

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/22/07		Item Number: <u>A-4</u>	
AGENDA ITEM: Resolution Authorizing Staff to Submit a Los Angeles County Department of Public Health Policies for Livable Active Communities and Environments (PLACE) Program Grant Application for Preparation of a Citywide Bicycle and Pedestrian Master Plan and Related City Code and Policy Amendments and Approve the Proposed Partnership with Alta Planning + Design for PLACE Grant Application Preparation and Professional Services Related To Implementation Of The Grant.			
Contact Person/Dept.: John Rivera,		Phone Number:	
Senior Management Analyst		(310) 253-5616	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Mia Birk and Matt Benjamin, Alta Planning + Design and Jennifer Klausner Los Angeles County Bicycle Coalition by e-mail on October 17, 2007. Master Notification List on October 17, 2007.			
Department Approval: Charles D. Herbertson 10/11/07		City Attorney Approval: Carol A. Schwab 10/16/07	
Fiscal Impact Review: Marlee Chang (by M. Noller) (10/17/07)		City Manager Approval: Jerry B. Fulwood (10/17/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council adopt a resolution authorizing staff to submit a Los Angeles County Department of Public Health Policies for Livable Active Communities and Environments (PLACE) Program Grant application for preparation of a Citywide Bicycle and Pedestrian Master Plan and related City code and policy amendments and approve the proposed partnership with Alta Planning + Design for PLACE Grant application and professional services related to implementation of the Grant. <u>BACKGROUND:</u> In August, 2005, the Los Angeles County Board of Supervisors, recognizing that chronic disease prevention is a crucial element in protecting the public's health, created a new Division of Chronic Disease and Injury Prevention within the Department of Public Health. At that time, funding was allocated for a new planning and policy development program within the Division, resulting in the creation of the "Policies for Livable Active Communities and Environments" (PLACE) Program in November, 2006. The PLACE Program recognizes that a community's environment affects public health. The design of cities, communities, neighborhoods, work sites, schools and streets can impact how much physical activity people get and how we choose to design or improve various aspects of those communities plays an important role in preventing chronic health conditions.			

City of Culver City, California
City Council Agenda Item Report

In August, 2007, the PLACE Program released a Request For Initiatives, to address the influence of land use and community design on health. The Grant Program calls for submittal of proposals that promote active environments through policy change and accompanying physical projects to improve the built environment. The PLACE Grant is a competitive grant intended to fund up to five grantees over a period of three years and four months, beginning around March 1, 2008. Organizations receiving grant awards would be eligible for three one-year renewals at the sole discretion of the Director of the Department of Public Health (DPH) and based on demonstrated performance, continued availability of funds, and approval by DPH and the County Board of Supervisors. The funds available for each grantee are up to \$345,000 over the term of the grant. It is anticipated that no more than one applicant will be funded in any one of the eight Los Angeles County Service Planning Areas, with a maximum of five grants awarded Countywide.

DISCUSSION:

The City's 1996 Circulation Element of the General Plan calls for the preparation of a Citywide Bikeway Master Plan and adoption of pedestrian access standards (Implementation Measures 5. and 6.). In 1999, the City initiated the Community Visioning and Strategic Planning Process. The Visioning process identified the community's strong desire to become sustainable. During various community meetings on projects ranging from the Exposition Light Rail Transit Project, Washington National Specific Plan and Downtown improvements, the community has expressed interest in developing and improving the City's bicycle and pedestrian facilities.

Overview of Proposed Initiative

The grant proposal would be to prepare the City's first ever Citywide Bicycle and Pedestrian Master Plan (BPMP) and implement the BPMP through initiating grant funded programs, review and updating of the City's related plans, codes, policies and standards, and the installation of physical bikeway improvements. The following is a basic listing of anticipated activities for each grant identified funding Term:

Term 1 – 4 MONTHS 3/1/08 – 6/30/08 –Funding Amount \$35,000

- Begin preparation of a citywide BPMP.
- Staff training.

Term 2 – 1 year 7/1/08 – 6/30/09 –Funding Amount \$105,000

- Continue BPMP process.

City of Culver City, California
City Council Agenda Item Report

- Begin reviewing City plans, codes, policies and standards and determining which need revising to implement the BPMP.
- Initiate design and planning of priority bikeway physical improvements.
- Participate in City's General Plan update process.
- Staff training.

Term 3 – 1 year 7/1/09 – 6/30/10 –Funding Amount \$105,000

- Continue process amending City plans, codes, policies and standards to implement the BPMP.
- Complete design and planning of priority bikeway physical improvements - EXPO to Downtown Bikeway- Explore possibility of Bike Route along Wesley Street, Higuera Street, Lucerne Avenue and connection to various side streets to Downtown (Depending on funding, explore the possibility of continuing this bikeway to the schools via Duquesne and Farragut and modifying the Jackson/Jasmine pedestrian walkway).
- Participate in review of proposed private-sector discretionary development project to educate City engineering and planning staffs on implementation of the BPMP.
- Participate in General Plan Process.
- Prepare grant applications to implement other BPMP identified programs and physical improvements (as budget allows).
- Staff training.

Term 4 – 1 year 7/1/10 – 6/30/11 –Funding Amount \$100,000

- Perform review of BPMP and resulting plans, codes, policies and standards to implement the BPMP to determine if they are achieving stated goals, and if needed, identify and process amendments to those that are in need of revision.
- Prepare grant applications to implement other BPMP identified programs and physical improvements (as budget allows).
- Staff training.

Staffing and Partnering

The grant program requires the designation of an "Initiative Coordinator" who will lead the initiative efforts and regularly work with DPH on initiative and grant program implementation, which would be provided in-kind, as follows:

Public Work's Director/City Engineer Charles Herbertson will designate John Rivera (Senior Management Analyst, Culver City Public Works Department) as the "initiative Coordinator". Mr. Rivera's primary role will be to supervise the grant implementation and work with Alta Planning + Design, which will be responsible for the day-to-day implementation of the grant, along with Los Angeles County Bicycle

City of Culver City, California
City Council Agenda Item Report

Coalition designated representatives who will provide outreach capabilities, knowledge and experience of cycling in the City and region, and educational capabilities.

As stated above, Alta Planning + Design is proposed to be primarily responsible for implementing the grant program under the supervision of the Initiative Coordinator. Alta would conduct the public outreach process, prepare the BPMP and the update process of related plans, codes, policies and standards, schedule meetings, and prepare all grant related notices, minutes, reports, and correspondence. City staff is proposing to enter into a sole-source contract with Alta for these services. Please refer to the following sub-section for more details.

City staff proposes partnering in this initiative with the Los Angeles County Bicycle Coalition (LACBC) as its required non-profit community based organization. Founded in 1998, LACBC is a membership-based, non-profit bicycle advocacy organization. LACBC activities are directed to help people of all ages, abilities, and cultures to travel as cyclists, pedestrians, and motorists safely and simultaneously. LACBC's members have experience in cycling and interaction with street and bikeway infrastructure which will be invaluable for this initiative. LACBC also has the ability to promote community involvement and to provide educational resources. These are the roles we envision for their participation in the Initiative. LACBC members and board members have participated in various City planning projects from 2000 into 2007.

Partnering with Alta Planning + Design

Typically when beginning the preparation of a planning or design plan such as the proposed Citywide Bicycle and Pedestrian Master Plan, the City would issue a Request for Proposal (RFP) from consulting firms. The RFP could be sent/advertised for broad distribution or sent to a specific set of identified consultants. The RFP process would allow these firms to submit competitive proposals for providing the desired professional services. In the case of the PLACE Program Grant, staff is recommending another approach. That alternative approach would result in the City pre-selecting Alta Planning + Design to provide the required professional services without requiring them to submit a proposal. That approach is allowed by Culver City Municipal Code Section No. 3.07.070 A. and C. 1. Personal and Professional Services Excluded (see Attachment No. 3).

Section No. 3.07.070 A. and C. 1. allows the City to award a contract in any amount for professional services without competitive bidding; provided that competitive quotations **whenever practical**, as determined by the City Manager, are obtained from not less than three (3) vendors. For the following reasons City staff believes it would be in the best interests of the City to determine that the

City of Culver City, California
City Council Agenda Item Report

PLACE Program Grant qualifies for such an exemption to requirements for competitive bidding and competitive quotations:

1. The grant criteria were released on August 17, 2007, and the grant submittal deadline is November 13, 2007. The Bidders Conference, the only time answers or clarifications to the questions about the grant were given, was held on September 11, 2007. This means that applicants have approximately 2 months to develop a proposal, identify and create an eligible partnership and prepare a very detailed grant application. This shortened period did not allow enough time to identify a list of firms from which to solicit proposals and then consider any proposals for a partnering effort.
2. In considering and developing the basic grant proposal, staff concluded that if the City were successful in obtaining the grant someone would have to be contracted with to perform the day-to-day function of the grant implementation, due to staff's anticipated workload. This would necessitate the expenditure of time and staff costs to prepare a detailed scope of work, advertising the contract position, interviewing candidates and preparing a contract. The contract planner (Associate level or above) would then have to repeat a similar process to contract for a firm to prepare the proposed Plan. Another option would be to contract with a firm to provide both the day-to-day function and the plan preparation. This would still necessitate the expenditure of time and staff costs to prepare a detail scope of work, advertising the RFP, interviewing candidates and preparing a contract. Based on recent design projects, staff developed an estimate for the minimum anticipated time and cost of preparing and completing an RFP process. This estimate only includes tasks that would potentially be eliminated if the City were to pre-select Alta, and not the complete process, some of which we would still need to complete. Staff-time required would be a minimum of approximately 98 hours at an approximate cost of \$5,800 (including Senior Management Analyst - 45 hours, Public Works Director/City Engineer – 12 hours, Consulting Traffic Engineer – 20 hours, Community Development staff – 15 hours, and Public Works Department support staff – 6 hours, time for preparation and distribution of RFP, reviewing proposals, interviewing candidates and checking references). The above estimate is based on hiring a single firm to provide all services. If a contract planner and separate planning firms are needed, then these costs would increase by more than fifty (50) percent. By partnering with Alta at the outset of the project, the City would save these staff hours and costs which could be dedicated to other projects.
3. Due to current staff's workload, a contractor was needed to prepare the required grant Letter of Intent (LOI) and application. Alta agreed to prepare the LOI overview of the initiative and grant application for a fee not to exceed

City of Culver City, California
City Council Agenda Item Report

\$5,000. If the Council approves the proposed sole-sourcing, then Alta will waive that fee saving the City that \$5,000. Ultimately, if we receive the grant, then Alta would benefit because they would not have the cost of preparing a proposal in response to an RFP. However, if the City is not successful in obtaining the grant, then Alta would absorb their costs for the LOI and grant application work.

4. As noted previously, the grant criteria states that successful applicants and their partners will have a high level of readiness to begin implementing their initiative. This will include a well-reasoned plan for developing and implementing policy change and plans for related physical project(s) that will increase physical activities in their city/community. In addition, successful applicants will already have secured community, city and required partner support regarding their initiative. Should the City partner with LACBC and Alta as staff proposes, the City would be able to begin the project immediately after signing the contract. This would make our applications more compelling to DPH due to this time and cost efficiency.
5. Alta Planning + Design is a leading nationwide firm specializing in progressive transportation planning, design, and implementation. They prepared the June 2006 Metro Bicycle Transportation Strategic Plan for the Los Angeles County Metropolitan Transportation Authority and are currently working with the City of Los Angeles on updating its bicycle plan. In the past, Alta has also done work for the Cities of Santa Monica and West Hollywood. Their knowledge of the region and neighboring facilities would be invaluable to the City in preparation of the proposed grant initiative.

Alta's focus is on multi-modal solutions, particularly bicycle, pedestrian, and trail corridors and systems planning and design. Alta staff is active in the Association of Pedestrian and Bicycle Professionals, Institute of Transportation Engineers, Transportation Research Board, Women in Transportation Seminar, and is conducting national studies for the U.S. Department of Transportation. Alta also conducts pedestrian and bicycle trainings nationwide, and have been involved in award-winning plans and projects.

Alta offers a full range of design services, from site analysis and design to bid documents and contract administration. As alternative transportation specialists, Alta is able to meet the technical requirements of projects while simultaneously providing a high level of design creativity.

Alta has experience working in all size communities, from a few hundred to millions of residents, from towns and cities to counties, regions, and states, and

City of Culver City, California
City Council Agenda Item Report

suburban and urbanized areas. Alta staff has designed and implemented over 3,500 miles of bikeways, walkways, and trails.

- Alta has prepared approximately 210 non-motorized plans, feasibility studies and design documents in California, including more than 88 Bicycle Transportation Act (BTA) compliant bicycle master plans covering over 150 jurisdictions. BTA compliance allows an agency to qualify for construction grants.
- They have 20 active bicycle/pedestrian plans in CA communities.
- Caltrans uses Alta bicycle plans as examples of BTA compliant documents on their website.

Environmental Review

Pursuant to the California Environmental Quality Act (CEQA), no environmental action is needed at this time. The adoption of policy documents and the construction of the physical project are anticipated to require adoption of a Negative Declaration or Mitigated Negative Declaration. The adoption of the CEQA action will occur as part of the approval process of the Citywide Bicycle and Pedestrian Master Plan.

Project Timeline

The grant awards are anticipated to occur in February, 2008. Should the grant application be approved by the County, staff anticipates starting implementation of the grant in March, 2008. The following table includes the currently anticipated timeline for the project:

Task	Time Frame
City Council Authorizes PLACE Grant proposal submission	October 22, 2007
PLACE Grant application submission	November 13, 2007
Anticipated Grant Award	February 2008
Potential Term of PLACE Grant 3 years and 4 months (Subject to progress and renewal)	March 1, 2008 to June 30, 2011

FISCAL ANALYSIS:

As stated previously, successful applicants receiving grant awards would be eligible for three one-year renewals at the sole discretion of the Director of DPH and based on the demonstrated performance, continued availability of funds, and approval by DPH and the County Board of Supervisors. The funds available for each grantee are up to \$345,000 over the term of the grant. The grant funds would primarily be used to fund all the cost of Alta's professional services and LACBC outreach and

City of Culver City, California
City Council Agenda Item Report

initial educational efforts. No City matching funds are required. However, it is anticipated that in addition to Public Works Department staff, staff support from the following City departments will be needed to implement the grant: Police, Fire, Community Development and Parks, Recreation & Community Services. Their role would be to provide comments and guidance on the master plan and any programs as they are developed.

Any ongoing programs resulting from this effort are anticipated to be funded through future grant opportunities that would be available to the City once the proposed Citywide Bicycle and Pedestrian Master Plan were adopted. We anticipate that if a program has been initiated and grant funding is no longer available, then the program would be halted until alternative grant funding is obtained.

Because the PLACE Program is a reimbursable grant, the City will be required to provide the initial funding for each of the four Terms.

<u>Term:</u>	<u>Time Period:</u>	<u>Maximum Funding Amount:</u>
1	3/1/08 – 6/30/08	\$35,000
2	7/1/08 – 6/30/09	\$105,000
3	7/1/09 – 6/30/10	\$105,000
4	7/1/10 – 6/30/11	\$100,000

The grant program allows for funding to be allocated for conferences and training to support professional development related to the initiative. The funding may be allocated at a rate of \$2,000 in Term 1 and \$5,000 in the following 3 Terms. The proposed grant initiative will include training funding for City and LACBC staff training.

As noted above, due to staff's workload, a contractor was needed to prepare the required grant Letter of Intent (LOI) and application. Alta agreed to prepare the LOI overview of the initiative and grant application for a fee not to exceed \$5,000. The Public Works Department proposed to fund these services through salary savings from existing vacant positions in the Environmental Programs and Operations Division. If the Council approves the proposed sole-sourcing, then Alta will waive that fee. If the Council rejects the partnering proposal, then the City will pay Alta up to \$5,000 for the application related work by transferring funding from salary savings, as noted above.

If the City Council approves the partnering with Alta Planning + Design, then the City would save at a minimum 98 staff hours and \$10,800 of staff time.

City of Culver City, California
City Council Agenda Item Report

ATTACHMENTS:

1. Draft Resolution
2. October 5, 2007, PLACE Grant Program Letter of Intent
3. Culver City Municipal Code Section No. 3.07.070 Personal and Professional Services Excluded

MOTIONS:

That the City Council:

1. Adopt Resolution No. 2007-_____ authorizing staff to submit a Los Angeles County Department of Public Health Policies for Livable Active Communities and Environments (PLACE) Program Grant application for preparation of a Citywide Bicycle and Pedestrian Master Plan and related City code and policies amendments;
2. Authorize the City Manager to sign on behalf of the City all documents required for the Los Angeles County Department of Public Health Policies for Livable Active Communities and Environments (PLACE) Program Grant application for preparation of a Citywide Bicycle and Pedestrian Master Plan and related City code and policy amendments;
3. Approve a sole-source professional services agreement with Alta Planning + Design for PLACE Grant application and professional services related to implementation of the Grant for a Citywide Bicycle and Pedestrian Master Plan and related City code and policy amendments in the amount provided for pursuant to the approved grant budget, if the grant is awarded to the City; and,
4. Authorize the City Attorney to review/prepare the necessary documents for the Alta Planning + Design contract, and authorize the City Manager to execute those documents on behalf of the City