



**CITY OF SOUTH PASADENA  
MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION  
MEETING AGENDA**

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030  
July 18, 2023 at 6:30 p.m.**

**IN-PERSON**

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

Pursuant to Government Code Section 54953, subdivision (e) (3), meetings of the Mobility and Transportation Infrastructure Commission (MTIC) for Tuesday, July 18, 2023, will be conducted remotely and held by video conference.

The in-person/virtual meetings will maintain transparency and public access while protecting the health and safety of the public. Members of the public have the option to participate in-person or via Zoom using the following link:

Mobility and Transportation Infrastructure Commission

**Zoom Meeting Information**

**Meeting ID: 835 0693 9480**

**Passcode: 992689**

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information accordingly; or
2. Click on the following unique Zoom meeting link:  
<https://us02web.zoom.us/j/83506939480?pwd=ZVZtS3lzcUxTVUIzemFmejJldlVlZz09>  
or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted to do so.

For additional Zoom assistance with telephone audio, you may find your local number at:  
<https://us02web.zoom.us/u/ky9n7bhtz>

**PUBLIC COMMENT AND SUGGESTIONS** *(Public Comments are limited to 3 minutes)*

The MTIC welcomes public input. If you would like to comment on this agenda item, members of the public may participate by means of one of the following options:

Option 1: Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during the comment portion of the agenda to speak for up to 3 minutes; or

Option 2: Email public comment(s) to: [mticpubliccomments@southpasadenaca.gov](mailto:mticpubliccomments@southpasadenaca.gov). **Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record.** Written Public Comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s).

Please make sure to indicate: 1) your name (optional), and 2) what agenda item you are submitting public comment on, and/or 3) Submit by no later than 12:00 pm., on Tuesday, July 18, 2023.

**CALL TO ORDER:** Chair Dunlap

**ROLL CALL:** Commissioners: Commissioner Abelson, Chair Dunlap, Commissioner Fisher, Vice Chair Hughes, and Commissioner Zavala.

**CITY COUNCIL LIAISON:** Councilmember Jack Donovan

**STAFF PRESENT:** Ted Gerber, Public Works Director (“PWD”), David Pena, Transportation Program Manager (“TPM”), and Leonna DeWitt, Public Works Assistant (“PWA”)

**PLEDGE OF ALLEGIANCE:** Commissioner Zavala

**PUBLIC COMMENT**

**1. Public Comment – General**

**INFORMATION REPORTS**

**2. Fremont Avenue and Huntington Drive Corridor Planning Project Update – TPM Pena**

**3. Project Status Update – PWD Gerber**

**ACTION / DISCUSSION**

**4. Approval of Minutes of the Special Mobility and Transportation Infrastructure Commission Meeting on June 20, 2023**

**COMMUNICATIONS**

**5. City Council Liaison Communications**

**6. Commissioner Communications**

**7. Staff Liaison Communications**

**ADJOURNMENT**

**FUTURE MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION MEETINGS**

August 15, 2023	Council Chamber	6:30 p.m.
September 19, 2023	Council Chamber	6:30 p.m.
October 17, 2023	Council Chamber	6:30 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

Commission Meeting agenda packets are available online at the City website: <https://www.southpasadenaca.gov/government/boards-commissions/mobility-and-transportation-infrastructure-commission>

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City website as required by law.*

07/13/2023

Date

/s/

Leonna DeWitt

Public Works Assistant

**ITEM 2**

**Fremont Avenue and Huntington Drive Corridor Planning  
Project Update**



# Mobility and Transportation Infrastructure Commission Agenda Report

ITEM NO. 2

---

**DATE:** July 18, 2023

**FROM:** H. Ted Gerber, Director of Public Works  
David Peña, Transportation Program Manager

**SUBJECT:** **Fremont Avenue and Huntington Drive Corridor Planning  
Project Update**

---

## **Recommendation**

It is recommended that the Mobility and Transportation Infrastructure Commission (MTIC) receive and file an update on the Fremont Avenue and Huntington Drive corridor planning multi-day charrette process.

## **Background**

In 2009, a consultant developed the Fremont Avenue Traffic Calming Concept Plan on behalf of the City. However, the conceptual plan never transitioned to the design, environmental, and construction phases. More recently, Public Works started implementing some short-term improvements on Fremont Avenue and Huntington Drive, but major capital investments for multi-modal uses such as pedestrian, bicycle, or bus, and traffic optimization and safety enhancements along the two of the City's essential corridors (Fremont and Huntington) has not occurred yet.

Two Los Angeles County Metro grants were awarded to the City in 2021 and 2022 for both Fremont Avenue and Huntington Drive. The first grant in the amount of \$6 million is from the Measure M Active Transportation Program (MAT), which was approved on September 1, 2022 and the second \$10 million grant is from a reallocation of Interstate 710 funds through the Measure R program for local mobility improvement projects (MIP), which was approved on August 12, 2021. As a note, only \$1.1 million of the MIP \$10 million for the initial project phases is currently programmed by Metro. Though the available funding totals \$16 million, both funding agreements do not allow reimbursement of early planning phase expenses, such as the community conceptual design process, which is an essential step to resolve complex planning and design issues, that involves a diverse set of stakeholders and interests. The MAT and MIP funding are to be spent on later project phases including project approval and

environmental documents, as well as plans, specifications, and estimates, and project construction.

The focus and scope of work of the \$6 million MAT grant is based on the goal of improving overall circulation and safety for pedestrians, cyclists, bus riders, and vehicle movement along Huntington Drive and Fremont Avenue in the City. The project limits are the entirety of Huntington Drive in the City between Alhambra Road and Garfield Avenue, a 1.5-mile stretch, and the entirety of Fremont Avenue the City, bounded by Alhambra Road on the south side and Columbia Street on the northside, a 1.8-mile segment.

The \$10 million MIP grant is one of the new mobility projects that prioritizes Transportation System Management (TSM) and Transportation Demand Management (TDM) improvements. It aims to improve local, intersections, traffic signal and system upgrades, and intelligent transportation systems (ITS), specifically on Fremont Avenue and Huntington Drive, and at the intersections of Fair Oaks Avenue and Huntington Drive, and Fremont Avenue and Huntington Drive. These improvements aim to remove bottlenecks, reduce weaving conflicts, reduce congestion on the corridor and at major intersections; enhance multimodal mobility throughout the corridor; facilitate safe and efficient traffic flow, and reduce safety concerns along the corridors, including equipment malfunction induced delays.

### **Discussion/Analysis**

On July 19, 2023, staff will present a task order with Toole Design Group, LLC to the City Council for approval. The scope of the task order is to conduct the first phase of the planning process, including a comprehensive multi-day charrette for the three Fremont Avenue, Huntington Drive, and Fair Oaks Avenue corridors. Fair Oaks Avenue from Huntington Drive to Columbia Street, a 1.5-mile corridor segment will also be part of the design charrette series to better understand the transportation network in the City, develop a more balanced distribution of traffic, and develop enhanced connectivity for all mobility uses. Including Fair Oaks Avenue as part of the scope will help address transportation issues along the City's major arterials, collectively.

The early planning phase proposed under this Task Order allows for a more thorough analysis of the project's feasibility, better resource allocation, early stakeholder involvement with increased transparency, and the fostering of public support. It also allows the City an opportunity to align with long term goals like the General Plan and other City policies and plans, and optimizes the necessary time to gather community input. This planning phase generally includes research, administrative preparation,

logistics/scheduling, mapping, analysis of existing conditions and plans and studies, as well as a charrette series with discovery, site visits, stakeholder interviews, and community engagement. The schedule includes production days, design, time to advance ideas to concepts, and production of reports with drawings, photographs, and summaries of the charrette process with recommendations and support.

The planning phase will consist of four stages.

- 1) Discovery session and site visit
- 2) Design Charrette 1
- 3) Design Charrette 2
- 4) Documentation

### **Discovery/Site Visit**

The discovery and site visit session will consist of logistic coordination and preparation for the site visit, review of objectives, and an in-person site tour with staff or key representatives to identify features, safety, history, constraints, and opportunities along the three corridors. The same day, the consultant will hold a public meeting in the South Pasadena Library room to introduce the project goals and objectives with a discussion and question and answer session.

### **Design Charrette 1**

Session one will consist of four (4) days, including a day for discovery and a site visit of Fremont Avenue, Huntington Drive, and Fair Oaks Avenue. Some related activities on each day such as developing “starter ideas” that address one or more issues in the Discovery/Site Visit and vetting them through two types of initial review, including stakeholder conversations and public meetings, and a feasibility analysis. There will be workshop style interviews with various stakeholders. The consultant will facilitate a session during a MTIC commission meeting at a future date to be determined. The consultant will conduct production work and a ‘pin-up session’ on Day 4 of the Design Charrette, during which the discoveries and the input are refined and summarized. The consultant will receive feedback from City staff and designated stakeholders during a specific open studio time, referred to a ‘pin-up session #1’. The consultant will finalize and refine starter ideas from identified stakeholders and City staff and conduct a second pin-up session at the end of the day for all stakeholders, allowing additional input.

### **Design Charrette 2:**

About four weeks after design charrette 1, the consultant will refine concepts and advance design details on preferred concepts to arrive at an “informed consent” state in

which subsequent steps, including design refinement, preliminary engineering, environmental review, and construction documents may move forward.

On Day 1, consultant staff will recap design charrette one, and provide updates, and discuss changes that may have occurred, review the schedule for the remaining days, facilitating input from City staff. Consultant will develop concept plans based on the feedback and existing information. The consultant will speak with various key stakeholders again, if necessary, to review aspects of the work and conduct an open meeting who would like to provide additional input or view the progress. The consultant will obtain feedback from City staff and designated stakeholders during a designated open studio time, as the 'final pin-up session'. During the 'final pin-up session', the work to date will be presented graphically and discussed. On day four (4), the consultant will finalize all products and hold a final stakeholder meeting, presenting a summary of the charrette process, including the discovery process, the design process, plans, design concepts, analyses, priorities, the community-driven vision, feedback received, and next steps, with a question and answer session and discussion for stakeholders.

**Documentation:**

As a final step, the consultant will provide City staff with three reports, one for each corridor: Fremont Avenue, Huntington Drive, and Fair Oaks Avenue, which summarize the charrette recommendations, community-based vision for the corridors, feedback received, and design concepts.

**Attachments**

Task Order with Toole Design Group, LLC.



**TASK ORDER NO. [VENDORID-001]**

**TO MASTER PROFESSIONAL SERVICES AGREEMENT (2023-173)**

This Task Order No. [VENDORID-001] (“Task Order”) is made and entered into on **July 19, 2023** by and between the City of South Pasadena, a municipal corporation ("City"), and Toole Design Group (TDG), LLC ("Consultant").

**RECITAL**

- A. City and Consultant entered into an agreement entitled Master On-Call Professional Services Agreement (“Agreement”) dated **July 13, 2023** by which the Consultant agreed to perform **Civil Design Engineering Services and Traffic/Transportation Engineering Services** in accordance with Task Orders issued by the City.

**NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:**

1. **INCORPORATION BY REFERENCE.** This Task Order hereby incorporates by reference all terms and conditions set forth in the Agreement.
2. **SCOPE OF TASK ORDER.** Consultant shall perform the following services in accordance with the terms and conditions of the Agreement:

Conduct a comprehensive community charrette process, a collaborative effort with city residents and stakeholders to come up with a vision and alternative solutions through a series of design workshops (“charrettes”), which includes multiple opportunities for stakeholders and the public to provide feedback for the “Fremont Avenue, Huntington Drive, and Fair Oaks Avenue Corridor Project”. The consultant will use a charrette process over a period of approximately three months in the Fall of 2023 that will introduce the project; create a shared vision for community outcomes; evaluate existing conditions (“Discovery”); outline and discuss alternative solutions, narrow down to “preferred concepts” for each corridor through a collaborative, discussion-based process with the community and stakeholders (“Design and Discuss”); and document the active input and ideas of all stakeholders with a specific focus on multimodal and transportation issues affecting Huntington Drive between Alhambra Road to Garfield Avenue (1.5 miles) and Fremont Avenue from Columbia Street to Alhambra Road (1.8 miles), Fair Oaks Avenue from Columbia Street to Huntington Drive (1.5 miles) (“Documentation”). The consultant’s efforts shall also align with the executed Metro and South Pasadena funding agreements related to these specific corridors.

**Task 001-Preparations:**

- **001(a)** Conduct administrative, management and quality control and quality assurance to prepare for Tasks 002, 003, and 004. Consultant shall review documents, studies, reports, applications and other documents which encompass the City’s Fremont Avenue, Huntington Drive, and Fair Oaks Avenue corridors, including, but not limited

to, prior studies such as the 2009 Fremont Avenue Traffic Calming Concept Plan, mapping and Geographic Information System (GIS) resources, current and draft General Plans, 2011 Bicycle Master Plan, current and draft South Pasadena Downtown Specific Plan, Holy Family Vision Project Specific Plan, Resolution 7497 Complete Streets Policy, South Pasadena's Parking Policy Sections 19.83 to 19.85 of the Municipal Code, Truck Route requirements section 19.20 of the South Pasadena Municipal Code, associated Metro Funding Agreements with eligible scopes of work, and other background information associated with transit systems like bus and rail service and existing Dial-A-Ride services for seniors, Countywide Signal Priority Upgrade and Expansion NextGen Project (Atlantic-Fair Oaks), average daily traffic (ADT) volumes, accident data utilizing Statewide Integrated Traffic Records System (SWITRS), Traffic Incident Management System (TIMS), 2020 Systemic Safety Analysis Report Program (SSARP), 2014-15 Citywide Engineering And Traffic Survey (E&TS) Report, City of South Pasadena City-Wide Traffic Signal Inventory, and other City transportation information and operational data.

- **001(b)** Collect relevant background information on Fremont Avenue, Huntington Drive, and Fair Oaks Avenue corridors, and develop and design base maps for use as conceptual tools during Tasks 002 and 003. Prepare instructions and directions for staff and residents to participate in Task 002 Discovery and Task 003 Charrette processes. Coordinate scheduling and logistics with City staff and all stakeholders, including identifying key stakeholder community groups, whose involvement will be necessary, prior to moving to the next step.
- **001(c)** Consultant shall provide direction to City staff, in order for City to prepare the South Pasadena Library Community Room venue, which is accessible to stakeholders, and shall serve as a temporary “design studio.” Consultant shall employ a large digital “white board” upon which drawings, maps, lists, etc. will be placed in the “design studio.” Consultant shall advise the City, in detail, regarding the arrangements necessary for the Task 002 Discovery and Task 003 Charrette processes. The City shall identify participators (staff, elected officials, other stakeholders, etc.), scheduling the interviews and meetings, and creating and sending invitations in accordance with the provided advisement. Consultant shall set up the stakeholder interview tables, maps, and schedule accordingly for stakeholders varying levels of interest, i.e. in all three corridors, the city in general; regional issues, etc.

**Task 002-Discovery/Site Visit:**

- **002(a)** Consultant shall conduct administrative, management, quality control and assurance for the Discovery (in-person) portion. Coordinate logistics and prepare for on-site visit and meeting with city staff, tour of Fremont Avenue, Huntington Drive, and Fair Oaks corridor study area.

- **002(b)** Consultant shall meet with City staff for initial discussions, conduct a map review of issues, review the project objectives, and review the charrette schedule. The consultant shall conduct an in-person site tour with staff and/or others with expertise and familiarity with the corridors, their features, safety and use history, opportunities and constraints.
- **002(c)** On the same day, the consultant shall hold a public meeting in the evening at the South Pasadena Library Community Room to introduce the project, review the goals and objectives, and get input as it relates to Fremont Avenue, Huntington Drive, and Fair Oaks Avenue, as well as transportation impacts from neighboring cities. The format for the meeting shall include a short presentation, then a table session where people discuss, document, and share their ideas with the consultant.

**Task 003-Design Charrette Series:**

- **003(a)** Conduct administrative, management, quality control and assurance for advancing starter ideas sessions. Findings and recommendations shall be developed collaboratively and with short feedback loops. The Consultant’s charrette process shall provide an environment in which stakeholders, designers, and officials are in direct contact with each other, and create an opportunity to resolve issues readily and transparently. The Consultant’s charrette process shall generate a consistency in project goals and stakeholder concerns, that shall align the eligible uses in associated funding agreements, and identify incorrect perceptions about the project outcomes for the stakeholders, e.g. misunderstandings, incorrect assumptions, or unfounded rumors about plans, traffic conditions, constraints, best practices, etc. Consultant shall conduct the charrette process simultaneously for the three corridors of Fremont Avenue, Huntington Drive, and Fair Oaks Avenue, allowing for efficiencies in travel, administration, and Quality Assurance and Quality Control (QA/QC) tasks, consideration of stakeholder values across three corridors and the City as a whole, and a design consistency between the three corridors where overlaps occur, such as bike accommodations, equity components, bulb-out design, transit accommodation, etc.
- **003(b)** Design Charrette 1 will consist of a four (4) day session, including Task 002 Discovery/Site Visit, with activities on each day such as: developing “starter ideas” that address one or more issues outlined during Task 002 Discovery/Site Visit and vetting them through two types of initial review, including stakeholder conversations and public meetings, and a feasibility analysis. The stakeholder conversations shall consist of interviews and eight time-slots for each day which shall include in-person or workshop style stakeholder interviews with approximately 16 slots, and up to 32 slots, if necessary. Where feasible, stakeholders with common ideas, or those in already established community groups will be grouped together for discussions and collaboration. Consultant shall coordinate and facilitate a session during a Mobility and Transportation Infrastructure (MTIC) Commission meeting.

- **003(c)** Consultant shall conduct production work and a ‘pin-up session’ on Day 4 of the Design Charrette 1, during which the discoveries and the input are refined and summarized. Consultant shall keep the summaries as visual as feasible so that they are easy to understand, and any themes, starter ideas, and preliminary direction will be summarized in materials that can be ‘pinned-up’ for review in an afternoon session (‘pin-up session’). The Consultant shall receive feedback from City staff and designated stakeholders during a designated open studio time, referred to a ‘pin-up session #1’. During this session, Consultant shall, finalize and refine starter ideas from identified stakeholders and City staff and conduct a second pin-up session at the end of the day for all stakeholders, providing additional input.
- **003(d)** Design Charrette 2: After the four-day session and MTIC meeting, the consultant shall return to conduct a second design charrette within four (4) weeks of the conclusion of Design Charrette 1. In Design Charrette 2, Consultant shall refine concepts and advance design details on preferred concepts to arrive at an “informed consent” state in which subsequent steps, including design refinement, preliminary engineering, environmental review, and construction documents may move forward. Design Charrette 2 will consist of a four (4) day session. On Day 1, Consultant staff shall recap Design Charrette, providing updates, and discussing changes that may have occurred, review the schedule for the remaining days, facilitating input from City staff. Consultant shall develop concept plans, as detailed as feasible, based on the feedback and existing information. Where necessary, Consultant shall meet with various stakeholders again, to review aspects of the work, as well as conduct open meeting times for any stakeholders who wish to share ideas, ask questions, or view progress. The Consultant shall receive feedback from City staff and designated stakeholders during a designated open studio time, as the ‘final pin-up session’. During the ‘final pin-up session’, the work to date will be presented informally and discussed, where ideas shall be kept as graphical as feasible. Next steps and priorities shall also be discussed that will inform what will happen after the charrette process is complete, such as preliminary engineering, environmental review, construction documents, cost-estimating, funding, schedules, responsibilities, etc. On day four (4), Consultant shall finalize all products and hold a final stakeholder meeting, presenting a summary of the charrette process, including the discovery process, the design process, plans, design concepts, analyses, priorities, the community-driven vision, feedback received, and next steps, with a question and answer (Q&A) session and discussion for stakeholders.

**Task 004-Documentation:**

- **004(a)** Consultant shall conduct administrative, management, quality control and assurance for the documentation session. Consultant shall finalize each of the charrette sections with specific products for each corridor with more detail. The consultant shall provide the presentation, electronic copies, lists, drawings, other material and

photographs created during the charrette. The consultant shall ensure the final product recognizes other initiatives, or existing projects such as the North-South Corridor Intelligent Transportation Systems (ITS) Deployment project, Mission Street Slow Streets Pilot, Grevelia Street and Fair Oaks sidewalk improvements and off ramp restriping, Restriping of Columbia Street with continuous left turn channelization between Columbia Place and Orange Grove, and neighboring transit city projects that may impact the City such as the City of Pasadena ‘Stub’ Relinquishment/Transition Project Development and City of Alhambra 710 Mobility Improvement Projects (710 Arterial and I-10 Interchange Improvements) and other local and regional projects.

- **004(b)** The consultant shall develop and produce three brief memos, one for each corridor: Fremont Avenue, Huntington Drive and Fair Oaks Avenue, summarizing the charrette recommendations, community-based vision for the corridors, feedback received, and design concept. The design drawings for all three corridors Fremont Avenue, Huntington Drive, and Fair Oaks Avenue shall consist of typical cross-sections along the length of the study area; typical intersections layouts for each section; individual design vignettes for challenging intersections and locations along the Avenue; transit stops and lanes as applicable; separated bike lanes; pedestrian facilities; direction street furniture including tree accommodation and placement; curb management/access facilities such as on-street parking, transportation network companies (TNCs) — Uber, Lyft or rideshare; equity design components for people with mobility disabilities or vision disabilities; speed management measures (traffic calming measures) suitable for arterial streets to help self-enforce slower and safer speeds for all. These drawings shall be drawn to a functional level to provide the key dimensions/radii, and materiality direction such that they can be advanced into approval processes and construction documents.

**004(c)** About four weeks following the Task 003 charrette series, the Consultant shall digitally deliver three draft memos, one for each corridor, summarizing the charrette recommendations, the rationale for the recommendations, and providing next steps for the City. The rationale for each design direction shall be grounded in values and aspirations provided by City officials and stakeholders, local context, equity, best practices, State of California’s expressed goals to reduce vehicle miles traveled (VMT), and desired role of each of the three corridors. Following the receipt of a consolidated set of comments, the design team will make the necessary revisions and submit the final products.

3. **TASK ORDER ADMINISTRATOR.** Consultant shall designate a principal point of contact for this task order:

Ian Lockwood  
 Toole Design Group, LLC  
 8484 Georgia Ave., Suite 800  
 Silver Spring, MD 20910  
 Telephone: 407.496.2529  
 Email: [ilockwood@tooledesign.com](mailto:ilockwood@tooledesign.com)

4. **SCHEDULE.** Consultant shall complete the Task Order by the date listed below, or, if specified, in accordance with the required schedule of milestones listed below:

Task 001 Preparation shall begin upon execution of this task order and upon receiving requested information from the City, and shall be completed within three weeks of start. All scope items listed in this task order shall be completed within twelve (12) weeks from the initiation of the Discovery Task 002.

5. **PAYMENT.** For services performed by Consultant in accordance with this Task Order, City will compensate Consultant in accordance with the fee schedule set forth below. The total cost of this project should not exceed the amount of **\$430,473**, including a **\$382,910.00** fee (see below Tables 1 and 2), travel costs of **\$25,520.00** (per the rates set forth in the Fee Schedule attached as Exhibit B to the Master Agreement), and a contingency of **\$22,043.00**, based on the rates in the Approved Fee Schedule in the Master Agreement. The **\$25,520.00** in travel costs include two 4-night/5-day stays for seven (7) staff members, per diem, and vehicle rental. Payments shall be made on a percent complete basis, where a completed portion of a task, or the entirety of a completed task, shall be invoiced by the Consultant upon approval by the City, in accordance with the below costs.

**Table 1 of 2: TDG, LLC Tasks and Assigned Personnel with Hourly Rates (\$ / hr)**

<b>Task</b>	<b>Professional Engineer/ Charrette Lead (Ian) Rate \$278</b>	<b>Project Manager (Andrea) Rate \$245</b>	<b>Director of Operations (Cindy) Rate \$248</b>	<b>Landscape Designer III (Bonnie) Rate \$114</b>	<b>Sr. Landscape Architect (Teresa) Rate \$169</b>	<i>Table 2 Subtotal Task Fee</i>	<b>Total Task Fee</b>
001 a-c	76 hrs \$21,128.00	38 hrs \$9,310.00	32 hrs \$7,936.00	16 hrs \$1,824.00	6 hrs \$1,014.00	<i>46 hrs \$8,718.00</i>	214 hrs \$49,930.00
002 a-c	64 hrs \$17,792.00	60 hrs \$14,700.00	60 hrs \$14,880.00	48 hrs \$5,472.00	48 hrs \$8,112.00	<i>202 hrs \$37,902.00</i>	482 hrs \$98,858.00
003 a-d	112 hrs \$31,136.00	104 hrs \$25,480.00	104 hrs \$25,792.00	96 hrs \$10,944.00	96 hrs \$16,224.00	<i>336 hrs \$66,294.00</i>	848 hrs \$175,870.00
004 a-c	44 hrs \$12,232.00	34 hrs \$8,330.00	34 hrs \$8,432.00	28 hrs \$3,192.00	28 hrs \$4,732.00	<i>102 hrs \$21,334.00</i>	270 hrs \$58,252.00
<b>Total</b>	<b>296 hrs \$82,288.00</b>	<b>236 hrs \$57,820.00</b>	<b>230 hrs \$57,040.00</b>	<b>188 hrs \$21,432.00</b>	<b>178 hrs \$30,082.00</b>	<i>686 hrs \$134,248.00</i>	<b>1814 hrs \$382,910.00</b>

**Table 2 of 2: TDG, LLC Tasks and Assigned Personnel with Hourly Rates (\$ / hr)**

<b>Task</b>	<b>Sr. Landscape Architect (Eric) Rate \$155</b>	<b>Sr. Landscape Architect (Noah) Rate \$151</b>	<b>Project Planner II (Trevor) Rate \$139</b>	<b>Designer/ Director of Traffic Eng. (Adam) Rate \$289</b>	<b>Director (QA/QC) (Roger) Rate \$267</b>	<b>Director (QA/QC) (Ernie) Rate \$244</b>	<b>Table 2 Subtotal Task Fee</b>
001a-c	16 hrs \$2,480.00	12 hrs \$1,812.00	4 hrs \$556.00	6 hrs \$1,734.00	8 hrs \$2,136.00	-	46 hrs \$8,718.00
002-a-c	48 hrs \$7,440.00	48 hrs \$7,248.00	48 hrs \$6,672.00	48 hrs \$13,872.00	10 hrs \$2,670.00	-	202 hrs \$37,902.00
003 a-d	96 hrs \$14,880.00	60 hrs \$9,060.00	60 hrs \$8,340.00	96 hrs \$27,744.00	18 hrs \$4,806.00	6 hrs \$1,464.00	336 hrs \$66,294.00
004 a-c	32 hrs \$4,960.00	12 hrs \$1,812.00	12 hrs \$1,668.00	32 hrs \$9,248.00	10 hrs \$2,670.00	4 hrs \$976.00	102 hrs \$21,334.00
<b>Total</b>	<b>192 hrs \$29,760.00</b>	<b>132 hrs \$19,932.00</b>	<b>124 hrs \$17,236.00</b>	<b>182 hrs \$52,598.00</b>	<b>46 hrs \$12,282.00</b>	<b>10 hrs \$2,440.00</b>	<b>686 hrs \$134,248.00</b>

6. **SIGNATURES.** The individuals executing this Task Order represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Task Order on behalf of the respective legal entities of the Consultant and the City.

**IN WITNESS WHEREOF**, the City and Consultant do hereby agree to the full performance of the terms set forth herein.

“City”  
City of South Pasadena

“Consultant”  
**Toole Design Group, LLC**

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Attest:**

By: \_\_\_\_\_  
Mark Perez, Deputy City Clerk

Date: \_\_\_\_\_

**Approved as to form:**

By: \_\_\_\_\_  
Roxanne Diaz, City Attorney

Date: \_\_\_\_\_



**ITEM 3**

**Project Status Update**

*Staff Report Forthcoming*

**ITEM 4**

Approval of the Minutes of the Regular Mobility and  
Transportation Infrastructure Commission Meeting on  
June 20, 2023

**WEDNESDAY, JUNE 20, 2023**  
**MINUTES OF THE CITY OF SOUTH PASADENA**  
**SPECIAL MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION**  
**REGULAR MEETING**

**CALL TO ORDER**

Vice Chair Hughes called the Special Regular Meeting of the Mobility and Transportation Infrastructure Commission (MTIC) to order on June 20, 2023, at 6:39 p.m. The meeting was held in-person and virtually via Zoom.

**ROLL CALL:** Vice Chair Hughes

**Present:** Commissioner Fisher, Commissioner Abelson, Commissioner Zavala and Vice Chair Hughes

**Council Liaison:** Councilmember Jack Donovan

**Absent:** Chair Dunlap

**Staff Present:** Ted Gerber, Public Works Director (“PWD”), David Pena, Transportation Program Manager (“TPM”), and Leonna DeWitt, Public Works Assistant (“PWA”)

**PLEDGE OF ALLEGIANCE**

Commissioner Zavala led the Pledge of Allegiance.

**PUBLIC COMMENT AND SUGGESTIONS**

**1. Public Comment – General**

Ben and Dana Nialis-Saulson – Expressed concern regarding the street conditions on Martos Drive and requested that the street be repaved. They voiced concern that they contacted the city twice, but never received a response.

**INFORMATION REPORTS**

**2. Project Status Update – PWD Gerber**

PWD Gerber gave a brief overview of this item. He stated staff is working on the bid packages for the FY 2018-2019 Street Improvement projects that include re-surfacing and slurry projects. Also included in the bids are the FY 2019-20 resurfacing projects, slurry projects, and improvements on Arroyo Drive, Mission Street and Pasadena Avenue.

The commissioners requested a complete list of the projects outlined in the bids, along with the projects indicated on a map. In addition, the projects list should include the SB1 projects. Also, the project specifics should include if there is special utility work needed or planned.

TPM Pena briefly discussed the short-term measures being rolled out along Fremont Avenue to improve safety. Measures include the trimming of trees away from warning signs, replacing bot dots, repainting of speed limit signs, and raised reflectors. Staff is in communications with a contractor to address these concerns, as well as with our Operations staff. Mr. Pena stated that the crosswalk at Fremont Avenue. and Magnolia Street is faded.. There is also an issue at Fremont Avenue, and Buena Vista Street., which has conflicting longitudinal crosswalk markings.

The commission stressed the need for community/public outreach for the improvement efforts. The group also mentioned that speed feedback signing could be helpful.

PWD Gerber reported that the City of South Pasadena is monitoring the 710 Freeway “Stub” Projects” with both city of Pasadena and city of Alhambra. The City of South Pasadena is following the development of plans for the two areas and how the future plans might impact the City of South Pasadena.

Discussion ensued regarding the various street projects, “Stub” project coordination, ramp configurations, and funding.

## **ACTION/DISCUSSION ITEMS**

### **3. Draft – Annual Report and Fiscal Year 2023-2024 Work Plan Report**

PWD Gerber gave a brief overview of the Annual Report and Fiscal Year 2023-2024 Work Plan. This information will be presented at the upcoming City of South Pasadena Commission Congress, scheduled to take place on Wednesday, June 28, 2023.

The commission mentioned the issue of school traffic near the South Pasadena High School and Holy Family. Traffic continually impacts Ramona Avenue. The concern is what is the status of the efforts to mitigate the impacts and can efforts be rolled out by the start of the new school year. It was mentioned that the high school was planning on issuing an informative letter before the start of the school year, but this is not final. One item that was mentioned was updating the yellow line on Fremont Avenue.

In looking at work projects, Commissioner Abelson requested that the proposed Garfield Avenue signal be listed on the regular projects list. He also asked of the commission could get a copy of the follow-up report regarding the second Crossing Guard. Commissioner Abelson also commented that resolving the Ramona issue before the start of the school year would be good.

Commissioner Zavala suggested that school assemblies at the high school might be effective in sharing drop-off and pick-up information to students.

Commissioner Fisher, in regards to the Annual Report commented that key areas of focus should include “Slow Streets,” traffic mitigation and calming.

### **4. Approval of Minutes of the Regular Mobility and Transportation Infrastructure Commission Meeting on May 31, 2023 –**

Minutes approved as amended. Motion made by Commissioner Fisher and seconded by Commissioner Zavala (4-0)

## **COMMUNICATIONS**

### **5. City Council Liaison Communications**

Council Liaison Donovan announced that the City has a new City Attorney, Roxanne Diaz, Esq. with the law firm, Richard, Watson and Gershon. The Council will review the proposed 2023/2024 City Budget and it is expected to be approved at the June 21, 2023 City Council meeting. The Council will continue the discussion on the “Just Cause for Eviction” item and he is hopeful to get a resolution.

### **6. Commissioner Communications**

Commissioner Zavala inquired about the process for street improvements (timeframe and expectations). PWD Gerber explained the process (design, bid package, contractor selection) and discussed short-term improvements (potholes) and such can be addressed by staff.

Commissioner Fisher inquired if the Commission will receive a PCI, street condition rating for Martos Drive and other streets in the City. He also requested that there are issues with the 110 Freeway ramp.

PWD Gerber responded that the PCI survey is currently underway for all city streets. Priority will be given to those streets with the lowest PCI index and we will create a five-year program to address those streets in need.

Commissioner Abelson agrees that there are issues with Orange Grove/110 Freeway ramp. He also asked as to what can be done to address the issues that were highlighted with Martos Drive

Commissioner Fisher recalled that the Commission recommended to use Measure M funds to create on southbound Orange Grove Avenue a one through lane and one on-ramp lane to the 110 Freeway, which would cause widening of the street and realignment.

PWD Gerber responded that the project is on the list, however the City had to prioritize five projects that will be (Grevelia Street and Fair Oaks Avenue intersection pedestrian crossing, and Orange Grove Avenue), staff is working to execute the agreements.

Commissioner Abelson agreed with Commissioner Fisher comments regarding Orange Grove Avenue and street repair process. He inquired about the correct process for residents to effectively communicate their concerns regarding street repairs.

PWD Gerber responded that moving into FY 23-2024, there will be more information online that residents can understand the process of how the program works and where their street is in the program. He mentioned that residents can download the City Mobile app and submit their concerns regarding streets and safety into the system thru the app.

Commissioner Hughes thanked staff for the Annual Report and Work Plan. She also thanked the residents for commenting today to speak on their street condition. She is hoping that staff can look into their concerns and address any immediate safety issues.

#### **7. Staff Communications**

PWD Gerber reminded the Commission about the Commissioner Congress on June 28<sup>th</sup> from 6:00 p.m.- 8:00 p.m., at the War Memorial Building. South Pasadena will be the host City for the 626 Golden Streets Arroyo Fest, scheduled on Sunday, October 29, from 7am to 11am. In collaboration with Active SGV and San Gabriel Valley Council of Governments, Mission to Mission Event, with street closures along Mission Street to Orange Grove Avenue.

He also announced a Leaf Blower Event on Tuesday, June 27<sup>th</sup> at Garfield Park, from 8am – 12pm.

**ADJOURNMENT:** Meeting adjourned at 8:36 p.m.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Mobility and Transportation Infrastructure Commission of the City of South Pasadena at a meeting held on July 18, 2023.

---

Eric Dunlap, Chair