

REVISED SCOPE OF WORK: Feasibility Study and Implementation Strategy for South Bay Slow-Speed Network Demonstration Project

INTRODUCTION: In coordination with the City of Inglewood, the South Bay Cities Council of Governments (SBCCOG) proposes to conduct an implementation plan and “Route Refinement Study” for a sub-regional slow-speed network serving neighborhood electric vehicles, bicycling, walking, and other slow-speed electric and/or active modes and shared use public ZEV fleets. This “Project Study Report” builds on the Slow-Speed Network Strategic Plan for the South Bay, conducted by Metro in partnership with the SBCCOG, as well as 10 plus years of research and analysis of transportation patterns in the South Bay. Metro’s Strategic “Slow-Speed” Plan outlines essential components of a sub-regional network for the entire South Bay and identifies multiple priority areas for pilot implementation of network elements. The Strategic Plan contemplates three interconnected networks: a regional network of off-street “Slow Mode Thruways”, a sub-regional network of connected on-street infrastructure, and local “Slow Zones” in neighborhood centers.

This project’s proposed 11-square-mile project area is a representative cross-section of the South Bay, including beach and inland communities, single-family and multi-family neighborhoods, regional commercial and employment centers, educational institutions, and transit hubs (see Map 1). Approximately 1/3 of the project area is designated as a top-25% Disadvantaged Community in CalEnviroScreen 3.0 (see Map 3). The project area includes portions of all three networks identified in the Strategic Plan (see Map 2), including:

- A “thruway” on a Southern California Edison easement and the Dominguez Channel connecting the Harbor Gateway Transit Center to El Camino College;
- Sub-regional connections between the “thruway” and key destinations including the South Bay Galleria and Redondo Beach Green Line Station; and
- A “Slow Zone” in the vicinity of the Galleria in north Redondo Beach.

Additionally, the slow speed network implements one of the key land use and transportation components of the of the Sub-Regional Climate Action Plan (CAP). The housing component of that CAP calls for redeveloping retail corridors into medium density housing. The slow speed network will provide the infrastructure for those new residents that gives them the option of choosing low-cost, zero-emission mobility. Travel costs will be reduced making housing more affordable and local commercial land uses will be better served with less need for parking.

The project’s scope of work includes an extensive community planning process as well as a technical “Route Refinement/Project Study Report”. The community planning process will engage all relevant stakeholders to express concerns, suggestions or support. The engagement process includes: disadvantaged communities, seniors, chambers of commerce, employers and businesses defined as “major destinations”.

The technical analysis will identify physical and regulatory elements for the Network; specifications up to the “pre-design and pre-environmental impact report; additionally, alternate routes, if the constraints cannot be overcome, will be analyzed. The resulting implementation plan will recommend a network of improvements that are technically, politically, and financially feasible for implementation.

RESPONSIBLE PARTIES: The City of Inglewood is the lead agency. Participating agencies with jurisdiction over aspects of network implementation include: SBCCOG, L.A Metro, Los Angeles County Department of Public Works, Los Angeles County Flood Control District, Southern California Edison, City of Redondo Beach, City of Lawndale, City of Torrance, and City of

Gardena. Other participants will include representatives of key institutional stakeholders, including El Camino College and the South Bay Galleria.

ENCLOSURES:

Map 1: Project Area Detail

Map 2: Slow-Speed Network Project Area Overlay

Map 3: CalEnviroScreen 3.0

Pic 1: Dominguez Channel Thruway

Pic 2: Dominguez Channel Thruway – DAC location in City of Gardena

Pic 3: Dominguez Channel Thruway – DAC location in City of Carson

Pic 4: Slow-Speed ZEVs – collage of different types of Neighborhood Electric Vehicles

Pic 5: Slow-Speed ZEVs – collage of other slow speed vehicles

Executive Summary of Slow Speed Network Strategic Plan for the South Bay

Slow Speed Network Strategic Plan for the South Bay

Letters of Support (Letters of support were originally obtained in October for the Fall 2017 RFP. All supporters have authorized us to use their letters again for this submittal)

OVERALL PROJECT OBJECTIVES: Support the use of zero-emission electric and human-powered transportation modes through the provision of a well-designed infrastructure network.

1. Project Management

Task 1.1: Project Kick-off Meeting

- If needed, SBCCOG will hold a kick-off meeting with Caltrans staff to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information.
- SBCCOG Team (staff and SBCCOG Planning and Policy Contractors) to define roles, review timeline, budget and deliverables for the project.
- Responsible Party: SBCCOG
- Involved: Caltrans

Task 1.2: Procure Technical Consultant

- Issue RFP and hire a consultant team capable of delivering all technical tasks outlined in this application while working closely with SBCCOG Team
- Responsible Party: SBCCOG Team

Task 1.3: Invoicing

- Submit complete invoice packages to Caltrans District 7 staff monthly.
- Responsible Party: City of Inglewood and SBCCOG
- Involved: Caltrans

Task 1.4 Quarterly Reports

- Submit quarterly reports to Caltrans District 7 staff quarterly.
- Responsible Party: City of Inglewood and SBCCOG
- Involved: Caltrans

Task	Deliverable
1.1	Meeting agenda & notes
1.2	RFP, executed contract
1.3	Invoice Packages
1.4	Quarterly Reports

Task 2. Data and Evaluation

Task 2.1: Team Project Data/Evaluation Design and Review Meetings

- Convene meetings/Conference calls with SBCCOG Team and Technical Consultant Team to discuss progress on data gathering and evaluation as well as other relevant activities to Task 2.
- Responsible Party: SBCCOG, Technical Consultant

Task 2.2: Technical Advisory Committee

- Convene meetings with Technical Advisory Committee, including L.A Metro, LA County Public Works, LA County Flood Control District, Southern California Edison, South Bay Cities (management and staff), El Camino College, Caltrans.
 - Share baseline speed, collision, traffic data and evaluations for project area
 - Solicit inputs, strategies and expertise for data and evaluation activities in Task 2.
- Responsible Party: SBCCOG, Technical Consultant
- Involved: Caltrans, Metro, local jurisdictions, Utilities

Task 2.3: Team Implementation Plan Process

- Convene meetings with SBCCOG Team and Technical Consultant to discuss, review and revise/update Task 2 actionable items as necessary for achieving scope of work activities and deliverables. Continuously update plan, as needed.
- Responsible Party: SBCCOG, Technical Consultant
- Involved: Caltrans, Metro, Local Jurisdictions

Task 2.4: Identify Candidate Streets & Rights-of-Way

- Identify initial proposed network based on Metro Slow-Speed Network Strategic Plan, South Bay Bicycle Master Plan, Metro Active Transportation Strategic Plan, Metro First/Last Mile Strategic Plan, cities' circulation elements, and other applicable mobility plans. Off-street rights-of-way identified for evaluation include the Dominguez Channel and the Southern California Edison utility corridor.
- Responsible Party: SBCCOG, Technical Consultant
- Involved: Metro, Local Jurisdictions

Task 2.5: Baseline Traffic Data

- Review existing and collect additional data if necessary about traffic volumes and speeds on candidate streets.
- Responsible Party: SBCCOG, Technical Consultant
- Involved: Metro, local jurisdictions

Task 2.6: Baseline Bike/Ped/Slow-Speed Data

- Review existing and collect additional data if necessary about current volumes of bicycle, pedestrian, and slow-speed travel on candidate streets.
- Responsible Party: SBCCOG, Technical Consultant
- Involved: Metro, local jurisdictions

Task 2.7: Review Candidate Streets to Determine Feasibility

- Confirm suitability for shared or dedicated on-street infrastructure based on current conditions and traffic patterns and potential effectiveness of improvements/countermeasures.
- Responsible Party: SBCCOG, Consultant
- Involved: Metro, local jurisdictions

Task 2.8: Public Survey

- Conduct survey regarding travel behaviors, likelihood of and barriers to NEV adoption, and attitudes toward proposed improvements.
- Responsible Party: SBCCOG, Consultant

Task	Deliverable
2.1	<i>Meeting agendas; Project status matrix</i>
2.2	<i>Meeting agendas; Map of speed, collision, traffic data for relevant streets; Concept plans</i>
2.3	<i>Meeting agendas; Map of speed, collision, traffic data for relevant streets; Concept plans</i>
2.4	<i>Initial proposed network of candidate streets</i>
2.5	<i>Baseline traffic data for candidate streets;</i>
2.6	<i>Baseline bike/ped/slow-speed data for candidate streets;</i>
2.7	<i>Draft network report of the feasibility for all proposed streets and facility types.</i>
2.8	<i>Survey questions; survey results</i>

Task 3. Public Engagement

Task 3.1: Team Outreach/Engagement Design and Review Meetings

- Convene meetings with SBCCOG Team, Consultant Team, and city and community liaisons to discuss progress on public engagement, outreach activities as well as other relevant activities to Task 3.
- Responsible Party: SBCCOG, Technical Consultant

Task 3.2: Team Implementation Plan Process

- Convene meetings with SBCCOG Team, Consultant Team, city and community liaisons to discuss, review and revise/update Task 3 actionable items as necessary for achieving scope of work activities and deliverables. Continuously update plan as needed.
- Responsible Party: SBCCOG, Technical Consultant
- Involved: Caltrans, Metro, Local Jurisdictions

Task 3.3: Key Stakeholder(s) Outreach

- Identify and meet with key stakeholders and partner organizations to invite early participation and feedback. As conceptual network plans are developed, identify stakeholders most affected by proposed improvements and engage them directly. Potential Stakeholders may include community-based organizations, civic associations, service agencies, and other entities that work with low-income populations and/or communities of color.
- Working through SBCCOG and South Bay cities' communication channels, survey community groups to educate them about the proposed infrastructure
- Responsible Party: SBCCOG, Technical Consultant
- Involved: Local jurisdictions, El Camino College

Task 3.4: Community Outreach

- Develop content, engage, educate and promote slow-speed network with community stakeholders and public using web and social media platforms
- Provide opportunities for community feedback through on-line survey tools
- Responsible Party: SBCCOG
- Involved: Community, at large; Local jurisdictions

Task 3.5: Attend Community Meetings/Events

- Identify meetings of community groups and community events to present information about the project and invite participation and feedback.
- Responsible Party: SBCCOG, Technical Consultant
- Involved: Local jurisdictions

Task 3.6: Engage Local Jurisdictions

- Meet with local elected officials to inform them of the project and seek input on key stakeholders and draft documents.
- Responsible Party: SBCCOG, Technical Consultant
- Involved: Local jurisdictions

Task 3.7: Host Stakeholder Workshops

- Plan, develop educational content, organize and conduct workshops to educate and engage Stakeholders about key project milestones: draft network design, and functionality of proposed network. Identify potential co-hosts in key South Bay Communities. These may include, community-based organizations, civic associations, or transportation advocacy groups. Record stakeholder input via survey tool or similar mechanism. Total: 4 workshops.
- Responsible Party: SBCCOG, Technical Consultant
- Involved: Local jurisdictions

Task 3.8: Present Draft & Final Plan

- Post draft and final documents on SBCCOG website and distribute to all stakeholders that have participated. Present to local jurisdictions.
- Responsible Party: SBCCOG, Technical Consultant

Task	Deliverable
3.1	<i>Meeting agendas; Project status matrix</i>
3.2	<i>Work Plan; continuous updates</i>
3.3	<i>List of key stakeholders engaged</i>
3.4	<i>Engage and promote project with community stakeholders including social media platforms</i>
3.5	<i>List of meetings/events attended</i>
3.6	<i>List of meetings</i>
3.7	<i>Workshop plan, Workshop occurred and documented, sign-in sheet on file, workshop materials and educational content; distribution methods tracked, survey instrument completed</i>
3.8	<i>Draft documents on website, email distribution</i>

	<i>documented, presentations</i>
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Task 4. Network Route Refinement (Technical) Study and Implementation Strategy

Task 4.1: Team Conceptual Network Design and Review Meetings

- Convene meetings with SBCCOG Team, consultant team to discuss progress on the feasibility study and implementation strategy work; and, other relevant activities to Task 4.
- Responsible Party: SBCCOG, Technical Consultant

Task 4.2: Technical Advisory Committee Review Meetings

- Convene meetings with Technical Advisory Committee including Metro, LA County Public Works, LA County Flood Control District, El Camino College, Caltrans and South Bay Cities to review and advise on SBCCOG and Technical Consultant's findings and reports.
- Responsible Party: SBCCOG, Technical Consultant
- Involved: Caltrans, Metro, Local Jurisdictions

Task 4.3: Team Implementation Plan Process

Convene meetings with SBCCOG team and Technical consultant to discuss, review and revise/update Task 4 actionable items action plan as necessary for achieving scope of work activities and deliverables. Continuously update plan as needed.

Responsible Party: SBCCOG, Technical Consultant

Involved: Caltrans, Metro

Task 4.4: Network Route Refinement Planning

- Identify type and location of all proposed improvements. Based on draft network identified in Task 2.4, identify all proposed improvements that comprise the slow-speed network, such as traffic calming features, lane reconfigurations, intersection treatments, etc.
- Responsible Party: SBCCOG, Technical Consultant
- Involved: Local Jurisdictions

Task 4.5: Network Route Constraints Analysis

- Identify and document constraints and design considerations at identified network locations (e.g. intersection geometry, traffic control and operations and maintenance on non-street rights of way).
- Responsible Party: SBCCOG, Technical Consultant
- Involved: Local jurisdictions, Utilities

Task 4.6: Conceptual Network Design

- Conduct preliminary design of representative locations based on network element typologies. Conduct sufficient preliminary design work at constrained locations to ensure feasibility of recommended improvements.
- Responsible Party: SBCCOG, Technical Consultant
- Involved: Local jurisdictions

Task 4.7: Network Cost-Benefit Analysis

- Conduct a cost estimate for full build out of proposed improvements. Quantify anticipated costs and identify qualitative benefits from network build out.
- Provide a cost-benefit element for housing and land use on network corridors including: VMT and GHG reductions that would result from neighborhood and short trip safe travel options
- Responsible Party: SBCCOG, Technical Consultant

Task	Deliverable
4.1	<i>Meeting agendas; Project status matrix; Work plan</i>
4.2	<i>Meeting agendas; Map of speed, collision, traffic data for relevant streets; Concept plans</i>
4.3	<i>Conceptual network map with proposed improvements illustrated; matrix of proposed improvements and location</i>
4.4	<i>Existing conditions and constraints analysis report</i>
4.5	<i>Representative planning-level design work for each facility type; design work at each highly constrained location</i>
4.6	<i>Cost estimate; cost-benefit analysis with housing – VMT/GHG analysis</i>

Task 5. Network Route Refinement Study (Project) Final Report

Task 5.1: Team Project Review and Findings Meetings

- Convene final meetings with SBCCOG Team, consultant team to discuss progress on the conceptual network route refinement study and implementation strategy work; and, other relevant activities to Task 5 and to identify next steps.
- Responsible Party: SBCCOG, Technical Consultant

Task 5.2: Draft Network Route Refinement Project Study Report

- Prepare draft report documenting all planning and public engagement work conducted, proposed network and improvements, conceptual design work, cost estimates and anticipated benefits, and recommended steps for implementation. Report should include sufficient documentation of project details and community engagement activities for anticipated future funding applications.
- Responsible Party: SBCCOG, Technical Consultant

Task 5.3: Final Report

- Finalize report based on input from SBCCOG, Technical Advisory Committee, cities, and other stakeholders.
- Responsible Party: SBCCOG, Technical Consultant

Task	Deliverable
5.1	<i>Meeting agendas; Project status matrix</i>
5.2	<i>Draft report</i>
5.3	<i>Final report</i>