**South Bay SBHP & MSP Candidate Project Fact Sheet**

**PROJECT TITLE:**

**PROJECT LOCATION:**

The project is located at \_\_\_ in the City of \_\_\_, in the \_\_\_\_\_\_ area

**PROJECT LIMITS:**

This project limits are \_\_\_ [be specific] (example: intersection of Hawthorne and Manhattan Beach Blvd)

**NEXUS TO HIGHWAY OPERATION, DEFINITION/PROJECT PURPOSE:**

The purpose of this project is to \_\_\_\_, to [example: improve recurring congestion and operations in the morning traffic period/eliminate, etc.]\_\_\_\_\_

**PROJECT BACKGROUND: [**describe the existing condition at the proposed project location, and the documented or observed deficiency in as much detail as possible] (example: 4 lane east and westbound arterial. In the peak morning traffic period 6-9 am, due to the high number of left turning traffic, and insufficient storage capacity in the left turn lane, vehicles are queued into the number 1 lane impeding throughtraffic.)

**REQUESTED FUNDING SOURCE:**

Please indicate the program from which you are requesting funds.

\_\_\_\_\_Measure R South Bay Highway Program

\_\_\_\_\_Measure M Highway Efficiency and Operational Improvements Program

\_\_\_\_\_Measure M Transportation System and Mobility Improvements Program

**PROJECT BUDGET:**

 **COMPONENT** **Measure R Local Funds**

 PA/ED 000,000 000,000

 PS and E 000,000 000,000

 R/W Support 000,000 000,000

 R/W Capital 000,000 000,000

 Construction Support 000,000 000,000

 Construction Capital 000,000 000,000

 Total Budget $ 000,000 000,000

 Project budget $000,000

**JUSTIFICATION FOR WAIVER OF ANY ELIGIBILITY REQUIREMENTS:** [please provide a detailed justification for a requested waiver of any program eligibility rules, such as the Measure R SBHP requirement that the project be within one mile of a state highway or freeway. If no waiver is being requested, this section may be skipped.]

**QUALITATIVE PROJECT PERFORMANCE EVALUATION *(FOR MEASURE M MSP PROJECT REQUESTS ONLY)*:** [For Measure M MSP project requests, please use the Harvey Ball assessment process to include a projection of the anticipated performance of the project for each of the following five themes: mobility, economy, accessibility, safety, and sustainability/quality of life**.** Within each of the five themes, the appropriate Harvey Ball should be used to reflect the following criteria:

|  |  |
| --- | --- |
| **To achieve the following score in a single theme:** | **Project must meet the corresponding criterion:** |
| ●HIGH BENEFIT (100% score) | Significantly benefits one or more theme goals or metrics on a subregional scale |
| ◑MEDIUM BENEFIT (50% score) | Significantly benefits one or more theme goals or metrics on a corridor or activity center scale |
| ◔LOW BENEFIT (25% score) | Address one or more theme goals or metrics on a limited/localized scale (e.g., at a single intersection) |
| ○NEUTRAL BENEFIT (0% score) | Has no cumulative positive or negative impact on theme goals or metrics |
| ╾ NEGATIVE IMPACT | Results in cumulative negative impact on one or more theme goals or metrics |

Copy and paste the following into the chart below for this project:

● ◑ ◔ ○ ╾

Project’s Harvey Ball Assessment Projection:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mobility** | **Economy** | **Accessibility** | **Safety** | **Sustainability/****Quality of Life** |
|  |  |  |  |  |

**SCOPE:** [in a narrative, please describe the scope of the proposed improvements. The proposed improvements should directly address the deficiency and problem identified above] (example: redesign center median between X and X to add an additional 20ft of storage in the left turn lane. Protected left turn signal phase will also be added to help clear the queues)

**DESIGN:**

1. **Preliminary Design – “\_\_\_\_ Report” as Final Work Product**

Tasks to be performed include, but are not limited to, the following: [example below]

* 1. Account for field visits of the project area to identify design issues. Record existing site conditions in photographs and/or video.
	2. Read, review and understand all aspects and goals of the Lead Agency’s General Plan Circulation Element and other plans, as these plans pertain to the widening and ultimate build-out of \_\_\_ Road.
	3. Incorporate provided layout plans to be incorporated into the final design.
	4. Provide a complete survey of the project area, establishing horizontal and vertical control for the project. Mapping shall include topographic features within 50 feet of project area.
	5. Identify and coordinate with all utilities in the project area to facilitate the final design of the Project.
	6. Conduct geotechnical investigations of \_\_\_\_\_Street, between \_\_\_\_\_.
	7. Identify right-of-way acquisitions, and/or vacations to provide for the optimal alignment of Road, which shall incorporate roadway widening, development build outs and preservation of existing improvements and scenic character of the area.
	8. Identify street pavement structural sections for project area.
	9. Identify all drainage/BMP structure improvements, based upon hydrology, hydraulic calculations and water quality issues. Structural BMPs shall be incorporated into the street design for stormwater quality improvements prior to entering natural waterways.
	10. Prepare and submit a Report identifying the ultimate alignment of roadway improvements, as well as the recommended ultimate repair strategy for As part of the Report, the Consultant shall prepare and provide CAD drawings of the proposed alignment, which shall include vertical and horizontal alignment, improvements, and drainage/BMP structures. Right-of-way acquisitions and/or vacations shall be clearly identified.
	11. Prepare and submit an Engineer’s construction cost estimate for all recommended improvements identified in the Report.
1. **Environmental Analysis**Tasks to be performed include, but are not limited to, the following: [example below]
	1. Define a complete and detailed project description and delineate project study areas that will meet the needs of technical analyses and Initial Study/Mitigated Negative Declaration (IS/MND).
	2. Conduct the required technical analysis for the project.
	3. Prepare, following completion of appropriate technical analysis, an Administrative Draft IS, consistent with CEQA Guidelines Appendix G, for review and approval by the City.
	4. Prepare the Draft IS and Draft MND for public circulation.
	5. Prepare responses to public review of Draft and prepare a Final MND and submit for review to the City.
	6. Prepare an MMRP.
	7. Coordinate with the City and prepare permit applications/notifications for the Project as applicable.
	8. Delineation of the Waters of the US will be conducted within the ESL if applicable.
	9. Prepare a final Tree report and map.

1. **Final Design – Plans, Specifications and Estimates**Tasks to be performed include, but are not limited to, the following: [example below]
	1. Design the ultimate build out of \_\_\_\_\_Road, and ultimate repair strategy for \_\_\_\_ Street, based on the City reviewed “Summary Letter Report”.
	2. Prepare civil roadway plans for the required improvements, consistent with City format. At a minimum, the plan set shall include Title Sheet, Site Plan, General Construction Notes, Horizontal Control, Typical Sections and Details, Plan and Profile, Drainage/BMP Structure(s) Details, Traffic Striping/Signage/Signal Plans, Street Lighting/Electrical, Bike Lane Plans, and Median/Landscaping Plans.
	3. Submittal of plan set shall be delivered at 50% and 90% complete and final (five (5) sets per submittal). When project is complete, the Consultant shall provide AutoCAD files for all plan sheets.
	4. Assist the City for the Community Information Workshop after the 90% submittal by preparing exhibits and attending workshop and be prepared to discuss concerns of the property owners along \_\_\_\_\_ Road and \_\_\_\_\_ Street, particularly with issues of right-of-way acquisition.
	5. Prepare construction specifications consistent with City format (SSPWC “Greenbook” APWA, current edition with updates.
	6. Submittal of specifications shall be delivered to the City at 90% complete and final. When project is complete, the Consultant shall provide a digital file of specification package in Microsoft Word format for Windows.
	7. Prepare an engineer’s construction cost estimate based on the itemized quantity take-off from the contract documents.
	8. Submittal of the engineer’s construction cost estimate shall be delivered to the City at 90% complete and final in a spreadsheet format.
2. **Project Management and Preparation of Periodic Updated Schedule, Deliverables and Meetings**Tasks to be performed include, but are not limited to, the following: [example below]
3. Meet as needed with the City to accomplish Project tasks as outlined. Meetings expected between the Consultant and City, shall be and not be limited to: Project Kick-off Meeting, presentation of “Summary Letter Report”, progress meetings and preparation for the Community Information Workshop at 90% design completion.
4. Provide periodic schedule updates on deliverables and meetings as changes to original schedule occur or as needed based on the needs of the project.

**RIGHT-OF-WAY:**

**Right-of-Way Support and Right-of-Way Capital [remove if not applicable]**

Right-of-Way Support:

Tasks to be performed include, but are not limited, to the following: [example below]

1. Prepare and provide exhibits, plats and legal descriptions for the properties requiring right of way acquisition, slope easements, temporary construction easements and/or rights-of-entry.
2. Meet as needed with the City to accomplish Project tasks as outlined. Meetings expected between the Consultant and City, shall be and not be limited to: Project Kick-off Meeting, site visits, progress meetings and preparation for City Council meetings.
3. Provide periodic schedule updates on deliverables and meetings as changes to original schedule occur or as needed based on the needs of the project.

Right-of-Way Capital:

Tasks to be performed include, but are not limited to, the following: [example below]

1. Order title reports/litigation guarantees.
2. Present conceptual plans to property owners adjacent to project.
3. Shall choose an Appraiser to prepare and provide appraisal of properties requiring right of way acquisition.
4. Authorize appraisals and improvements pertaining to properties.
5. Notify and meet with property owners of appraisals and detailed improvements to their properties.
6. Set just compensation.
7. Present written offer letters and appraisal summaries to property owners.
8. Conduct negotiations to settlement.

**CONSTRUCTION:**

Grantee expects to provide construction oversight, procure a consultant for construction management, award a contract for construction and to perform the following tasks: [modify as appropriate; example below]

1. Conduct a “Ground Breaking” ceremony for the project.
2. Contract with a separate engineering firm to provide Construction Management for the Project. This will be accomplished through an RFP.
3. Contract with a Contractor for construction.
4. Conduct a “Ribbon Cutting” ceremony at the completion of the Project.

The Design Consultant shall meet as needed with the Grantee to accomplish Project tasks as outlined. Meetings expected between the Consultant and Grantee shall include, but not be limited to, Pre-Construction Meeting, progress meetings and preparation of responses to RFIs.

**MILESTONES:** The implementation schedule for this project will be as follows. [**Please include all applicable milestones and provide any additional specific activities that are not listed, under “other.”**]

|  |  |  |
| --- | --- | --- |
|  | **START DATE** | **COMPLETION DATE** |
| **SOLICITATION (BID/PROPOSAL)**  |  |  |
| Develop Solicitation Package |  |  |
| Solicitation Response |  |  |
| Evaluations |  |  |
| Selection  |  |  |
| Board Approval |  |  |
| Contract Award |  |  |
| Fully Executed Contract |  |  |
| **PLANNING** |  |  |
| Prepare Concept Report |  |  |
| Prepare Feasibility Study |  |  |
| Prepare Project Study Report |  |  |
| **Intelligent Transportation System (ITS)** |  |  |
| Feasibility Study  |  |  |
| Concept Exploration |  |  |
| Insert other planning milestones |  |  |
| **PRELIMINARY DESIGN** |  |  |
| Prepare Detailed Design Plans |  |  |
| Prepare Detailed Construction Plans |  |  |
| Prepare Project Cost Estimate |  |  |
| **Intelligent Transportation System (ITS)** |  |  |
| Concept of Operations |  |  |
| System Requirements |  |  |
| High Level Design |  |  |
| Insert other prelim design milestones |  |  |
| **PA&ED** |  |  |
| Prepare Environmental DocumentDocument Type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Scoping |  |  |
| Technical Studies |  |  |
| Draft Environmental Document |  |  |
| Final Environmental Document |  |  |
| Community Outreach |  |  |
| Secure Project Approval |  |  |
| **Intelligent Transportation System (ITS)** |  |  |
| Categorical Exemption Filing |  |  |
| Insert other PAED milestones |  |  |
| **PS&E** |  |  |
| **35% PS&E** |  |  |
| Preliminary Investigations |  |  |
| Preliminary Foundation |  |  |
| Geometric Drawings |  |  |
| Bridge Type Selection Roadway and Retrofit Strategy |  |  |
| ADL Review |  |  |
| Utilities |  |  |
| Right-of-Way |  |  |
| Estimating |  |  |
| Civic Design |  |  |
| Structural Design |  |  |
| **Intelligent Transportation System (ITS)** |  |  |

|  |  |  |
| --- | --- | --- |
| Detailed Design |  |  |
| ITS Drawings |  |  |
| System Plans |  |  |
| Communications Plans |  |  |
| Systems Integrations Plans |  |  |
| Software Specifications |  |  |
| Project Review & Comments |  |  |
| **65% PS&E** |  |  |
| Civil Design Plans |  |  |
| Right-of-Way Engineering |  |  |
| Structural Design |  |  |
| Prepare Project Cost Estimate |  |  |
| **Intelligent Transportation System (ITS** |  |  |
| Detailed Design |  |  |
| ITS Drawings |  |  |
| System Plans |  |  |
| Communications Plans |  |  |
| Systems Integrations Plans |  |  |
| Equipment Specifications |  |  |
| Software Specifications |  |  |
| Project Review & Comments |  |  |
| **95% PS&E** |  |  |
| Civil Design Plans |  |  |
| Structural Design |  |  |
| **Intelligent Transportation System (ITS)** |  |  |
| Detailed Design |  |  |
| ITS Drawings |  |  |
| System Plans |  |  |
| Communications Plans |  |  |
| Systems Integrations Plans |  |  |
| Equipment Specifications |  |  |
| Software Specifications |  |  |
| **Submittals & Reviews** |  |  |
| Submit Final PS&E |  |  |
| Outside Agency Review |  |  |
| Insert other PS&E Milestones |  |  |
| **RIGHT OF WAY SUPPORT** |  |  |
| Certification/Mapping |  |  |
| Appraisal |  |  |
| **RIGHT OF WAY ACQUISITION** |  |  |
| Certification/Mapping |  |  |
| Title Report |  |  |
| Meet with Property Owners |  |  |
| Appraisal |  |  |
| Environmental Investigation |  |  |
| Closing/Acquire Property/Relocation |  |  |
| Physical Possession |  |  |
| Remediation |  |  |
| Insert other ROW milestones |  |  |
| **Utility Relocation** |  |  |
| Third Party Coordination |  |  |
| Design Utilities |  |  |
| Relocate Utilities |  |  |

**CONSTRUCTION MILESTONES:** The implementation schedule for this project will be as follows**. Please include all applicable milestones and provide any additional specific activities that are not currentlylisted under “other.”**

|  |  |  |
| --- | --- | --- |
|  | **START DATE** | **COMPLETION DATE** |
| **Solicitation (Bid/Proposal)** |  |  |
| Develop Solicitation Package |  |  |
| Solicitation Response |  |  |
| Evaluations |  |  |
| Selection |  |  |
| Board Approval Process |  |  |
| Contract Award |  |  |
| Fully Executed Contract |  |  |
| **Excavation** |  |  |
| Clear/Grub |  |  |
| Survey |  |  |
| Sample Borings |  |  |
| Grading |  |  |
| Compaction |  |  |
| Drainage |  |  |
| **Environmental** |  |  |
| Hazardous Materials Handling |  |  |
| Archaeological |  |  |
| Air Quality Monitoring |  |  |
| **Concrete** |  |  |
| Form Work |  |  |
| Rebar Placement |  |  |
| Pole Placement |  |  |
| **Traffic Control** |  |  |
| TMP |  |  |
| **Structural** |  |  |
| False Work |  |  |
| Iron Placement |  |  |
| Pole Placement |  |  |
| **Utilities** |  |  |
| DWP |  |  |
| SCE  |  |  |
| LADOT |  |  |
| **Materials** |  |  |
| Long-Lead Equipment |  |  |
| Staging |  |  |
| Material Lay Down Area |  |  |
| Signage |  |  |
| **Electrical** |  |  |
| Power U/G Communication |  |  |
| A/G Testing/Acceptance |  |  |

|  |  |  |
| --- | --- | --- |
|  | **START DATE** | **COMPLETION DATE** |
| **Landscape** |  |  |
| Clearing |  |  |
| Planting |  |  |
| Plant Establishment |  |  |
| Irrigation |  |  |
| Testing |  |  |
| General Construction/close out project |  |  |
| **Change** **Orders** |  |  |
| P.O. Processing Time |  |  |
| Weather |  |  |
| Third Party Issues |  |  |
| Strike Labor Walk Outs |  |  |
| Force Majeure |  |  |
| Claims |  |  |

**ATTACHMENT C -Location Map(s)**

**Please insert a map of the project area**