-disease and \$1,000,000 each employee-disease.~~) Contractor shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees and volunteers.

Reason: This changes are requested as Nelson\Nygaard's employer's liability coverage is also subject to the limits listed above which is typical for its industry.

Request 9: Please make the following change to Addendum No. 1 Exhibit A Insurance Requirements Section III. on page 8 of Addendum No. 1.

- a. All insurance listed in Paragraph A shall be issued by companies licensed **or authorized** to do business in the State of California, with a claims paying ability rating of "BBB" or better by S&P (and the equivalent by any other Rating Agency) and a rating of A-:VII or better in the current Best's Insurance Reports;
- b. Contractor shall provide City with at least thirty (30) days prior written notice of any **modification, reduction or** cancellation of any of the Policies required in Paragraph A, **or a minimum of ten (10) days' notice for cancellation due to non-payment;**
- c. The City may increase the scope or dollar amount of coverage required under any of the policies described above, or may require different or additional coverages, upon prior written notice Contractor **so long as commercially available and reasonably affordable.**
- d. If your insurance carrier charges an additional fee, you must include that amount in your project costs.

Reason: The first change is requested as the insurers will be authorized to do business even if not specifically licensed by California. The second change is requested as Nelson\Nygaard's insurer will only agree to provide notice of cancellation and notice of non-payment to the named insured only. Finally the last change is requested so that the insurance be reasonably affordable and commercially available.

Sincerely,



Paul A. Jewel
Managing Director



CITY OF CULVER CITY BUSINESS TAX CERTIFICATE

THIS CERTIFICATE IS ISSUED AS A RECEIPT FOR PAYMENT OF BUSINESS TAX, IN ACCORDANCE WITH CHAPTER 11 OF THE CULVER CITY MUNICIPAL CODE. PAYMENT OF TAX OR FEES IS NOT A PERMIT TO OPERATE. THE BUSINESS OWNER IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FOR OPERATION OF THE BUSINESS.

Business Name: NELSON/NYGAARD CONSULTING ASSOCIATES, IN

Location: 116 NEW MONTGOMERY ST. 500 SAN FRANCISCO, CA 94105

Business Type: 198 - CONSULTANT - MISCELLANEOUS

Mailing Address: NELSON/NYGAARD CONSULTING ASSOCIATES, IN
116 NEW MONTGOMERY ST.
SUITE 500
SAN FRANCISCO, CA 94105

CERTIFICATE NUMBER

502752

ACCOUNT ID

102491

EXPIRATION DATE

12/31/2016

NOTE:
IT IS YOUR OBLIGATION TO
RENEW THIS CERTIFICATE
WHETHER OR NOT YOU
RECEIVE A RENEWAL NOTICE

Jeff A. Merin
Chief Financial Officer

2016

THIS CERTIFICATE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES OR IN THE VEHICLE



City of Culver City

Finance Department
9770 Culver Blvd.
Culver City, CA 90232

NELSON/NYGAARD CONSULTING ASSOCIATES, IN
116 NEW MONTGOMERY ST.
SUITE 500
SAN FRANCISCO, CA 94105



CITY OF CULVER CITY

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

(310) 253-6550

FAX (310) 253-6564

October 13, 2016

CONSULTANT SERVICE TO CONDUCT A VISIONING STUDY AND PREPARE RECOMMENDATIONS FOR THE CULVER CITY TRANSIT ORIENTED DEVELOPMENT (TOD) DISTRICT

TOD-RFP: ADDENDUM NO. 1

Please note the following change to the Request for Proposals for the above-indicated project:

- **Page 4 - PRELIMINARY PROJECT SCHEDULE:**

The City reserves the right to make changes to the below schedule, but plans to adhere to the implementation of this bid process as follows:

RFP Released:	September 19, 2016
Deadline for Receiving Questions:	October 17, 2016
Response to Questions:	October 19, 2016
Proposals Due:	October 27, 2016, 3:00pm (PST)
Finalists Selected:	November 3, 2016
Presentations/Interviews:	November 8, 2016
Vendor Awarded:	November 28, 2016

- **EXHIBIT A – Supplemental Terms and Conditions, Legal Statements and Insurance Requirements:**

For a complete list of the City's RFP submittal terms and conditions, legal statements, and insurance requirements, please refer to "Exhibit A" attached hereto.

It is required of all Proposers to attached to their RFP a copy of addenda which have been signed and dated by the Proposer.

Receipt Acknowledged (Date): 10/17/16

Propers' Signature: _____

Proposer's Name (Print/Type): Paul Jewel

Proposer' Address: 116 New Montgomery St. Suite 500 San Francisco, CA 94105

End of Addendum No. 1