



**PASADENA UNIFIED SCHOOL DISTRICT (PUSD)  
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING  
Meeting Minutes of January 18, 2017**

**Location:** Pasadena Unified School District Education Center, Room 229, 351 S. Hudson Ave., Pasadena, CA. 91109

**Date & Time of meeting:** January 18, 2017 at 6:30 p.m.

**Members Present:** Quincy Hocutt, Clifton Cates, Geoffrey Commons, Mikala Rahn, Gretchen Vance, Joelle Morisseau-Phillips and Diana Verdugo.

**Members Absent:** Chris Romero, Derek Walker, Glen DeVeer, Willie Ordonez, Jen Wang, and Steven Cole.

**Pasadena Unified School District (PUSD) Board Member Liaison:** (Pat Cahalan - absent)

**PUSD Staff:** Nadia Zendejas, Executive Secretary; Miguel Perez, Construction Specialist; and Jessica Frazier, Construction Specialist. Nelson Cayabyab – absent.

**I. CALL TO ORDER**

*Ms. Vance*

The meeting was called to order at 6:44 p.m.

**II. PUBLIC COMMENT**

Mr. William Drake complimented the Facilities Department staff for a good job on the posting of construction proposal materials on line and was pleased to see that the District is taking an active role in support of the Continuity of Work Agreement (CWA). *(The CWA provides encouragement and support for hiring of local businesses, contractors, and workers to participate in completion of projects funded by Measure TT.)*

**III. APPROVAL OF December 21, 2016 MEETING MINUTES**

**Action:** Mr. Cates moved to approve the December 21, 2016 meeting minutes with an amendment to make minor error corrections. Mr. Commons seconded the motion.

The motion carried by a vote of 5 to 0 with 2 abstentions due to the prior meeting's absences.

**IV. BUSINESS**

**A. Presentation of the annual report to the Board of Education**

*Ms. Vance*

Ms. Vance reported that she presented to the Board of Education the COC's required annual report, including the results of the yearly annual audit by Nigro and Nigro, our accounting firm. Also present was a summary of the work that the Committee has accomplished this past year, including the updating of our public website. She focused on the Planning Policy Section of the annual report noting that there hasn't been a recently updated Master Plan, although the Board had promised the voters it would be updated.

Mr. Hocutt added that he would encourage all members to watch the video of her presentation during the Board of Education meeting, which is available online at:

[http://pusd.granicus.com/MediaPlayer.php?view\\_id=15&clip\\_id=605](http://pusd.granicus.com/MediaPlayer.php?view_id=15&clip_id=605). Her report begins at the 4:30 mark on the timeline.

## **B. Election of Chair and Vice Chair for the term beginning March 1, 2017**

Ms. Rahn made a motion to elect Mr. Cates as Chair of the Committee. Mr. Commons seconded the motion.

The motion carried by a vote of 7 to 0.

Mr. Cates moved to nominate Mr. Hocutt as Vice Chair. Ms. Rahn seconded. The vote was 6 to 0 with 1 abstention (Mr. Commons). The motion passed.

## **C. Requests for reappointment by members with expiring terms** *Ms. Vance*

Ms. Vance informed the committee members that they are eligible to request a reappointment to serve one more two-year term. Ms. Vance will send a request to the Facilities Committee to request a reappointment for all of the members who would like to serve again on the committee.

Action: Staff will provide Ms. Vance with a list of current members and their respective term-out dates.

Ms. Morisseau-Phillips mentioned that she feels the community is not represented proportionally in this committee. She also recommended that a mentor be assigned to all new members to help them learn about their roles and responsibilities on the committee.

Mr. Commons agreed and recommends doing a better job of outreach when soliciting new member applications.

## **D. Proposition TT expenditures** *Mr. Hocutt* **i. Review of new Board Reports**

Mr. Hocutt went through the Committee's Board Report (BR) analysis spreadsheet with the committee and explained the reasons for the COC recommendation. The first question that arose for the District is why are we just now proposing to charge "moving costs" against Measure TT funds when this has not been previously done. It was noted by Ms. Aull that PUSD Finance has recently placed budget flags and stops into the system and it may perhaps prompt District personnel to look for budget sourcing outside that Finance oversight. Ms. Vance will send an e-mail to the Facilities committee asking them to consider disapproving the moving costs, asking how were they paid for in the past, and if the proposal is approved, should a "not to exceed" price be established.

Mr. Cates moved that the committee adopt Mr. Hocutt's spreadsheet and send it to the Facilities committee immediately for their review before their meeting on the next day.

Ms. Vance asked Mr. Hocutt to add the same recommendation wording from BR 1144 to BR 1145. *(BR 1145 had been omitted from the data provided to the Committee, but it was the same wording as BR 1144, except for a different school site.)*

Ms. Rahn seconded Mr. Cate's motion, including adding the additional Board Report (BR 1145) to the analysis. There was further discussion of a proposal for Parsons Corp. to continue work on the CWA agreement and for a study to hire an architectural firm to determine classroom sizes and capacities as opposed to asking the school principals, but it was agreed the analysis package would be voted on as a single entity, with approvals and disapprovals as noted in the analysis.

Vote: 6 to 1. Opposed, Mr. Commons. The motion passed.

Ms. Vance will e-mail the amended Board Report Analysis Spreadsheet to the Facilities committee chair before the meeting tomorrow the next day.

**ii. Payment of the salaries and benefits of District employees out of Proposition TT funds, as shown on the schedule entitled “AGENDA ITEM IV.C.iii “ presented at the Dec. 21, 2016 meeting**

- This agenda item was deferred to the following month’s meeting to allow for the presence of all affected parties.

**iii. Review of single sheet engineering drawing showing signage changes at Norma Coombs referred to in BR 1124. Mr. DeVeer to report.**

- This item was deferred to the following month’s meeting to allow for the presence of all affected parties.

**F. COC Financial Report summarizing Proposition TT expenditures**

Previous COC meetings have often included a discussion of a financial report prepared from the PUSD’s accounting system, which focused on changes from the previous month.

Mr. Hocutt presented a proposed new format, based on an Excel accounting spreadsheet that would provide a top-level executive summary for project expenditures, showing timelines and performance indicators. Mr. Hocutt, Ms. Rahn, and Ms. Wang had developed this proposal. Mr. Hocutt commented that the current accounting reports present a great deal of data, but provide very little information. He will schedule a meeting with the District accounting team to present these new ideas and to determine if this proposed report could be generated from current data.

**G. Subcommittees of the COC**

*Ms. Vance*

*(Existing subcommittees of the COC are the Audit, Minutes, Site Council, Web Site, and Public Outreach sub-committees.)*

**i. Establishment of a “New Member Orientation” Subcommittee**

Ms. Vance discussed the creation of an Orientation subcommittee to help mentor new members. It was suggested that a book or binder be created to aid every new member. Ms. Vance appointed herself and Ms. Morisseau-Phillips to be members of this new subcommittee.

As part of the effort to provide information for both old and new members, Mr. Cates agreed to provide a draft of the “talking points about the COC” for Committee members to have when attending a school’s site council meetings. This will be ready at the next month’s meeting.

Ms. Rahn recommended that new members attend the PUSD Facilities Committee monthly meetings because from these meetings one can learn what is happening with the construction projects. She thinks the committee is spending too much time focusing on site councils and not paying enough attention to the Facilities committee meetings. Mr. Commons suggested rotating COC members through periods of attendance at the Facilities Committee.

**ii. Other subcommittee changes**

*Ms. Vance*

Per Ms. Vance, the Website and Member Outreach subcommittees were removed from the list of active sub-committees of the Committee (COC.)

**H. Education Master Plan (for the PUSD) update—current status**

This agenda item was deferred to the following month’s meeting in order that the Board Representative and the Director of Facilities would be available for discussion.

**I. Member participation**

*Ms. Vance*

Ms. Vance mentioned that she would send an email ~~out~~ to those members that didn't attend tonight's meeting. The following items were not discussed and were deferred:

- i. The need to contribute to committee work**
- ii. The need to attend meetings and avoid repetitive absences**
- iii. The need to review relevant documents**
- iv. The need to respond promptly to inquiries**

**J. Reports by Board liaison to the COC**

*Mr. Cahalan (absent)*

Mr. Cahalan was absent at this Committee (COC) meeting, thus there was no report made.

**K. Report by the COC liaison to Facilities Committee**

Mr. Cole was not present at the COC meeting but he did send an e-mail update on the Facilities committee meeting from last month. He mentioned that the Committee's concerns in regards to TT expenditures were addressed at the meeting, and there were no new business items to report. *The minutes for this meeting are not yet publicly posted, as of Feb. 5, to determine in what manner the Committee's concerns were addressed.*

**L. Report from site council representatives**

*Ms. Verdugo, et. al.*

Ms. Verdugo attended the Washington Middle school grand opening of the gymnasium and reported that it was a well-done event and that Washington personnel were pleased the project was completed. She also attended the Roosevelt Elementary school site council wherein attendees complained they have been waiting ten years for promised improvements.

**M. Developments in preparation of meeting minutes**

This item was not discussed at the meeting and was deferred.

**V. Future meeting agenda items, dates, and locations**

The next COC meeting will be held on Wednesday, February 15, 2017 at 6:30 p.m. at the PUSD education center on Hudson Avenue.

**VI. Adjournment**

The meeting was adjourned at 9:03 p.m.

*Ms. Vance*



## Facilities Department Employee List 2016-2017

Employee Name	Job Title	Fund	Name of Fund	Resource	% FTE	Annual Salary	Benefits	Total
Angela Child	ACCTS PAYABLE SPECIALIST	21.1	Measure TT	95000.0	100.000%	51,348	31,784	83,132
Anahit Azarian	ACCTS PAYABLE SPECIALIST	21.1		95000.0	100.000%	51,348	20,694	72,042
Nadia Zendejas	EXECUTIVE SECRETARY	21.1	Measure TT	95000.0	100.000%	55,836	30,024	85,860
Maria Millares	FISCAL SERVS. TECHNICIAN	21.1	Measure TT	95000.0	100.000%	48,216	19,718	67,934
Nelson M. Cayabyab	CHIEF FACILITIES OFFICER	21.1	Measure TT	95000.0	85.000%	162,180	48,696	210,876
Nelson M. Cayabyab	CHIEF FACILITIES OFFICER	0.1	General Fund	81500.0	15.000%	28,620	8,593	37,213
Miguel Perez	CONSTRUCTION SPECIALIST	21.1	Measure TT	95000	100.000%	79,200	32,957	112,157
Jessica Frazier	CONSTRUCTION SPECIALIST	21.1	Measure TT	95000.0	100.000%	79,200	28,239	107,439
Shirly Barrett	CONSTRUCTION SPECIALIST	21.1	Measure TT	95000.0	100.000%	79,800	36,027	115,827

CONSTRUCTION LEGEND

CIVIL DEMOLITION NOTES:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- SAWCUT AND REMOVE EXISTING CURB RAMP, SIDEWALK AND CURB & GUTTER.
- WET SANDBLAST EXISTING CROSSWALK STRIPING.
- WET SANDBLAST EXISTING "SLOW SCHOOL CROSSING" SURFACE PAINT.
- REMOVE EXISTING RPMs.
- REMOVE AND SALVAGE S1-1, W16-7P SIGNS, AND POLE.
- SAND BLAST EXISTING RED ZONE PAINT.
- WET SANDBLAST CONFLICTING STRIPING.

CIVIL CONSTRUCTION NOTES:

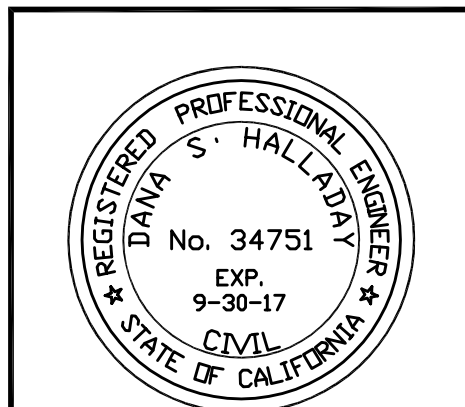
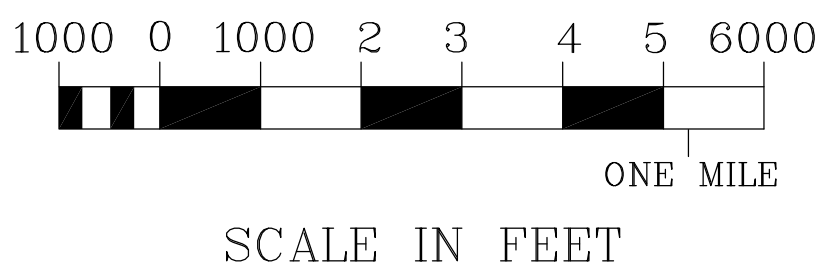
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- 14
- 15
- 16
- 17
- CONSTRUCT CURB AND GUTTER PER CITY OF PASADENA STD. S-406 (MATCH EXISTING CURB HEIGHT AND GUTTER WIDTH.)
- CONSTRUCT SIDEWALK PER CITY OF PASADENA STD. S-421.
- CONSTRUCT CURB RAMP PER CITY OF PASADENA STD. S-414.
- INSTALL YELLOW "ZEBRA" CROSSWALK PER CITY OF PASADENA STD. PLAN NO. S-709, SHEET 2.
- RELOCATE EXISTING "NO STOPPING 7AM TO 5PM", AND R81B (CA) SIGN AND POST.
- REGRADE AREA AND RESOD PER LANDSCAPING PLANS.
- NOT USED.
- PAINT STREET SURFACE "SLOW SCHOOL XING" LEGEND PER CITY OF PASADENA STD. PLAN NO. S-705.
- PAINT "SHARK TEETH" YIELD LINE PER CALTRANS STD. A24E.
- PAINT 40' RED ZONE ON CURB.
- INSTALL DOUBLE YELLOW CENTERLINE PER CITY OF PASADENA STD. PLAN NO. S-711.
- REPAINT OVER EXISTING STRIPING PER CALTRANS STD. A20A, DETAIL 1.
- CONSTRUCT CURB RAMP, SEE SHEET 3 FOR CURB RAMP DETAILS.
- SAWCUT, REMOVE, AND DISPOSE OF 12" WIDE STRIP OF EXISTING AC PAVING AND REPLACE WITH CLASS C2-PG64-10 BASE AC AND ARHM OVERLAY.
- COLD MILL EXISTING AC PAVING TO A DEPTH OF 2" AND CONSTRUCT 2" THICK ASPHALT RUBBER HOT MIX (ARHM) CLASS ARHM-GG-C PAVEMENT OVERLAY PER CITY OF PASADENA STD. S-415.
- PAINT WHITE STRIPE WDTH TO MATCH EXISTING.
- INSTALL R1-5 SIGN AND POST.

ABBREVIATIONS:

AC	ASPHALT	GB	GRADE BREAK
ASPH	ASPHALT	LT	LIGHT
BLRD	BOLLARD	MH	MANHOLE
BOTX	BOTTOM OF 'X'	PA	PLANTER AREA
BW	BACK OF WALK	PB	PULLBOX
CAB	CABINET	PP	POWER POLE
CB	CATCH BASIN	PWD	PASADENA WATER DISTRICT
CF	CURB FACE	RCV	RECLAIMED WATER VALVE
CLF	CHAIN LINK FENCE	SD	STORM DRAIN
CLC	CONCRETE	SL	STREET LIGHT
COND	CONDUIT	TC	TOP OF CURB
EC	EDGE OF CONCRETE	TOPX	TOP OF 'X'
EG	EDGE OF GUTTER	TS	TRAFFIC SIGNAL
EP	EDGE OF PAVEMENT	UK	UNKNOWN
EW	EDGE OF WALK	V	VALVE
FL	FLOW LINE	VLT	VAULT
FS	FINISHED SURFACE	XWALK	CROSSWALK
G	GAS	---	APPROX. DIAMETER OF TREE

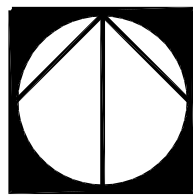
IMPORTANT NOTICE

Section 4216/4217 of the Government Code requires a Dig Alert Identification Number be issued before a "Permit to Excavate" will be valid. For your Dig Alert I.D. Number Call Underground Service Alert TOLL FREE-1-800-422-4133 Two working days before you dig.



**TTG** 300N Lake Ave., 14th Fl., Pasadena, California 91101  
Phone: 626.463.2800 Fax: 626.463.2801  
www.ttgcorp.com

DRAWN BY PRIVATE  
DESIGNED BY PRIVATE  
CHECKED BY A. DICHOSA  
DATE 9/30/2017  
EXP DATE: 9/30/2017



CIVIL LEGEND:

- 
- #
- #
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- SAWCUT LINE
- CONSTRUCTION NOTE REFERENCE
- DEMOLITION NOTE REFERENCE
- SIGN
- SLOT PAVING

BENCHMARK

10291  
DPW BM TAG IN E CB 300MM (1FT) S/O  
BCR @ SE COR ALTADENA DR & PALOMA DR.  
ELEV: 836.893

INDEX OF SHEETS

SHEET NO.	TITLE
1.	TITLE SHEET
2.	STANDARD LEGEND AND GENERAL NOTES
3.	PEDESTRIAN CROSSING - IMPROVEMENT PLAN
4.	PEDESTRIAN CROSSING - SIGNING AND STRIPING PLAN
5.	PEDESTRIAN CROSSING - COMPOSITE UTILITY PLAN
6.	PEDESTRIAN CROSSING - ELECTRICAL PLAN

SUBMITTED

APPROVED

STEVEN WRIGHT

CITY ENGINEER  
REGISTERED CIVIL ENGINEER NO. C48650  
REGISTRATION EXPIRES JUNE 30, 2016

DATE

CITY OF PASADENA  
DEPARTMENT OF PUBLIC WORKS  
NORMA COOMBS ELEMENTARY SCHOOL  
CROSSWALK RELOCATION IN PALOMA  
STREET

GENERAL NOTES

1.
2.
3.
- ALL WORK TO BE DONE IN ACCORDANCE WITH THE "STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION," 2012 EDITION, INCLUDING ANY SUPPLEMENTS, THE LATEST EDITION OF THE CITY OF PASADENA SUPPLEMENTS, CALTRANS STD FOR CURB RAMPS, AND MODIFICATIONS TO THE ABOVE.
- THE CONTRACTOR SHALL OBTAIN A PERMIT FROM THE DEPARTMENT OF PUBLIC WORKS, 280 RAMONA STREET, PRIOR TO BEGINNING WORK.
- EXISTING SIDEWALK ABUTTING THE PROPERTY THAT ARE BROKEN OR RAISED SHALL BE REPLACED PER CITY OF PASADENA STD. S-421, AND TO THE SATISFACTION OF THE CITY'S INSPECTOR AND/OR ENGINEER.

CONTRACTORS NOTICE:

1.
2.
3.
4.
5.
6.
- THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITY PIPES OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF THE AVAILABLE RECORDS. NO CERTIFICATION IS MADE AS TO THE ACCURACY OR THOROUGHNESS OF THESE RECORDS. APPROVAL OF THIS PLAN BY THE CITY OF PASADENA DOES NOT CONSTITUTE A REPRESENTATION AS TO THE ACCURACY OF THE LOCATION OR THE EXISTENCE OR NONEXISTENCE OF ANY UNDERGROUND UTILITY PIPE OR STRUCTURE WITHIN THE LIMITS OF THIS PROJECT. THE OWNER BY ACCEPTING THESE PLANS OR PROCEEDING WITH THE IMPROVEMENTS PURSUANT THERETO AGREES TO ASSUME LIABILITY AND HOLD THE ENGINEER HARMLESS FOR ANY DAMAGES RESULTING FROM THE EXISTING UNDERGROUND UTILITIES OR STRUCTURES NOT REPORTED. THE CONTRACTOR IS REQUIRED TO TAKE ALL DUE PRECAUTIONARY MEANS TO PROTECT ALL UTILITY LINES OR STRUCTURES SHOWN AND ANY OTHER UTILITIES OR STRUCTURES FOUND AT THE SITE. IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO NOTIFY THE OWNERS OF THE UTILITY OR STRUCTURES CONCERNED BEFORE STARTING WORK.
- PURSUANT TO ASSEMBLY BILL 3019, NO EXCAVATION PERMIT IS VALID UNLESS UNDERGROUND SERVICE ALERT HAS BEEN CONTACTED AND HAS INQUIRY I.D. NUMBER.
- CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS AND SHALL REPORT ALL DISCREPANCIES TO THE ENGINEER PRIOR TO THE COMMENCEMENT OF WORK.
- PRIOR TO THE CONSTRUCTION OF ANY CONCRETE STRUCTURE, THE CONTRACTOR SHALL VERIFY WITH THE SOILS ENGINEER THE TYPE OF CONCRETE RECOMMENDED.
- UNAUTHORIZED CHANGES AND USES: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, ANY UNAUTHORIZED CHANGES TO OUR USE OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.
- CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONTRACTOR WILL ASSUME THE SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND THAT CONTRACTOR DEFEND, INDEMNIFY, AND HOLD THE OWNER, ENGINEER AND THE CITY OF PASADENA HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER, ENGINEER OR CITY OF PASADENA.





## Pasadena Unified School District

### CONSTRUCTION OF NEW MULTI-PURPOSE BUILDING



#### Theodore Roosevelt Elementary School

315 North Pasadena Avenue, Pasadena, California 91103

**Presented by Steve Kuchenski**

*August 11, 2016*



**Theodore Roosevelt  
Elementary School**

315 N. Pasadena Avenue,  
Pasadena, CA 91103





## AERIAL

## SCOPE OF WORK

BUILD NEW MULTI-PURPOSE BUILDING; COMPRISING A MULTI-PURPOSE ROOM WITH A PLATFORM, AND SERVED WITH AN ADJACENT KITCHEN. ALSO RESTROOMS AND STORAGES WILL BE BUILT AS INTEGRAL PART OF THE BUILDING.

REMODELING OF PREVIOUS CAFETERIA EATING AREA AND COMPUTER LAB FOR A RELOCATED SPECIAL EDUCATION CLASSROOM.

## PROJECT DESCRIPTION

A MULTI-PURPOSE BUILDING INCLUDING:

- INDOOR ASSEMBLY SPACE SUITABLE FOR NON-FIXED SEATING UP TO 520 PEOPLE, OR RETRACTABLE DINING TABLES AND BENCHES FOR 216 PEOPLE PER LUNCH SHIFT. THE SPACE WILL INCLUDE AN ADJACENT LARGE RAISED PLATFORM FOR PRESENTATIONS AND PERFORMANCES, WITH AN ADDITIONAL LARGE EXTERIOR OPENING AT THE REAR OF THE PLATFORM, SUITABLE FOR ORIENTING PRESENTATIONS TO AN OUTDOOR AUDIENCE.
- AN ATTACHED FULL KITCHEN AND A SINGLE SERVICE LINE WILL PROVIDE FOOD SERVICE TO THE ASSEMBLY SPACE.
- SUPPORT/ ACCESSORY/ ANCILLARY SPACES INCLUDING ADULT-SIZED RESTROOMS (WITH A SEPARATE RESTROOM FOR FOOD SERVICE STAFF), REFRIGERATED STORAGE, DRY FOOD STORAGE, AND RECREATIONAL EQUIPMENT STORAGE. AN ACCESSIBLE COVERED WALKWAY WILL PROVIDE ADDITIONAL SHELTER AND NORTH-SOUTH CIRCULATION FROM PARKING AND DROP OFF AREAS AND CONNECTED THE ASSEMBLY, PLATFORM AND KITCHEN TO SUPPORT/ ACCESSORY/ ANCILLARY SPACES.
- THE ASSEMBLY, PLATFORM, KITCHEN AND SERVICE LINES WILL BE EQUIPPED WITH HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS.
- THE MATERIALS AND FINISHES ARE DESIGNED FOR DURABILITY, SUSTAINABILITY, AND AESTHETIC + FUNCTIONAL COMPATIBILITY WITH ADJACENT BUILDINGS AND EXTERIOR RECREATIONAL USES.

## INTRODUCTION

ROOSEVELT ELEMENTARY SCHOOL IS LOCATED IN WEST PASADENA, IN THE HISTORIC GAMBLE HOUSE NEIGHBORHOOD, AND SERVES STUDENTS FROM KINDERGARDEN TO 5TH GRADE. THE SCHOOL HAS SEVERAL GREAT RESOURCES, BUT IN NEED OF A MULTI-PURPOSE ROOM TO HOLD SCHOOL WIDE ASSEMBLIES, INDOOR DINING, STAGED PERFORMANCES, AND USE FOR ADDITIONAL BREAK-OUT SPACE.

## DESIGN APPROACH

THE DESIGN FOR THE NEW MULTI-PURPOSE BUILDING IS TWO-FOLD, AIMED AT ACHIEVING A SINGULAR GOAL: CREATE A DISTINGUISHED BUILDING THAT SERVES THE LARGER POPULATION OF THE SCHOOL AND IMPROVE SITE CONDITIONS FOR AN ENHANCED LEARNING ENVIRONMENT AT ROOSEVELT ELEMENTARY SCHOOL.

THE NEW-MULTI-PURPOSE BUILDING WILL BE SIMPLE BUT PRACTICAL IN ORDER TO INCREASE EFFICIENCY OF CONSTRUCTION AND EXTEND LIFE-EXPECTANCY ON A LIMITED BUDGET. CONSTRUCTION WILL ALSO BE DONE IN A TWO PHASED PROCESS SO THAT OPERATIONS CAN PROCEED WITHOUT MUCH INTERRUPTION DURING THE SCHOOL YEAR.

THE DESIGN PRECEDENCE FOR NEW CONSTRUCTION IS DERIVED FROM THE LOCAL VERNACULAR OF THE EXISTING EDUCATIONAL BUILDINGS BUT ALSO HAVE A CERTAIN UNIQUENESS TO ITSELF.

## EXISTING CONDITIONS AND DESIGN INSPIRATION



**Theodore Roosevelt  
Elementary School**

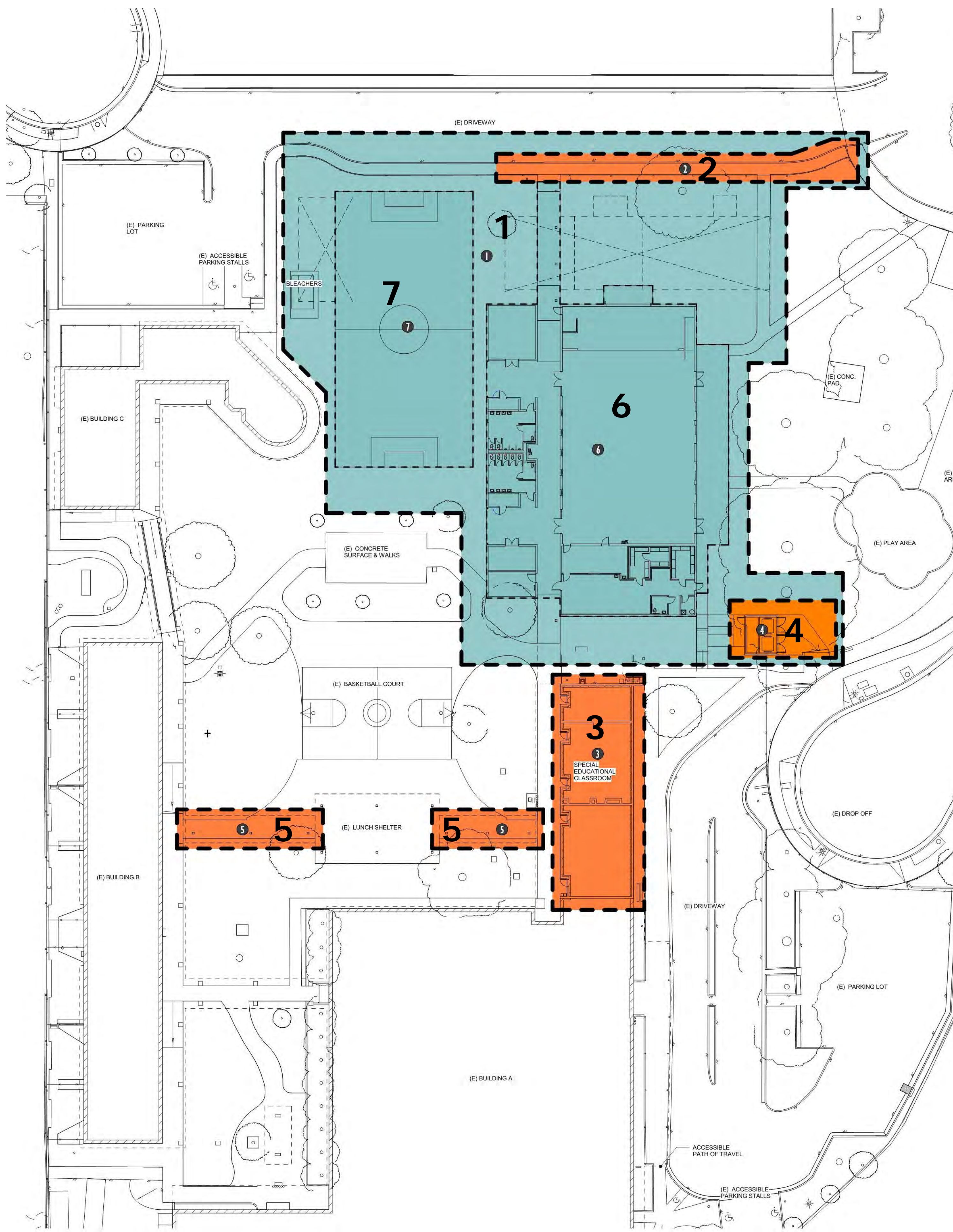
315 N. Pasadena Avenue,  
Pasadena, CA 91103



1. INSTALL (N) CONCRETE PAVING.
2. INSTALL (N) CURB AND GUTTER.
3. INSTALL (N) ASPHALT PAVING.
4. INSTALL (N) C.L. FENCE AND FOOTING.
5. INSTALL (N) C.L. GATE.
6. REINSTALLED (E) SOCCER NET GOAL.
7. REINSTALLED (E) BLEACHERS.
8. (E) C.L. GATE TO REMAIN.
9. (E) C.L. FENCE TO REMIAN.

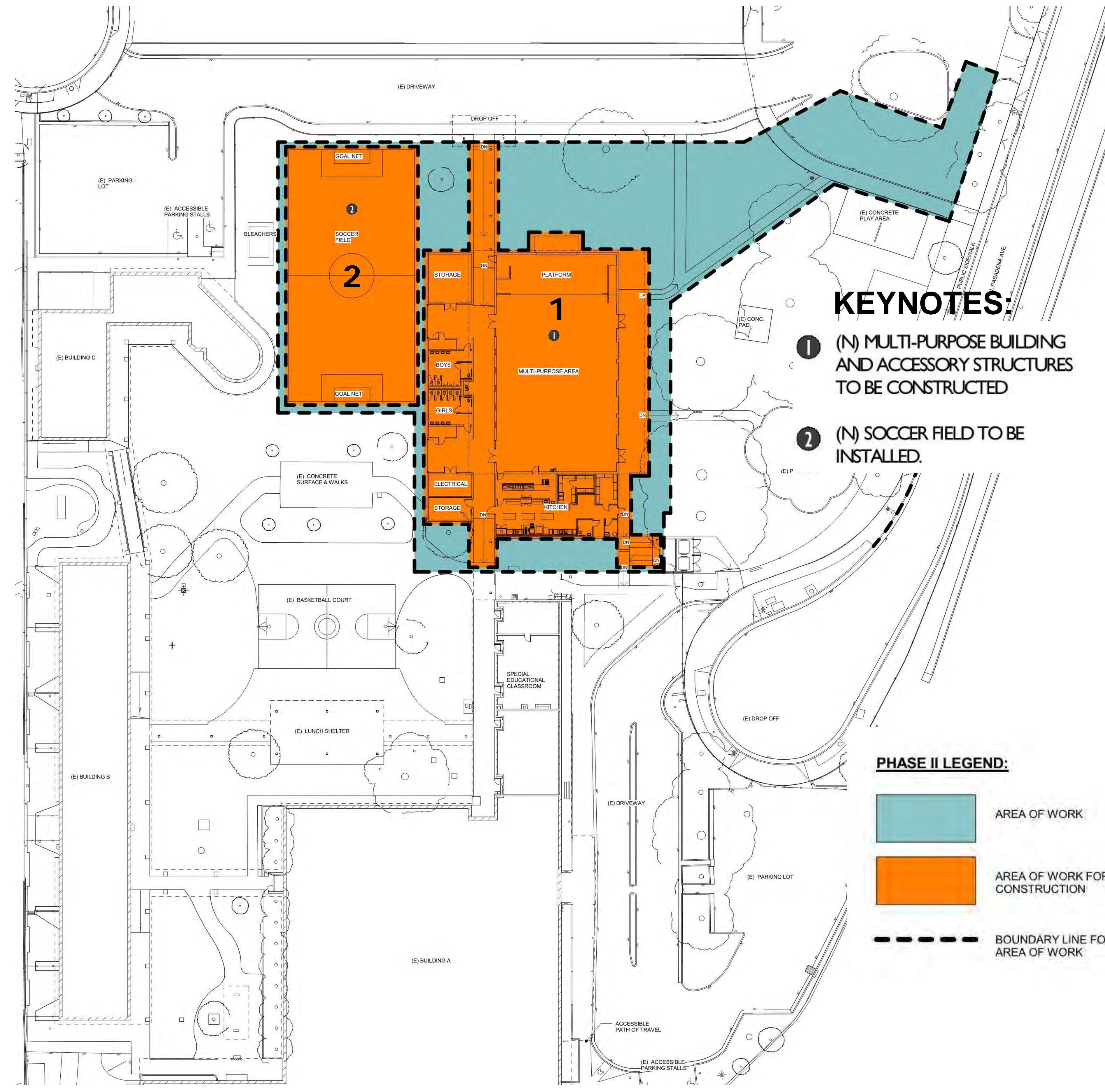






- KEYNOTES:**
- 1 (E) SURFACE TO BE GRADED PER CIVIL PLANS.
  - 2 (N) DROP-OFF AREA TO BE CONSTRUCTED.
  - 3 (E) CLASSROOMS TO BE REMODELED TO (N) SPECIAL EDUCATIONAL CLASSROOMS.
  - 4 (N) TRASH ENCLOSURE TO BE CONSTRUCTED AND ITS CONCRETE PAVING.
  - 5 (N) PREFABRICATED ROOF TO BE INSTALLED ABOVE (E) WALKWAY TO (E) LUNCH SHELTER.
  - 6 PROPOSED LOCATION (N) MULTI-PURPOSE BUILDING.
  - 7 PROPOSED LOCATION (N) SOCCER FIELD
- PHASE I LEGEND:**
- AREA OF WORK FOR GRADING
  - AREA OF WORK FOR CONSTRUCTION
  - BOUNDARY LINE FOR AREA OF WORK

PHASE I



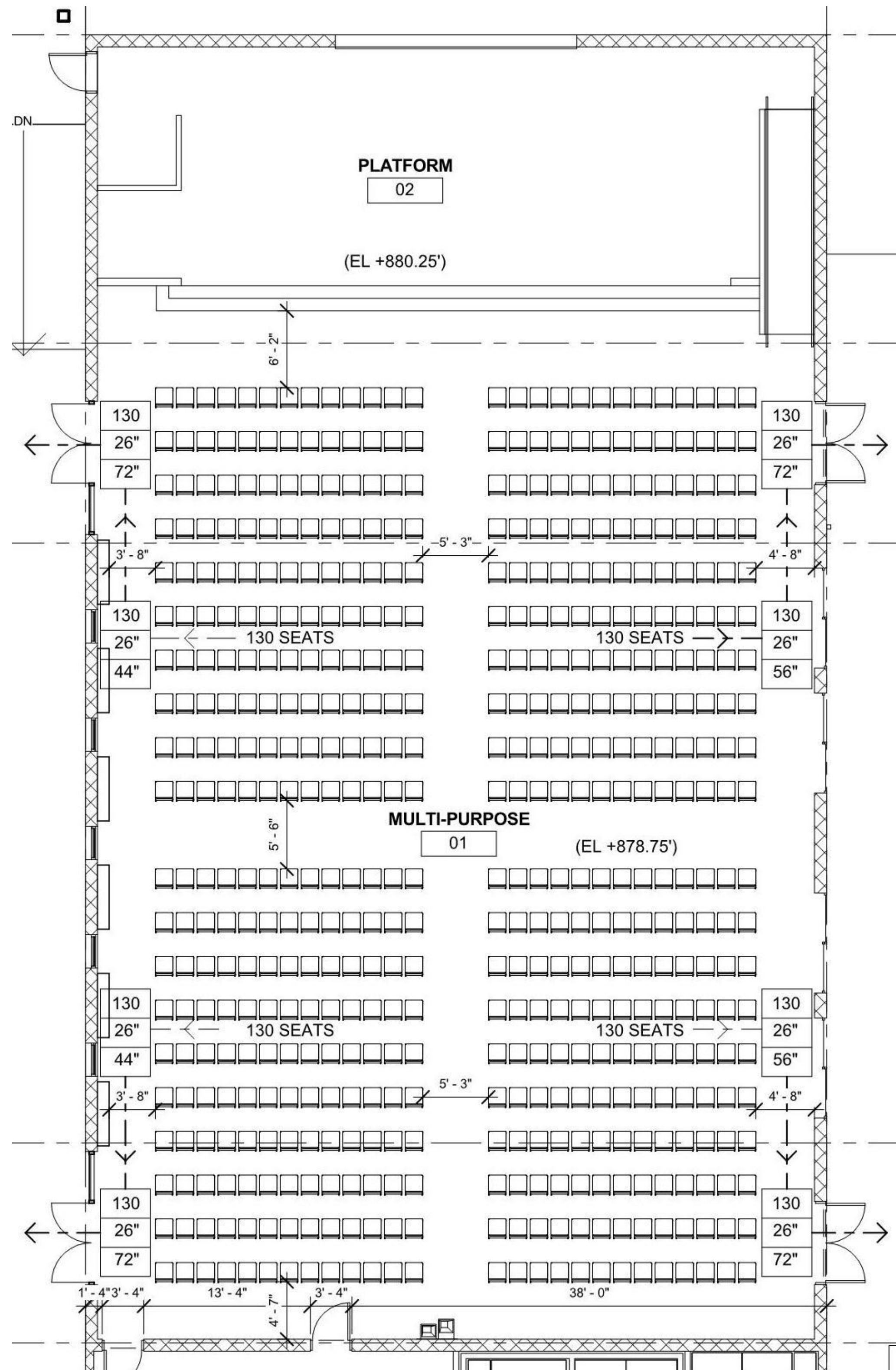
- KEYNOTES:**
- 1 (N) MULTI-PURPOSE BUILDING AND ACCESSORY STRUCTURES TO BE CONSTRUCTED
  - 2 (N) SOCCER FIELD TO BE INSTALLED.
- PHASE II LEGEND:**
- AREA OF WORK
  - AREA OF WORK FOR CONSTRUCTION
  - BOUNDARY LINE FOR AREA OF WORK

PHASE II

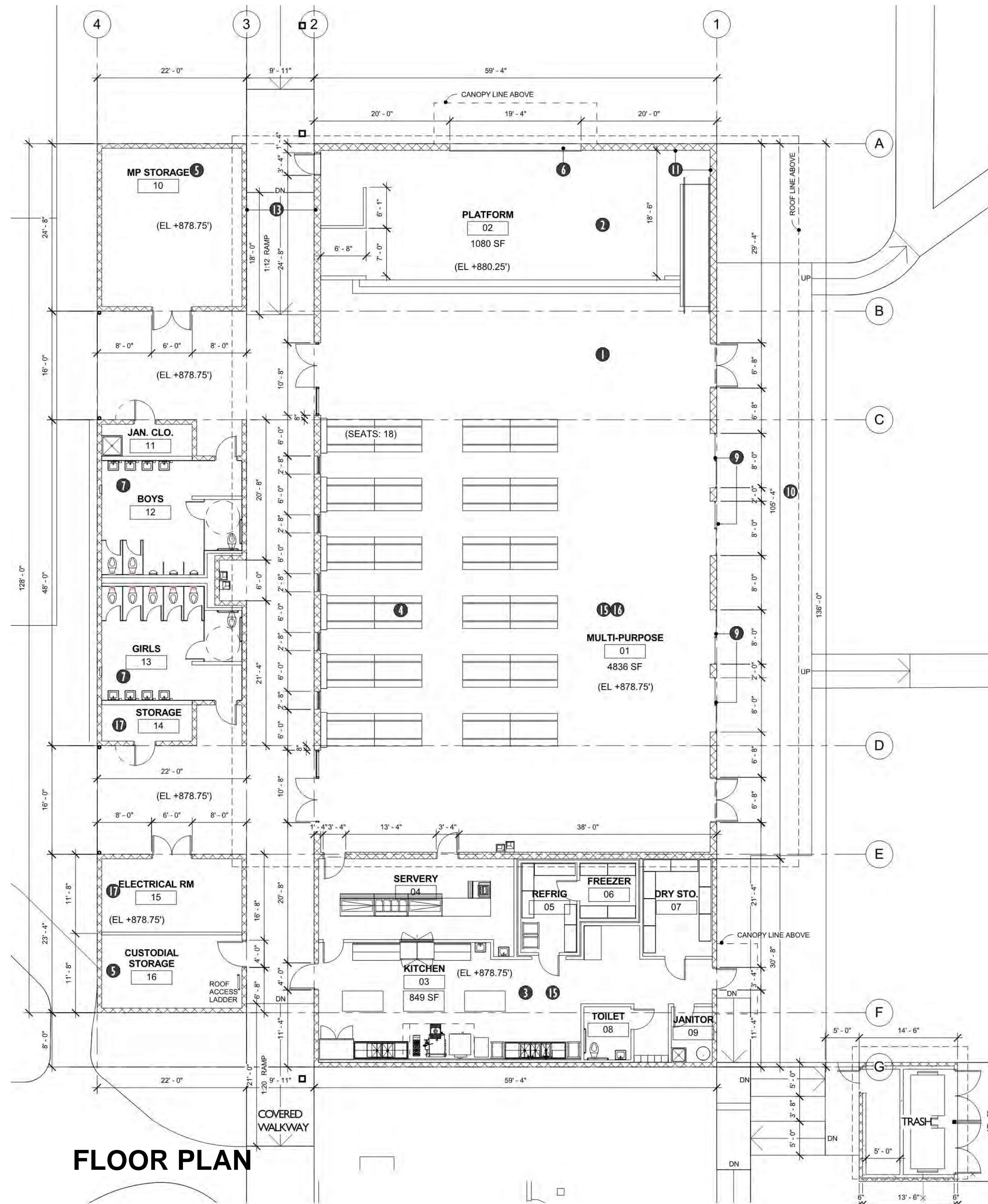


**Theodore Roosevelt Elementary School**  
 315 N. Pasadena Avenue,  
 Pasadena, CA 91103





SEATING LAYOUT



FLOOR PLAN

## KEYNOTES:

### ARCHITECTURAL

- 1 INDOOR ASSEMBLY SPACE  
-+520 NON-FIXED SEATING  
-+216 PEOPLE PER LUNCH SHIFT  
USING RETRACTABLE DINING  
TABLES + BENCHES
- 2 PLATFORM - 1,298 SF + 18" HIGH,  
ACCESSIBLE WITH RAMP  
-FOR PRESENTATIONS + PERFORMANCES
- 3 KITCHEN + SERVERY - 1,740 SF  
-SINGLE SERVICE LINE, PROVIDE  
FOOD SERVICE TO ASSEMBLY SPACE
- 4 RETRACTABLE DINING TABLES  
-14' IN LENGTH, 16-20 SEATING  
CAPACITY PER TABLE
- 5 STORAGES -  
-SEPERATE STORAGES FOR ASSEMBLY  
(CHAIRS/ TABLES) + CUSTODIAL USES
- 6 LARGE OPENING/ ROLL-UP DOOR  
-FOR ORIENTING PRESENTATIONS  
TO AN OUTDOOR AUDIENCE
- 7 BOYS + GIRLS RESTROOM - 950 SF  
-ADULT-SIZED + FULLY ACCESSIBLE
- 8 16' CLEAR CEILING HEIGHT
- 9 SLIDING GLASS DOOR. SEE DOOR SCHED.
- 10 OUTDOOR DINING AREA

### STRUCTURAL

- 11 CMU MASONRY BEARING WALLS +  
STEEL ROOF FRAMING. 12" THK. CMU  
UNITS SUPPORTING THE HIGH ROOF +  
8" THK. CMU UNITS SUPPORTING THE  
LOW ROOF
- 12 BUILT-UP ROOF OR METAL ROOFING  
OVER SUBSTRATE, OVER INSULATION,  
OVER 3" ACOUSTICAL STEEL DECK  
FREE SPAN
- 13 SEISMICALLY SEPARATED - EAST AND  
WEST STRUCTURES/ BUILDINGS
- 14 COMPOSITE LIGHT-WEIGHT CONCRETE  
DECK ROOFING

### MEP

- 15 ASSEMBLY, PLATFORM, KITCHEN AND  
SERVICE LINES WILL BE EQUIPPED WITH  
HEATING, VENTILATION AND AIR  
CONDITIONING SYSTEMS.
- 16 EXPOSED SPIRAL DUCTING BELOW  
CEILING ALONG ENTIRE LENGTH OF  
MULTI-PURPOSE ROOM
- 17 ELECTRICAL EQUIPMENTS TO SERVICE  
ENTIRE NEW BUILDING.
- 18 ROOF MOUNTED MECHANICAL UNITS  
ABOVE KITCHEN ROOF
- 19 LOW VOLTAGE BOX TO REMAIN
- 20 ELECTRIC POWER BOX TO BE  
RELOCATED. SEE ELEC PLANS

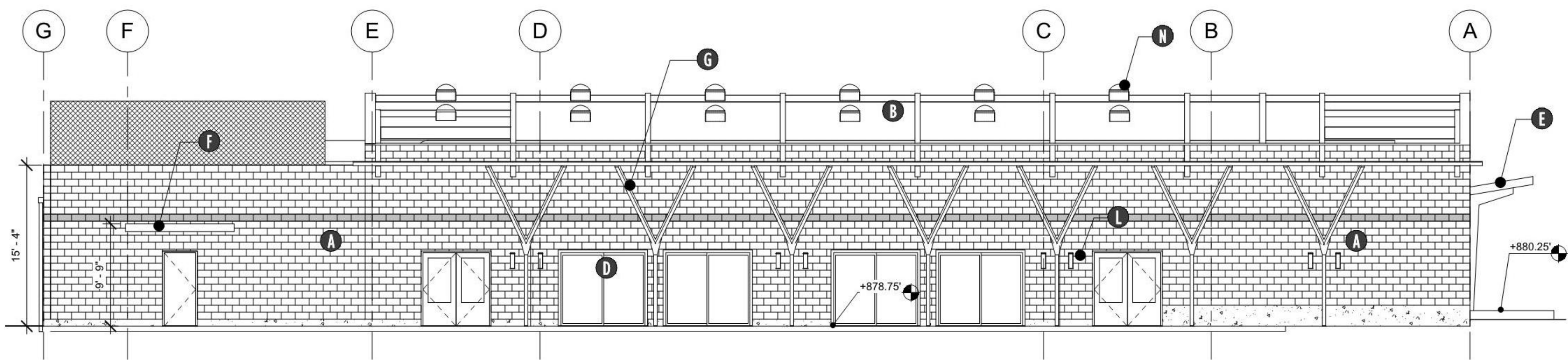


**Theodore Roosevelt  
Elementary School**

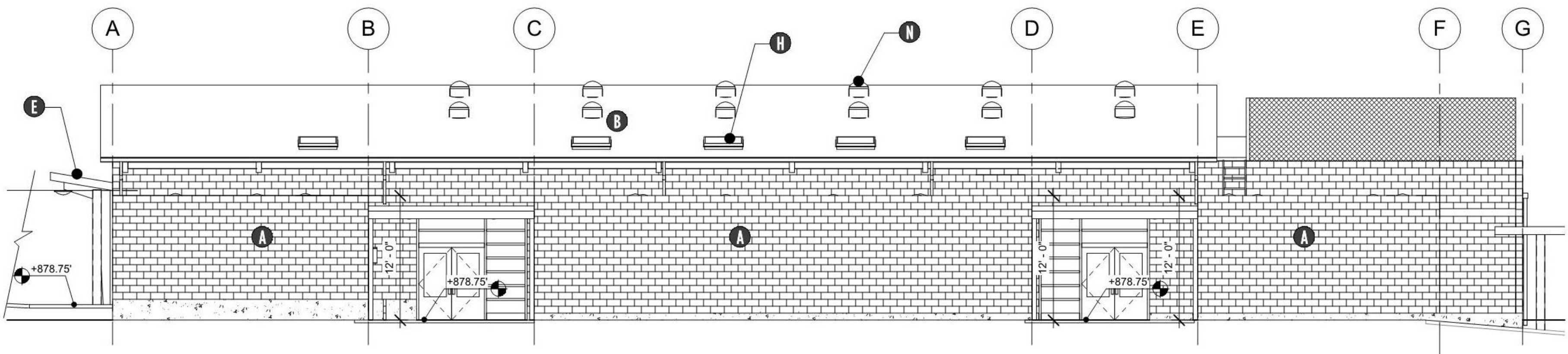
315 N. Pasadena Avenue,  
Pasadena, CA 91103



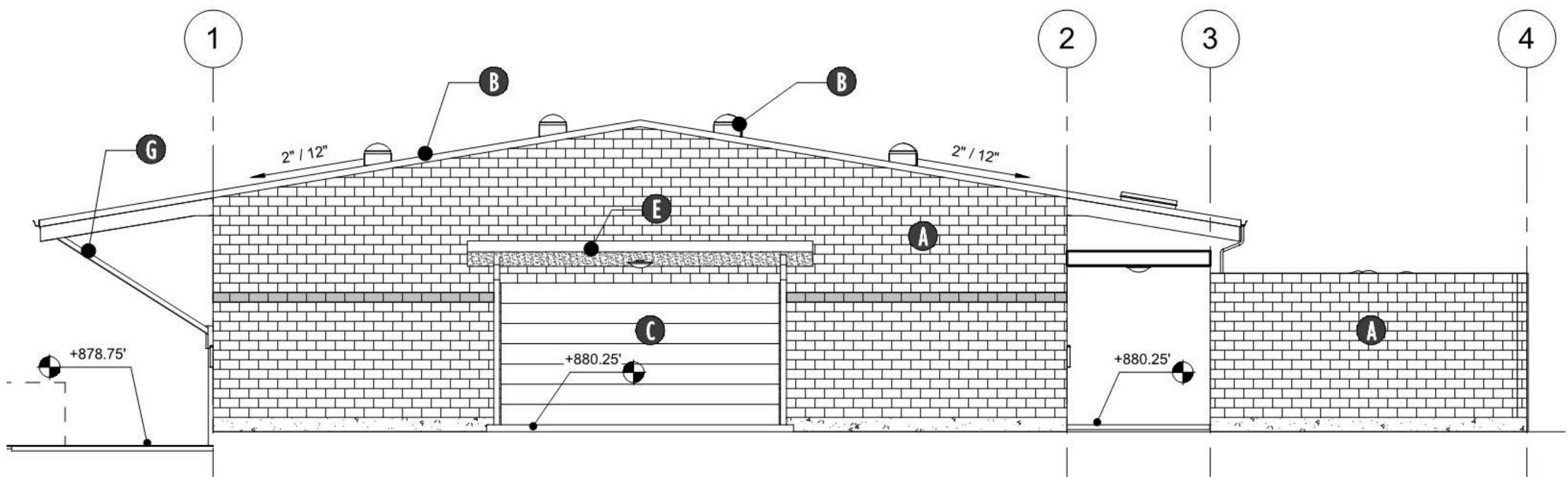
ELEVATIONS:



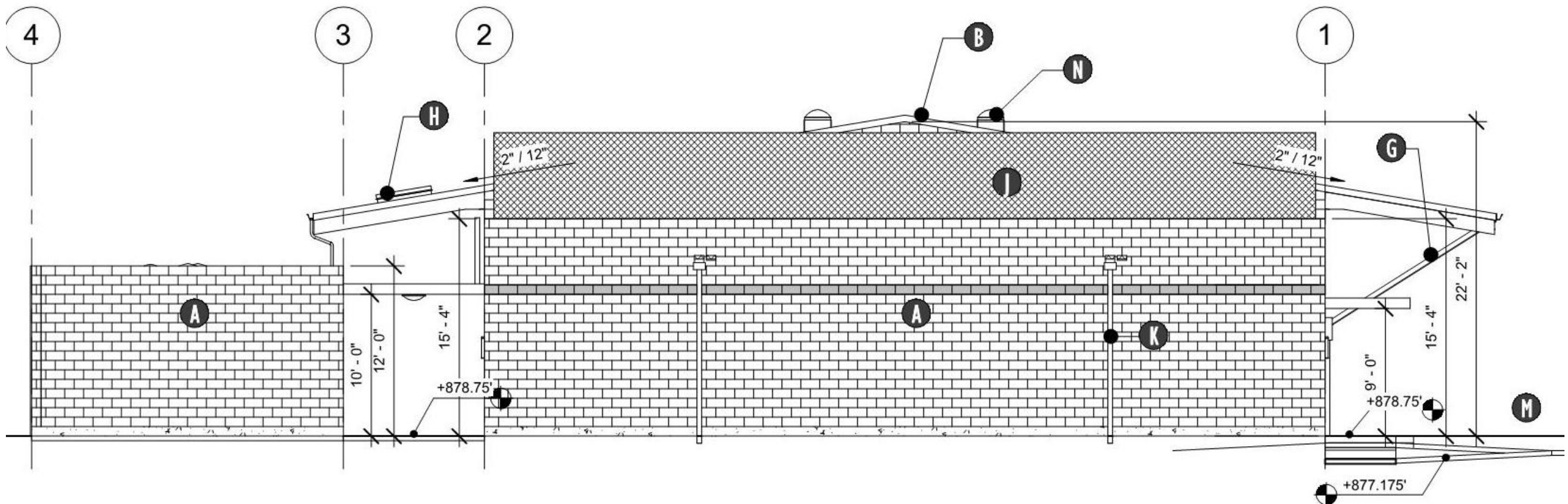
EAST ELEVATION



WEST ELEVATION



NORTH ELEVATION

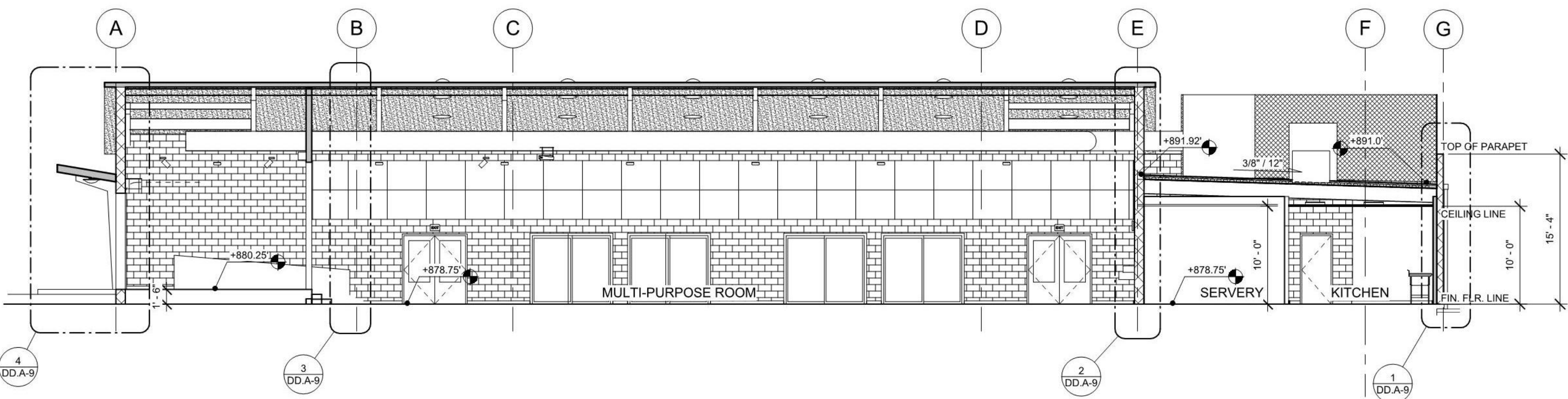


SOUTH ELEVATION

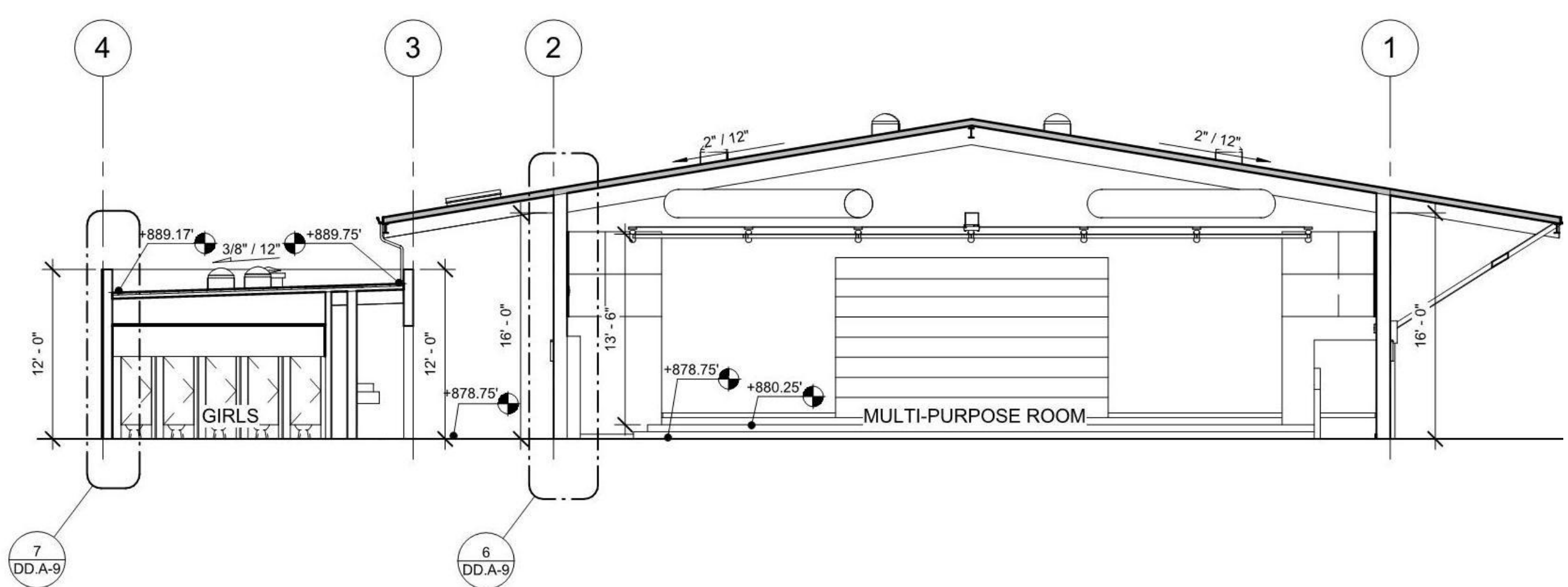
KEYNOTES:

- A** CMU MASONRY BLOCK
- B** METAL DECK WITH RIGID INSULATION ROOFING
- C** ROLL-UP STEEL DOOR
- D** SLIDING GLASS DOOR. SEE DOOR SCHEDULE
- E** PREFABRICATED STEEL CANOPY
- F** STEEL CANOPY WITH TENSION ROD SUPPORT
- G** GALVANIZED AESTHETIC DOWNSPOUT
- H** ROOF SKYLIGHT
- I** PREFABRICATED STEEL DROP-OFF STRUCTURE
- J** HVAC EQUIPMENT W/ SCREEN
- K** SCUPPER DRAIN
- L** LIGHTING FIXTURE
- M** TRASH ENCLOSURE
- N** SOLAR TUBES

SECTIONS:



LONGITUDINAL SECTION

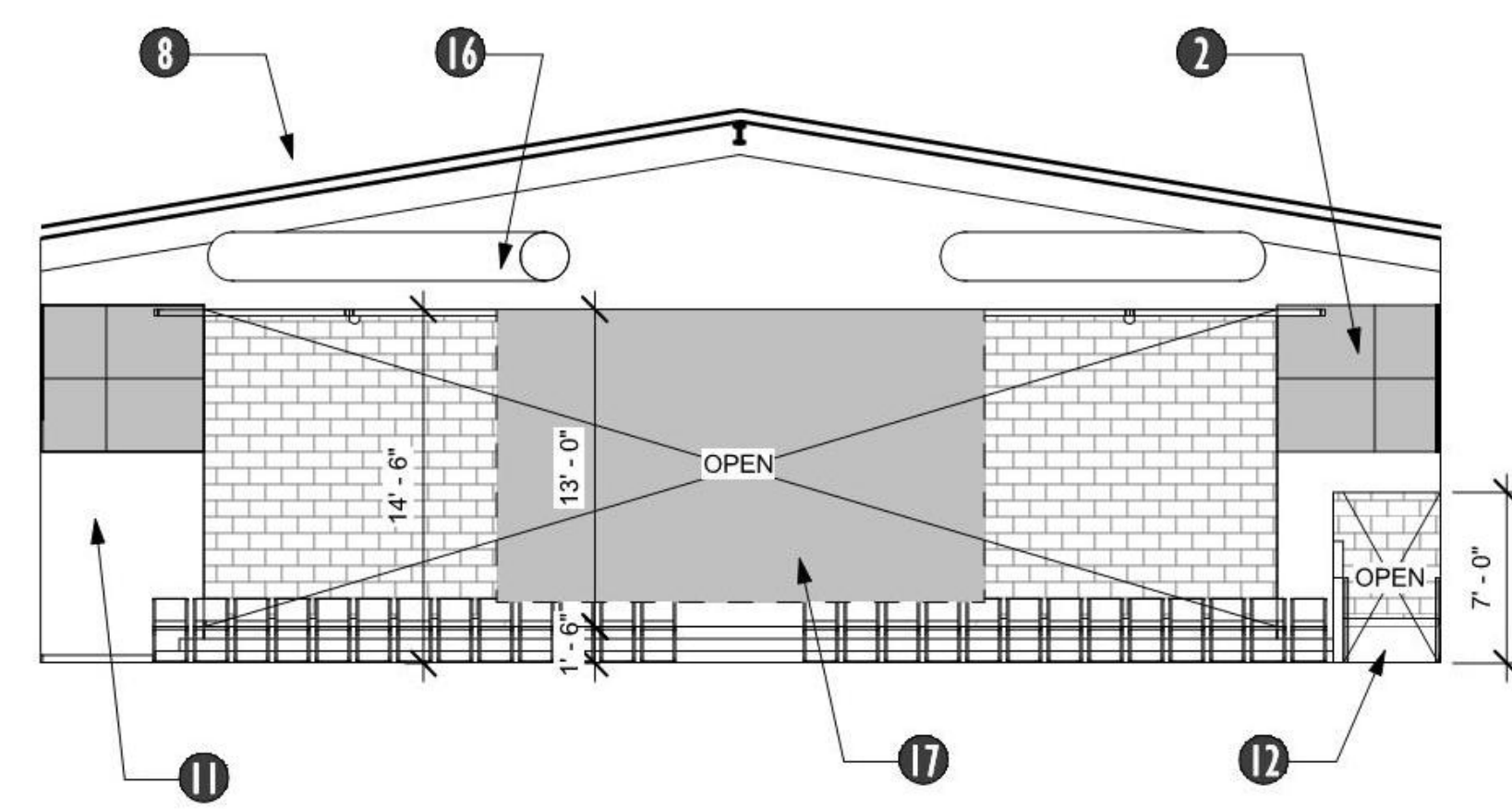


CROSS SECTION

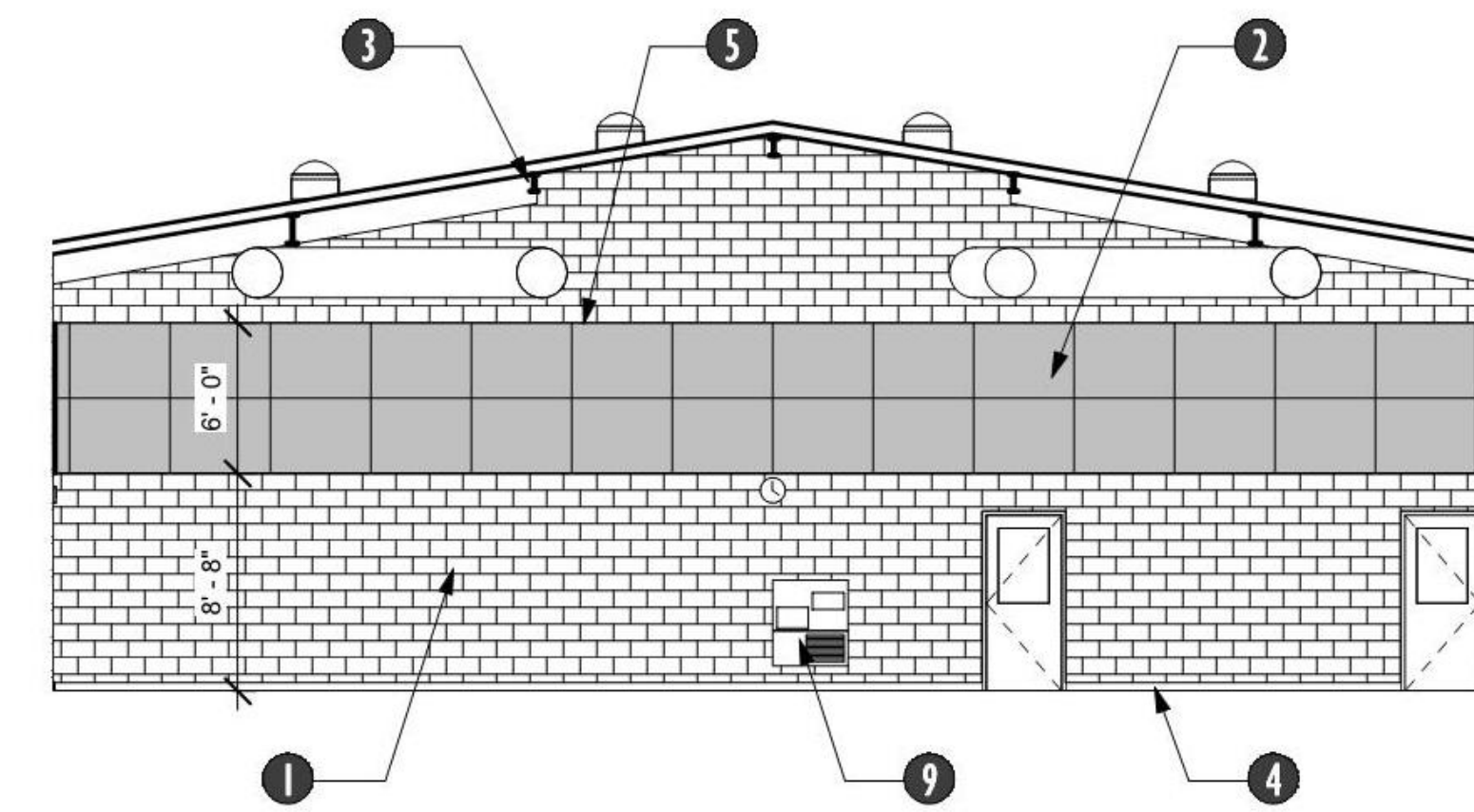


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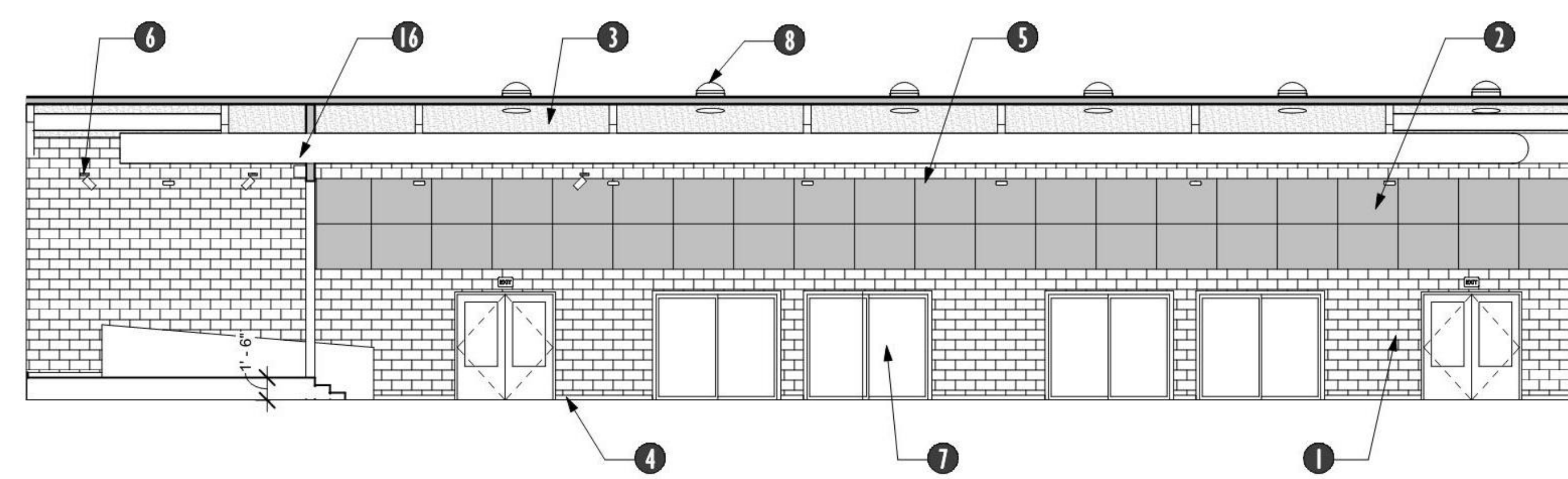




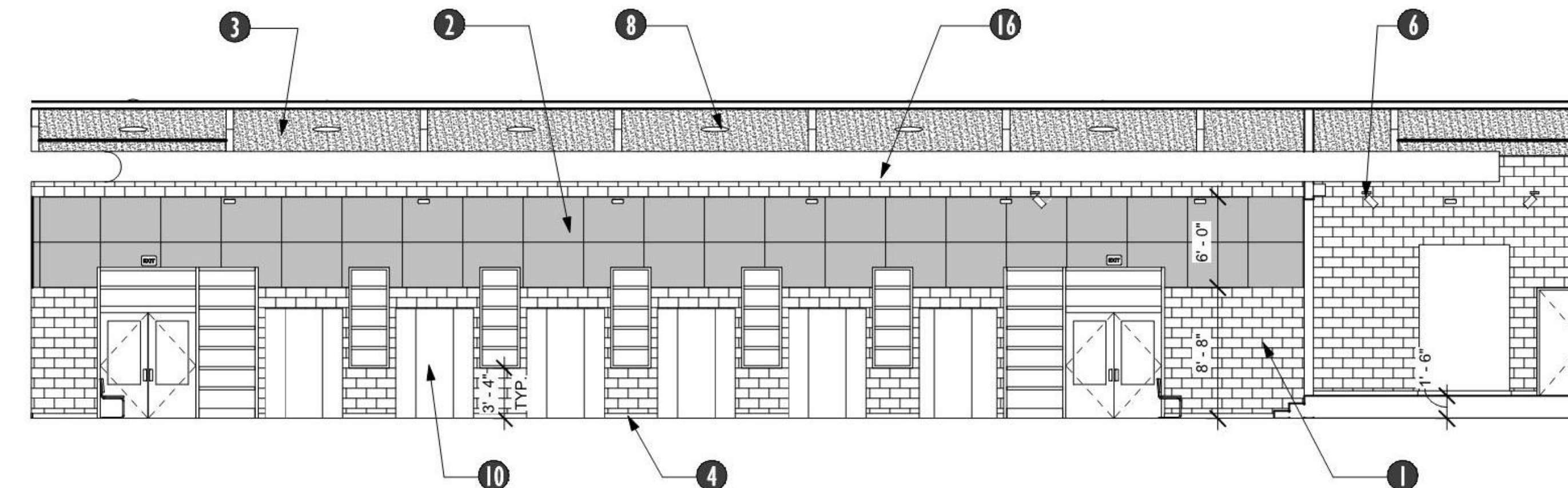
**NORTH ELEVATION**



**SOUTH ELEVATION**



**EAST ELEVATION**

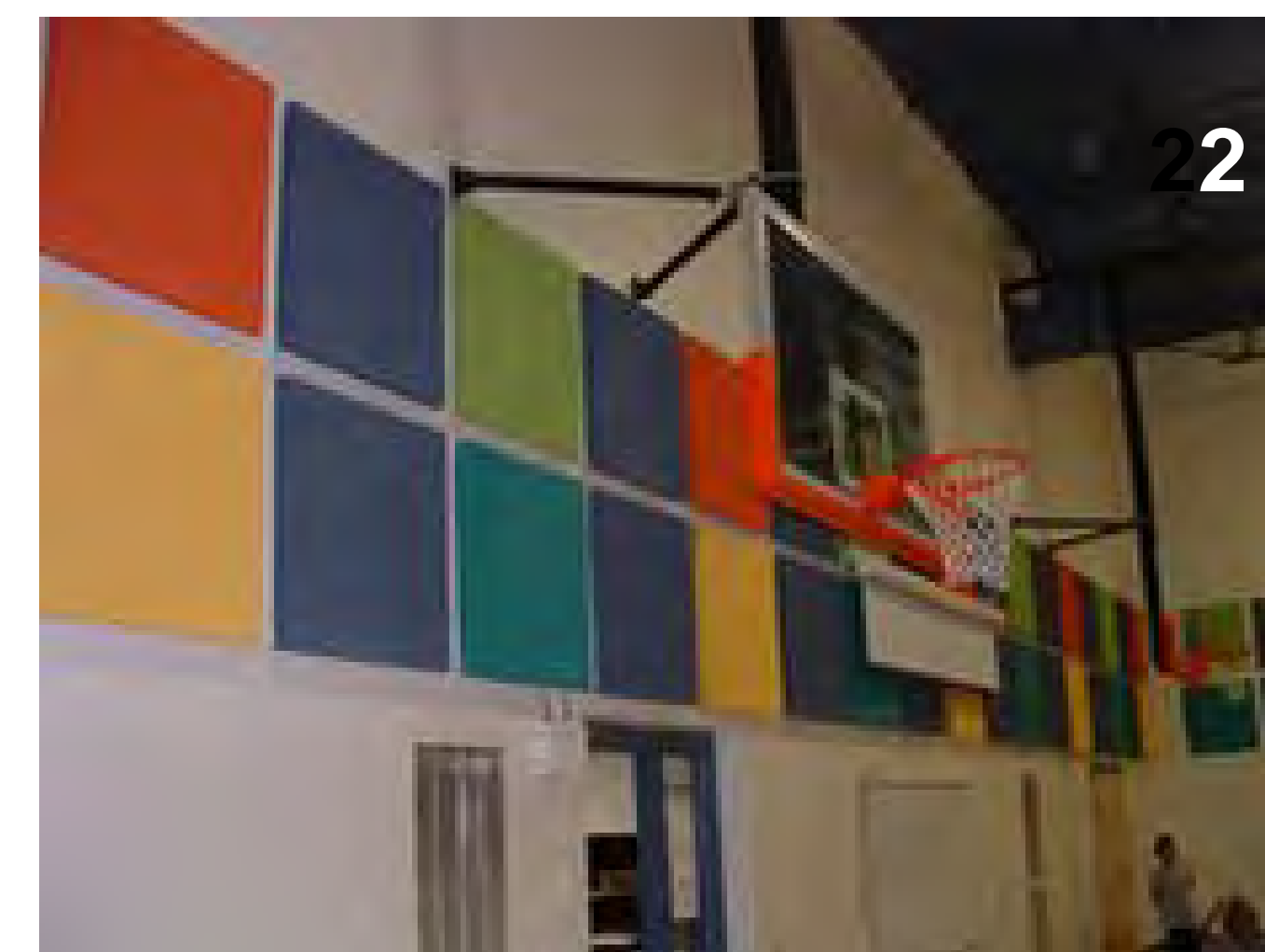


**WEST ELEVATION**

**KEYNOTES:**

- 1 CMU - PAINTED
- 2 1" THK TECTUM WALL PANELS OVER CMU WALLS - PAINTED
- 3 EXPOSED CEILING AREA INCLUDING STRUCTURE, DECK AND DUCTWORK - PAINTED
- 4 4" RESILIENT TOPSET BASE
- 5 SUSPENDED LIGHTING LED STRIP, SEE RCP + ELECTRICAL PLANS
- 6 LED STAGE LIGHTING
- 7 SLIDING GLASS DOOR
- 8 SOLAR TUBES
- 9 ACCESSIBLE LO-HI DRINKING FOUNTAIN
- 10 RETRACTABLE/ FOLDING DINING TABLES AND BENCHES
- 11 PAINTED GYPSUM BOARD/ WALL
- 12 ASSESSIBLE RAMP
- 13 ROLL-UP STEEL DOOR
- 14 HOLLOW METAL FRAME + DOOR
- 15 ROOF ACCESS STEEL LADDER
- 16 FABRIC DUCT
- 17 PROJECTOR SCREEN

16



2

5



8



10

POCKET SHOWN 86R031424  
DOUBLE DEPTH RECESSED WITH ONE TABLE SET IN-USE

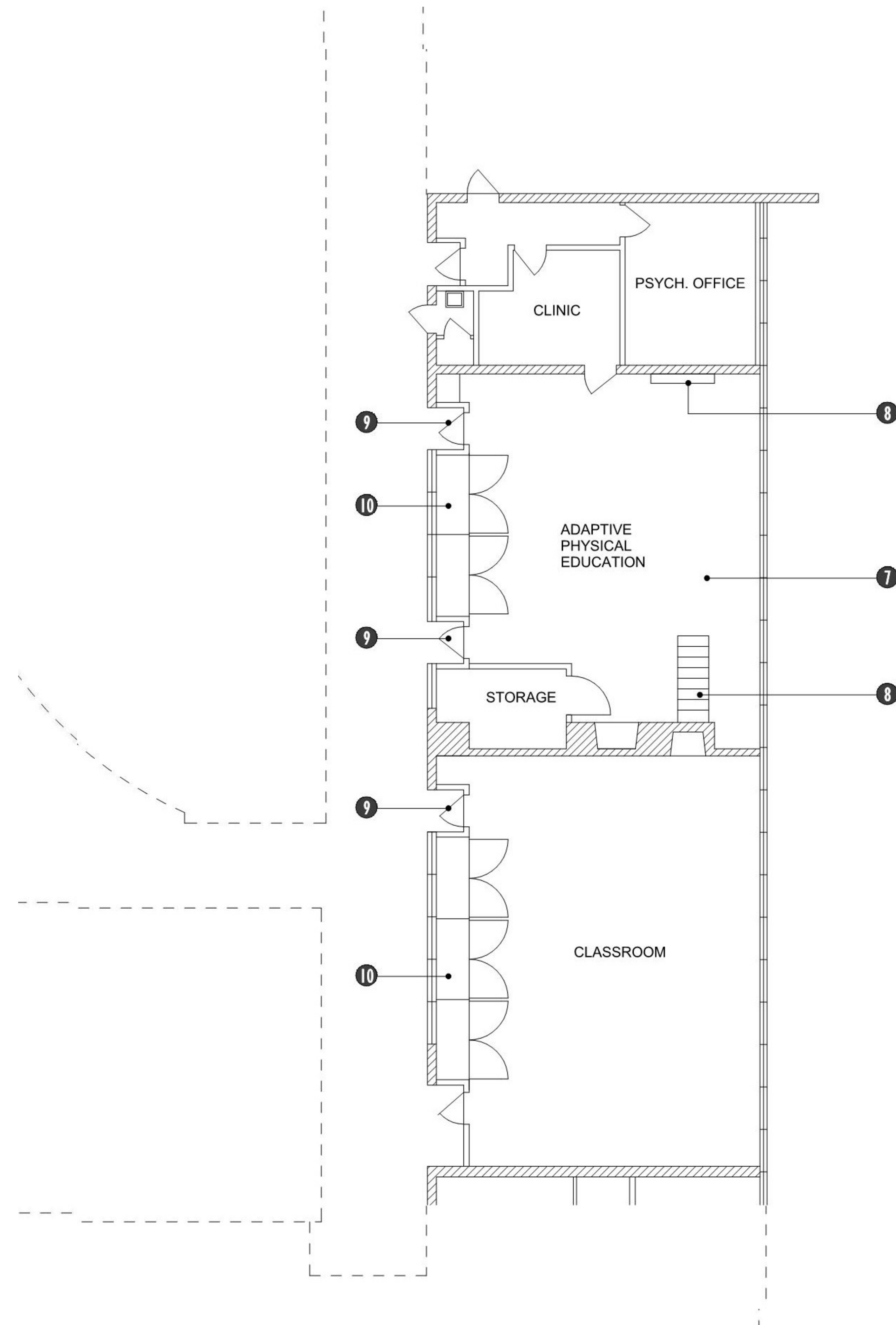


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Elementary School**

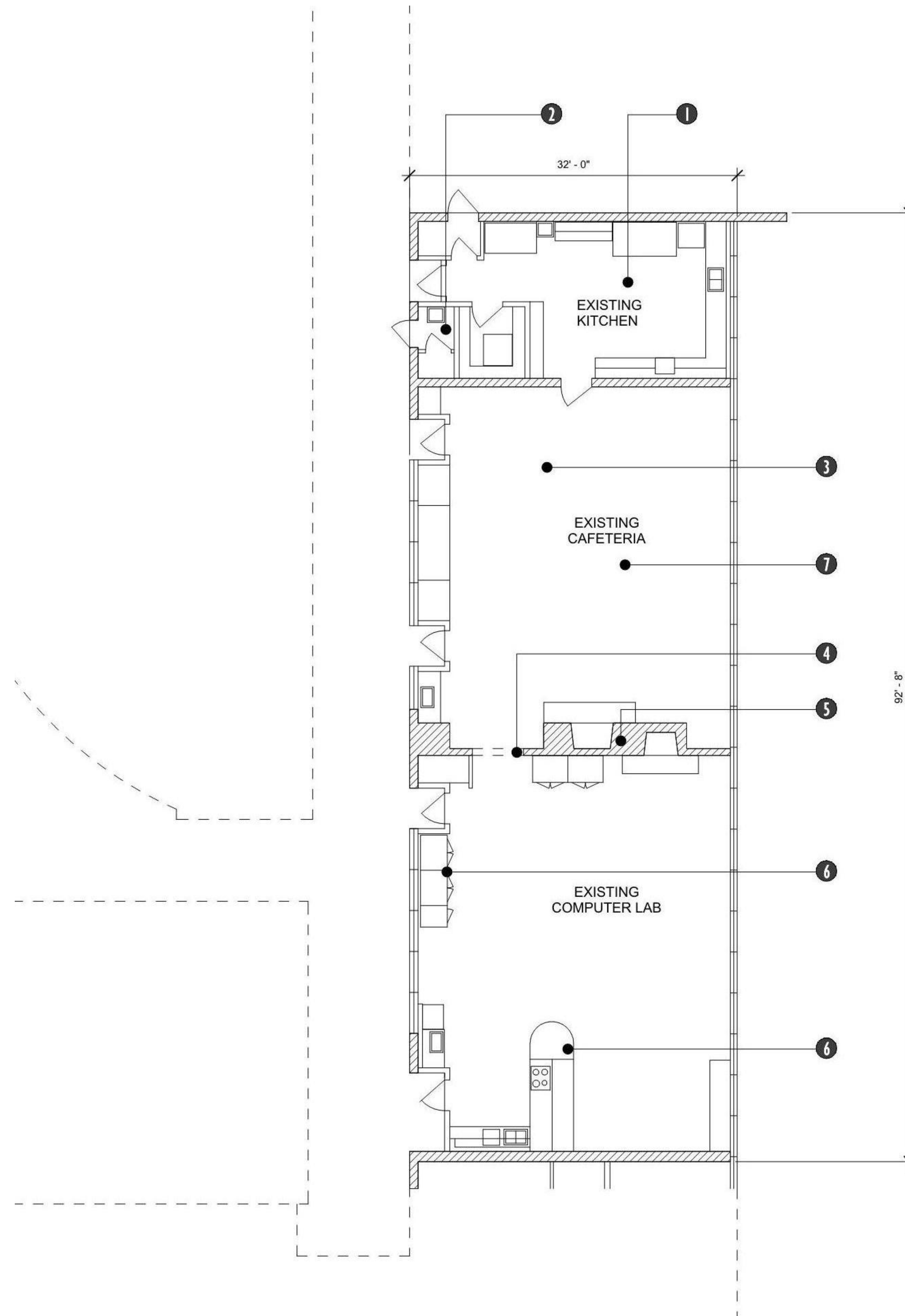
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## CLASSROOM



NEW FLOOR PLAN



EXISTING FLOOR PLAN

## KEYNOTES

- 1 TO BE RE-PURPOSED EXISTING KITCHEN AREA
- 2 EXISTING TOILET TO REMAIN
- 3 TO BE RE-PURPOSED EXISTING CAFETERIA SPACE
- 4 DEMO EXISTING WALL TO CONNECT 2 SPACES/ ROOMS
- 5 EXISTING FIREPLACE TO REMAIN
- 6 (E) EXISTING CABINETS TO REMAIN
- 7 PROVIDE NEW LIGHTING + CARPET + PAINT
- 8 REINSTALLED (E) A.P.E. EQUIPMENT
- 9 DOORS TO BE MOTORIZED WHERE NEEDED FOR ACCESSIBILITY REQUIREMENTS
- 10 PROVIDE (N) OR RENOVATE (E) CABINETS

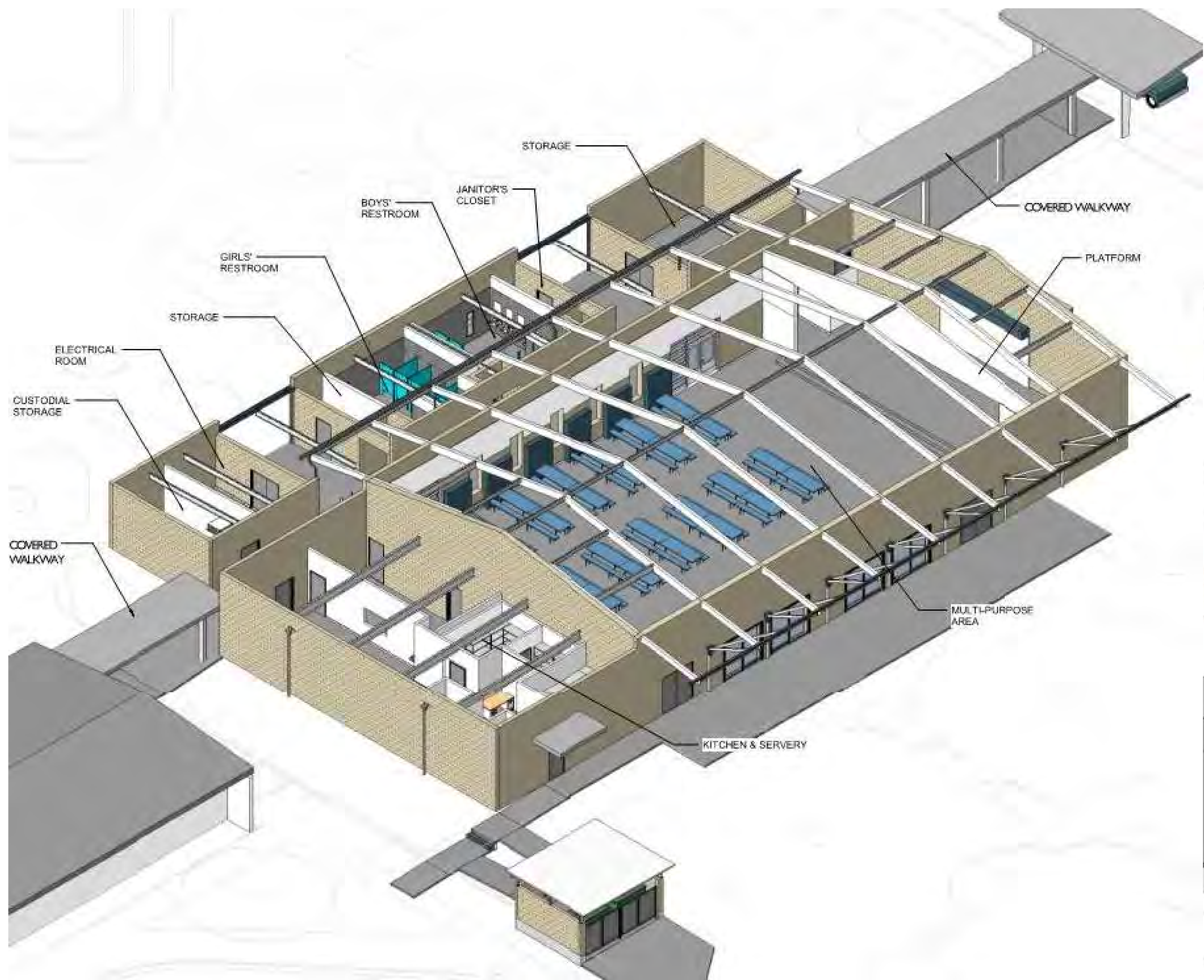


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AREAL VIEWS:



COVERED WALKWAY  
AND DROP -OFF



TRASH  
ENCLOSURE



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**INTERIOR VIEWS:**



**NORTH VIEW**



**WEST VIEW**



**SOUTH VIEW**



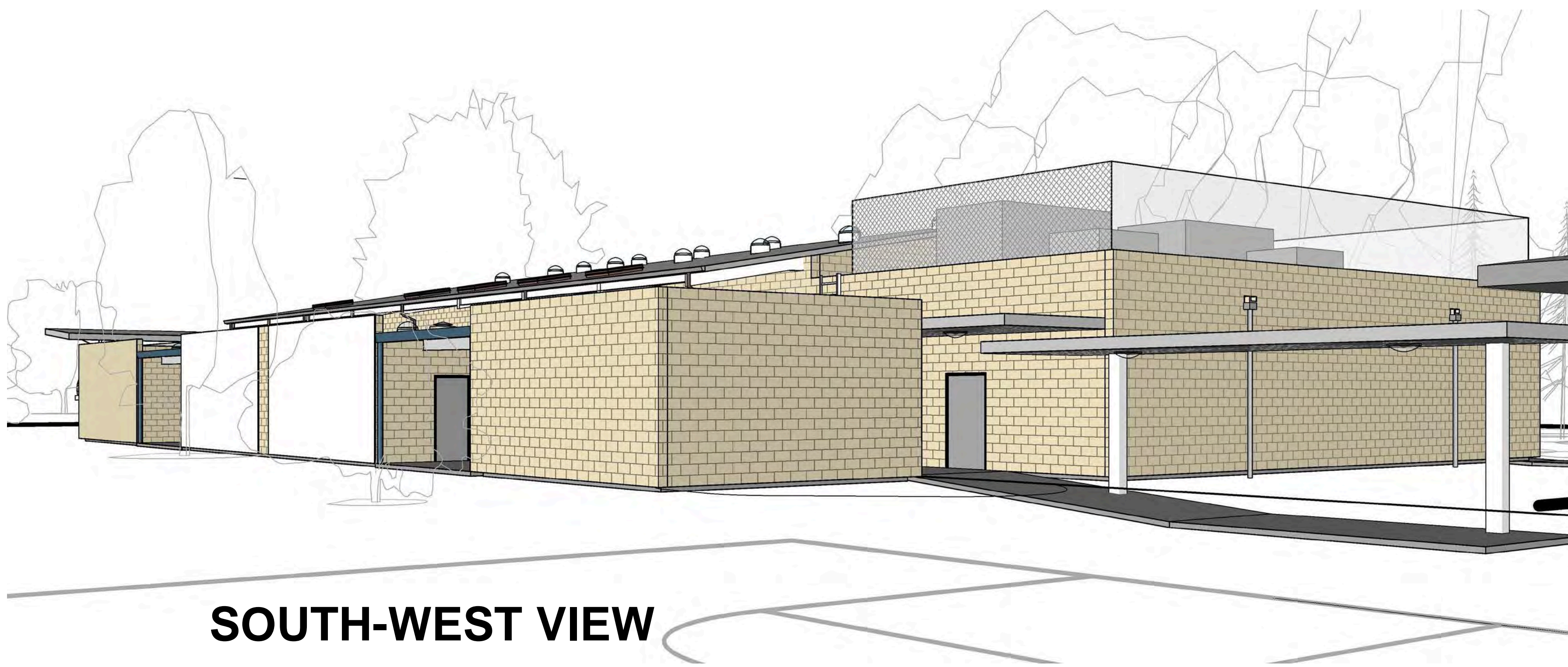
**EAST VIEW**



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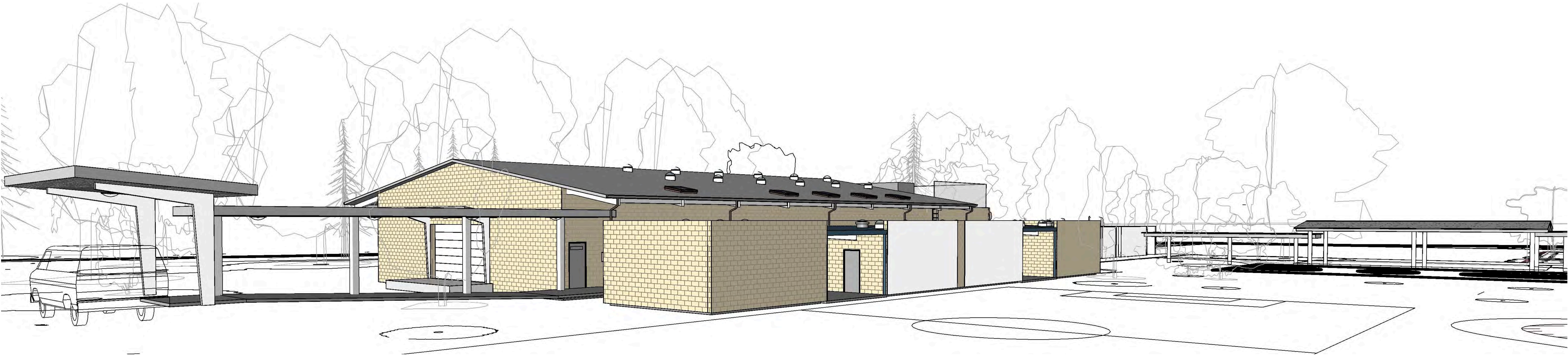
**EXTERIOR VIEWS:**



**SOUTH-WEST VIEW**



**NORTH-EAST VIEW**



**NORTH-WEST VIEW**



**EXTERIOR  
CORRIDOR**







## Pasadena Unified School District

### Budget:

- Construction Cost Estimate \$5.2 million (as of end of schematic design)
- Overall Project Budget \$6.5 million

### Schedule:

PROJECT SCHEDULE BAR CHART															
	YEAR	2016						2017						2018	
	MONTH	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE TO DECEMBER	JANUARY	FEBRUARY	
1	PUSD INTERNAL QC														
2	DSA PLAN CHECK														
3	LIMITED SITE PREP														
4	BIDDING														
5	BID AWARD														
6	FULL SITE MOBILIZATION														
7	CONSTRUCTION														

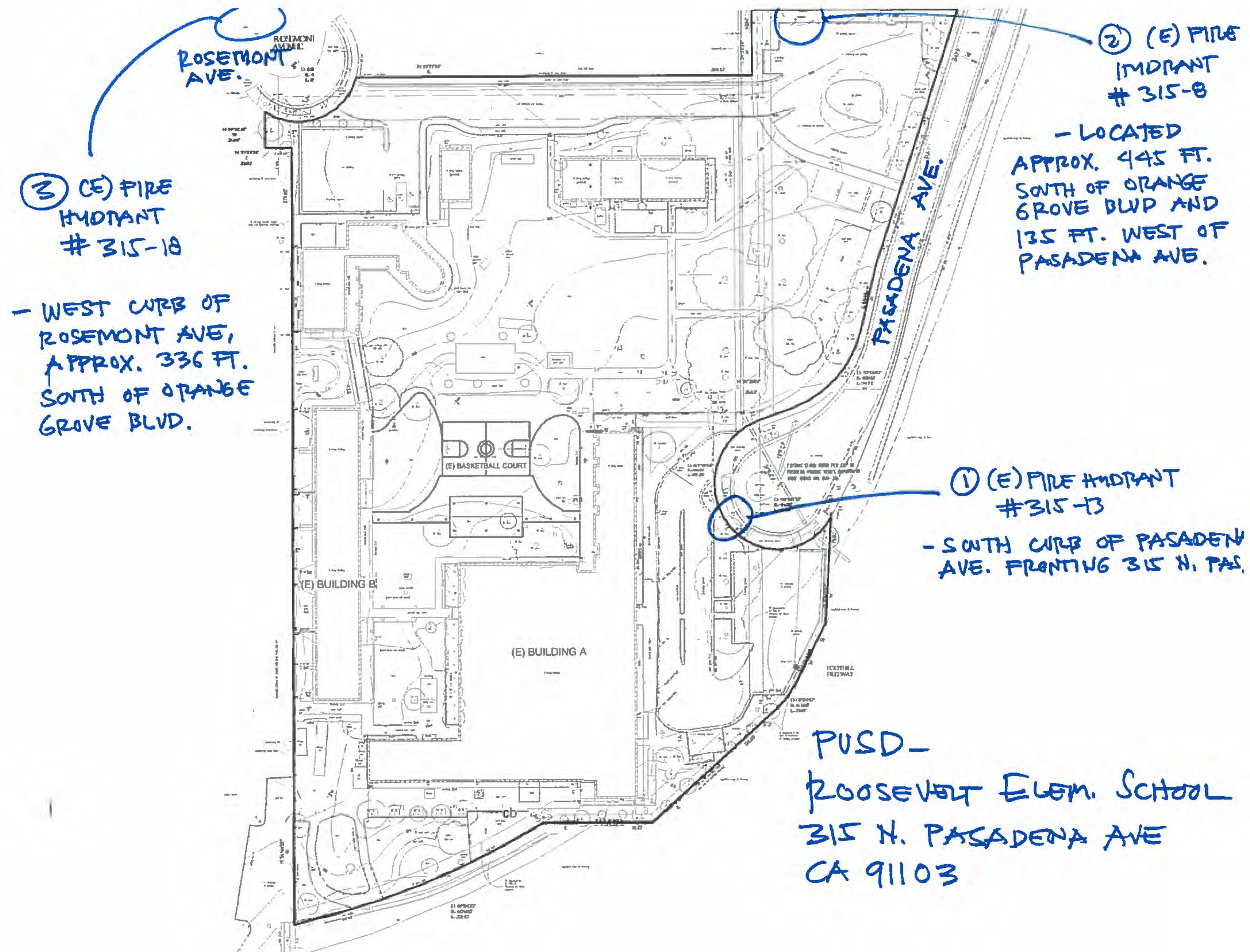
- Staging, storage and contractor's parking and use of site will be carefully coordinated for:
  - o student safety near work area
  - o pickup and drop-off
  - o safe dispersal area



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PASADENA WATER AND POWER

March 25, 2016

Mr. George Kwitter  
Pasadena Unified School District  
740 West Woodbury Road  
Pasadena, California 91103

**Subject: Fire Flow Results for 315 North Pasadena Avenue**

Dear Mr. Kwitter:

In response to your request for information on water pipeline pressure and fire flow at 315 North Pasadena Avenue, fire flow tests were conducted on fire hydrant numbers 315-8, 315-13 and 315-18 on March 10, 2016 and the results were as follows:

Fire Hydrant Number	315-8	315-13	315-18
Static Pressure	68 psi	74 psi	70 psi
Residual Pressure	28 psi	12 psi	28 psi
Pitot Pressure	20 psi	5psi	20 psi
Total Observed Flow	754 gpm	377 gpm	754 gpm
Calculated Flow @ 20 PSI Residual	832 gpm	349 gpm	828 gpm

Fire hydrant number 315-8 is located approximately 445 feet south of the south property line of Orange Grove Boulevard and approximately 133 feet west of the west property line of Pasadena Avenue. The residual pressure was taken at fire hydrant number 315-8.

Fire hydrant number 315-13 is located on the south curb of Pasadena Avenue, approximately 465 feet south of the south property line of Orange Grove Boulevard. The residual pressure was taken at fire hydrant number 315-13.

Fire hydrant number 315-18 is located on the west curb of Rosemont Avenue, approximately 350 feet south of the south property line of Orange Grove Boulevard. The residual pressure was taken at 372 Rosemont Avenue.

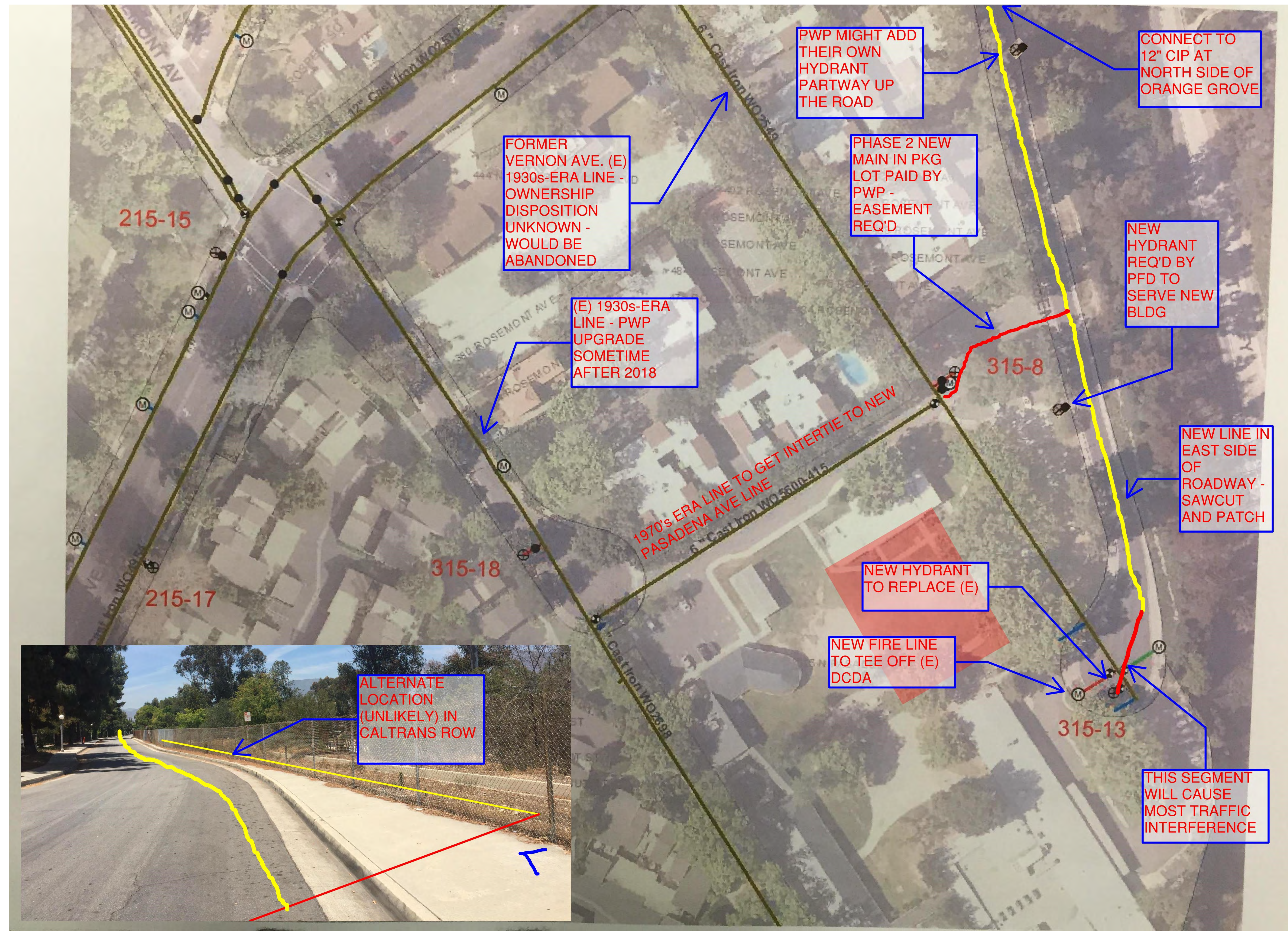
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ALTERNATE LOCATION (UNLIKELY) IN CALTRANS ROW



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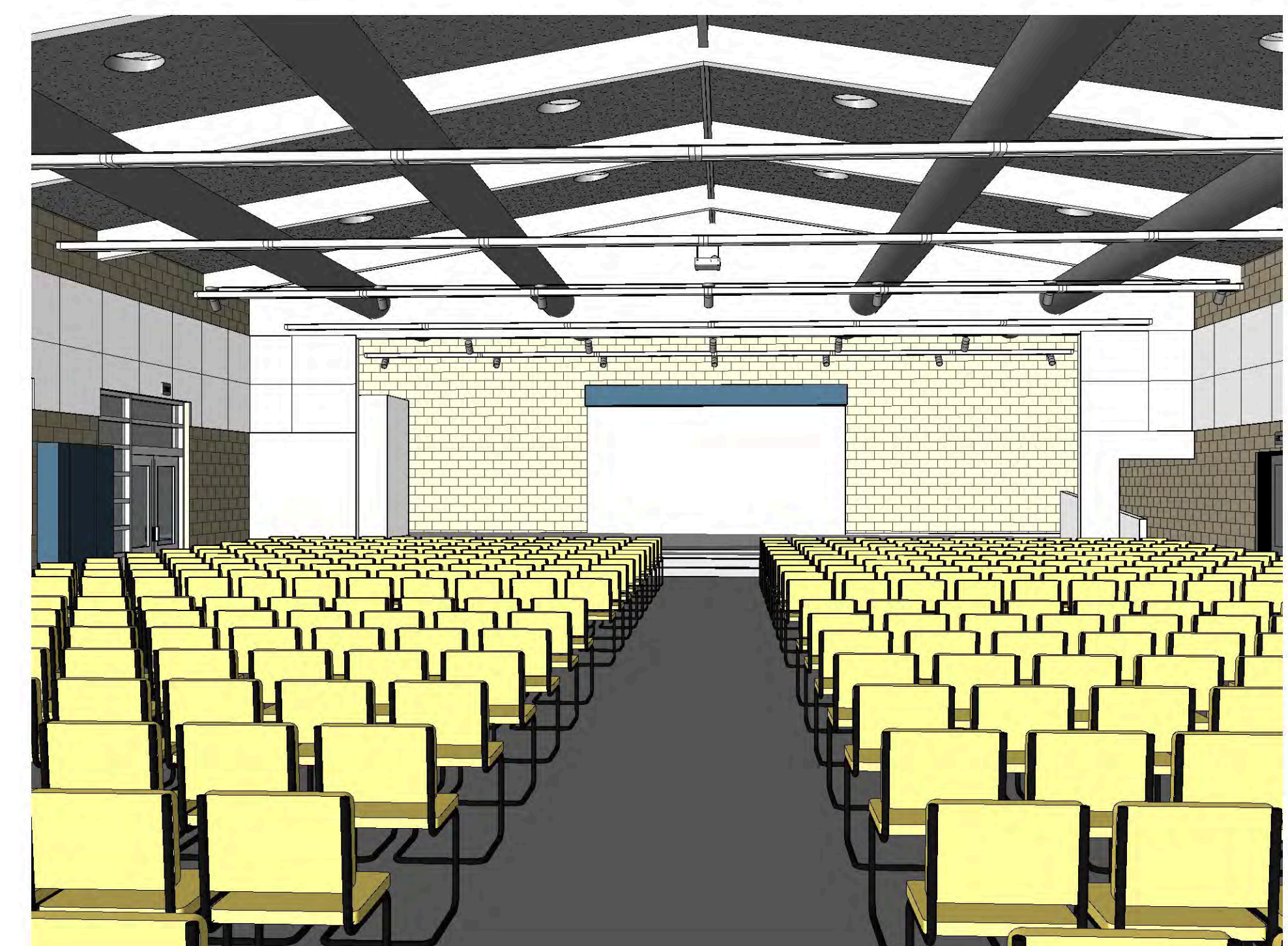




## Pasadena Unified School District

### Theodore Roosevelt Elementary School

# THANK YOU



**Theodore Roosevelt  
Elementary School**

315 N. Pasadena Avenue,  
Pasadena, CA 91103



#	Category	CONTRACTOR	LICENSE	DIR #
1	General	W.D. Gott Construction	279688	1000001976
2	General	Chalmers Construction	581376	1000010480
3	General	Pinner Construction	166010	1000002513
4	General	Strub Construction	506797	1000004894
5	General	The Nazarian Group	787198	1000000509
6	General	S.J Amoroso Construction	331024	1000000202
7	General	Sinanian Development Inc	455273	1000001405
8	General	Icon West Inc	747737	1000044620
9	General	Shenk Developers	747737	1000005748
	General	AMG Assoicates INC	881284	1000000413
10	Abatement/ Demolition	MAIER INTERNATIONAL	88905	1000013910
11	Abatement/ Demolition	ECO BAY SERVICES INC	912328	1000004662
12	Abatement/ Demolition	TRI SPAN INC	611639	1000012420
13	Abatement/ Demolition	GGG DEMOLITION	988669	1000000629
14	Abatement/ Demolition	RESOURCE ENVIORMENTAL INC	864417	1000003121
15	Abatement/ Demolition	WESTCOR ENVIORMENTAL INC	994682	1000003747
16	Abatement/ Demolition	AMERICAN TECHNOLOGIES	571784	1000000363
17	Abatement/ Demolition	ASBESTOS INSTANT RESPONSE	795248	1000006864
18	Mechanical	SUTTLES PLUMBING & MECHANICAL	268688	1000013842
19	Mechanical	WEST TECH MECHANICAL	593739	1000002683
20	Mechanical	LIBERTY CLIMATE CONTROL INC	327683	1000003471
21	Mechanical	SOUTHLAND HVAC & CONSTRUCTION INC	696074	1000011525
22	Mechanical	CIRCULATING AIR INC	240778	1000000084
23	Mechanical	AIR DESIGN SOLUTIONS	953818	1000004802
24	Plumbing	SUTTLES PLUMBING & MECHANICAL	268688	1000013842
25	Plumbing	H.L. MOE CO	254678	1000004162
26	Plumbing	PIPE CONSTRUCTORS	533268	1000001254
27	Plumbing	CITY COMMERICAL PLUMBING	565901	1000000797
28	Plumbing	KINCAD INDUSTRIES	695797	1000022690
29	Plumbing	DUKE PLUMBING	450513	1000008540
30	Electrical	CHECKPOINT COMMUNICATIONS INC	545063	1000001531
31	Electrical	WESTSIDE ELECTRICAL	387950	1000016744
32	Electrical	REYES & SONS ELECTRIC INC	817091	1000003506
33	Electrical	ELECTRIC SERVICE	169577	1000000171
34	Electrical	M.WILSON CO CONSTRUCTORS	757834	1000003912
35	Electrical	APEX FIRE PROTECTION	830028	1000006088

CONTACT	EMAIL	TELEPHONE No.	FAX No.
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RICHARD	<a href="mailto:richard.straub@straubinc.com">richard.straub@straubinc.com</a>		N/A
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BRIAN	<a href="mailto:bdermatoian@sjamoros.com">bdermatoian@sjamoros.com</a>	(714) 433-2326	(714) 433-2329
SERGE	<a href="mailto:serge@sinanian.com">serge@sinanian.com</a>	(818) 996-9666	(818) 705-7914
BERNARD	<a href="mailto:bernard@icon-west.com">bernard@icon-west.com</a>	(213) 358-0027	(213) 385-0024
BERJ	<a href="mailto:shenkdevelopers@hotmail.com">shenkdevelopers@hotmail.com</a>	(818) 500-0990	(818) 500-1418
ALBERT	<a href="mailto:estimating@amgassociatesinc.com">estimating@amgassociatesinc.com</a>	(661) 251-7401	(661) 251-7405
GILL RAMIREZ	<a href="mailto:GRAMIERZ@MAIERINT.COM">GRAMIERZ@MAIERINT.COM</a>	(866) 945-5379	(626) 927-9370
CHRIS PECHON	<a href="mailto:CHRIS@ECOBAYSERVICES.COM">CHRIS@ECOBAYSERVICES.COM</a>	(714) 634-2200	(714) 456-9806
JOE ARAZIA	<a href="mailto:JOEA@TRISPANINC.COM">JOEA@TRISPANINC.COM</a>	(714) 257-9660	(714) 257-9681
KRYSTAL SUNSERI	<a href="mailto:KRYSTAL@GGGDEMO.COM">KRYSTAL@GGGDEMO.COM</a>	(714) 699-9350	(714) 699-9283
SOLAN COOPERS	<a href="mailto:SOLAN@RESOURCE-ENV.COM">SOLAN@RESOURCE-ENV.COM</a>	(562) 468-7000	(562) 468-0600
MATT WESTRUP	<a href="mailto:MWESTRUP@WESTCORENV.COM">MWESTRUP@WESTCORENV.COM</a>	(562) 677-3990	(562) 677-3980
TOM SANDOVAL	<a href="mailto:TOM.SANDOVAL@ATIRESTORATION.COM">TOM.SANDOVAL@ATIRESTORATION.COM</a>	(800) 400-9353	(714) 283-9996
LEONARDO CRISTOFARO	<a href="mailto:ALMA@AIRINC.WS">ALMA@AIRINC.WS</a>	(323) 733-0508	(323) 732-3414
STEPHANIE AGUILAR	<a href="mailto:stephanie@suttlesplumbing.com">stephanie@suttlesplumbing.com</a>	(818) 714-9779	N/A
GUS WAHID	<a href="mailto:jane@westtechmech.com">jane@westtechmech.com</a>	(909) 635-1170	N/A
CHRISTOPHER GUNTHER	<a href="mailto:chris@libertyclimate.com">chris@libertyclimate.com</a>	(626) 575-3131	N/A
LILIYA BEZINOVER	<a href="mailto:southhvac@gmail.com">southhvac@gmail.com</a>	(818) 473-4130	N/A
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STEPHANIE AGUILAR	<a href="mailto:stephanie@suttlesplumbing.com">stephanie@suttlesplumbing.com</a>	(818) 714-9779	N/A
ALLISON SHERMAN	<a href="mailto:asherman@moeplumbing.com">asherman@moeplumbing.com</a>	(818) 572-2107	N/A
LISA KIM	<a href="mailto:pipeconstructors@yahoo.com">pipeconstructors@yahoo.com</a>	(951) 928-2211	N/A
GEORGE HAMORI	<a href="mailto:george@ccpinc.net">george@ccpinc.net</a>	(818) 785-1145	N/A
ROCKY ESPIRITUSDANTO	<a href="mailto:rocky@kincaidindustries.com">rocky@kincaidindustries.com</a>	(760) 343-5457	N/A
WESLEY DUKE	<a href="mailto:dukeplumbinginc@verzion.net">dukeplumbinginc@verzion.net</a>	(909) 981-8200	N/A
PAULA CASSINI	<a href="mailto:pcassini@ccomwire.com">pcassini@ccomwire.com</a>	(714) 892-5050	N/A
STU KLEIN	<a href="mailto:westsideelectric17@yahoo.com">westsideelectric17@yahoo.com</a>	(310) 202-1884	N/A
DEE DEE ZAMORA	<a href="mailto:dede@reyesnsonsinc.com">dede@reyesnsonsinc.com</a>	(818) 365-2030	N/A
STANLEY LAZARIAN	<a href="mailto:stan@esscoelectric.com">stan@esscoelectric.com</a>	(626) 795-8641	N/A
MICHAEL H WILSON	<a href="mailto:mwconst@uia.net">mwconst@uia.net</a>	(909) 593-5272	N/A
ZARE BABAYAN	<a href="mailto:apexfireinc@yahoo.com">apexfireinc@yahoo.com</a>	(818) 957-3400	N/A

Mechanical  
General  
Plumbing  
Abatement/ Demolition  
Electrical  
Fire Protection

#	CONTRACTOR	LICENSE	CLASS	DIR #	Address	City State, Zip	CONTACT	EMAIL
1	W.D. Gott Construction	279688	A,B,C8	1000001976	1656 W 9th Street	Upland CA	Jim	<a href="mailto:jim.hetzel@yahoo.com">jim.hetzel@yahoo.com</a>
2	Chalmers Construction	581376	A,B, C10, C20,C36,C46	1000010480	2600 Foothill Blvd Suite 304	La Crescenta	Razmick	<a href="mailto:razmik@chalmerscs.com">razmik@chalmerscs.com</a>
3	Pinner Construction	166010	A, B	1000002513	1255 South Lewis Street	Anaheim	Justin	<a href="mailto:justind@pinnerconstruction.com">justind@pinnerconstruction.com</a>
4	Straub Construction	506797	A,B, ASB, HAZ	1000004894	202 West College Street Suite 201	Fallbrook	Richard	<a href="mailto:richard.straub@straubinc.com">richard.straub@straubinc.com</a>
5	The Nazarian Group	787198	A,B,C19 & C15	1000000509	16218 Ventura Blvd Suite 7	Encino CA	Arpy	<a href="mailto:greg@nazerian.net">greg@nazerian.net</a>
6	S.J Amoroso Construction	331024	A,B	1000000202	275 Baker Street Suit B	Costa Mesa	Brian	<a href="mailto:bdermatoian@sjamoros.com">bdermatoian@sjamoros.com</a>
7	Sinanian Development Inc	455273	A,B	1000001405	18980 Venturea Blvd Suite 2	Tarzana	Serge	<a href="mailto:serge@sinanian.com">serge@sinanian.com</a>
8	Icon West Inc	747737	A,B	1000044620	520 S. La Fayette Park Place Suite 503	Los Angeles	bernard	<a href="mailto:bernard@icon-west.com">bernard@icon-west.com</a>
9	Shenk Developers	747737	A,B,C15	1000005748	210 N. Central Ave # 225	Glendale	Brej	<a href="mailto:shenkdevelopers@hotmail.com">shenkdevelopers@hotmail.com</a>
10	AMG Assoicates INC	881284	A,B	1000000413	28296 Constellation Rd	Santa Clara CA	Scott	<a href="mailto:ssampson@amgassociatesinc.com">ssampson@amgassociatesinc.com</a>

(A) GENERAL ENGINEERING

(B) GENERAL BUILDING

(C) SPECIALITY

C-2 - Insulation and Acoustical

C-4 - Boiler, Hot Water Heating and Steam Fitting

C-5 - Framing and Rough Carpentry

C-6 - Cabinet, Millwork and Finish Carpentry

C-7 - Low Voltage Systems

C-8 - Concrete

C-9 - Drywall

C10 - Electrical

C11 - Elevator

C12 - Earthwork and Paving s

C13 - Fencing

C15 - Flooring and Floor Covering s

C16 - Fire Protection

C17 - Glazing

C20 - Warm-Air Heating, Ventilating and A/C

C21 - Building Moving/Demolition

C22 - Asbestos Abatement

C23 - Ornamental Metal

C27 - Landscaping

C28 - Lock and Security Equipment

C29 - Masonry

C31 - Construction Zone Traffic Control

C32 - Parking and Highway Improvement

C33 - Painting and Decorating

C34 - Pipeline

C35 - Lathing and Plastering

C36 - Plumbing

C38 - Refrigeration

C39 - Roofing

C42 - Sanitation System

C43 - Sheet Metal

C45 - Sign

C46 - Solar

C47 - General Manufactured Housing

C50 - Reinforcing Ste

C51 - Structural Steel

C53 - Swimming Pool

C54 - Ceramic and Mosaic Tile

C55 - Water Conditioning

C57 - Well Drilling

C60 - Welding

C-61 - Limited Specialty

ASB - Asbestos Certification

HAZ - Hazardous Substance Removal Ce

TELEPHONE No.	FAX No.
(909) 982-8951	(909) 982-7916
(818) 957-4521	(818) 957-4223
(714) 490-4000	(714) 490-4016
(818) 990-5515	(818) 986-1448
(714) 433-2326	(714) 433-2329
(818) 996-9666	(818) 705-7914
(213) 358-0027	(213) 385-0024
(818) 500-0990	(818) 500-1418
(661) 251-7401	(661) 251-7405

rtification

# Norma Coombs Elementary



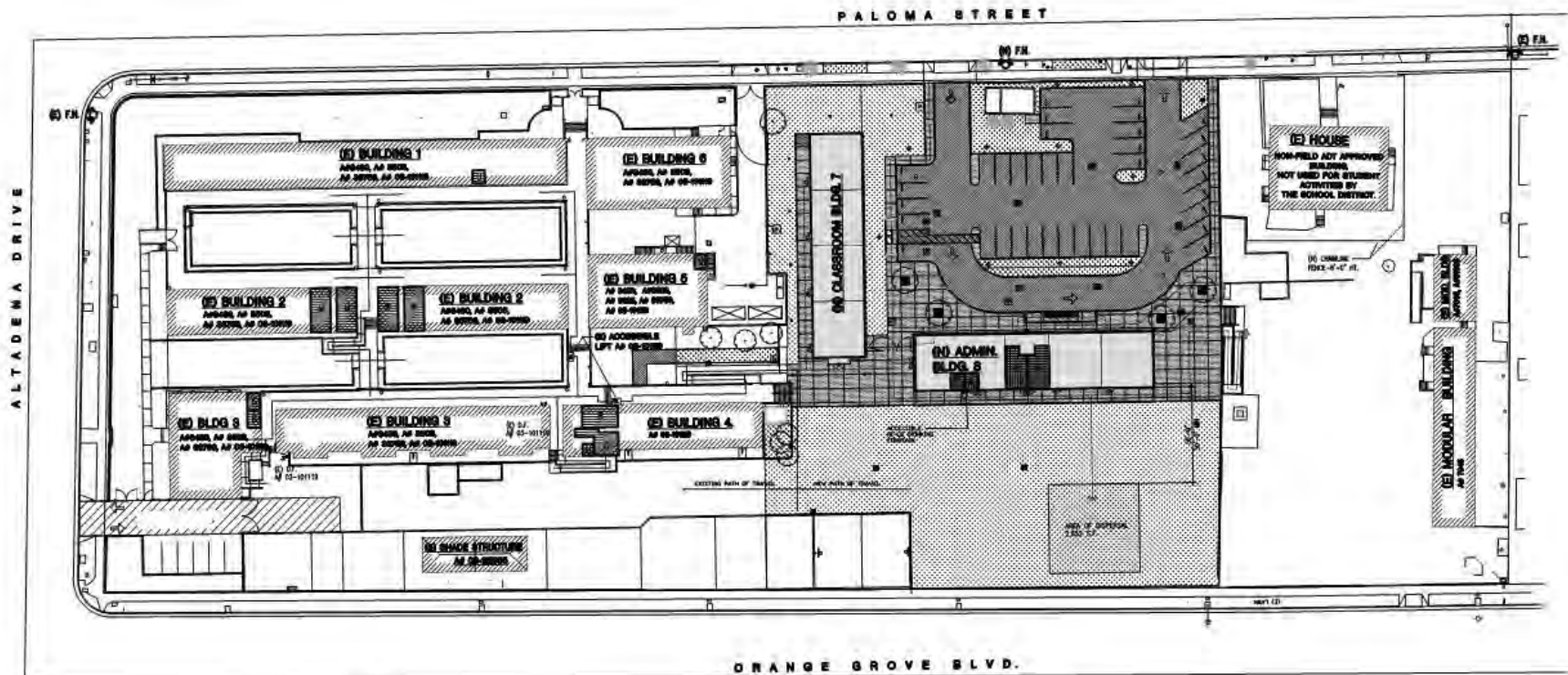
FLEWELLING & MOODY

ARCHITECTS



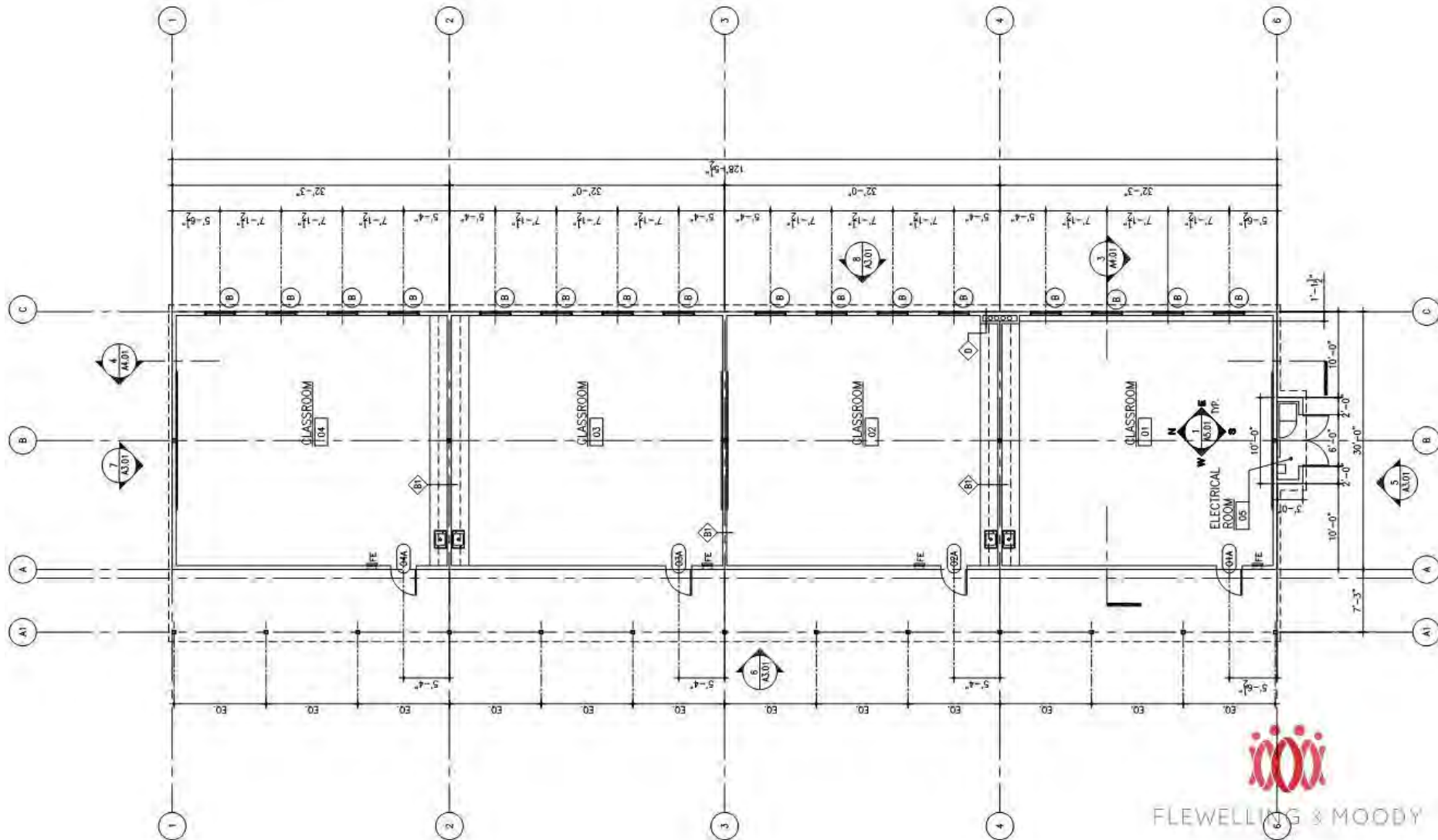
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# New Site Plan



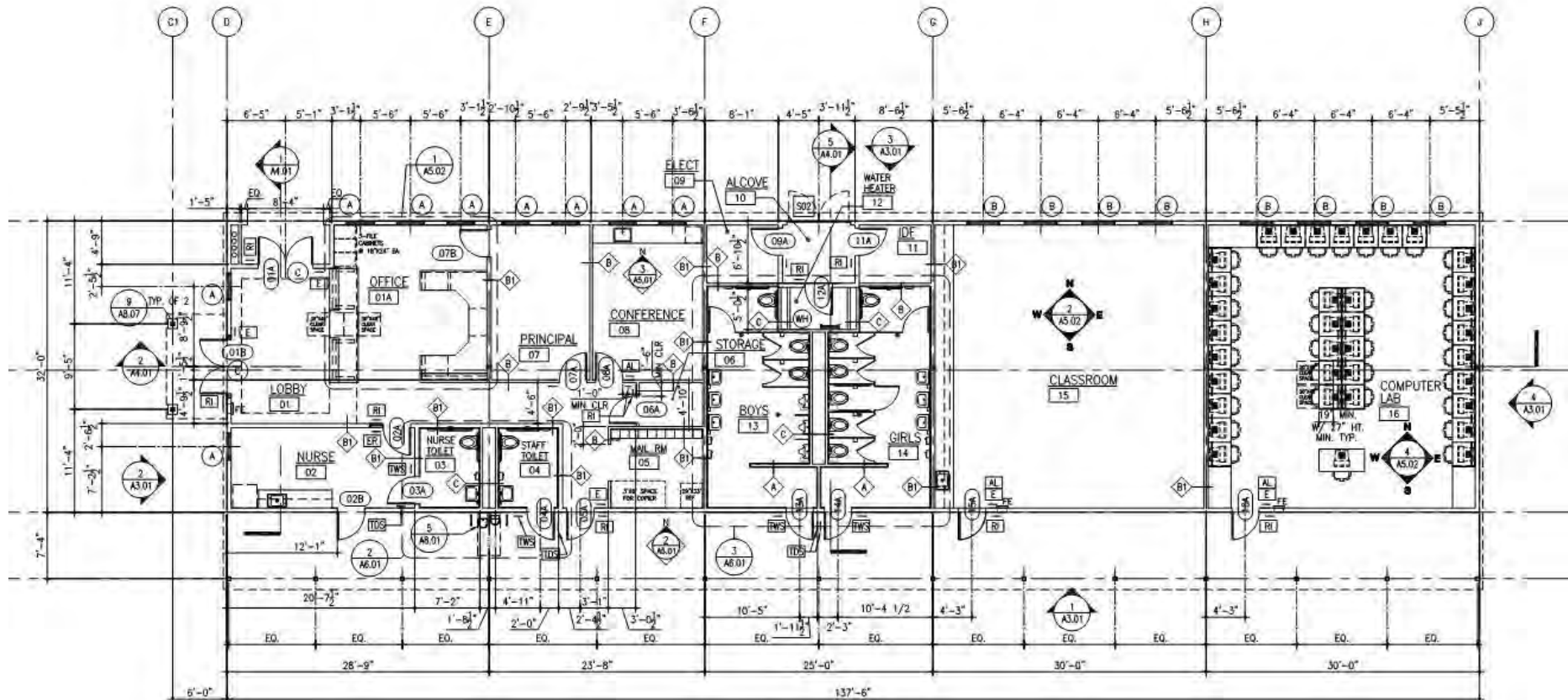


# Classroom Floor Plan

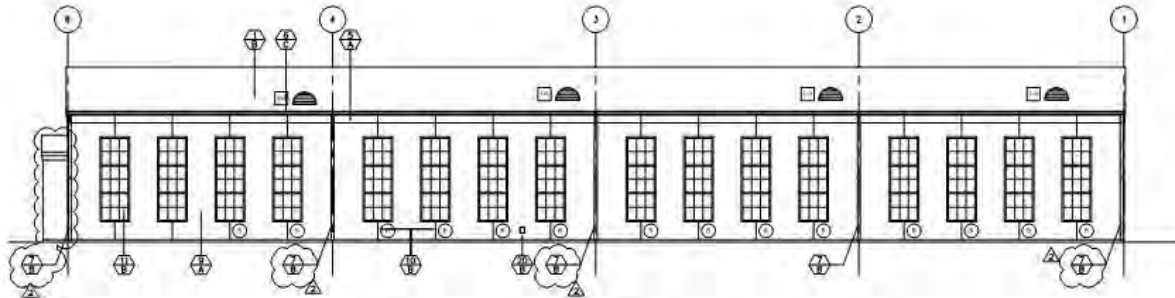




# Administration Floor Plan

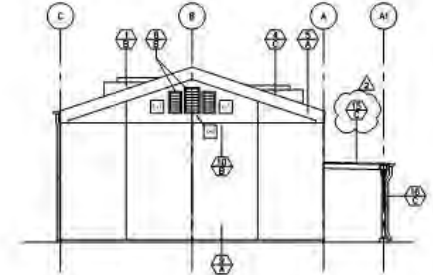


# Classroom Elevations



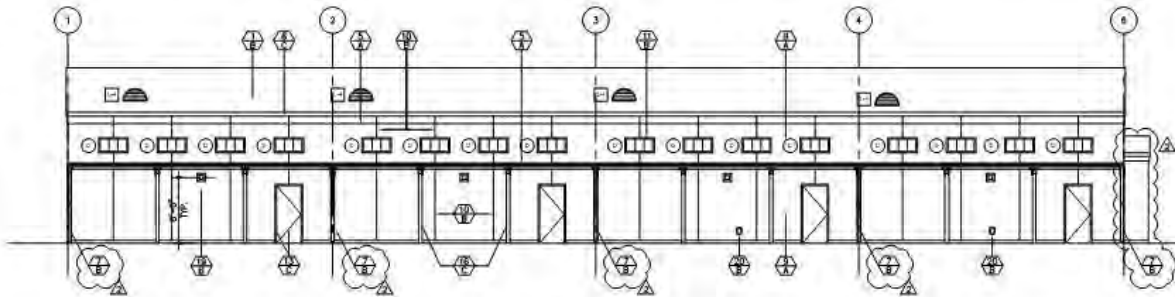
**CLASSROOM BLDG. - EAST ELEVATION**  
SCALE: 1/8" = 1'-0"

5  
A3.01



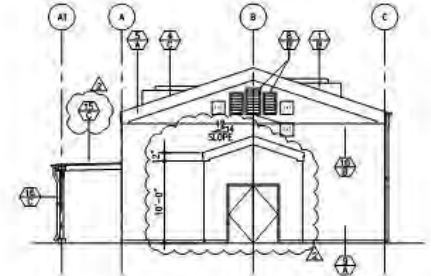
**CLASSROOM BLDG. - SOUTH ELEVATION**  
SCALE: 1/8" = 1'-0"

7  
A3.01



**CLASSROOM BLDG. - WEST ELEVATION**  
SCALE: 1/8" = 1'-0"

6  
A3.01



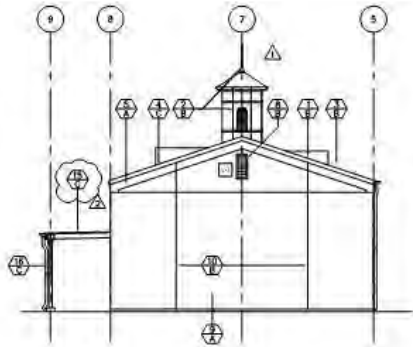
**CLASSROOM BLDG. - NORTH ELEVATION**  
SCALE: 1/8" = 1'-0"

5  
A3.01



FLEWELLING & MOBDY

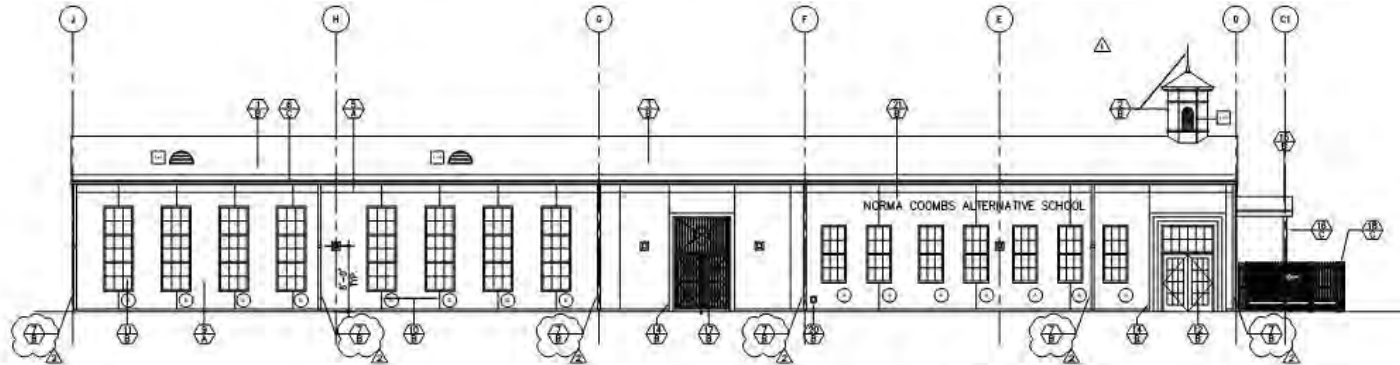
# Administration Elevations



**ADMINISTRATION BLDG. - EAST ELEVATION**

SCALE: 1/8" = 1'-0"

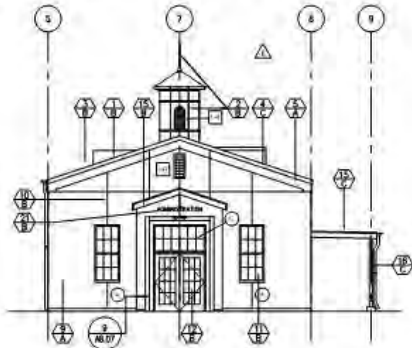
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A3.01



**ADMINISTRATION BLDG. - SOUTH ELEVATION**

SCALE: 1/8" = 1'-0"

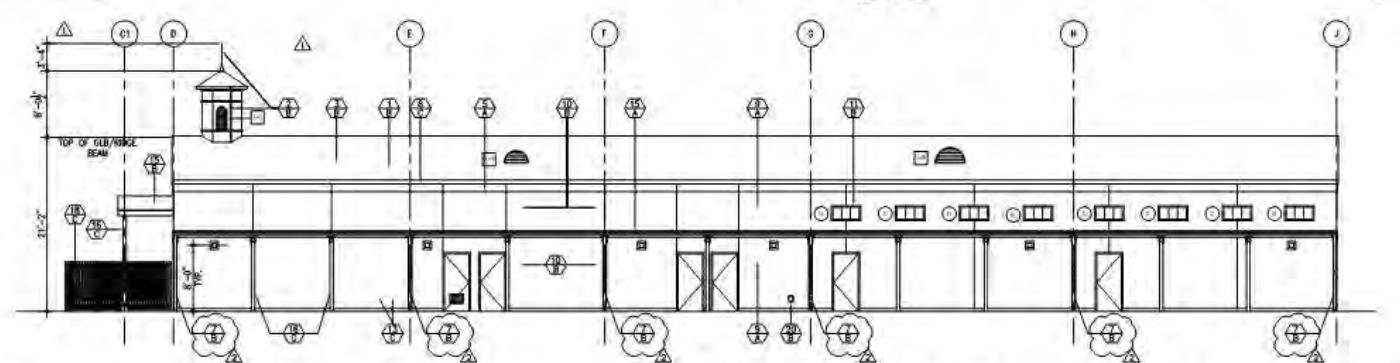
3  
A3.01



**ADMINISTRATION BLDG. - WEST ELEVATION**

SCALE: 1/8" = 1'-0"

2  
A3.01



**ADMINISTRATION BLDG. - NORTH ELEVATION**

SCALE: 1/8" = 1'-0"

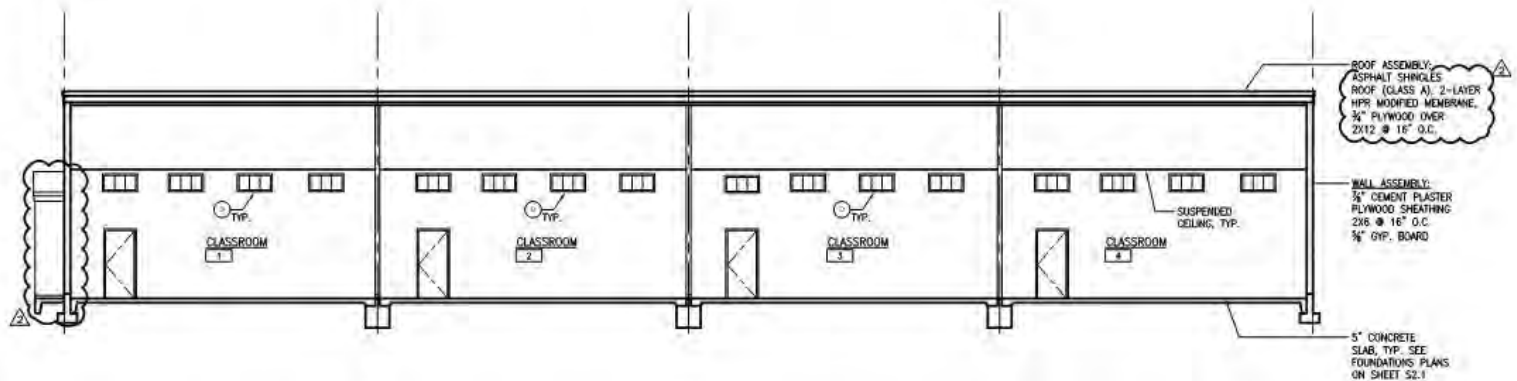
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A3.01



FLEWELLING & MOODY



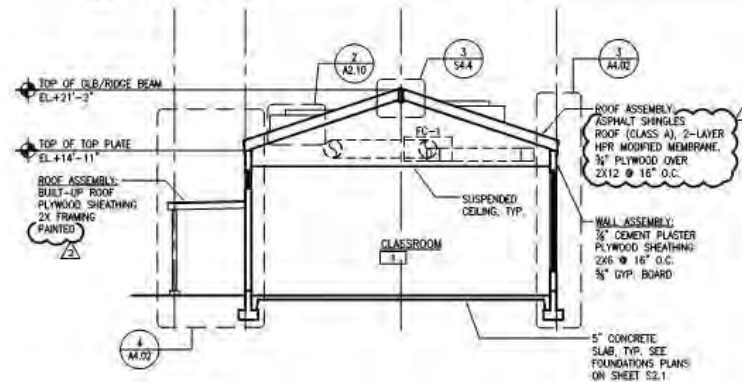
# Classroom Sections



**CLASSROOM BUILDING SECTION**

SCALE: 1/8" = 1'-0"

4  
A4.01



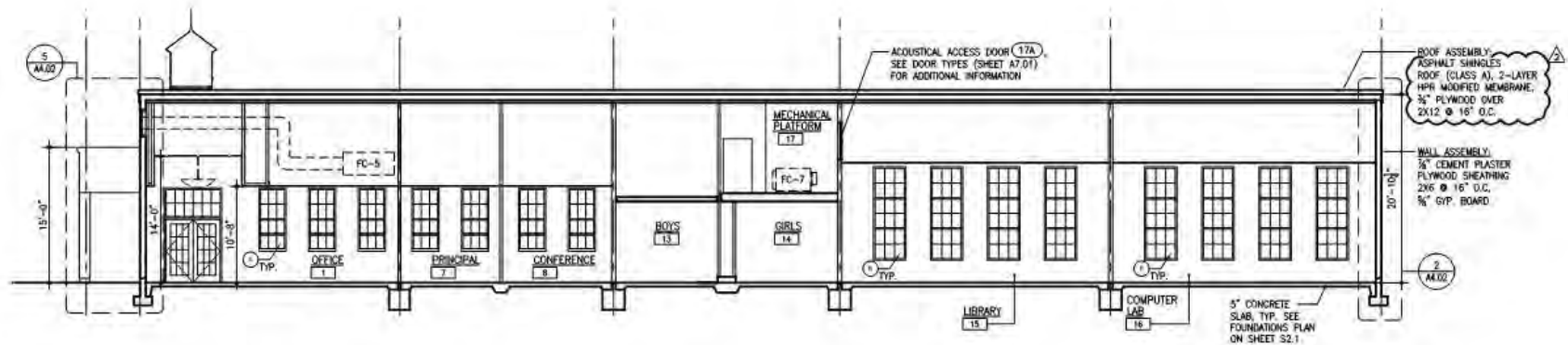
**CLASSROOM BUILDING SECTION**

SCALE: 1/8" = 1'-0"

3  
A4.01

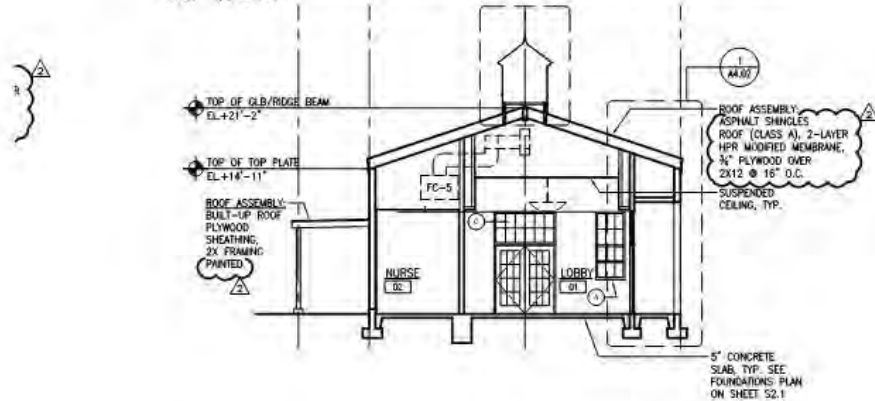


# Administration Sections



## ADMINISTRATION BUILDING SECTION

SCALE: 1/8" = 1'-0"



## ADMINISTRATION BUILDING SECTION

SCALE: 1/8" = 1'-0"

1  
AA.01



FLEWELLING & MOBLEY



# Site Rendering



FLEWELLING & MOODY

ARCHITECTS • ENGINEERS • INTERIORS

# Site Rendering



FLEWELLING & MOODY

ARCHITECTS • ENGINEERS • INTERIORS



# Site Rendering



FLEWELLING & MOODY

an architecture and interior design firm

# Site Rendering



FLEWELLING & MOODY

ARCHITECTS • ENGINEERS • INTERIORS



# Site Rendering



FLEWELLING & MOODY

ARCHITECTS • ENGINEERS • INTERIORS

# Site Rendering



FLEWELLING & MOODY  
ARCHITECTS



# Site Rendering



FLEWELLING & MOODY

ARCHITECTS • ENGINEERS • INTERIORS



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SUBMITTED

# STANDARD LEGEND & GENERAL NOTES

## FOR

# TRAFFIC SIGNAL & STREET LIGHT DRAWINGS

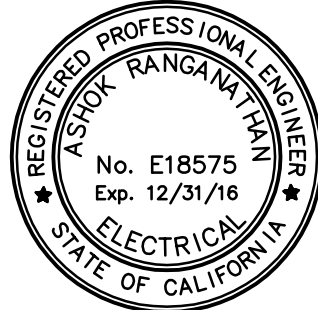
### Legend: (UNLESS OTHERWISE SPECIFIED)

PROPOSED	EXISTING	
		EXISTING 3-SECTION TRAFFIC SIGNAL HEAD WITHOUT BACKPLATE. 12" RED, YELLOW, GREEN.
		3-SECTION TRAFFIC SIGNAL HEAD WITH BACKPLATE. 12" RED, YELLOW, GREEN.
		3-SECTION TRAFFIC SIGNAL HEAD WITH BACKPLATE ON TRAFFIC SIGNAL MAST ARM. 12" RED, YELLOW, GREEN.
		3-SECTION TRAFFIC SIGNAL HEAD WITH BACKPLATE. 12" RED, YELLOW, AND GREEN DIRECTIONAL ARROW.
		4-SECTION TRAFFIC SIGNAL HEAD WITH BACKPLATE. 8" RED, YELLOW, GREEN. 12" GREEN DIRECTIONAL ARROW.
		4-SECTION TRAFFIC SIGNAL HEAD WITH BACKPLATE ON TRAFFIC SIGNAL MAST ARM. 12" RED, YELLOW, GREEN. 12" GREEN DIRECTIONAL ARROW.
		5-SECTION TRAFFIC SIGNAL HEAD WITH BACKPLATE. 8" RED, YELLOW, GREEN. 12" YELLOW AND GREEN DIRECTIONAL ARROWS.
		5-SECTION TRAFFIC SIGNAL HEAD WITH BACKPLATE ON TRAFFIC SIGNAL MAST ARM. 12" RED, YELLOW, GREEN. 12" YELLOW AND GREEN DIRECTIONAL ARROWS.
		TRAFFIC SIGNAL CONTROLLER.
		"INTERNATIONAL DISPLAY" PEDESTRIAN SIGNAL. (EXISTING "WALK-DON'T WALK" PEDESTRIAN SIGNAL.)
		PEDESTRIAN PUSH BUTTON ON POST OR STANDARD AS INDICATED OR NOTED.
		6" DIAMETER INDUCTIVE LOOP DETECTOR UNLESS OTHERWISE SHOWN ON PLANS. (xxxx REFERS TO LOOP DETECTOR AMPLIFIER).
		NO. 2 TRAFFIC SIGNAL/STREET LIGHT PULL BOX PER CITY OF PASADENA PUBLIC WORKS DEPARTMENT STANDARD PLAN S-973.
		TRAFFIC SIGNAL CONDUIT.
		STREET LIGHT CONDUIT.
		ELECTROLIER INFORMATION.
		ELECTROLIER, POST TOP TYPE.
		ELECTROLIER, POST TOP TYPE WITH DOUBLE MAST ARM & LUMINAIRE.
		ELECTROLIER, MAST ARM TYPE WITH HORIZONTAL BURNING LUMINAIRE (STD. DWG. S-950).
		ELECTROLIER, MAST ARM TYPE WITH HORIZONTAL BURNING LUMINAIRE (STD. DWG. S-951).
		LUMINAIRE WITH MAST ARM ON EXISTING POLE.
		VIDEO DETECTION CAMERA
		CLOSED CIRCUIT TELEVISION CAMERA (CCTV)
		RADIO FREQUENCY ANTENNA
		EMERGENCY PRE-EMPTION DEVICE

### Notes: (UNLESS OTHERWISE SPECIFIED)

- ALL TRAFFIC SIGNAL WORK AND STREET LIGHT SHALL CONFORM TO THIS PLAN AND THE LATEST SPECIFICATIONS AND STANDARD PLANS OF THE STATE OF CALIFORNIA, BUSINESS AND TRANSPORTATION AGENCY, DEPARTMENT OF TRANSPORTATION.
- LOCATE ALL TRAFFIC SIGNAL AND STREET LIGHT STANDARDS PER CITY OF PASADENA DEPARTMENT OF PUBLIC WORKS STANDARD PLAN S-970.
- TRAFFIC SIGNAL AND STREET LIGHT PULL BOXES SHALL NOT BE INSTALLED WITHIN DRIVEWAY APPROACHES, OR SIDEWALK AREAS DESIGNATED AS WHEELCHAIR RAMPS.
- CONDUIT MINIMUM COVER SHALL BE IN ACCORDANCE WITH SECTION 307-2.5 OF THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION. ALL CONDUIT RUNS IN STREET AND FEED RUNS SHALL BE 2" GALVANIZED STEEL. ALL OTHER CONDUIT SHALL BE 1 1/2", UNLESS OTHERWISE NOTED.
- N.I.C. = NOT IN CONTRACT.
- CONTRACTOR SHALL SALVAGE ALL SIGNS FROM EXISTING TRAFFIC SIGNAL AND STREET LIGHT STANDARDS BEING REMOVED OR SALVAGED.
- CONTRACTOR SHALL COMPLETELY REMOVE EXISTING FOUNDATIONS OF TRAFFIC SIGNAL OR STREET LIGHT EQUIPMENT THAT IS TO BE REMOVED, RELOCATED, OR SALVAGED.
- FOR STREET LIGHT CIRCUIT DIAGRAMS NOT SHOWN ON THE PLANS, SEE CITY OF PASADENA DEPARTMENT OF PUBLIC WORKS STANDARD PLANS S-971 AND S-975, IF APPLICABLE.
- CONTRACTOR TO NOTIFY PUBLIC WORKS STREET LIGHT SUPERVISOR (626-744-4158) 72 HOURS PRIOR TO ANY WORK ON EXISTING STREET LIGHT SYSTEMS.
- POWER FEED POINTS FOR TRAFFIC SIGNALS AND STREET LIGHTS:
  - ALL WORK AND CONNECTIONS IN THE DEPARTMENT OF WATER AND POWER UNDERGROUND DISTRIBUTION VAULTS SHALL BE DONE BY CITY FORCES. (NOTIFY 626-744-4467 48 HOURS IN ADVANCE.)
  - WHERE FEED POINTS ARE FROM POWER POLES, THE CONTRACTOR SHALL TURN FEED CONDUIT UP BASE OF POWER POLE A MINIMUM OF TEN FEET, AS DIRECTED BY THE ENGINEER, AND SHALL FURNISH THE REQUIRED CONDUCTORS TO THE CITY FEED POINT OF CONNECTION ON THE POLE. THE CITY WILL FURNISH AND INSTALL THE REMAINING CONDUIT RISER ON THE POLE AND CONNECT THE CONDUCTORS TO THE FEED POINT.
- ALL FEED POINT CONNECTIONS, CIRCUIT CUTS, AND CLOSURES ON POWER POLES OR IN VAULTS SHALL BE DONE BY THE CITY AT NO EXPENSE TO THE CONTRACTOR.
- BEFORE BEGINNING EXCAVATIONS NEAR POWER POLES, THE CONTRACTOR SHALL NOTIFY THE POWER DIVISION (626-744-4467) AT LEAST FIVE (5) WORKING DAYS IN ADVANCE SO THAT CITY FORCES CAN PROVIDE ADDITIONAL POLE SUPPORT IF NECESSARY. (THIS WORK WILL BE DONE AT NO EXPENSE TO THE CONTRACTOR.)
- ALL MOUNTING FRAMEWORK FOR NEW OR RELOCATED TRAFFIC SIGNAL EQUIPMENT SHALL BE INSTALLED PER PASADENA DEPARTMENT OF PUBLIC WORKS STANDARD PLAN S-962. FRAMEWORK SHALL BE MODIFIED AS NECESSARY OR INSTALLED NEW. PLUG UNUSED OPENINGS.
- THESE DRAWINGS SHOW NO DEPTHS AND ONLY APPROXIMATE LOCATIONS OF EXISTING TRAFFIC SIGNAL AND STREET LIGHTING CONDUITS. CAUTION AND DUE CARE MUST BE EXERCISED DURING ALL EXCAVATIONS TO AVOID THESE FACILITIES. PROPOSED TRAFFIC SIGNAL AND STREET LIGHT CONDUITS AND PULL BOX LOCATIONS ARE SHOWN SCHEMATICALLY ONLY.
- THE MINIMUM CLEARANCE BETWEEN AN OPEN TRENCH AND A STREET TREE SHALL BE ONE (1) FOOT OR SIX (6) INCHES FOR EACH INCH OF TRUNK DIAMETER MEASURED AT 4.5 FEET ABOVE EXISTING GRADE IF THIS METHOD DEFINES A LARGER DISTANCE. THE MAXIMUM CLEARANCE SHALL BE TEN (10) FEET.
- THE CONTRACTOR SHALL CONFORM TO THESE PROVISIONS, UNLESS OTHERWISE DIRECTED BY THE ENGINEER.

<b>AB</b>	ABANDON. IF APPLIED TO CONDUIT, REMOVE CONDUCTORS.
<b>BC</b>	INSTALL PULL BOX IN EXISTING CONDUIT RUN.
<b>CB</b>	INSTALL CONDUIT INTO EXISTING PULL BOX.
<b>CC</b>	CONNECT NEW AND EXISTING CONDUIT. REMOVE EXISTING CONDUCTORS AND INSTALL CONDUCTORS AS INDICATED.
<b>CF</b>	CONDUIT TO REMAIN FOR FUTURE USE. REMOVE CONDUCTORS. INSTALL PULL WIRE OR ROPE.
<b>MF</b>	MODIFY FOUNDATION TO CLEAR UNDERGROUND UTILITY AS DIRECTED BY THE ENGINEER.
<b>RB</b>	REMOVE AND REPLACE PULL BOX. INSTALL CONDUIT INTO NEW PULL BOX.
<b>RC</b>	EQUIPMENT TO BE REMOVED AND BECOME PROPERTY OF THE CONTRACTOR.
<b>RR</b>	REMOVE AND REUSE EQUIPMENT.
<b>RT</b>	REMOVE TREE AND STUMP.
<b>RS</b>	REMOVE AND SALVAGE EQUIPMENT.
<b>RP</b>	REMOVE AND RELOCATE PALM TREE.
<b>SC</b>	SPLICE NEW TO EXISTING CONDUCTORS.
<b>TT</b>	TRIM TREE (BY OTHERS).
<b>CO</b>	INSTALL CONDUIT ONLY.
<b>PM</b>	MODIFY PEDESTRIAN SIGNAL HEAD TO INTERNATIONAL SYMBOL.



PREPARED BY:  
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www.ttginc.com

DATE  
ASHOK RANGANATHAN EXP. DATE: 12/31/2016

DRAWN BY  
PRIVATE

DESIGNED BY  
PRIVATE

CHECKED BY  
S. TAWADROUS

REVISIONS						
MARK	DATE	DESCRIPTION	BY	CHKD.	APPROVED	

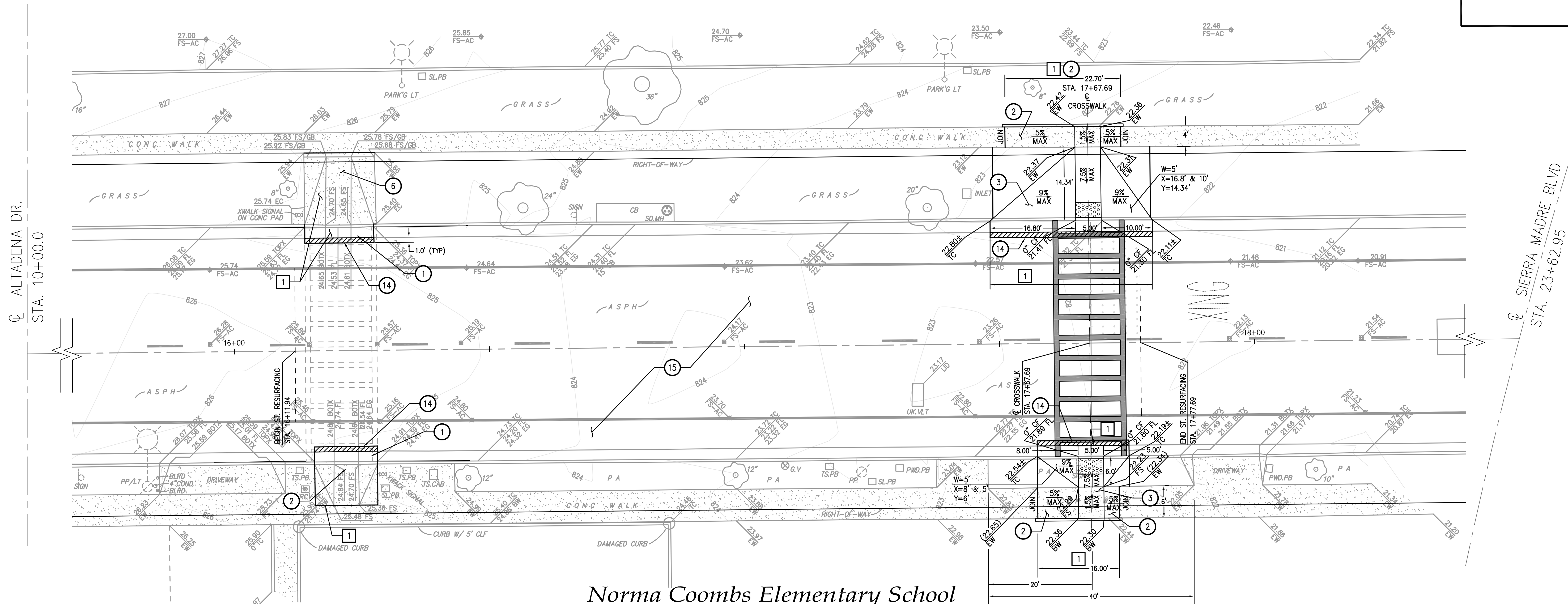
CITY OF PASADENA – DEPARTMENT OF PUBLIC WORKS			
PROJECT	NORMA COOMBS ELEMENTARY SCHOOL CROSSWALK RELOCATION IN PALOMA STREET		SHEET 2 OF 6
LIMITS	2600 PALOMA STREET		DWG. NO. 6401
SCALE	NONE	ACCOUNT NUMBER 68221	

Date: SEP 08, 2005/NCPS-SIL.DWG 5286-06 DWG

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SUBMITTED



**GENERAL NOTES:**

1. THE CONTRACTOR IS RESPONSIBLE FOR JOINING AND MATCHING ALL PROPOSED AND EXISTING IMPROVEMENTS TO THE SATISFACTION OF THE CITY'S INSPECTOR AND/OR ENGINEER.
2. SEE SHEET 4 FOR SIGNING AND STRIPING.
3. EXISTING SIDEWALK ABUTTING THE PROPERTY THAT ARE BROKEN OR RAISED SHALL BE REPLACED PER CITY OF PASADENA STD. S-421, AND TO THE SATISFACTION OF THE CITY'S INSPECTOR AND/OR ENGINEER.

**CIVIL DEMOLITION NOTES:**

- 1 SAWCUT AND REMOVE EXISTING CURB RAMP, SIDEWALK AND CURB & GUTTER.

**CIVIL CONSTRUCTION NOTES:**

- 1 CONSTRUCT CURB AND CUTTER PER CITY OF PASADENA STD. S-406 (MATCH EXISTING CURB HEIGHT AND GUTTER WIDTH.)
- 2 CONSTRUCT SIDEWALK PER CITY OF PASADENA STD. S-421.
- 3 CONSTRUCT CURB RAMP PER CITY OF PASADENA STD. S-414.
- 6 REGRADE AREA AND RESOD PER LANDSCAPE PLANS.
- 14 SAWCUT, REMOVE, AND DISPOSE OF 12" WIDE STRIP OF EXISTING AC PAVING AND REPLACE WITH CLASS C2-PC64-10 BASE AC AND ARHM OVERLAY.
- 15 COLD MILL EXISTING AC PAVING TO A DEPTH OF 2" AND CONSTRUCT 2" THICK ASPHALT RUBBER HOT MIX (ARHM) CLASS ARHM-GG-C PAVEMENT OVERLAY PER CITY OF PASADENA STD. S-415.

**CIVIL LEGEND:**

- SAWCUT LINE
- # CONSTRUCTION NOTE REFERENCE
- # DEMOLITION NOTE REFERENCE
- Ⓟ SIGN
- ▨ SLOT PAVING

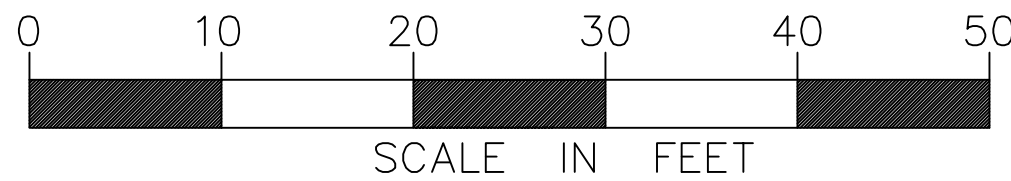
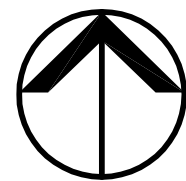
**ABBREVIATIONS:**

AC	ASPHALT	GTE	COMMUNICATION DUCTBANK
ASPH	ASPHALT	GB	GRADE BREAK
BLRD	BOLLARD	LT	LIGHT
BOTX	BOTTOM OF 'X'	MH	MANHOLE
BW	BACK OF WALK	PA	PLANTER AREA
CAB	CABINET	PB	PULLBOX
CB	CATCH BASIN	PP	POWER POLE
CF	CURB FACE	PWD	PASADENA WATER DISTRICT
CLF	CHAIN LINK FENCE	RCV	RECLAIMED WATER VALVE
CONC	CONCRETE	SD	STORM DRAIN
COND	CONDUIT	SL	STREET LIGHT
(E)	EXISTING	TC	TOP OF CURB
EC	EDGE OF CONCRETE	TOPX	TOP OF 'X'
EG	EDGE OF GUTTER	TS	TRAFFIC SIGNAL
EP	EDGE OF PAVEMENT	UK	UNKNOWN
EW	EDGE OF WALK	V	VALVE
FL	FLOW LINE	VLT	VAULT
FS	FINISHED SURFACE	W	WATER
G	GAS	XWALK	CROSSWALK APPROX. DIAMETER OF TREE

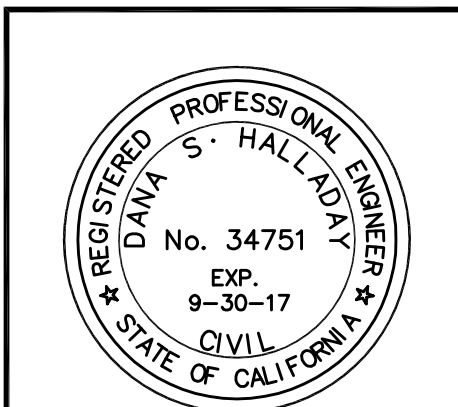
**BENCHMARK**

10291  
DPW BM TAG IN E CB 300MM (1FT) S/O  
BCR @ SE COR ALTADENA DR & PALOMA  
DR.

ELEV: 836.893



**PEDESTRIAN CROSSING - IMPROVEMENT PLAN**



PREPARED BY:  
**TTG**  
TAYLOR & GAINES  
300 N. Lake Ave., 14th Fl.  
Pasadena, California 91101  
Phone: 626.463.2800  
Fax: 626.463.2801  
www.ttgtg.com

DATE  
9/30/2017

CHECKED BY  
SS

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PRIVATE

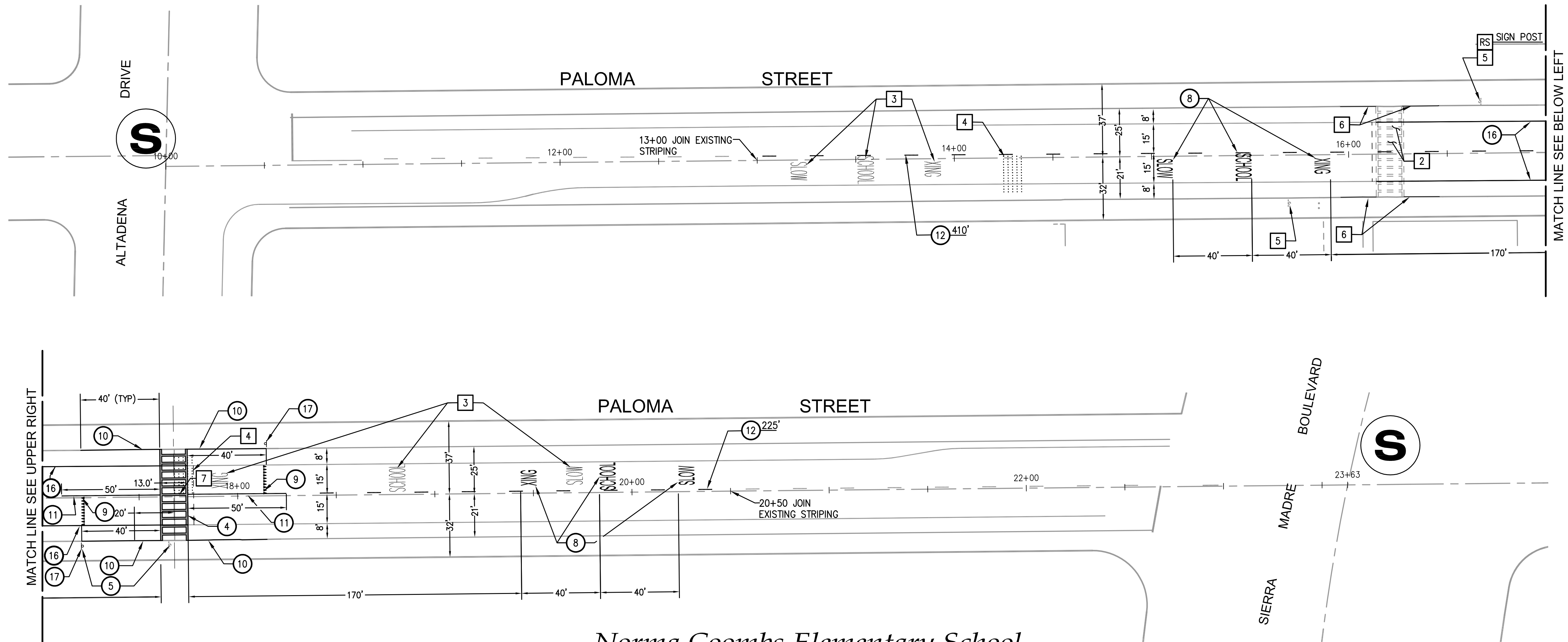
DESIGNED BY  
PRIVATE

CHECKED BY  
SS

REVISIONS					
MARK	DATE	DESCRIPTION	BY	CHKD.	APPROVED

CITY OF PASADENA - DEPARTMENT OF PUBLIC WORKS			
PROJECT	NORMA COOMBS ELEMENTARY SCHOOL CROSSWALK RELOCATION IN PALOMA STREET		
LIMITS	2600 PALOMA STREET		
SCALE	AS SHOWN	ACCOUNT NUMBER	68221
SHEET	3	OF	6
DWG. NO.	6401		





Norma Coombs Elementary School  
2600 PALOMA STREET

**GENERAL NOTES:**

1. THE CONTRACTOR IS RESPONSIBLE FOR JOINING AND MATCHING ALL PROPOSED AND EXISTING IMPROVEMENTS TO THE SATISFACTION OF THE CITY'S INSPECTOR AND/OR ENGINEER.

**CIVIL DEMOLITION NOTES:**

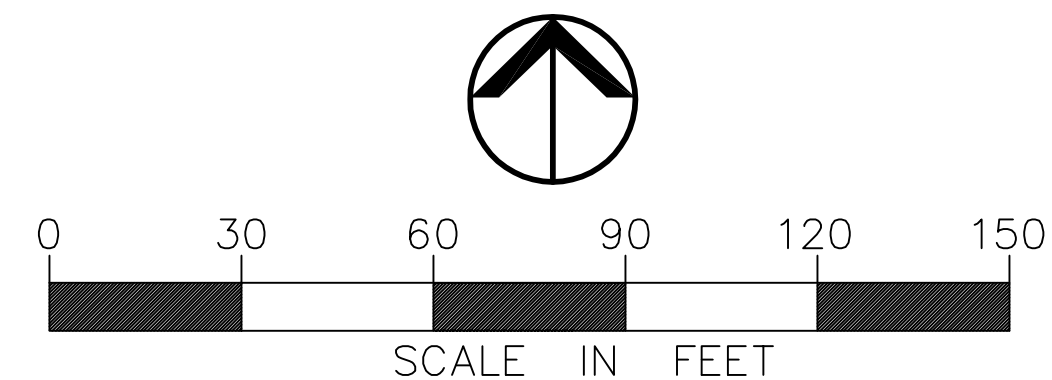
- 2 WET SANDBLAST EXISTING CROSSWALK STRIPING.
- 3 WET SANDBLAST EXISTING "SLOW SCHOOL CROSSING" SURFACE PAINT.
- 4 REMOVE EXISTING RPMs.
- 5 REMOVE AND RELOCATE S1-1, W16-7P SIGNS. SEE SHEET 6.
- 6 SAND BLAST EXISTING RED ZONE PAINT.
- 7 WET SANDBLAST CONFLICTING STRIPING.
- RS REMOVE AND SALVAGE.

**CIVIL CONSTRUCTION NOTES:**

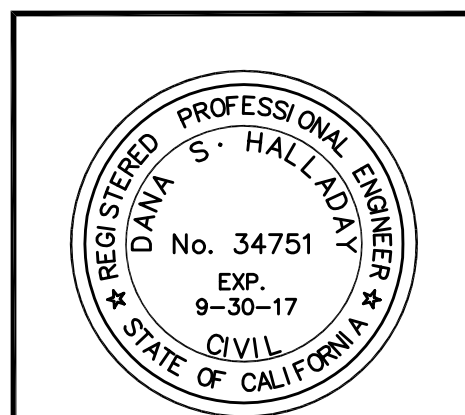
- 4 INSTALL YELLOW "ZEBRA" CROSSWALK PER CITY OF PASADENA STD. PLAN NO. S-709, SHEET 2.
- 5 RELOCATE EXISTING "NO STOPPING 7AM TO 5PM", AND R81B (CA) SIGN AND POST.
- 7 NOT USED.
- 8 PAINT STREET SURFACE "SLOW SCHOOL XING" LEGEND PER CITY OF PASADENA STD. PLAN NO. S-705.
- 9 PAINT "SHARKS TEETH" YIELD LINE PER CALTRANS STD. A24E.
- 10 PAINT 40' RED ZONE ON CURB.
- 11 INSTALL DOUBLE YELLOW CENTERLINE PER CITY OF PASADENA STD. PLAN NO. S-711.
- 12 REPAINT OVER EXISTING STRIPING PER CALTRANS STD. A20A, DETAIL 1.
- 16 PAINT WHITE STRIPE WIDTH TO MATCH EXISTING.
- 17 INSTALL R1-5 SIGN AND POST.

**CIVIL LEGEND:**

- SAWCUT LINE
- # CONSTRUCTION NOTE REFERENCE
- # DEMOLITION NOTE REFERENCE
- p SIGN



**PEDESTRIAN CROSSING - SIGNING AND STRIPING PLAN**



PREPARED BY:  
**TTG**  
300 N. Lake Ave., 14th Fl.  
Pasadena, California 91101  
Phone 626.463.2800  
Fax 626.463.2801  
www.ttgsd.com

DATE  
DANA S. HALLADAY EXP. DATE: 9/30/2017

DRAWN BY  
PRIVATE

DESIGNED BY  
PRIVATE

CHECKED BY  
S. TAWADROUS

REVISIONS						
MARK	DATE	DESCRIPTION	BY	CHKD.	APPROVED	

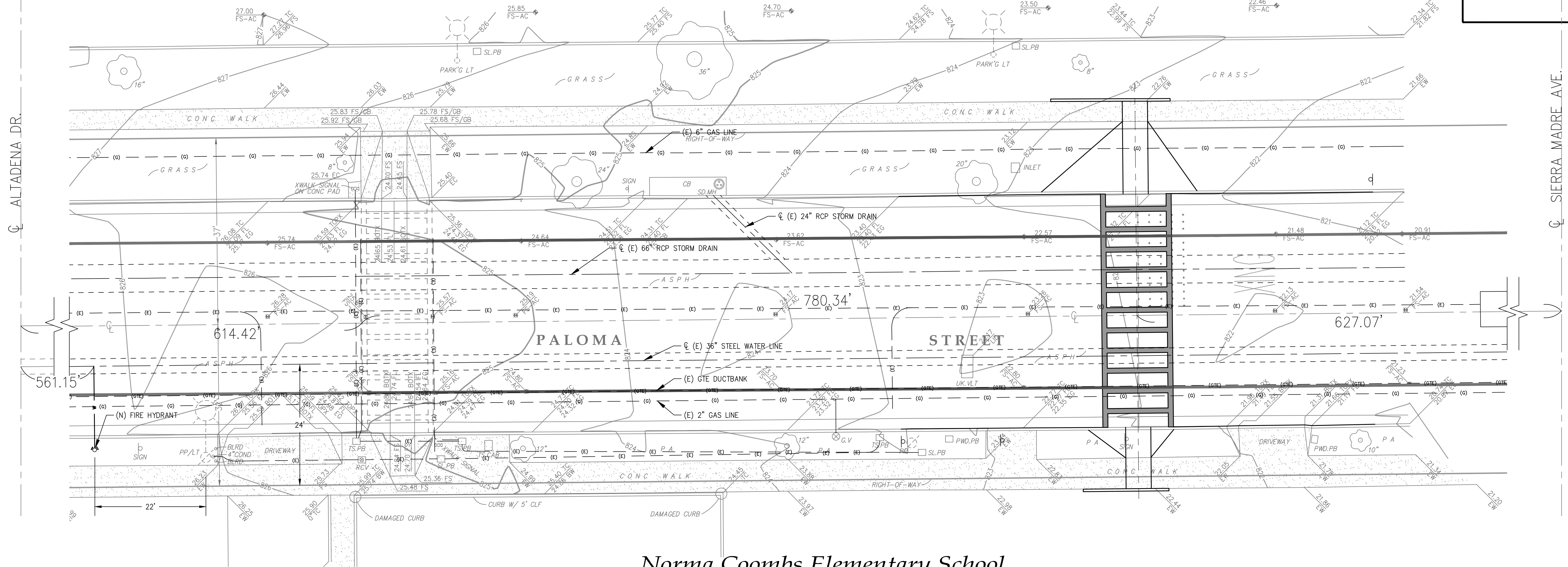
CITY OF PASADENA - DEPARTMENT OF PUBLIC WORKS			
PROJECT	NORMA COOMBS ELEMENTARY SCHOOL CROSSWALK RELOCATION IN PALOMA STREET		SHEET 4 OF 6
LIMITS	2600 PALOMA STREET		DWG. NO. 6401
SCALE	AS SHOWN	ACCOUNT NUMBER	68221

SUBMITTED



VICTORY PARK CENTER  
EXISTING PARKING LOT

SUBMITTED

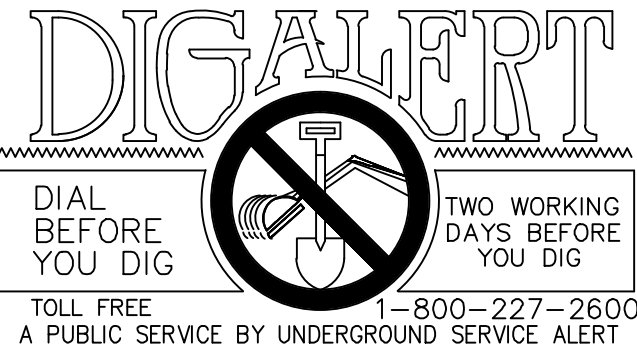


Norma Coombs Elementary School  
2600 PALOMA STREET

ABBREVIATIONS:

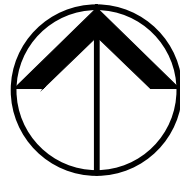
AC	ASPHALT
ASPH	ASPHALT
BLRD	BOLLARD
BOTX	BOTTOM OF 'X'
BW	BACK OF WALK
CAB	CABINET
CB	CATCH BASIN
CF	CURB FACE
CLF	CHAIN LINK FENCE
CONC	CONCRETE
COND	CONDUIT
(E)	EXISTING
EC	EDGE OF CONCRETE
EG	EDGE OF GUTTER
EP	EDGE OF PAVEMENT
EW	EDGE OF WALK
FL	FLOW LINE
FS	FINISHED SURFACE
G	GAS
GTE	COMMUNICATION DUCTBANK
GB	GRADE BREAK
LT	LIGHT
MH	MANHOLE
PA	PLANTER AREA
PB	PULLBOX
PP	POWER POLE
PWD	PASADENA WATER DISTRICT
RCV	RECLAIMED WATER VALVE
SD	STORM DRAIN
SL	STREET LIGHT
TC	TOP OF CURB
TOPX	TOP OF 'X'
TS	TRAFFIC SIGNAL
UK	UNKNOWN
V	VALVE
VLT	VAULT
W	WATER
XWALK	CROSSWALK
	APPROX. DIAMETER OF TREE

NOTE: LOCATION OF EXISTING UTILITIES ARE BASED ON A REVIEW OF EXISTING IMPROVEMENT DRAWINGS PROVIDED BY THE CITY. NOTIFY DIGALERT PRIOR TO CONSTRUCTION TO HAVE EXISTING UTILITY LOCATIONS IN FIELD VERIFIED.



BENCHMARK

10291  
DPW BM TAG IN E CB 300MM (1FT) S/O BCR  
@ SE COR ALTADENA DR & PALOMA DR.  
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DATE  
DANA S. HALLADAY EXP. DATE: 9/30/2017

DRAWN BY  
PRIVATE

DESIGNED BY  
PRIVATE

CHECKED BY  
A. DICHOSA

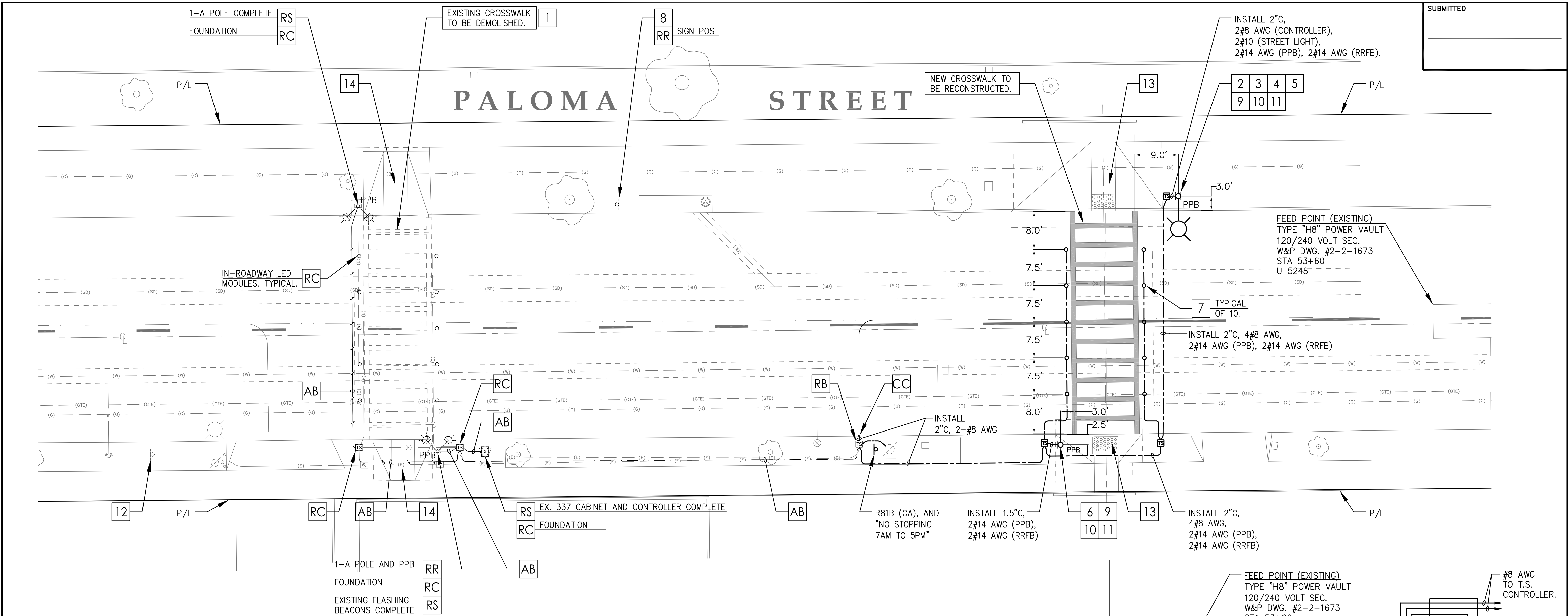
REVISIONS

MARK	DATE	DESCRIPTION	BY	CHKD.	APPROVED

PEDESTRIAN CROSSING - COMPOSITE UTILITY PLAN

CITY OF PASADENA - DEPARTMENT OF PUBLIC WORKS			
PROJECT	NORMA COOMBS ELEMENTARY SCHOOL CROSSWALK RELOCATION IN PALOMA STREET		SHEET 5 OF 6
LIMITS	2600 PALOMA STREET		DWG. NO. 6401
SCALE	AS SHOWN	ACCOUNT NUMBER	68221





CONSTRUCTION NOTES:

- 1

REMOVE EXISTING CROSSWALK BY WET SANDBLASTING.
- 2

FURNISH AND INSTALL CALTRANS STD. TYPE 15TS POLE WITH 6' MAST ARM, 90W LED LUMINAIRE, AND FOUNDATION COMPLETE.
- 3

FURNISH AND INSTALL NEW ADA PEDESTRIAN PUSH BUTTON, COMPLETE. MODEL POLARA BULLDOG III BUTTON WITH CALTRANS STANDARD TYPE B BUTTON FRAME AND PED SIGN, ES-5C.
- 4

FURNISH AND INSTALL UTILITY BOX ON NEW STREET LIGHT. THE BOX SHALL BE 16" X 14" X 6" TYPE 4 NEMA PANEL ENCLOSURE WITH LOCK AND KEYS. THE BOX SHALL BE MOUNTED AT LEAST +8'-0" ABOVE FINISHED SURFACE MEASURED FROM BOTTOM OF THE BOX TO THE FINISHED SURFACE. THE BOX SHALL HAVE 5 AMP CIRCUIT BREAKER AND 1.5" HUB MOUNT.
- 5

FURNISH AND INSTALL LANELIGHT CONTROLLER MODEL NO. LL-MKSLFB AND POWER SUPPLY MODEL NO. LS-150/24 IN NEMA BOX.
- 6

INSTALL RELOCATED 1-A POLE AND PPB, COMPLETE. FURNISH FOUNDATION.
- 7

FURNISH AND INSTALL IN-ROADWAY HARDWIRED LED ILLUMINATED MODULE SYSTEM, SWARCO LANELIGHT MODEL NO. MLK150 SERIES.
- 8

REMOVE AND RELOCATE S1-1 AND W16-7P SIGNS TO PROPOSED STREET LIGHTING.
- 9

INSTALL RELOCATED S1-1 SIGN.
- 10

FURNISH AND INSTALL TWO-ONE SIDED RECTANGULAR FLASHING BEACON (RRFB), BACK TO BACK, COMPLETE.
- 11

INSTALL RELOCATED W16-7P SIGN COMPLETE.
- 12

REMOVE AND RELOCATE EXISTING S1-1 AND W16-7P SIGNS TO RELOCATED 1-A POLE.
- 13

CONSTRUCT CURB RAMP, SEE SHEET 3 OF 6 FOR CURB RAMP DETAILS.
- 14

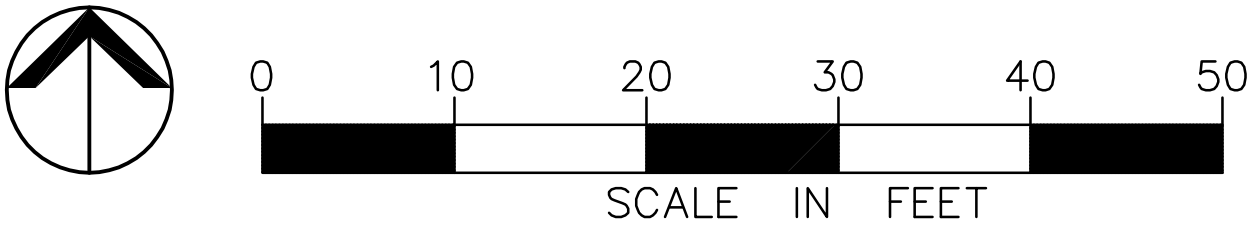
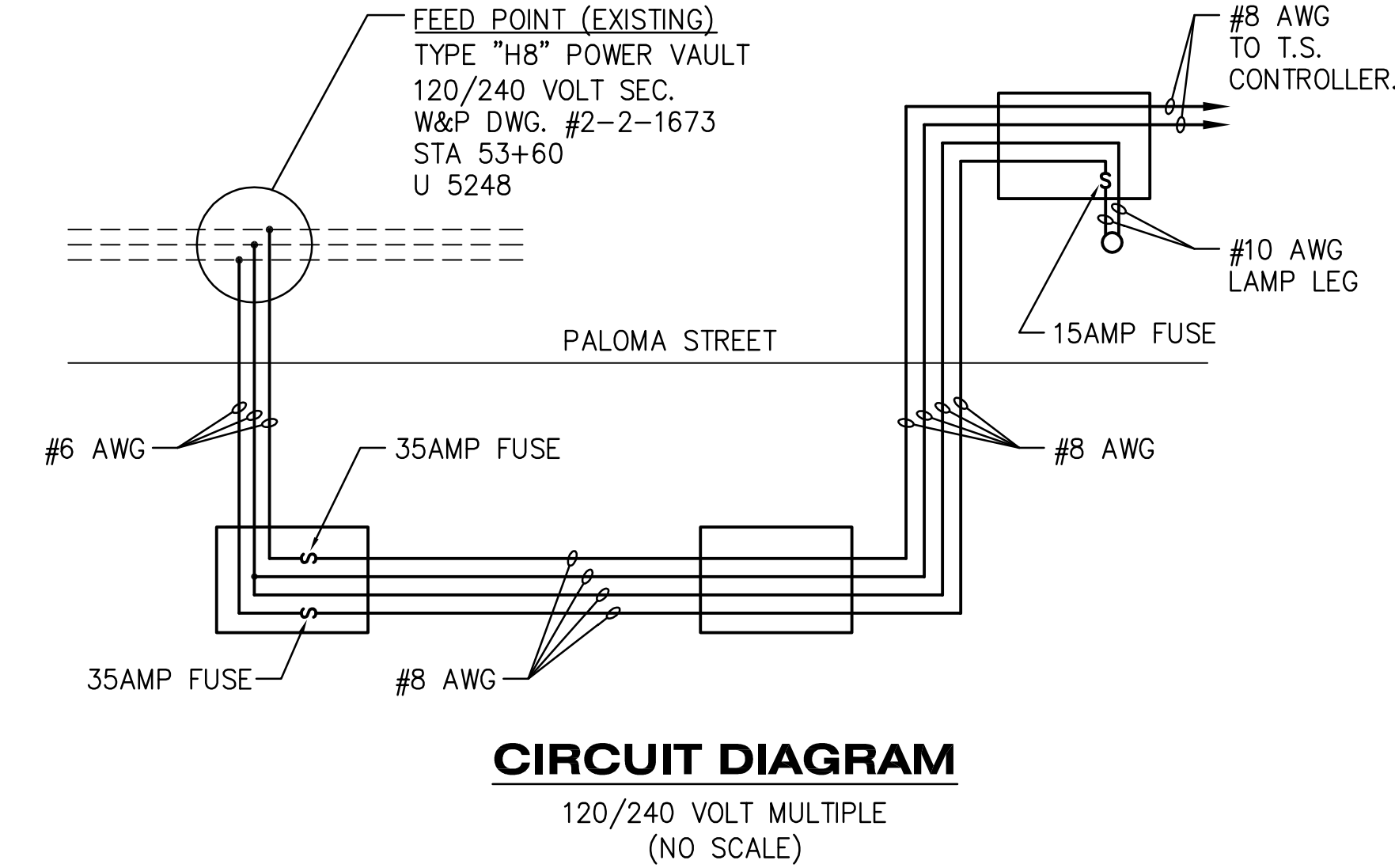
REMOVE EXISTING CURB RAMP. CONSTRUCT NEW SIDEWALK PAVEMENT WITH CURB AND GUTTER PER CITY STANDARD S-421 & S-406.

GENERAL NOTES:

1. REFER TO SHEET 4 OF 6 FOR STRIPING/PAVEMENT MARKINGS.
2. REFER TO SHEET 5 OF 6 FOR ADDITIONAL INFORMATION ON EXISTING UTILITY LINES.

AVERAGE MAINTAINED ILLUMINATION (ULT.) = 1.58 FOOTCANDLES  
CROSSWALK AVERAGE MAINTAINED ILLUMINATION (ULT.) = 1.83 FOOTCANDLES

THIS PLAN ACCURATE FOR ELECTRICAL WORK ONLY.



PEDESTRIAN CROSSWALK - ELECTRICAL PLAN

PREPARED BY:		<div><p>300N. Lake Ave., 14th Flr. Pasadena, California 91101 Phone 626.463.2800 Fax 626.463.2801 www.ttginc.com</p></div>		DRAWN BY		REVISIONS					CITY OF PASADENA – DEPARTMENT OF PUBLIC WORKS												
DATE				PRIVATE		MARK		DATE		DESCRIPTION		BY		CHKD.		APPROVED		PROJECT		NORMA COOMBS ELEMENTARY SCHOOL CROSSWALK RELOCATION IN PALOMA STREET		SHEET 6 OF 6	
EXP. DATE: 12/31/2016				DESIGNED BY														LIMITS		2600 PALOMA STREET		DWG. NO. 6401	
ASHOK RANGANATHAN				PRIVATE														SCALE		AS SHOWN		ACCOUNT NUMBER 68221	
		CHECKED BY		S. TAWADROUS																			

Date: SEP 08, 2005/INCPD-SIG.DWG 5286-06 DWG



# ANALYSIS OF BOARD REPORTS 1151 through 1167

Board Report Item	DESCRIPTION	COSTS	Argument <b>FOR</b> Approval	Argument <b>AGAINST</b> Approval	COC RECOMMENDATION
1151 through 1152	These two Board Report do not affect Measure TT funds. 1151 is for usage of John Muir by Outward Bound, while 1152 is for approval by the surplus property advisory committee.				
1153	This change order # 7 is for G2K Construction for work on the Washington Elementary School. It is a <b>credit</b> reflecting the removal of "certain items" from the original project scope, addressing changes to the Administration building and selected site improvements.	(\$779,385)	This is a credit and therefore it decreases the cost of the project. The credit is for material and labor associated with removal of an operable partition in Building D, the omission of an electrical ground vault, possible cheaper audio visual items, and elimination of work on the Admin. building, a parking lot and a playground.	It would be useful for the Board to know what the "certain items" were and why they were deleted, without having to read detailed backup data.. Also useful would be the knowledge of <b>why</b> the Admin. Building, and parking lot and playground were removed from the contract. Will these costs occur later with another contractor? Will there be a reduction in the contract with the architect, LPA, Inc. ?	<b>APPROVAL</b>
1154	This change order #8 is for G2K Construction for work on the Washington Elementary School. It brings the total change order percentage to 8.8% at the 60% completion point of the project.	\$431,288	Various changes and unforeseen conditions (12 in all) have to be accounted for.	The three largest changes were an upgrade to the kitchen, a charge for "coordination" to provide a public address and master clock system, and a "coordination" for largely unexplained "bid time" charges. It would seem that large charges and "unforeseen conditions" should require more explanation or absorption by contractors	<b>APPROVAL</b>
1155	This is a request for additional design services by Flewelling Moody to include revisions in the Norma Coombs project for replacement of the boiler and chiller to better address long term energy and maintenance needs.	\$36,970	Measure TT provides funds for modernization of equipment, including upgrades for energy efficiency and seismic improvements.	No arguments against this revision.	<b>APPROVAL</b>
1156	This is a request to provide construction documents to move existing portable classrooms away from the area of a new building addition for work that has been approved by DSA at Don Benito Elementary.	\$28,070	Portable classrooms must be moved to allow for new construction.	No arguments against this revision.	<b>APPROVAL</b>



# ANALYSIS OF BOARD REPORTS 1151 through 1167

Board Report Item	DESCRIPTION	COSTS	Argument <b>FOR</b> Approval	Argument <b>AGAINST</b> Approval	COC RECOMMENDATION
1157	This is a request for funds for GKK Architects for the Blair High School Campus modernization project	unknown	This BR is presumed to be a "place holder" for architectural services for the Blair High School project	There are no details nor funds requests nor documents of any type provided for review. It is stated this BR will be brought to the Board for approval in March when documents are received.	<b>DISAPPROVAL.</b> This Board Report should be deferred until 2-21-17 when relevant information is obtained.
1158	This is a request for funds for Inspection Services for the Blair High School Campus modernization project	unknown	This BR is presumed to be a "place holder" for inspection services for the Blair High School project.	There are no details nor funds requests nor documents of any type provided for review. It is stated this BR will be brought to the Board for approval in March when documents are received. The wording of the BR states that the "BR is vetted by the Facilities Committee." How is this to be possible?	<b>DISAPPROVAL.</b> This Board Report should be deferred until 2-21-17 when relevant information is obtained.
1159	This is a contract extension for consultant Val Matteson to close out 9 remaining unclosed projects to receive certification with the DSA. It is for 328 hours at \$85 per hour.	\$27,880	DSA states that 9 projects are not as yet certified or resolved. This effort is to close those contracts with DSA. Projects must be closed before new projects can be processed for approval.	She states she has closed 33 contracts with nine to go. It is unknown if the last contract was for those 42 closeouts. The charge is for 36 hours per contract at \$85 per hour. She notes that John Muir , Marshall and McKinley currently have unclosed status in addition to the 9 contracts to go. <b>Are we not enforcing closeout requirement in the contractor's contracts?</b> <b>BR 1075 was for Ms. Matteson to close out 11 projects, at a cost of \$59,500. Does this BR imply that she only closed 2 of those and is now requesting an additional \$27,880 to close out the remaining 9 ?</b>	<b>DISAPPROVAL</b> Fees and time to close should be vetted by the Facilities Committee. It is also noted that BR 1162 has a fee for \$27,710 for someone else apparently to close out ONE school project.
1160	This request is for Dudek to provide environmental consultant services to ensure we meet the California Environmental Quality Act (CEQA) requirements for the Linda Vista School site redevelopment.	\$84,542	California will require a consideration of environmental impacts before we proceed with redevelopment of the Linda Vista Site. Dudek is an expert in this field. A comprehensive cost proposal was provided.	Has the Board of Education made a decision to proceed with Linda Vista? Would that not be needed before we begin a CEQA study?	<b>APPROVAL BUT</b> the full Board should approve the likelihood of reopening Linda Vista before proceeding to invest funds.



# ANALYSIS OF BOARD REPORTS 1151 through 1167

Board Report Item	DESCRIPTION	COSTS	Argument <b>FOR</b> Approval	Argument <b>AGAINST</b> Approval	COC RECOMMENDATION
1161	Same as 1160, except for San Rafael.	<b>\$84,542</b>	Same as 1160, except it's for San Rafael	This BR contains the same boiler plate data as 1160, with the same 32 page attachment, except for changing the name of the school. It contains, for example, the same study of the reserved parking spaces for school staff (for which there are NONE at San Rafael) and the same consideration of sacred Indian lands. <b>Why would exactly the same study (at the same price) be needed for an existing school with known impacts as for Linda Vista, which would have to be extensively redone?</b>	<b>APPROVAL BUT,</b> The full Board should approve a go-ahead for San Rafael before performing a CEQA study, and the price should be questioned.
1162	This request extends a construction administration schedule with the architectural firm of LPA for the Phase 1 McKinley K-8 project	<b>\$180,479</b>	This request extends a previously granted extension of June 2016 through to the end of the project. (Supposedly November, 2016.) The extension is to cover final invoicing and closeout to date. These additional services are made necessary as a result of major defects in the work caused by the contractor in the performance of its construction contract. Unpaid invoices exist for LPA from January 2016.	The extension is needed due to, but not limited to "lack of coordination by the contractor in effectively managing sub-contractors, issuance of excessive and poorly drafted RFI's, excessive meetings associated with incomplete change orders and the processing of unwarranted change orders."	<b>DISAPPROVAL, until the Board has decided who is responsible for paying for this extended oversight.</b>
1163	There was no BR 1163 provided. It is assumed that it was not related to Measure TT funding.				
1164	There was no BR 1164 provided. It is assumed that it was not related to Measure TT funding.				

**ANALYSIS OF BOARD REPORTS 1151 through 1167**

<b>Board Report Item</b>	<b>DESCRIPTION</b>	<b>COSTS</b>	<b>Argument <b>FOR</b> Approval</b>	<b>Argument <b>AGAINST</b> Approval</b>	<b>COC RECOMMENDATION</b>
1165	This contract with Sinanian Development is complete on the project work at Sierra Madre Middle School. This BR is to secure a "Notice to Complete."	<b>No Cost</b>	This BR signals final approval of the Sierra Madre Middle School and closes out the project.	The BR appears to ask for an amount of \$27,888,000 for Sierra Madre, yet it states that funds in the amount of \$31,027,670.85 are available. Last month we requested funds for Inspection to close this out. I presume there is actually NO COST (?) associated with this BR	<b>APPROVAL</b>
1166	This BR extends the coverage of the project inspector (O'Neal Construction Inspectors) from November of 2016 through January 2017 for the Marshall Sports Complex.	<b>\$20,856</b>	O'Neal's letter indicates this extension will close out the project.	There was no explanation for why the time of the inspector had to be extended for three months. Why are PO's written by PUSD to end at a certain time and then have to be extended for three months?	<b>APPROVAL</b>



**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL OF CHANGE ORDER NO. 7 WITH G2K CONSTRUCTION FOR THE WASHINGTON ACCELERATED ELEMENTARY SCHOOL– NEW CONSTRUCTION/ CAMPUS ENRICHMENT PROJECT.

**RECOMMENDATION:** The Board of Education approves Change Order No. 7 with G2K Construction for the Washington Accelerated Elementary School – New Construction/ Campus Enrichment in the credit amount of (\$763,699.00)

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

**I. BACKGROUND**

On June 26, 2014 The Board of Education approved the contract for Construction for the Washington Accelerated Elementary School – New Construction/ Campus Enrichment project to G2K Construction in the amount of \$14,439,000.00. There were six (6) previous change orders in the amount of \$1,624,204.42 bringing the total value to \$16,063,204.42

**II. STAFF ANALYSIS**

District staff recommends the approval of Change Order No. 7 with G2K Construction for the Washington Accelerated Elementary School – New Construction/Campus Enrichment in the credit amount of <\$763,699.00>. This change order represents the removal of certain items from the original project scope including improvements to the existing Administration building (Building ‘A’) and selected site improvements.

Note: This change order (No. 7) amount will bring the total change order percentage on this project to 6.0% at 60% completion of the overall project.

The Facilities Committee vetted this Board Report on February 16, 2017

**Attachments:** Change Order No. 7

**III. FISCAL IMPACT**

The amount of \$763,699.00 will be credited to the project.

**Pasadena Unified School District**  
**Board of Education Agenda:** February 23, 2017  
**Prepared by:** Nelson Cayabyab, Chief Facilities Officer

**Funding code:** 21.1-95045.0-00000-85000-6270-0750000

Originator: Nelson Cayabyab, Chief Facilities Officer

## CHANGE ORDER NUMBER 07

**Distribution to:**

Owner: Pasadena Unified School District  
Architect: LPA, Inc.  
Contractor: G2K Construction, Inc.  
Inspector of Record: Ned Khachikian

**PROJECT:** Washington Accelerated Elementary School

**INITIATION DATE:** January 30, 2017  
**OWNER:** Pasadena Unified School District  
**ARCHITECT:** LPA, Inc.  
**CONTRACTOR:** G2K Construction, Inc.  
**D.S.A. File:** File # 19-80; A# 03-113658  
**CONTRACT DATE:** Nov. 03, 2014  
**COMPLETION DATE:** Dec. 21, 2016

**You are directed to make the following changes in this contract:**

**DETAILED DESCRIPTION OF CHANGES**

**ITEM NO. 01: COP 96-R2 Bldg. D Operable Partition Omission.**

Provide credit for material and labor associated with removal of the operable partition in Building D.

**REQUESTED BY:** G2K Construction, Inc.

**REASON FOR CHANGE:** Owner Request

TOTAL	DOLLAR	AMOUNT	OF	CHANGE
		\$<11,000.00>		
CHANGE IN CONTRACT TIME		Zero Calendar days		

**ITEM NO. 02: COP 98 Omission of Electrical Ground Vault.**

Provide credit for material and labor for the omission of (1) 4'x4'x4' electrical ground vault.

**REQUESTED BY:** G2K Construction, Inc.

**REASON FOR CHANGE:** Owner Request

TOTAL	DOLLAR	AMOUNT	OF	CHANGE
		\$<2,699.00>		



CHANGE

Net change by previously authorized Change Orders  
.....\$1,624,204.12

The Contract Price prior to this Change Order was  
.....\$16,063,204.12

The Contract Price will be increased by this Change  
Order.....\$<779,385.24>

The Contract Price including this Change Order will be  
.....\$15,283,818.88

The Contract Time is changed by a total of Zero calendar days, therefore, the Date of Substantial Completion from the previously approved date of Dec. 21, 2016 remains unchanged.

<b>ARCHITECT:</b> LPA, Inc. 5161 California Ave. Suite 100 Irvine, CA 92617  By:  DATE: January 30, 2017	<b>CONTRACTOR:</b> G2K Construction, Inc. 28348 Roadside Dr. Suite 205 Agora Hills, CA 91301  By:  DATE:	<b>OWNER:</b> Pasadena Unified School District 351 So. Hudson Avenue Pasadena, CA 91103  By:  DATE:
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**Note: The numbers need to match the board report as well as the percentage of the Change Order to date:**



**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL OF CHANGE ORDER NO. 7 WITH G2K CONSTRUCTION FOR THE WASHINGTON ACCELERATED ELEMENTARY SCHOOL– NEW CONSTRUCTION/ CAMPUS ENRICHMENT PROJECT.

**RECOMMENDATION:** The Board of Education approves Change Order No. 8 with G2K Construction for the Washington Accelerated Elementary School – New Construction/ Campus Enrichment in the amount of \$356,918.93

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

**I. BACKGROUND**

On June 26, 2014 The Board of Education approved the contract for Construction for the Washington Accelerated Elementary School – New Construction/ Campus Enrichment project to G2K Construction in the amount of \$14,439,000.00. There were seven (7) previous change orders in the amount of \$860,505.42 bringing the total value to \$15,299,505.42

**II. STAFF ANALYSIS**

District staff recommends the approval of Change Order No. 8 with G2K Construction for the Washington Accelerated Elementary School – New Construction/Campus Enrichment in the amount of \$356,918.93. This change order represents unforeseen conditions, and Architect/ District requested scope changes and approved construction coordinated design items.

Note: This change order (No. 8) amount will bring the total change order percentage on this project to 8.4% at 60% completion of the overall project.

The Facilities Committee vetted this Board Report on February 16, 2017

**Attachments:** Change Order No. 8

**III. FISCAL IMPACT**

Funds in an amount not to exceed \$356,918.93 are available in the Measure TT Account.

**Pasadena Unified School District**  
**Board of Education Agenda:** February 23, 2017  
**Prepared by:** Nelson Cayabyab, Chief Facilities Officer

**Funding code:** 21.1-95045.0-00000-85000-6270-0750000

Originator: Nelson Cayabyab, Chief Facilities Officer

CHANGE ORDER NUMBER # 08 Page 1 of 4	<b>EXHIBIT P</b>	PASADENA UNIFIED SCHOOL DISTRICT

## CHANGE ORDER NUMBER 08

**Distribution to:**

Owner: Pasadena Unified School District  
Architect: LPA, Inc.  
Contractor: G2K Construction, Inc.  
Inspector of Record: Ned Khachikian

**PROJECT:** Washington Accelerated Elementary School

**INITIATION DATE:** January 30, 2017  
**OWNER:** Pasadena Unified School District  
**ARCHITECT:** LPA, Inc.  
**CONTRACTOR:** G2K Construction, Inc.  
**D.S.A. File:** File # 19-80; A# 03-113658  
**CONTRACT DATE:** Nov. 03, 2014  
**COMPLETION DATE:** Dec. 21, 2016

**You are directed to make the following changes in this contract:**

**DETAILED DESCRIPTION OF CHANGES**

**ITEM NO. 01: COP 16R5 Grading Contractor & Equipment Standby Time**

Standby time for grading contractor pending resolution to locate and secure suitable backfill material

**REQUESTED BY:** G2K Construction, Inc.

**REASON FOR CHANGE:** Unforeseen Condition

**TOTAL DOLLAR AMOUNT OF CHANGE**.....\$27,508.69  
**CHANGE IN CONTRACT TIME** .....Zero Calendar days

**ITEM NO. 02: COP 23-R3 Demobilization/Mobilization Impacts**

Demobilization and remobilization of concrete trades due to Deviation Notice No. 1 regarding relocation of Building D.

**REQUESTED BY:** G2K Construction, Inc.

**REASON FOR CHANGE:** District.

**TOTAL DOLLAR AMOUNT OF CHANGE**.....\$3,678.11

**PASADENA UNIFIED SCHOOL DISTRICT**

**CHANGE ORDER**



CHANGE IN CONTRACT TIME .....Zero Calendar days

**ITEM NO. 03: COP 59-R1 Removal of Underground Obstacles.**

Removal of unforeseen rock and boulders within Building C's foundation footprint.

REQUESTED BY: G2K Construction, Inc.

REASON FOR CHANGE: Unforeseen Condition

TOTAL DOLLAR AMOUNT OF CHANGE.....\$4,728.02

CHANGE IN CONTRACT TIME .....Zero Calendar days

**ITEM NO. 04: COP 76-R2 Public Address & Master Clock System for Bldgs. C&D**

Provide Public Address and Master Clock systems per CCD-07.

REQUESTED BY: G2K Construction, Inc.

REASON FOR CHANGE: Coordination

TOTAL DOLLAR AMOUNT OF CHANGE..... \$97,943.74

CHANGE IN CONTRACT TIME.....Zero Calendar days

**ITEM NO. 05: COP 83 Building C Elevator Pit.**

Additional work associated with the placement of the elevator pit's foundation reinforcing.

REQUESTED BY: G2K Construction, Inc.

REASON FOR CHANGE: Contractor

TOTAL DOLLAR AMOUNT OF CHANGE .....\$1,627.69

CHANGE IN CONTRACT TIME .....Zero Calendar days

**ITEM NO. 06: COP 91-R2 DSA Approved Addenda 1-4 .**

Cost difference between bid time issued Addenda 1-4 and the subsequently DSA approved versions of those same addenda. Reference CCDs 29 & 30.

REQUESTED BY: G2K Construction, Inc.

REASON FOR CHANGE: Coordination

TOTAL DOLLAR AMOUNT OF CHANGE .....\$85,140.44

CHANGE IN CONTRACT TIME .....Zero Calendar days

**ITEM NO. 07: COP 94-R2 Building C & D Fire Alarm Systems.**

Provide material and labor for Buildings' C & D fire alarm systems.

REQUESTED BY: G2K Construction, Inc.

REASON FOR CHANGE: Coordination

TOTAL DOLLAR AMOUNT OF CHANGE .....\$87,057.05  
CHANGE IN CONTRACT TIME .....Zero Calendar days

**ITEM NO. 08: COP 99-R1 Elevator Smoke Detectors.**

Provide and install smoke detectors at Building C's elevator entries.

REQUESTED BY: G2K Construction, Inc.

REASON FOR CHANGE: Coordination

TOTAL DOLLAR AMOUNT OF CHANGE .....\$4,877.26  
CHANGE IN CONTRACT TIME .....Zero Calendar days

**ITEM NO. 09: COP 102 Storm Water Management System Manholes.**

Cost increase associated with the increased size of the storm water management system's manhole.

REQUESTED BY: G2K Construction, Inc.

REASON FOR CHANGE: Coordination

TOTAL DOLLAR AMOUNT OF CHANGE .....\$13,110.45  
CHANGE IN CONTRACT TIME .....Zero Calendar days

**ITEM NO. 10: COP 106-R1 Bldg. C Stair 3 Relocation.**

Labor and material to shift Bldg. C's stair #3 to clear exterior wall.

REQUESTED BY: G2K Construction, Inc.

REASON FOR CHANGE: Contractor

TOTAL DOLLAR AMOUNT OF CHANGE .....\$18,966.75  
CHANGE IN CONTRACT TIME .....Zero Calendar days

**ITEM NO. 11: COP 108 Lighting Dimming Ballasts**

Provide dimming ballasts for light fixture types FP1 & FR4 in response to RFI 432.

REQUESTED BY: G2K Construction, Inc.

REASON FOR CHANGE: Coordination

TOTAL DOLLAR AMOUNT OF CHANGE .....\$6,177.16  
CHANGE IN CONTRACT TIME .....Zero Calendar days

**ITEM NO. 12: COP 118 Kitchen Changes**

Remaining revisions associated with upgrading the kitchen in Bldg. D. (CCD #4)

REQUESTED BY: G2K Construction, Inc.

REASON FOR CHANGE: Owner Request



TOTAL DOLLAR AMOUNT OF CHANGE ..... \$80,472.28  
CHANGE IN CONTRACT TIME .....Zero Calendar days

Not valid until approved by the School District, Contractor and Architect.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time. The Architect has reviewed the figures submitted by the Contractor, and they have been reviewed and approved by the School District; we believe this request is valid and recommend your approval for acceptance.

Contractor accepts the terms and conditions stated herein as full and final settlement of any and all claims arising from this Change Order. Contractor agrees to perform the above described work in accordance with the terms herein and in compliance with the applicable sections of the contract documents. This change order is hereby agreed to, accepted, and approved, all in accordance with the General Conditions of the contract documents.

The original Contract Price was .....\$14,439,000.00

Net change by previously authorized Change Orders  
.....\$844,818.88

The Contract Price prior to this Change Order was  
.....\$15,283,818.88

The Contract Price will be increased by this Change Order.....\$431,287.55

The Contract Price including this Change Order will be  
.....\$15,715,106.43

The Contract Time is changed by a total of Zero calendar days, therefore, the Date of Substantial Completion from the previously approved date of Dec. 21, 2016 remains unchanged.

<b>ARCHITECT:</b> LPA, Inc. 5161 California Ave. Suite 100 Irvine, CA 92617  By:  DATE: January 30, 2017	<b>CONTRACTOR:</b> G2K Construction, Inc. 28348 Roadside Dr. Suite 205 Agora Hills, CA 91301  By:  DATE:	<b>OWNER:</b> Pasadena Unified School District 351 So. Hudson Avenue Pasadena, CA 91103  By:  DATE:
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**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL OF THE FLEWELLING & MOODY ARCHITECTS PROPOSAL FOR ADDITIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR SCOPE REVISIONS FOR THE NORMA COOMBS ES REPLACEMENT OF BOILER AND CHILLER AT EXISTING CENTRAL PLANT PROJECT PAA 79-5

**RECOMMENDATION:** It is recommended that the Governing Board of the Pasadena Unified School District approve Flewelling & Moody's proposal in the amount of \$36,970.00 for additional architectural design and engineering services for the Norma Coombs ES Replacement Boiler and Chiller at Existing Central Plant Project PAA 79-5

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

**I. BACKGROUND**

Flewelling & Moody Architects is under contract with PUSD for the Norma Coombs Elementary School Replacement of Boiler and Chiller at Existing Central Plant project (PAA 79-5). Recent review and analysis by PUSD staff has determined that certain changes and additions to the project scope and design would better address the long term energy and maintenance needs of the District. Flewelling & Moody has provided a proposal for the additional Architectural and Engineering design services to include these revisions and additions in the construction documents.

**II. STAFF ANALYSIS**

District staff recommends approving the Flewelling & Moody add-service proposal for the amount of \$36,970.00 for additional Architectural and Engineering and services for the Norma Coombs Elementary School Replacement of Boiler and Chiller at Existing Central Plant project (PAA 79-5).

This Board Report was vetted by the Facilities Committee on February 16, 2017.

**Attachment:** Flewelling & Moody Proposal

**III. FISCAL IMPACT**

Funds not to exceed \$36,970.00 (Additional Architectural, Engineering fees only) are available in the Measure TT - Norma Coombs Elementary School account. This added service is within the guidelines of the MTT Bond language as the funds source as previously approved by the board for this service.

**Funding Code:** 21.1-95133.0-00000-85000-6210-0600000

Pasadena Unified School District  
Board of Education Agenda: February 23, 2017  
Prepared by: Nelson Cayabyab, Chief Facilities Officer

Originator: Nelson Cayabyab, Chief Facilities Officer





January 30, 2016

Mr. Nelson Cayabyab  
Chief Facilities Officer  
**Pasadena Unified School District**  
740 West Woodbury  
Pasadena, CA 91103

**RE: Amendment to PAA 79-5  
Norma Coombs Elementary School  
Replacement of Boiler and Chiller at Existing Central Plant**

Dear Mr. Cayabyab,

The following additional services request is based on our meeting date of August 31<sup>st</sup>, 2016 at District Facilities Offices for review of the above referenced project system design. We are requesting modification of the current PAA 79-5 for District requested scope revisions. Please see listed scope revisions attached herewith on our Consultant's fee proposal for your reference.

**Proposed fees for requested revisions by District to the DSA approved documents:**

a. Mechanical Engineering fee	\$14,600.00
b. Electrical Engineering fee:	\$7,200.00
c. Structural Engineering fee:	\$6,400.00
d. Architectural fee (includes 15% of Consultant fees above)	\$8,770.00
 Total <b>additional</b> A/E service fee requested:	 <b>\$36,970.00</b>



The proposed fee increase is based on the architect's fee schedule referenced in the Master Agreement as Exhibit "C" and computed in the same manner as the original fee. Please let us know if you have any questions regarding the proposed amendment.

Sincerely,

**Flewelling & Moody**



Sam Sahand, Architect  
Project Manager

Scope accepted & authorized to proceed by: \_\_\_\_\_ Date: \_\_\_\_\_





STRUCTURAL, MEP, CIVIL ENGINEERING & CONSTRUCTION SERVICES

Arizona California Colorado Florida Texas Lebanon Saudi Arabia U.A.E.

September 12, 2016

Mr. Sam Sahand  
Flewelling & Moody  
815 Colorado Boulevard, Suite 200  
Los Angeles, CA 90041

Project: Pasadena Unified School District - Norma Coombs Elementary School – Redesign of Chiller Plant

Reference: Additional Structural, Mechanical and Electrical Engineering Services Fee Proposal for Redesign  
TTG# 0212160.16

Dear Mr. Sahand:

Thank you very much for giving us the opportunity to submit our fee proposal for the subject project. We are very pleased and excited to submit the above mentioned Engineering Services fee proposal for your review and consideration.

#### **BASIS OF PROPOSAL**

1. Additional scope of services based on Pasadena Unified School District's directions given to us during the meeting held on August 31, 2016 to redesign chiller plant.
2. We acknowledged that we have understood and agreed with the master A/E agreement of the subject project for all the contract conditioning.

#### **A. SCOPE OF SERVICES**

##### **I. Structural Engineering:**

1. Provide seismic anchorage system for all the new and relocated mechanical and HVAC units at central plan.
2. Provide seismic anchorage system for all the new and relocated electrical and low voltage equipment and panels.

##### **II. Additional Mechanical Engineering:**

1. Revise mechanical design and drawings to include resizing of two (2) chillers by reducing size from 160 Ton (currently specified on the drawings) to 100 Ton each.
2. Revise mechanical design and drawings to include resizing of chilled water pumps based on the 100 Ton each, two (2) chillers.





3. The revised design will be prepared with both the chillers running simultaneously to meet the campus wide loads.
4. The revised drawings will show conversion of existing primary-secondary pumping system to variable primary pumping system. Since existing air side HVAC equipment has 3-way valves, the new variable primary pumping system will work as a constant volume system until chilled water coils retrofitted with 2-way control valves.
5. The revised design to include selection of new chillers for 10 degree delta T since existing chilled water coils at the air side equipment are sized for 10 degree delta T.
6. Revised drawings and specifications to include flushing of entire chilled water distribution system including equipment prior to bringing new central plant equipment (chillers, pumps, etc.) and new air side equipment for modernization buildings on line.
7. New design to include DP switches at the modernization building.

### **III. Electrical Engineering**

1. Revise Electrical design and drawings to include Mechanical revisions of resizing two (2) chillers and various pumps.
2. Revise Electrical design of conduit only provision on site plans for the Chillers systems provided under Main package.
3. Revise Specification, Single Line Diagram, Panel and Load Summary Schedules to include Mechanical revisions.

### **B. ASSUMPTIONS AND EXCLUSIONS**

1. Adequate power is available in existing Distribution Switchboards and branch circuit panel boards to serve the new replacement mechanical equipment.
2. Power measurement of any of the existing Distribution Board or panel board is excluded.
3. Multiple bid packages are considered additional services.
4. Design changes after Owner approval of the design will be considered additional services.
5. Additional design work due to Value Engineering after Owner's approval is excluded. If the owner elects to have a separate peer review of Value Engineering and/or any other Value Engineering that occurs after approval will be considered as Added Services.
6. Documentation during construction for contractor proposed alterations or deviations from the approved documents.
7. Temporary shoring design and calculation are not part of this contract.
8. Providing structural opinion of construction cost estimate is not included in this proposal.





Mr. Sam Sahand/Flewelling & Moody  
Norma Coombs ES Changes in Scope  
Pasadena Unified School District  
September 12, 2016  
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9. Phasing or sequencing of drawings is not included in the scope or fee.
10. Preparation of alternate bid packages is not included in this scope and fee (AIA #C141 3.2.3 Modification).
11. Redesign services, if project is over budget after approval/completion of design development, will be performed for an additional service fee (AIA #C141 3.2.5 Modification).
12. Documentation during construction for contractor proposed alterations or deviations from the approved documents.
13. Review/revisions and incorporation of comments to our documents as proposed by third party value/constructability consultants are excluded from this proposal.
14. Changes in project size, cost and/or complexity are not included in this proposal.
15. Study of alternative designs in excess of specified in this proposal is excluded.
16. Restart of project after stopping for over three months will be considered additional services.
17. Reviewing contractor claims not resulting from engineer's work is excluded from this proposal.
18. 3D Revit design is excluded.
19. Owner's initiated change orders during construction are excluded in this proposal.

#### C. SCHEDULE

Our team will comply with Architect's Defined Project Schedule.

#### D. COMPENSATION

- We propose to provide the above mentioned additional Structural, Mechanical & Electrical, Engineering Services on a fixed fee basis as follows:

DESCRIPTION	FEE
Structural Engineering	\$6,400
Mechanical Engineering	\$14,600
Electrical Engineering	\$7,200
Total	\$28,200

- Our estimated fee excludes reimbursable expenses. The said expenses will be charged as stated in AIA Document C141.





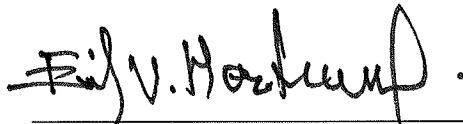
Mr. Sam Sahand/Flewelling & Moody  
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September 12, 2016  
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We are committed to providing quality engineering services for your firm with ample flexibility to your design philosophy.

The original and a copy of this authorization are sent for your review and consideration. Should there be any questions or additional information is required, please do not hesitate to call us.

Submitted by,  
TTG

Accepted by,  
Flewelling & Moody Architects

 09/12/16



Emil V. Hartunian, PE  
Associate, Project Manager

Date

Mr. Sam Sahand

01-30-2017

Date

c: Accounting

Encl: TTG 2016 Schedule of Charges and Standard Terms and Conditions



**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL OF PROPOSAL WITH PBWS ARCHITECTS ADDITIONAL SERVICES FOR DON BENITO ES RENOVATION AND ADDITION

**RECOMMENDATION:** The Board of Education approve PBWS Architect's proposal for additional design and engineering services for the Don Benito ES Renovation and Addition project.

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

**I. BACKGROUND**

PBWS Architects is under contract with PUSD for the Don Benito ES Renovation and Addition project and has provided construction drawings and specifications which have been DSA reviewed and approved. To provide interim housing during the construction of the project, two (2) existing portable classrooms will need to be relocated away from the area of a new building addition.

**II. STAFF ANALYSIS**

District staff recommends approving PBWS proposal for the amount of \$28,070.00 for Architectural and Engineering services to provide for the relocation of two portable classrooms for interim housing. Services to include: design and engineering, construction document preparation, and submittals and coordination for Addendum approval by the Division of State Architect (DSA).

This Board Report was vetted by the Facilities Committee on February 16, 2017.

**Attachment:** PBWS Proposal

**III. FISCAL IMPACT**

\$28,070.00 (Additional Architectural and Engineering fees only) is available and budgeted for in the site MTT funds.

**Pasadena Unified School District**  
**Board of Education Agenda:** February 23, 2017  
**Prepared by:** Nelson Cayabyab, Chief Facilities Officer

**Funding Code:** 21.1-95097.0-00000-85000-6210-0140000

Originator: Nelson Cayabyab, Chief Facilities Officer



January 31, 2017

**VIA EMAIL Anson Rane (spo-ranea@pusd.us)**

**Mr. Anson Rane**

Pasadena Unified School District  
740 West Woodbury  
Pasadena, CA 91103

**RE: Proposal for Additional Services for the relocation of two existing  
relocatable classrooms  
PUSD Measure TT Improvements  
Don Benito Fundamental School  
PBWS P/N 09000.00**

Dear Anson:

We understand that the District would like to move two relocatable buildings that it owns on the Don Benito Fundamental School site. These two buildings are currently located west of Building D. The new location for these buildings is to the east of the lower campus shade structure near the eight other relocatable buildings. We understand the approval by DSA is requested as an over-the-counter process.

This includes the building layout on the site with grades, site access, power, signal and fire alarm design. This does include DSA and local Fire approval(s).

Services will include:

- Prepare construction documents (Drawings & Specifications) for site work, modular building location, and power/communication connection.
- Incorporating modular manufacturer's plans into the construction documents
- Obtain DSA approved plans and other agencies as required.
- Assist with obtaining bids or procuring construction services.
- Construction administration (regular meetings on site up to 3 months).
- Project closeout with DSA certification as required.

Exclusions:

- Geotechnical investigations
- Hazardous materials investigations
- Environmental investigations
- LEED certification



Mr. Anson Rane  
**Pasadena USD**  
January 31, 2017  
Page 2

Assumption:

- District will provide PBWS with plans for modular buildings.
- Plans for modular buildings have an acceptable PC number with DSA.
- All interior work (modernization, upgrades etc.) will be by modular building manufacturer.

For the design and construction documents for two interim relocatable buildings to be relocated on the Do Benito campus we propose a fee of **\$28,070.**

If this is acceptable please issue a notice to proceed and the appropriate contract amendment. Please don't hesitate to call if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Wade Frazier". The signature is fluid and cursive, with the first name "Wade" and last name "Frazier" clearly distinguishable.

**PBWS** architects  
Wade Frazier, RA, CSI, LEED AP  
Architect/Partner



**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL OF BID AWARD TO (TO BE DETERMINED) FOR THE BLAIR HIGH SCHOOL CAMPUS MODERNIZATION PROJECT, BID NO XXXX

**Recommendation:** The Board of Education Approves the Bid Award to (TBD) for the Blair High School Campus Modernization Project, Bid No. xxxx

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

**I. BACKGROUND**

On February 23, 2010, the Governing Board of the Pasadena Unified School District approved Project Assignment Agreement 73-5 (PAA 73-5) with GKK-Works Architects for the Blair High School Campus Modernization Project. Project construction documents have been completed and the project was bid on February 14, 2017 (Bid No. xxxx). The results of the Bid and subsequent analysis of the bid results are.....

**II. STAFF ANALYSIS**

The scope of work of the modernization includes the complete renovation of the main classroom and administration building with electrical, mechanical, plumbing and architectural upgrades throughout the entire building. Staff will bring the contract back to the board for approval when all of the necessary documents from the contractor are received (March 2017 scheduled board meeting).

The Facilities Committee vetted this Board Report on February 16, 2017

**Attachments:** Bid Recap Sheets

**III. FISCAL IMPACT**

Funds in an amount not to exceed (TBD)... are available in the Measure TT-Blair account.

**Pasadena Unified School District**  
**Board of Education Agenda:** February 23, 2017  
**Prepared by:** Nelson Cayabyab, Chief Facilities Officer

**Funding code:** 21.1-95056.0-00000-85000-6270-0800000

Originator: Nelson Cayabyab, Chief Facilities Officer



**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL OF INSPECTION SERVICES PROPOSAL FOR THE CONSTRUCTION OF BLAIR IB MAGNET SCHOOL MODERNIZATION

**RECOMMENDATION:** The Board of Education approve RS Construction Services' proposal for Assistant Project Inspectors for construction of Blair High School Modernization

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

**I. BACKGROUND**

Assistant Project Inspector is needed for the construction of the Blair IB Magnet School Modernization Project (Bid No. 02-16/17). RS Construction Services has provided a proposal for a full-time qualified DSA Assistant Project Inspector to provide inspection services for the project.

**II. STAFF ANALYSIS**

Project Inspection services are required for the construction of the Blair IB Magnet School Modernization (Bid No. 02-16/17). District staff recommends approving the RS Construction Services proposal for Assistant Project Inspection Services in the amount of \$xx,xxx.00 for the period beginning March 1, 2017 through the completion of the project.

This Board Report was vetted by the Facilities Committee on February 16, 2017

**Attachment:** RS Construction Services Proposal

**III. FISCAL IMPACT**

Funds in an amount not to exceed \$xx,xxx.00

**Pasadena Unified School District**  
**Board of Education Agenda:** February 23, 2017  
**Prepared by:** Nelson Cayabyab, Chief Facilities Officer

**Fund Code:** 21.0-92100.0-00000-85000-6275-0800000

Originator: Nelson Cayabyab, Chief Facilities Officer



**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL OF CONTRACT RENEWAL WITH VAL MATTESON FOR DIVISION OF STATE ARCHITECT CLOSEOUT SERVICES FOR NINE ADDITIONAL PROJECTS PRESENTLY NOT CLOSED WITH CERTIFICATION, IN ADDITION TO THE PROJECTS PREVIOUSLY APPROVED BY THE BOARD - BR 1075, JULY 28, 2016.

**Recommendation:** The Board of Education approves the renewal of contract with Val Matteson for Division of State Architect (DSA) Closeout Services for 9 projects not closed with certification for the 2016-2017 fiscal years. A mandatory required by the Department of State Architects before any new projects can be process for approval.

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning

**I. BACKGROUND**

District still has legacy projects requiring DSA certification and closeout. Val Matteson has provided support services to review and closeout the remaining DSA projects without certification.

**II. STAFF ANALYSIS**

District Facilities Staff has identified legacy projects that require DSA Closeout. DSA requires closeout of previous projects that were closed without certification, this is a DSA mandatory requirement before the approval of any new projects submitted for plan review (see attached DSA PR 13-02). District Facilities staff recommends that the Board approve the increase and contract extension with Val Matteson to provide DSA Closeout Services for the remaining 9 projects identified by the Division of State Architect as not certified/unresolved. Val Matteson's contract will not exceed \$27,880. Ms. Matteson will work an estimated 328 hours at \$85.00 per hour.

The Facilities Committee vetted this board report on February 16, 2016.

**Attachment:** #1) DSA PR 13-02 Proposal for Val Matteson for DSA Closeout Services.

**III. FISCAL IMPACT**

Funds in the amount of \$27,880 are available in the Measure TT Account.

**Pasadena Unified School District**  
**Board of Education Agenda:** February 23, 2016  
**Prepared by:** Nelson Cayabyab, Chief Facilities  
Officer

**Funding code:** 21.0-92100.0-00000-85000-6260-0000710

Originated by: Nelson Cayabyab, Chief Facilities Officer



Val Matteson  
8052 SVL Box  
Victorville, CA. 92395  
760-953-8482

January 20, 2017

Nelson Cayabyab  
Chief Facilities Officer  
740 W. Woodbury Road  
Pasadena, CA. 91103

Val Matteson is please to submit -this proposal to extend the current purchase order (March-June) for DSA Closeout Services for the remaining 9 projects identified by the Division of the State Architect as not certified/unresolved. The **“not to exceed”** fee proposed is estimated to be \$27,880, based on an estimated 328 hours and services shall be billed on an hourly basis at \$85.00 per hour.

**Summary/current status of close outs:** Previously contracted to work 42 projects; 33 have been closed with certification/cancelled or resolved with DSA. Projects have been prioritized by the district (December 2016) and are being worked on accordingly.

The following are tasks required to complete these project close-outs:

- Provided labor to research past projects and their current status
- Expedite projects that are classified as “Priority” by the District.
- Schedule and attend any required meetings with DSA Los Angeles.
- Compile all required documents and interface with any required consultant, including meeting with and on behalf of with DSA and/or the District.
- Any other task that would be considered reasonable and customary for this type of activity.

It should be noted that because the projects are submitted, it does not mean that they will be closed after review. Experience indicates that projects could be returned with additional requirements or stipulations by DSA during the close out review that will require additional work or documentation from the Owner, AOR, IOR, Test Laboratory, EOR, or other associate professionals.

The District is responsible to cover the re-examination fees with The Division of the State Architect. Val Matteson will request the needed amounts from the District with supporting documentation and will coordinate payment directly with The Division of the State Architect. Per Certification Guide, Chapter 3, dated 3-18-15, re-examination fee for projects that were closed without certification are as follows:



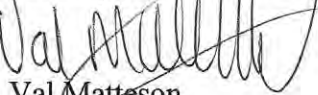
Projects less than \$5 million	\$500.00 re-examination fee
Projects \$5 million to \$50 million	\$750.00 re-examination fee
Projects greater than \$50 million	\$1000.00 re-examination fee

**Qualification of Consultant:** Val Matteson has worked as a DSA close out specialist for the past 9 years. She has worked for six school districts representing them directly to The Division of the State Architect, including Pasadena, Pomona, El Camino College, Monrovia, Norwalk-LaMirada, Santa Maria and Big Bear. She has closed/certified in excess of 350 projects and various other related tasks during this course of time, having established an excellent repore with the staff at DSA; in addition personally travelling to obtain required documents, work directly with District Staff, architects, engineers, contractors, and inspectors to expedite the close-out process.

DSA will not be able to approve new proposed projects associated with uncertified construction, therefore, it is recommended that all projects closed without certification are re-examined to determine their certification status. Attached is a list of projects, by site, and DSA application number.

Thank you for your consideration and I look forward to continuing to work with you.

Thank you,



Val Matteson  
760-953-8482

Accepted by: \_\_\_\_\_

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

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



**Remaining Projects Requiring Certification/Resolution**

03-103858 Jefferson  
03-110741 Hamilton  
03-51695 Alternative School (Norma Coomes)  
03-60360 Various Sites  
03-65009 Longfellow Elementary  
03-66023 Blair  
03-105858 Rose City  
03-106649 Rose City  
03-106364 Ed Center

During my review of all projects for Pasadena Unified the following projects have been closed without certification recently.

03-116004 John Muir  
03-115775 Marshall  
03-113750 McKinley

It appears that the architect may be working on the 3 projects listed above, would have to confirm.

03-111343 Washington

This project was closed 2-10-14 and doesn't appear to have had any recent activity.

Please let me know if you would like me to work on any or all of the new projects listed.

Thank you.

Val



# PROCEDURE: PROJECT CERTIFICATION PROCESS

**PURPOSE:** California Code of Regulations (CCR), Title 24, Part 1, Chapter 4, Article 1 (Sections 4-211 through 4-220) and Group 1, Articles 5 and 6 (Sections 4-331 through 4-344) provide regulations governing the construction process for projects under the jurisdiction of the Division of the State Architect (DSA).

This Procedure provides a required, prescribed method for compliance with applicable sections of the above regulations related to certification of construction projects.

**BACKGROUND:** Constructed projects regulated by DSA are required to be certified as to the safety of design and construction pursuant to Education Code Sections 17280-17316 and 81130-81147.

Ensuring projects are certified is critical because:

- Certification provides a method to report the safety of school construction.
- School board members may be personally liable for projects until certified.
- DSA will be unable to approve new proposed projects associated with uncertified construction (see [DSA IR A-20](#) for in-depth discussion).

**DEFINITIONS:** The following definitions apply to terms used in this document:

**Architect/Engineer** – An abbreviated use of the term Design Professional in General Responsible Charge.

**Contractor** – A company or individual that contracts for or is otherwise responsible for the construction of the project or portions of the project.

**DSA Approved Construction Documents** – Portions of plans, specifications, addenda, deferred submittals, revisions, and construction change documents (CCDs) duly approved by DSA that contain information related to, and affecting Structural Safety, Fire and Life Safety, and Accessibility. While all portions of the construction documents may contain a DSA identification stamp, the stamp does not imply approval. The DSA approval is indicated by a letter to the district. The letter clarifies that the approval is limited to Structural Safety, Fire and Life Safety, and Accessibility.

The DSA approval letter states: *“Buildings constructed in accordance with approved drawings and specifications will meet minimum required standard given in Title 24, California Code of Regulations, for structural, and fire and life safety...and... certifies that the drawings and specifications are in compliance with State regulations for the reasonable accommodation of the disabled.”*

**Design Professional In General Responsible Charge** – The architect or engineer in general responsible charge of the project, as listed on Line 22 or 24 of form DSA 1.

**Other Responsible Design Professionals** – Architects or engineers with delegated responsibility for portions of the project as listed on Line 25 or 26 of form DSA 1, such as architects, structural engineers, mechanical engineers, electrical engineers and the geotechnical engineer of record.

**Project Inspector** – An inspector who is certified by DSA and specifically approved by DSA to provide competent, adequate and continuous construction inspections for the project.



## PROJECT CERTIFICATION PROCESS

**APPLICABLE DSA FORMS:** The following forms are referenced in this document and can be found on the DSA website at <http://www.dgs.ca.gov/dsa/Forms.aspx>.

- DSA 1            Application for Approval of Plans and Specifications
- DSA 5-PI       Project/Special Inspector Qualification Record
- DSA 6-AE       Architect/Engineer Verified Report
- DSA 6-C       Contractor Verified Report
- DSA 6-PI       Project Inspector Verified Report
- DSA 102-IC     Construction Start Notice/Inspection Card Request
- DSA 103       Statement of Structural Tests and Special Inspections
- DSA 130       Certificate of Compliance – Approved Bleacher/Grandstand Fabricator
- DSA 152       Project Inspection Card
- DSA 154       Notice of Deviations/Resolution of Deviations
- DSA 155       Project Inspector Semi-Monthly Report
- DSA 291       Laboratory of Record Verified Report
- DSA 292       Special Inspection Verified Report
- DSA 293       Geotechnical Verified Report
- DSA 301-N      Notification of Requirement for Certification (first notice)
- DSA 301-P      Notification of Requirement for Certification (posted)
- DSA 302       Response to DSA 301-P Notification of Requirements for Certification

### 1. DSA CONSTRUCTION OVERSIGHT PROCESS OUTLINE:

#### General

DSA provides oversight during construction by providing supervision of the Project Inspector, reviewing administrative and technical documents, communicating with involved parties and by making periodic visits to the construction site. The general outline of the process is as follows:

#### 1.1 Approval of the Project Inspector:

- The project inspector must be approved by DSA for each individual project. This requires a form DSA 5-PI (Inspector Qualification form) to be submitted to DSA.
- The DSA Field Engineer (DSE) approves the project inspector (or disapproves and a new form DSA 5-PI needs to be submitted).
- See DSA procedure [PR 13-01](#) for further discussion.

#### 1.2 Notice of Start of Construction/Request for Inspection Cards:

- The Design Professional in Responsible Charge or the district (owner) submits form DSA 102-IC (Notice of Start of Construction/Request for Inspection Card) to DSA.
- See DSA procedure PR 13-01 for further discussion.

#### 1.3 DSA Creates Box (Electronic communication/collaboration system):

- DSAbbox.com is a web-based file sharing system used by those involved in the



## PROJECT CERTIFICATION PROCESS

construction process to submit and share required documentation with DSA.

- See DSA procedure PR 13-01 and DSABox External Library for further discussion.

### 1.4 DSA issues Inspection Cards (forms DSA 152):

The Project Inspection Card (form DSA 152) is an interim verified report by the project inspector. The project inspector signs off the applicable blocks and sections on the form as the work progresses, verifying:

- Construction is in compliance with the DSA-approved construction documents.
- Required testing and inspections are complete.
- Required documentation has been received by the project inspector.

### 1.5 Construction Commences:

- As construction proceeds, various documents are submitted to the DSABox by those involved with the construction process.
- The DSA field engineer (District Structural Engineer) is generally responsible for regulatory oversight of the construction and visits the construction site when appropriate.

### 1.6 Project Certification Phase is Initiated:

- See Section 2 for in-depth discussion about the process of Project Certification.
- When a project becomes occupied, in use, or otherwise complete, DSA initiates the project certification phase. The project either becomes “certified” or “not certified.”
- The Design Professional in General Responsible Charge and the district (owner) are notified of the certification status of the project.
- If the project is certified, DSA creates a certification letter which is uploaded to the DSABox and sent to the school district (owner) and the Design Professional in General Responsible Charge.
- If the project is not certified, then:
  - DSA completes form DSA 301-N “Notification of Requirement for Certification” which identifies the reasons certification is being withheld. The form is uploaded to the DSABox, and sent to the district (owner). If the reasons for withholding certification are not resolved within 60 calendar days, form 301-N is updated by using form 301-P and the form 301-P is then posted on the DSA website using the DSA Certification Box.
  - After DSA posts a form DSA 301-P, the district and its design team can upload the identified required documentation to the DSA Certification Box and/or upload forms DSA 302 with responses to the issues identified in the form DSA 301-P.
  - After the district and its design team has resolved all the issues identified in the form DSA 301-P, a request for DSA to re-examine the file must be made by submitting a completed form DSA 302.
  - A fee may be required to initiate the re-examination process as specified in section 2.9.



## PROJECT CERTIFICATION PROCESS

### 2. PROJECT CERTIFICATION PHASE:

#### General:

Constructed school building projects are required to be certified for compliance with Title 24, California Code of Regulations as to the safety of design and construction. The project certification phase is the culmination of the DSA construction oversight program wherein DSA completes the verification that the constructed project complies with the DSA-approved construction documents.

#### 2.1 Initiation of the Project Certification Phase:

- For the purpose of initiating the project certification phase, the following definitions shall apply:
  - **Occupied or In Use** – Buildings, structures, projects or portions of projects in the state of being entered or used by any persons or for any purposes other than for the purpose of being constructed or furnished.
  - **Ready for Occupancy or Use** – Projects that have all the Structural, Fire and Life Safety, and Accessibility components and systems completed such that the project can be occupied or used.

**2.1.1** The project certification phase is initiated by the DSA District Structural Engineer (DSE) when one of the following conditions occurs:

- a) **The project is occupied or in use.** In clarification, the project certification phase will be initiated as follows:
  - For projects consisting of one building or structure: Once that building or structure becomes occupied or in use (even if related structural, fire and life safety, or accessibility portions of the building or associated site work are not complete).
  - For projects consisting of multiple buildings or structures: Once all the buildings or structures become occupied or in use (even if related structural, fire and life safety, or accessibility portions of the building or associated site work are not complete).
  - For projects with only site work (no structures): Once the fire and life safety or accessibility portions of the site work are in use.
- b) **The project is ready for occupancy or use.** In clarification, the project certification phase will be initiated as follows:
  - For projects consisting of one building or structure: Once that building or structure becomes ready to occupy or use and the structural, fire and life safety, and accessibility portions of the associated site work are ready for use.
  - For projects consisting of multiple buildings or structures: Once all the buildings or structures become ready to occupy or use and the structural, fire and life safety, and accessibility portions of the associated site work are ready for use.
  - For projects with only site work (no structures): Once the fire and life safety, and accessibility portions of the site work are ready for use.
- c) **Construction activity has been suspended or abandoned for a period of one year.** If construction activity is suspended or abandoned for a period of one year, the DSA approval of the unconstructed portion of the project may be voided (unless the



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## PROJECT CERTIFICATION PROCESS

unconstructed portion is required to be in place for the constructed work to be code compliant) and the certification requirements for the constructed portion are reviewed and identified.

### 2.2 Examination of the DSA Project File for Certification:

DSA staff examines the project file to verify that requirements for project certification have been met. Using the documents found in the DSABox, the project file, ADM, and data entered into eTracker, the DSA staff verifies the following:

**2.2.1 *Final Verified Reports:*** Final Verified Reports as listed in section 2.3 are required to have been received, correctly completed, and signed by the correct persons.

**2.2.2 *Construction Documents:*** Construction documents and changes to the construction documents which modify or affect the structural, fire and life safety, or accessibility components of the project must have been approved by DSA. These include:

- Addenda
- Revisions
- Deferred Submittals
- Category A Construction Change Documents (CCD Category A)

**2.2.3 *Construction of Required Scope:*** All systems and components as defined in the DSA-approved construction documents which affect structural, fire and life safety, and accessibility must have been constructed.

**2.2.4 *Construction Compliance:*** All systems and components of the structural, fire and life safety, and accessibility scope of the work must have been constructed in compliance with the DSA-approved construction documents.

**2.2.5 *Required Fees:*** All required fees must have been paid. DSA staff performs a final reconciliation to confirm that all fees required by regulation have been paid to DSA. The final fee reconciliation cannot be completed until:

- All Construction Documents have been approved.
- The District completes and submits a DSA 168 Statement of Final Actual Project Cost.

**2.2.6 *Notice of Completion:*** A Notice of Completion is required to be received by DSA. For the purposes of certification, the DSA 168 Statement of Actual Project Cost also serves as the notice of completion.

### 2.3 Documents Required For Certification:

The two sub-sections below provide a comprehensive list of documents required to be submitted to DSA for the purposes of certification. DSA staff reviews these documents to verify they are complete, correct and signed by the appropriate person. Additionally, DSA staff reviews these documents as part of the verifications identified in section 2.2.

*Note: for purposes of certification, the final verified reports cover and govern over any missing, incorrect, incomplete or non-conforming interim verified reports as well as interim verified reports reporting non-conforming/non-compliant conditions.*



## PROJECT CERTIFICATION PROCESS

**2.3.1** The following documents are required to be submitted to DSA for all projects:

- Form DSA 6-AE Verified Report – Architect/Engineer **(Final)**
- Form DSA 6-PI Verified Report – Project Inspector **(Final)**
- Form DSA 6-C Verified Report – Contractor **(Final)**
- Form DSA 168 Statement of Final Actual Project Cost

**2.3.2** The following documents are required to be submitted to DSA only for those projects for which they are applicable as defined:

- For projects with material testing required: Form DSA 291 Laboratory Verified Report **(Final)**.
- For projects with special inspections required *and* the special inspectors are provided by the Laboratory of Record: Form DSA 291 Laboratory Verified Report **(Final)**. Section 2 “Combined Verified Report” checkbox is checked and the report is signed by the Engineering Manager of the approved Testing and Inspection Laboratory.
- For projects with special inspections required *and* the special inspectors are employed directly by the school district (not provided by the Laboratory of Record): Form DSA 292 Special Inspection Verified Report **(Final)**. Each special inspector must sign and submit individual Verified Reports.
- For projects that require geotechnical-related testing or inspections: Form DSA 293 Geotechnical Verified Report **(Final)**.
- For projects with manufactured bleachers when the overall height is 20 feet or less: Form DSA 130 Certificate of Compliance – Approved Bleacher/Grandstand Fabricator.

### **2.4 DSA Issues a Notification of the Status of Project Certification:**

After DSA staff completes the examination of the file (see Section 2.2) and verifies the required documents are received and correct (see Section 2.3), then a notification of the status of certification is generated and issued. The Notification will be issued 60 days after the date that causes initiation of the project certification phase.

- For projects that can be certified: DSA will generate and issue a “*Certification of Compliance*” letter. The certification letter is then uploaded to the DSABox and ADM and copies are sent to the following:
  - The school district (owner) “Attention District Superintendent” and “Attention Director of Facilities.”
  - The Design Professional in General Responsible Charge.
- For projects that cannot be certified: DSA will generate and issue a form DSA 301-N “*Notification of Requirement for Certification*.” The form is then uploaded to DSABox and a copy is sent to the school district (owner) “Attention Director of Facilities.” The District and its design/construction team will then have 60 days to resolve all outstanding issues. After the 60-day period, the file is again examined and actions are taken as described in section 2.5.



## PROJECT CERTIFICATION PROCESS

### 2.5 60 Day Examination of the Certification Status for Non-Certified Projects.

**2.5.1** After 60 days from the issue date of the form DSA 301-N, DSA staff will again examine the project file as described in section 2.2 to determine if all requirements for certification have been resolved.

**2.5.2** If the project can be certified, DSA will:

- Issue the “Certification of Compliance” letter, as described in Section 2.4.

**2.5.3** If the project still cannot be certified, then DSA will:

- Generate a form DSA 301-P – *Posted Notification of Requirements for Certification*. This form is simply an update to form DSA 301-N such that the posted issues reflect the actual state of certification after the 60-day notification period.
- Upload the DSA Form 301-P to DSAbbox. Project collaborators will receive automatic notification and be able to view all project documents; however, permissions to upload documents to the project folders will be terminated at this time since subsequent certification actions will take place in DSA Certification Box.
- Send copies of the DSA Form 301-P to the following:
  - The school district (owner) “Attention District Superintendent” and “Attention Director of Facilities.”
  - The Design Professional in General Responsible Charge.
- Post the DSA Form 301-P to the DSA website via DSA Certification Box as described in Section 2.6. This notification is viewable by the public.

### 2.6 Posting the Form DSA 301-P “Notification of Requirement for Certification” to DSA Certification Box

After 60 calendar days have elapsed from the date form DSA 301-N was issued, DSA staff posts form DSA 301-P to DSA Certification Box. This posted notice is viewable by the public.

When a project becomes certified, the form DSA 301-P is removed from the DSA website posting.

### 2.7 Re-examination for Non-Certified Projects with Form DSA 301-P Posted to DSA Certification Box

Once a DSA 301-P Notification of Requirement for Certification has been posted in DSA Certification Box, project stakeholders will no longer be able to upload documents to their folders in the original project DSAbbox. Instead, documents required for certification need to be uploaded by the district/design/construction team to the DSA Certification Box.

**2.7.1** Responding to issues identified in form DSA 301-P “Notification of Requirement for Certification” occurs as follows:

- The School District (Owner) or the Design Professional in General Responsible Charge must request permission to upload documents to the DSA Certification Box project folder by completing and submitting an [Access Request](#) through the DSA website. An electronic invitation containing instructions to set up an account will be sent via email.



## PROJECT CERTIFICATION PROCESS

- Project documentation may be uploaded to DSA Certification Box by the district/design/construction team as records become available; however, each upload should include a completed form DSA 302 “Response to DSA Notification of Requirement for Certification.”
- Responses to any of the issues listed on the form DSA 301-P may be made anytime by the district/design/construction team by using form DSA 302 and uploading it to the DSA Certification Box.

### 2.7.2 Requesting DSA to re-examine the project for certification requires the following actions:

- Form DSA 302 must be completed, including checking “This is a Request for Re-examination.”
  - The form must then be uploaded to the DSA Certification Box.
  - A copy of the form must be sent electronically (email) to the appropriate DSA regional office as follows:
    - Region 01 [DSACertificationOakland@dgs.ca.gov](mailto:DSACertificationOakland@dgs.ca.gov)
    - Region 02 [DSACertificationSacramento@dgs.ca.gov](mailto:DSACertificationSacramento@dgs.ca.gov)
    - Region 03 [DSACertificationLosAngeles@dgs.ca.gov](mailto:DSACertificationLosAngeles@dgs.ca.gov)
    - Region 04 [DSACertificationSanDiego@dgs.ca.gov](mailto:DSACertificationSanDiego@dgs.ca.gov)
  - If a re-examination fee is required (see section 2.8), then the fee along with a copy of the form must be mailed or delivered to the appropriate DSA Regional Office. (For clarification, in this instance a completed form DSA 302 is now in the DSA Certification Box, has been emailed and a hard copy is now being sent to the regional office along with the re-examination fee.)
- Comprehensive complete DSA 302 request packages addressing every item listed on the DSA 301-P form are highly recommended; however, DSA will process partial requests (unless they are transmitted without a DSA 302 form). The re-examination fee, if required, will apply to submittals regardless of their completeness.
- If the re-examination of the file results in certification, then DSA will issue a Certification Letter to the School District and the DSA 301-P Notice will be removed from the DSA website.
- If the re-examination of the file does not result in certification of the project, then DSA will issue an updated DSA 301-P “Revised Notification of Requirement for Certification” and post it in the DSA Certification Box.
- Subsequent transmittal of documents and responses to unresolved items listed on the DSA 301-P Revised Notification repeats the same process outlined above and will require payment of a re-examination fee.

## 2.8 Re-Examination Fees

**2.8.1** No fee is required for the first request for the project to be re-examined for certification if it is received within 12 months from the date of the DSA 301-N Notification (or 90-day letter for a transition project).

**2.8.2** Any subsequent re-examination requests, or any first re-examination requests received 12 months after the date of the DSA 301-N Notification (or 90-day letter for a transition project), must include a re-examination fee based on the following construction cost schedule:



## PROJECT CERTIFICATION PROCESS

- Projects with construction cost less than \$5 million:
  - **\$500 re-examination fee**
- Projects with construction cost between \$5 million and \$50 million:
  - **\$750 re-examination fee**
- Projects with construction cost greater than \$50 million:
  - **\$1000 re-examination fee**

### 2.9 Rescinding DSA 301 Notification

DSA 301-N or DSA 301-P Notifications may be rescinded at the discretion of DSA when the district makes a request and documents both of the following conditions:

- Construction is not complete and the contractor is still mobilized at the site.
- No portions of the project are occupied or otherwise in use.

### 2.10 New projects associated with uncertified projects:

See DSA IR A-20 for discussion of new projects that are associated with uncertified projects.

## 3. TRANSITION:

Projects that have already entered the certification phase or that were constructed prior to the implementation of DSAbbox/Inspection card system use the following processes:

### 3.1 Projects with no DSAbbox accounts and no 90-day letter issued

- Form DSA 301-N will be created and sent to the following:
  - The school district (owner) "Attention Director of Facilities."
  - The Design Professional in General Responsible Charge.
- Required documents may be mailed or delivered to Regional Office.
- After 60 days, DSA staff will review and either create a Certification Letter or a DSA 301-P "Notification of Requirement for Certification."
- The certification letter or DSA 301-P will be sent to the following:
  - The school district (owner) "Attention District Superintendent" and "Attention Director of Facilities."
  - The Design Professional in General Responsible Charge.
- DSA 301-P forms will be posted on the DSA website in the DSA Certification Box.
- Certification letters will be uploaded to ADM.

### 3.2 Projects that have 90-day letters issued

- After the 90-day period has passed, DSA staff will review and either create a Certification Letter or DSA 301-P "Notification of Requirement for Certification."
- The certification letter or DSA 301-P will be sent to the following:
  - The school district (owner) "Attention District Superintendent" and "Attention Director of Facilities."
  - The Design Professional in General Responsible Charge.



## PROJECT CERTIFICATION PROCESS

- DSA 301-P forms will be posted on the DSA website in the DSA Certification Box.
- Certification letters will be uploaded to ADM.

### **3.3 Requests for Re-examination of “Closed” Uncertified Projects (not applicable to projects that have been issued a form 301-P)**

- DSA staff will re-examine the project for certification. If the re-examination of the file does not result in certification of the project, then DSA will complete a form DSA 301-P listing the outstanding requirements.
- The certification letter or DSA 301-P will be sent to the following:
  - The school district (owner) “Attention District Superintendent” and “Attention Director of Facilities.”
  - The Design Professional in General Responsible Charge.
- DSA 301-P forms will be posted on the DSA website in the DSA Certification Box.
- Certification letters will be uploaded to ADM.

### **3.4 Re-examination initiated by DSA (Legacy Projects) (not applicable to projects that have been issued a form 301-P)**

- DSA staff will continue to use Alternate Process (AP) letter templates to create letters communicating outstanding requirements for certification. These will continue to be mailed to School Districts.
- If no response has been received to the AP letter after 60 days, the AP letter will be posted on the DSA website in the DSA Certification Box.
- If a response is received, DSA staff will review and either create a Certification Letter or update the AP letter listing the outstanding requirements.
- The certification letter or legacy AP letter will be sent to the following:
  - The school district (owner) “Attention District Superintendent” and “Attention Director of Facilities.”
  - The Design Professional in General Responsible Charge.
- Legacy AP letters will be posted on the DSA website in the DSA Certification Box.
- Certification letters will be uploaded to ADM.

### **3.5 Pre-Tracker Projects**

- All pre-tracker projects will be treated as “Legacy Projects” and follow that process.



**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL TO INITIATE THE CEQA PROCESS AS DIRECTED BY PUSD'S AR 7150 WHEN CONSIDERING CONSTRUCTION FOR A NEW OR EXISTING SCHOOL SITE – LINDA VISTA SCHOOL SITE. DUDEK IS A CALIFORNIA BASE/LOCAL FIRM THAT PROVIDES ENVIRONMENTAL CONSULTANT SERVICES AND MEETS ALL OF THE QUALIFICATIONS TO CONDUCT CEQA SERVICES FOR THE DISTRICT.

**Recommendation:** The Board of Education approve Dudek's proposal for CEQA services for the Linda Vista School site in the amount of \$84,542.44.

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

## **I. BACKGROUND**

The California Environmental Quality Act (CEQA) was enacted in 1970 to ensure that local and state agencies consider the environmental impacts of their actions and disclose to decision makers and the public the significant environmental effects of their decisions when approving or disapproving a project. The main objectives of CEQA are to:

- Disclose to decision makers and the public the significant environmental effects of proposed activities
- Identify ways to avoid or reduce environmental damage by requiring implementation of feasible alternatives or mitigation measures
- Disclose to the public reasons for agency approval of projects with significant environmental effects
- Foster interagency coordination in the review of projects
- Enhance public participation in the planning process

The California Environmental Quality Act (CEQA) requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. PUSD is designated as a "lead agency," meaning it is in charge of those projects, we are required to file CEQA reports and obtain public comments on the projects when available. Attachment #1 is an FAQ on the CEQA processes for information only, prepared by the State Water Board.

## **II. STAFF ANALYSIS**

The Environmental Consultant Services' firm Dudek is a California based local firm that has gone through extensive qualification and reference checks by PUSD staff and is recommended for approval to provide the district to provide CEQA services. The firm's proposal is attached as well as the firm's dossier of their capabilities and a list previous districts that received the same services. See attachments #2 and #3. This process is in line with the PUSD AR 7150 for State compliances purposes. See AR 7150 online Board Agenda dated 04242014. Staff recommends



the approval of the attached Dudek's Proposal for the Linda Vista School Site as the district's consultant for environmental services.

Attachments: 1) CEQA FAQ, #2 Dudek's Proposal for CEQA Services, #3 Dudek's dossier.

The Facilities Committee vetted this Board Report on February 16, 2017

### **III. FISCAL IMPACT**

Funds in the amount \$84,542.44 are available for the Measure TT- Linda Vista New Construction/ Modernization Budget.

**Pasadena Unified School District**  
**Board of Education Agenda:** February 23, 2017  
**Prepared by:** Nelson Cayabyab, Chief Facilities Officer

**Funding Code:** 21.1-95181.0-00000-85000-6276-0140000

Originator: Nelson Cayabyab, Chief Facilities Officer-



January 18, 2017

Nelson Cayabyab, Chief Facilities Officer  
Pasadena Unified School District  
740 W. Woodbury Road  
Pasadena, CA 91103

**Subject: Proposal to Prepare an Initial Study (IS) and Mitigated Negative Declaration (MND) for the Linda Vista Elementary School Campus Improvements Project in the City of Pasadena, California**

Mr. Cayabyab:

Dudek is pleased to submit this proposal to prepare an IS/MND for the Linda Vista Elementary School Campus Improvements Project. We will provide the team with:

**Comprehensive Project Understanding** The subject of this proposal is redevelopment of the Linda Vista Elementary School campus in order to reopen the school and relieve overcrowding at other elementary schools within the Pasadena Unified School District. According to a Facilities Assessment Report prepared for the school, the overall appearance of the site is, "poor and in need of extensive repairs and or replacement of structures." Both structures at the school are gutted on the interior and in need of paint, roofing, window retrofit, and structural upgrades. Four design options for campus improvements have been proposed as part of the Facilities Assessment Report. It is our understanding that one of the design options will be selected for analysis in the CEQA document. All designs incorporate modernization or new development of: classrooms; common spaces such as the computer lab, music room, art room, library, cafeteria and general office/staff space; an outdoor amphitheater; parking areas; drop-off/pick-up area; service yard; and outdoor play fields. Improvements must comply with Division of State Architect codes. Improvements to the campus will ensure structural safety and the adequate provision of educational resources. The Pasadena Unified School District would be the lead agency for the CEQA clearance process.

**Knowledgeable and Diverse Project Team** For over 35 years, Dudek has been a leading mid-sized California environmental, urban planning, and engineering firm that helps clients design, plan, permit, and manage projects involving natural resource management, urban infill and infrastructure development, and regulatory compliance. Our environmental experts help clients achieve environmental and regulatory objectives while delivering savings and efficiencies in time, cost, and resources. We are well versed in the needs of local cities and agencies and bring our depth of technical knowledge, experience, and successful project management to each project. The Dudek team has extensive experience working throughout southern California as follows:

- California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) documentation
- Master planning and environmental analyses for K-12 campus improvements projects
- Community outreach on contentious projects
- Visual simulations and shade/shadow analyses prepared by a senior civil drafter and computer-aided drafting and design (CADD) operator
- Field surveys and habitat restoration by biologists certified by the California Department of Fish and Wildlife and United States Fish and Wildlife Service



Mr. Nelson Cayabyab

Subject: *Proposal to Prepare an IS/MND for the Linda Vista Elementary School Campus Improvements Project in the City of Pasadena, California*

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- Infrastructure projects with Metropolitan Water District, Southern California Edison, Southern California Gas Company and the California Public Utilities Commission
- Preparation of fuel modification plans approved by the regulating fire department
- Hydraulic analyses prepared in accordance with Public Works criteria
- 404/401 permits coordinated with the Flood Control District, incorporating their maintenance parameters.

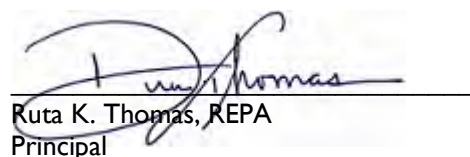
**Familiarity with Regional Issues and Agencies** Because of our prior work in the City of Pasadena, we are extremely familiar with the diverse community makeup, infrastructure, natural resources, and land use environments, which will facilitate smooth integration and successful consulting services for this project. Our experience with similar K-12 environmental projects throughout the region, as well as the depth of our senior leadership with environmental and planning issues in the greater southern California area, will allow us to complete the requested work in a timely, complete, and cost-effective manner. In relevant part Dudek offers:

- **Long-standing relationships with local regulatory agencies**, which provides extensive local experience
- **Recent environmental review experience and knowledge of issues pertaining to K-12 redevelopment projects** throughout California, which provides specific expertise with the type of project that is proposed
- **Commitment of senior Dudek staff** to work on the project, which provides unique intellectual capital that can be leveraged to the benefit of the proposed project

Dudek is a multidisciplinary environmental, urban planning, habitat restoration, water resource, and engineering firm. We are proud of our long history collaborating with local jurisdictions in the strategic advancement of the environmental review process. With over 2,500 successful environmental documents completed pursuant to CEQA, NEPA, state and federal Endangered Species Acts, the Clean Water Act, the Clean Air Act, the National Historic Preservation Act, and a host of other state and federal pieces of environmental legislation, our team offers professionals that can provide high-quality and legally defensible work products.

Thank you for the invitation to submit this proposal for the Linda Vista Elementary School Campus Improvements Project. As per your request, this proposal includes a scope of work, schedule and budget for preparation of an IS/MND. If you have any questions or would like more information about our proposal, please feel free to contact me at 626.204.9822 or by email at [rthomas@dudek.com](mailto:rthomas@dudek.com). We look forward to working with your team to ensure a quick and seamless environmental review process for the proposed project.

Best regards,



Ruta K. Thomas, REPA  
Principal



# Contents

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## Attachments

Attachment A	Budget
Attachment B	Fee Schedule



# Firm Profile

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Dudek is an employee-owned, privately held California Corporation founded in 1980. For over 35 years, Dudek has been a leading midsize California environmental, urban planning, and engineering firm that helps clients design, plan, permit, and manage projects involving natural resource management, infrastructure development, and regulatory compliance. Our environmental experts help clients achieve environmental and regulatory objectives while delivering savings and efficiencies in time, cost, and resources. We are well versed in the needs of local cities and agencies and bring our depth of technical knowledge, experience, and successful project management to each project.

## LOCAL PRESENCE AND FAMILIARITY

Our Los Angeles area office is located at 38 North Marengo Avenue in the City of Pasadena. Ruta K. Thomas, a senior California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) project manager, brings 20 years of direct experience to all our projects throughout southern California.

## DIVERSE CAPABILITIES

At Dudek, our midsize structure means we are small enough to provide customized services to meet the needs of the community, while still offering the depth of experience needed to provide thorough, effective work products and guidance. Our project managers are empowered to be problem solvers with the ability to make decisions in a timely fashion to keep project momentum moving forward. We are proud of our low employee turnover.

Our staff's long tenure means the project manager you see at the bidding stage will still be with you at project completion. Repeatedly, this Dudek project team has demonstrated its ability to successfully interact with community residents, property owners, interest groups, and public agencies in formulating environmental analyses. Our sensitivity and ability to balance often diverse and conflicting community input and incorporate the results in environmental documents have consistently led to public support and advocacy during public hearings before planning commissions, councils, and boards of supervisors. A simple phone call or email to other Dudek staff members can provide our project managers with a broader perspective from a diverse group of seasoned professionals. This is an added benefit to each project we undertake, at no extra cost to the client.

Dudek offers the project team complete solutions for projects by providing a fully integrated array of services combining environmental analysis, policy planning, and technical studies tailored to meet the demands of any project. Our depth and breadth of experience means we can quickly access resources and assemble the right team for each project task. Our in-house team includes the following:

- AICP-certified environmental planners
- CEQA/NEPA specialists
- Civil drafters and CADD operators

## DUDEK AT A GLANCE

- 300+ employees in eleven California offices
- No. 1 Environmental Consulting Firm, San Diego Business Journal (2007–2012)
- Engineering News-Record Top 200 U.S. Environmental Firms (2008–2013)
- 90% Dun and Bradstreet Open Rating for reliability, delivery, timeliness, and responsiveness



- CDFW- and USFWS-certified biologists
- Registered professional archaeologists and cultural resource managers
- Noise and air quality specialists
- Greenhouse gas emissions specialists
- Registered landscape architects
- Certified arborists and foresters
- Certified GIS professionals
- LEED professionals
- Certified hydrogeologists
- Licensed geologists
- Registered environmental property assessors
- Licensed professional engineers
- Licensed contractors

We understand the challenges school districts have with managing increasing workloads with shrinking budgets and reduced staff. Dudek has built a strong reputation helping public officials effectively progress through California's ever-increasing regulatory maze, providing the appropriate team of experienced scientific, engineering, and regulatory professionals. We are organized to be a one-stop shop for environmental service needs.

## Project Team

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### Project Management

**Ruta K. Thomas, REPA** who has twenty years of CEQA/NEPA experience, will serve as the project manager for preparation of the environmental analyses for the proposed project. Ms. Thomas is a Principal in Dudek's Los Angeles area office, as well as a Senior Project Manager responsible for managing the preparation and coordination of highly complex, controversial, and visible environmental documentation for K-12 projects throughout the state of California. She has experience managing and directing a diversified mix of projects, such as the Central Los Angeles Area New Learning Center No. 1 (Ambassador Hotel) Project EIR for the Los Angeles Unified School District, the Malibu Middle and High School Campus Improvements Project EIR for the Santa Monica-Malibu Unified School District, the Mountain View Continuation High School Relocation Project IS/MND for the Santa Ana Unified School District, and the Whittier High School Campus Improvements IS/MND Addendum for the Whittier Union High School District. As a result of her extensive CEQA experience and knowledge, the Association of Environmental Professionals (AEP) has asked Ms. Thomas to instruct CEQA courses for new practitioners regularly since 2007. As a Registered Environmental Property Assessor (REPA), she has been determined by the state of California to have the academic training, occupational experience, and professional reputation necessary to objectively conduct one or more aspects of environmental assessment and site cleanup activities. Ms. Thomas brings scientific rigor to the projects on which she works, and with demonstrated expertise in writing and negotiation, she equally is able to communicate with agencies and technical colleagues towards the successful attainment of her client's goals. She has a calm demeanor, is able to relay scientific and regulatory information in a way that is easy to understand, and has the unique ability to gain the trust of a wide range of constituents. She facilitates



community workshops and outreach events in a way that ensures participants leave feeling that their concerns have been addressed and that they are an integral part of the solution. Ms. Thomas received a B.A. in Biology/Economics from Lehigh University in Pennsylvania and an M.A. in Environmental Studies from Brown University in Rhode Island.

## Subconsultants

Dudek is pleased to have **Linscott, Law and Greenspan, Engineers (LLG)** join our team for preparation of a traffic impact analysis for the proposed project. LLG is very familiar with the project study area having provided traffic engineering services for the City of Pasadena. In addition, LLG staff members assigned to this project are long-time residents either within the City of Pasadena or the surrounding communities.

## Technical Staff

In order to be reflective of the project team's needs as we collaborate on the Linda Vista Elementary School Campus Improvements Project, Dudek has assembled a team of professionals with a distinguished record of producing environmental analyses in compliance with CEQA. We offer an outstanding team of urban and environmental planners, supported by highly competent technical specialists.

The Dudek team provides the full range of technical skills required to prepare environmental documents, as well as other related tasks. Our team includes CEQA practitioners, certified environmental scientists, urban planners and designers, land use specialists, transportation planners and engineers, infrastructure engineers, and public participation specialists. Dudek's capabilities to write superior policy planning and environmental documents, as well as associated technical studies, for the Pasadena Unified School District are enhanced by our team members' extensive experience preparing environmental analyses in the region and throughout the state. The excellence and innovation of our environmental documents have been recognized through the numerous awards received from our peers and professional organizations, and by the continued relevance of our documents to the communities in which they have been developed.

The key professionals comprising the Dudek team have experience in and direct knowledge of K-12 redevelopment projects in communities similar to Pasadena. Overall program management and preparation of final work products will be Dudek's responsibility. Dudek staff members will be involved in all phases of the work program and will provide assistance and project management to our team members. **Table I** provides a list of the Dudek team qualifications and roles for this contract.

**TABLE I. DUDEK TEAM INFORMATION**

Role	Name	Education and Licenses
Aesthetics	Josh Saunders, AICP	University of California, San Diego BA, Urban Studies and Planning
Air Quality and Greenhouse Gas Emissions	Jennifer Reed	University of California, Santa Barbara BA, Environmental
Land Use & Planning and Population & Housing	Shannon Kimball Wages, AICP	University of Southern California MA, Urban Planning/Design Brigham Young University BA, Humanities/Spanish



**TABLE I. DUDEK TEAM INFORMATION**

Role	Name	Education and Licenses
Agricultural Resources, Recreation, and Public Services	Michele Webb	University of California, Santa Barbara BA, Environmental Studies
Biological Resources	Brock Ortega	Humboldt State University BS, Wildlife Biology and Management
Cultural Resources	Micah Hale, PhD, RPA	University of California, Davis PhD, Anthropology California State University, Sacramento MA, Anthropology UC, Davis BS, Anthropology
Historic Resources	Samantha Murray, RPA	Cal State, Los Angeles MA, Anthropology Cal State, Northridge BA, Anthropology
Geology & Soils QA/QC	Steve Dickey, PG, CEG	University of Riverside Graduate Work, Geophysics and Geology Occidental College BA, Geology
Geology & Soils, Hydrology & Water Quality, Mineral Resources, and Utilities & Service Systems	Dylan Duvergé	San Francisco State University MS, Geosciences UC Santa Cruz BA, Environmental Studies
Hydrology & Water Quality and Utilities & Service Systems QA/QC	Derek Reed, PE, QSD/QSP	University of California, Los Angeles BS, Civil Engineering
Hazards & Hazardous Materials	Nicole Peacock, PE, PG	UCLA BS, Civil and Environmental Engineering/Geology
Noise	Mike Greene, INCE Bd. Cert.	UC, San Diego BS, Applied Mechanics
Traffic & Transportation	Anais Schenk	San Jose State University MURP, Urban and Regional Planning Reed College BA, Anthropology



# Scope of Work

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## Project Understanding

The subject of this proposal is redevelopment of the Linda Vista Elementary School campus in order to reopen the school and relieve overcrowding at other elementary schools within the Pasadena Unified School District. Linda Vista Elementary School is located at 1259 Linda Vista Avenue, Pasadena, CA. According to a Facilities Assessment Report prepared for the school, the overall appearance of the site is, “poor and in need of extensive repairs and or replacement of structures.” Both structures at the school are gutted on the interior and in need of paint, roofing, window retrofit, and structural upgrades. We understand that a historic assessment is being prepared for the on-site structures. The 1999 Master Plan indicates an appreciation for the scale and general aesthetic qualities of Building B on campus. As such, the Master Plan states that any work to Building B will strive to be in keeping with the aesthetic intent of the building, with the traditional fabric being maintained as much as possible.

Four design options for campus improvements have been proposed as part of the Facilities Assessment Report. It is our understanding that one of the design options will be selected for analysis in the CEQA document. All designs incorporate modernization or new development of: classrooms; common spaces such as the computer lab, music room, art room, library, cafeteria and general office/staff space; an outdoor amphitheater; parking areas; drop-off/pick-up area; service yard; and outdoor play fields. Improvements must comply with Division of State Architect codes. Improvements to the campus will ensure structural safety and the adequate provision of educational resources. The Pasadena Unified School District (District) would be the lead agency for the CEQA clearance process.

## Approach

The approach of the Dudek project team for preparation of the IS/MND is based on meeting the following objectives:

- Serving as a key element of the project team to anticipate controversial issues, provide unbiased recommendations, devise solutions to potential impacts and/or other issues that may arise, and provide expert planning, policy, and environmental compliance consultation
- Committing senior management to the project to provide close coordination with, and accessibility to, the project team to ensure technical accuracy, document objectivity, and legal defensibility
- Complying with CEQA, the current CEQA Guidelines, as well as current case law, and serving as a public educator of CEQA and the CEQA process
- Complying with all unique District processing requirements
- Using applicable information from other recent environmental documents to recognize schedule and budget efficiencies
- Responding to all significant issues of concern raised by the various governmental agencies, private entities, individuals, and community groups
- Submitting all required deliverables within the mutually agreed upon time frames



Dudek will take full responsibility for project initiation and organization, data compilation, impact assessment, development of mitigation measures, report compilation, monitoring and review for CEQA adequacy, attendance at public meetings and hearings, response to public comments, coordination of the internal project team, and preparation of a Mitigation Monitoring and Reporting Program (MMRP).

Report format and content will be in full compliance with CEQA (as amended through the date of submittal of the draft IS/MND), the CEQA Guidelines (also as amended through the date of submittal of the draft IS/MND), and the District's environmental guidelines and procedural requirements. General IS/MND organization will include a discussion of existing conditions, potential direct and indirect/secondary environmental impacts, and the recommendation of mitigation measures for each affected issue area. To present information in a concise and easily understood format, text will be supplemented with graphics, charts, maps and tables in an 8½ x 11 inch size, unless a larger format is critical to the readability of the document. All final work products will be submitted in electronic format and will be prepared using WORD and other formats (i.e., PDF) that are compatible with the District's software applications.

## **TASK 1      Participate in Project Startup Activities**

### **Subtask 1A    Attend One Project Kick-Off Meeting**

The Dudek team will attend one project kick-off meeting with representatives from the District. The purpose of the kick-off meeting is to compile the relevant background data and reports; clearly define the proposed project for the purposes of the environmental analysis; finalize the cumulative projects list with the District and City of Pasadena; discuss the District's format for the draft Findings of Fact; discuss the project schedule and important assumptions for achieving the schedule; identify all anticipated discretionary actions; establish early communication among various project team members, as well as the protocols for ongoing communication; and to familiarize the Dudek project team with the issues and concerns that the project team determines to be important issues for analysis in the IS/MND. Based on the discussions and issues raised during the kick-off meeting, the Dudek project management team will refine the scope of work, schedule, and budget, if necessary.

#### *List of Products*

- ☐ Attend one (1) kick-off meeting
- ☐ Submit one (1) written request for additional information, if necessary

## **TASK 2      Peer Review and Prepare Preliminary Technical Analyses**

### **Subtask 2A    Peer Review District-Prepared Technical Analyses**

Detailed technical studies and plans are often relied on by lead agencies to provide evidence for the conclusions of CEQA and NEPA documents. These technical studies and plans require specific expertise in various areas to determine their adequacy. Dudek will assist the District with verifying information provided in any technical studies and plans being prepared for the overall project site. We understand that the District's consultants will provide the following studies to support the CEQA review process: 1) preliminary endangerment assessment (PEA); 2) historical assessment; 3) asbestos/mold survey; 4) hydrology/drainage study; and 5) soils study. These analyses will be summarized in the IS/MND and provided as separate technical studies in an appendix to the IS/MND, as appropriate. By conducting the peer review early in the



environmental review process, the overall project schedule will benefit from identifying any potentially significant impacts early in the process.

Dudek staff scientists and/or specialists will review the information provided to independently verify the accuracy of the data and to determine whether or not it would be useful (in whole or in part) for purposes of preparing the IS/MND. Dudek has the in-house expertise (i.e., architectural historians, certified/licensed biologists, arborists, geologists, hazardous materials specialists, hydrologists, water quality/stormwater specialists, and engineers) to conduct a thorough and comprehensive review of the technical studies and plans prepared for the proposed project. Our services will range from answering technical questions on documents and providing additional measures to prevent environmental impacts to reviewing technical studies and plans and providing feedback and edits for correction. Our team of scientists, planners, economists, and engineers (registered and certified in their fields), with expertise in all seventeen CEQA issue areas, demonstrates our ability to help the District ensure their CEQA documentation is comprehensive, technically accurate, and legally defensible. It is assumed that Dudek would review one version of the technical studies, data, or information, and will provide comments to the project team, if required. If necessary, we would be available to discuss our questions and/or comments with the District's technical representatives.

### List of Products

- One (1) electronic copy of a memo summarizing the results of the review of all technical studies, provided in PDF format

## Subtask 2B Prepare Air Quality Impact Analyses

Dudek will use the results of the traffic impact study, information regarding construction phases, schedules, and equipment, as well as information regarding specific activities and hours of operation to model the potential air quality impacts generated by the proposed project. By conducting the air quality modeling early in the environmental review process, Dudek can determine whether there will be significant air quality impacts, and if these impacts can be mitigated.

Dudek will prepare an assessment of the air quality impacts of the proposed project utilizing the significance thresholds in Appendix G of the CEQA Guidelines and the South Coast Air Quality Management District's (SCAQMD) emissions-based thresholds. The air quality section of the IS/MND will include a brief discussion of criteria air pollutants, regional climate, and the attainment status of the South Coast Air Basin. We will identify federal, state, and local regulatory agencies responsible for air quality management; summarize applicable federal, state, and local air quality policies, regulations, and standards.

After reviewing all available project materials, Dudek will prepare a request for any outstanding data needed to conduct the analysis. If precise information on a particular factor is not available from District staff or its representatives, Dudek will make every effort to quantify these items using the best available information for comparable data sources, but in all cases will consult first with District staff regarding the information needed.

Dudek will estimate criteria air pollutant emissions associated with the construction phase of the project (including demolition, as applicable) using the California Emissions Estimator Model (CalEEMod). The analysis of short-term construction emissions will be based on scheduling information (e.g., overall construction duration, phasing and phase timing) and probable construction activities (e.g., construction equipment type



and quantity, workers, and haul trucks) developed by the District and/or standardized approaches. Dudek will then evaluate the significance of the construction emissions based on the SCAQMD significance criteria.

Dudek will also assess the project's potential to cause or contribute to exceedances of ambient air quality standards at sensitive receptors near the proposed project activities using the SCAQMD's localized significance thresholds (LSTs). For projects with a total site area of five acres or less, the assessment may use a simple "lookup table" approach provided by the SCAQMD. For budgetary purposes, it is assumed that the maximum daily area of disturbance will not exceed five acres for each construction phase; therefore, the LST assessment will use the lookup table approach provided by the SCAQMD and the construction emission estimates from CalEEMod.

CalEEMod will also be used to estimate project-generated operational criteria air pollutant emissions associated with mobile, energy, and area sources. Dudek will estimate mobile source (i.e., motor vehicle) emissions using the appropriate trip generation rate for the proposed school land use. Energy and area source emissions (e.g., natural gas combustion and consumer products) will be estimated using the default values in CalEEMod for the proposed school use based on the square footage. The estimated operational emissions will be compared to the significance thresholds established by the SCAQMD. Details of the analysis (e.g., daily criteria air pollutant emission calculations) will be included in a technical appendix.

Dudek will evaluate whether traffic associated with the project could lead to potential exposure of sensitive receptors to substantial localized concentrations of air pollutant emissions, specifically carbon monoxide (CO) "hot spots." The qualitative assessment will be based on the traffic study prepared for the project and applicable screening criteria recommended by the SCAQMD. For budgetary purposes, it is assumed that the study intersections would not exceed the applied screening criteria and a quantitative CO hotspots analysis would not be required.

Based on the proposed land use mix, it is not anticipated that operation would require use of a stationary source (i.e., steam and hot water boilers or emergency generators), which would require a permit from the SCAQMD. It is also assumed that the project would not be a new or relocated source of toxic air contaminants that would potential impact sensitive receptors. As such, our budget assumes that no stationary source emissions calculations or health risk assessment will be required; nonetheless, Dudek can conduct a health risk assessment under a separate scope and budget if determined to be required.

Additional Appendix G thresholds will also be evaluated, including the potential for the project to expose sensitive receptors to substantial pollutant concentrations, to cause objectionable odors, or to impede attainment of the current SCAQMD air quality management plan. The results of the air quality impacts analyses will be included as part of the IS/MND, with all modeling data included as an appendix.

## Subtask 2C Prepare GHG Emissions Impact Analyses

Dudek will use the results of the traffic impact study, information regarding construction phases, schedules, and equipment, as well as information regarding specific activities and hours of operation to model the potential greenhouse gas (GHG) emissions impacts generated by the proposed project. By conducting the GHG emissions modeling early in the environmental review process, Dudek can determine whether there will be significant GHG emissions impacts, and if these impacts can be mitigated.

The GHG emissions section of the IS/MND will include a brief description of global climate change, and a summary of key, applicable regulatory measures. Dudek will estimate the GHG emissions associated with



construction of the project (including demolition, as appropriate) using CalEEMod based on the same construction scenario utilized in the air quality analysis. Project-generated operational GHG emissions that will be estimated may include those associated with mobile sources, natural gas usage, electrical generation, water supply, wastewater, and solid waste disposal. When project details are not available, CalEEMod default values will be used to calculate direct and indirect source GHG emissions. Details of the analysis (e.g., annual GHG emission calculations) will be included in a technical appendix.

Dudek will assess the significance of the project with respect to the Appendix G thresholds; specifically, whether a project would (a) generate GHG emissions, either directly or indirectly, that may have a significant impact on the environment and (b) conflict with an applicable plan, policy or regulation adopted for the purpose of reducing GHG emissions. The SCAQMD GHG CEQA Significance Threshold Working Group has proposed options lead agencies can select from to screen thresholds of significance for GHG emissions; however, no thresholds have been formally adopted. An option the SCAQMD evaluated included a bright-line screening threshold of 3,000 metric tons of carbon dioxide equivalent (MT CO<sub>2</sub>E) per year for all land use types. We will work with District staff to confirm application of the appropriate threshold for evaluating the project's GHG emissions under CEQA. For budgetary purposes, we have assumed that a simple emission-based threshold, such as the 3,000 MT CO<sub>2</sub>E per year, can be used.

In addition, Dudek will discuss how the proposed project complies with state regulations (Assembly Bill 32); General Plan goals, objectives, and policies that help the District contribute to regional GHG reduction efforts; and applicable development standards that would increase energy efficiency, such as the California Building Code. In addition, Dudek will provide a qualitative post-2020 analysis that will evaluate whether or not the project-generated GHG emissions would impede the attainment of the 2030 and 2050 reduction goals identified in Senate Bill 32 and Executive Order S-3-05, respectively. Because the District has not adopted a numeric post-2020 threshold or provided guidance for demonstrating that a project will not impede the implementation of State's post-2020 GHG reduction goals, a qualitative assessment is assumed to be sufficient. The results of GHG emissions impacts analyses will be included as part of the IS/MND, with all modeling data included as an appendix.

## Subtask 2D Prepare Noise Impact Analyses

Dudek will conduct a noise study of potential impacts to existing noise-sensitive land uses. Residences surround the project site on all sides. These land uses could be impacted by noise from demolition of existing structures on-site and project construction, as well as from potential increases in traffic noise resulting from additional vehicle trips generated by the reopening of the elementary school, and on-site mechanical noise and activities noise. A field noise study will be conducted to measure existing on- and off-site noise conditions. Sound-level data will be collected over 10- to 15-minute periods at two (2) or more on-site locations, as well as at up to four (4) nearby noise-sensitive land uses. Noise will be characterized in the following terms:

- $L_{eq}$ , the equivalent energy noise level, is the average acoustic energy content of noise for a stated period of time; for evaluating community impacts, this rating scale does not vary, regardless of whether the noise occurs during the day or the night
- $L_{min}$ , the minimum instantaneous noise level experienced during a given period of time
- $L_{max}$ , the maximum instantaneous noise level experienced during a given period of time



Potential construction noise impacts on nearby noise-sensitive land uses will be evaluated based on construction equipment data to be provided by the District or from similar projects and noise modeling methods developed by the Federal Highway Administration (FHWA) or the U.S. Environmental Protection Agency (EPA). Long-term (operational) noise effects from project traffic will be estimated using the project's traffic study. The project's contribution to existing and future traffic noise will be estimated using the FHWA's Traffic Noise Model version 2.5. Potential impacts at nearby noise-sensitive land uses from on-site noise (heating, ventilation and air conditioning equipment and outdoor activities, as applicable) will also be assessed.

The significance of noise impacts will be assessed based on the relevant City of Pasadena, state and federal noise standards. If significant noise impacts are identified, mitigation measures to reduce impacts to a less than significant level (where feasible) will be recommended. The project description, analysis methodology, existing noise measurements, regulatory background, results of the noise analysis, findings of potential effects and mitigation measures will be summarized in the noise section of the project's MND. Additionally, all noise modeling data will be included in an appendix.

## Subtask 2E Prepare Traffic Impact Analyses

Dudek is pleased to have Linscott, Law & Greenspan Engineers join our team for preparation of the traffic impact analysis for the proposed project. Following is the scope of work for preparation of a full traffic and parking analysis for the Linda Vista Elementary School project.

### Task 1: Mobilization

- 1.1 Confirm the development description with the project team, work schedule, and assumptions to be utilized in the review. Obtain and analyze the current project site plan that illustrates the access scheme to the project sites in both hard copy and digital formats.
- 1.2 Coordinate with the project team to obtain details of the proposed school hours of operation, designated parking areas for faculty members and parents, and prior designated student drop-off and pick-up areas for the respective school sites.

### Task 2: Data Collection and Research

- 2.1 Visit the project study areas to confirm existing conditions with respect to existing development, site access, parking use, and areas of congestion in order to verify our overall understanding of traffic conditions in the area, which might affect this project.
- 2.2 In conjunction with Task 2.1, confirm the existing roadway striping, traffic control measures, curbside parking restrictions, adjacent intersection configurations, and other pertinent roadway features.

### Task 3: Trip Generation, Distribution, and Assignment

- 3.1 Prepare trip generation forecasts for the proposed project for a typical weekday over a 24-hour period, as well as for the weekday commute AM and PM peak hours for each campus. The trip generation forecasts will be derived from trip rates listed in *Trip Generation Manual*, 9<sup>th</sup> Edition, published by the Institute of Transportation Engineers.



- 3.2 Generally assign the forecast weekday AM and PM peak hour trips expected to be generated by the proposed project to the surrounding street system in order to understand the level of traffic associated with peak drop-off/pick-up times.

Task 4: Parking Analysis

- 4.1 Determine the parking requirements associated for each campus development program based on the City of Pasadena Municipal Code. Coordinate with the project team to identify the supply of parking for each campus and compare with the Code required parking total.
- 4.2 Compare the Code required parking total for each campus with the expected parking supply and identify any surplus or deficiency.

Task 5: Site Access and Circulation Evaluation

- 5.1 Review the proposed site plans (i.e., one design option for each school) and provide recommendations to address any City concerns regarding site access and internal circulation. Provide recommendations regarding the potential turn restrictions and connectivity with the internal circulation system. Provide recommendations to the project team regarding on-site and off-site signage, channelization, curb markings and parking restrictions, as necessary.
- 5.2 Review the proposed student drop-off and pick-up operations in terms off-site circulation, as well as on-site circulation and determine the adequacy of the proposed queuing areas for the sites. Provide recommendations on general traffic procedures for student drop-off and pick-up operations to minimize impacts to the neighborhood surrounding the sites.
- 5.3 Coordinate with the project team to develop recommendations for operational protocols for faculty, staff, students and parents. The operational protocol recommendations may include parking operations, campus access and circulation, and student drop-off/pick-up operations. The goal of the plan is to facilitate site access and circulation to/from the campus, minimize impacts to the neighborhood surrounding the campus, and efficiently manage parking facilities.

Task 6: Construction Traffic Analysis

- 6.1 Obtain from the project team a description of the anticipated construction-related activities during each phase of construction, if applicable. In addition, obtain information regarding trucks (i.e., type, size, number, frequency, etc.), as well as the construction workers (i.e., number of workers, shift times, schedule, location(s) of construction worker parking, etc.).
- 6.2 Prepare a trip generation forecast of the construction-related traffic associated with the development of the proposed project during the peak construction phase. Compare the construction traffic forecast to the forecast project traffic generation.
- 6.3 Assess the forecast weekday AM and PM peak hour trips expected to be generated by the construction-related activities as compared to the project at completion based on a review of the existing and/or anticipated truck routes/traffic patterns to and from the project site. It should be noted that this proposal does not include preparation of weekday AM and PM peak hour Level of Service calculations at the study intersections to determine potential impacts during construction. Should intersection analyses be required, an amendment to our contract may be necessary.



- 6.4 If necessary, identify improvements to mitigate any potential construction traffic impacts associated with the proposed project to less than significant levels.

#### Task 7: Consultation Related to the Draft MND

- 7.1 Review the Draft MND Traffic and Circulation Section and provide comments to the project team. This task includes one complete review of the Draft MND Traffic and Circulation Section (i.e., the initial draft).

#### Task 8: Response to Comments/Final MND Support

- 8.1 Coordinate with the environmental consultant in obtaining copies of the public comments. It is assumed that each comment letter/individual comment will be numbered and allocated to each area of discipline (e.g., to traffic and transportation).
- 8.2 Review the comment letters and individual comments associated with traffic and transportation issues. Prepare written responses to those comments included in the traffic and transportation discipline and forward to the project team for incorporation into the Final MND.

#### Task 9: Attendance at Meetings

- 9.1 This proposal assumes preparation for and attendance by LLG at one meeting with the project team.

#### *List of Products*

- ☐ One (1) electronic copy of the Draft Traffic Impact Analysis in WORD and PDF formats
- ☐ One (1) electronic copy of the Final Traffic Impact Analysis in WORD and PDF formats

## **TASK 3 Prepare Administrative Draft IS/MND**

### **Subtask 3A Prepare Administrative Draft IS/MND**

Dudek will prepare a project-level IS/MND for the proposed project that is consistent with the procedural and substantive provisions of CEQA Guidelines Sections 15063 and 15072 and Appendices C and G. Dudek would prepare a Notice of Intent (NOI) for the County Clerk and a Notice of Completion (NOC) for the State Clearinghouse. The IS/MND will summarize the results of the technical studies and analyses prepared and peer reviewed (as part of Task 2). The objective of this task is to prepare a comprehensive, accurate, and objective project-level IS/MND for the proposed project that fully complies with CEQA and the CEQA Guidelines (both as amended throughout submittal of the draft IS/MND) and all applicable guidance and procedures established by the District for the purpose of environmental review.

An MMRP would be provided separately, but prepared concurrently with the Administrative Draft IS/MND. The MMRP will be designed to ensure compliance with all adopted mitigation measures during project implementation. The MMRP will be in table format and will specify project-specific mitigation measures, as well as standard conditions of approval that are applicable to the project, if requested by the District. Mitigation timing and responsible parties will also be identified. The objective of the MMRP is to ensure compliance with Public Resources Code Section 21081.6, as mandated by Assembly Bill 3180 (Cortese 1988), which requires that a lead agency adopt an MMRP at the time an IS/MND is certified.



The main purpose of the Draft IS/MND will be to thoroughly and accurately analyze the environmental impacts of the proposed project. The document will be as free as possible of jargon so that the information it contains is accessible to the District and the public. The methodology and criteria used for determining the impacts of the project will be clearly and explicitly described in the IS/MND, including any assumptions, models, or modeling techniques used in the analysis.

The IS/MND will be prepared in conformance with a District-approved Initial Study checklist format and the NOC would be consistent with CEQA Guidelines Appendix C. All seventeen CEQA issue areas will be sufficiently analyzed in the IS/MND. All appropriate mitigation measures for these resources would be included in the IS/MND and incorporated into the MMRP.

It is assumed that key construction and operational features of the project would be available at the beginning of work on the IS/MND such that an accurate, finite, and stable project description could be prepared prior to beginning substantial work on the IS/MND. This approach has proven to result in the most expeditious preparation and processing of an IS/MND.

All technical studies, modeling results, and data will be included as appendix material to the Draft IS/MND.

### *List of Products*

- ☐ One (1) electronic copy of the Administrative Draft IS/MND in WORD and PDF formats (two rounds)
- ☐ One (1) electronic copy of the Screencheck Draft IS/MND in WORD and PDF formats
- ☐ One (1) electronic copy of the Final Print-Ready Draft IS/MND in WORD and PDF formats

## **TASK 4 Prepare Public Review Draft IS/MND and Attend Draft IS/MND Public Meetings**

### **Subtask 4A Prepare Public Review Draft IS/MND**

Dudek will prepare a Draft IS/MND (for a 30-day public review) and MMRP that incorporates all of the District staff review comments received on the Administrative Draft IS/MND. This proposal assumes two (2) rounds of revisions on the administrative draft IS/MND and MMRP (as required). Dudek will provide the project team with copies of the Draft IS/MND and MMRP for distribution to internal District departments and any responsible/trustee agencies and interested parties, as needed. Dudek proposes to distribute the draft IS/MND and NOC to the State Clearinghouse. Additionally, Dudek would be responsible for any applicable filing fees and transmittal of the Draft IS/MND and NOI to the County Clerk of Los Angeles. It is also assumed that the District would be responsible for preparing public notices for newspaper publishing and mailing, as required.

### **Subtask 4B Attend Draft IS/MND Public Meetings**

As requested by the District, Dudek will participate in up to two (2) public (community) meetings on the Draft IS/MND. It is assumed that the District would coordinate and facilitate the public meetings and that presentation materials describing or illustrating the project will be provided by the District or its consultants. Dudek would take detailed notes regarding the issues raised by commenting individuals that should be addressed in the Final IS/MND. In addition, Dudek would be available to provide an overview of the CEQA process and answer questions raised by the public regarding the CEQA process and/or questions regarding



the analysis in the IS/MND. As required, Dudek would also provide sign-in sheets and meeting handouts. We would also participate in an advisory capacity to the District during these meetings.

#### *List of Products*

- ☐ Twenty (20) printed bound copies of the Draft IS/MND (with technical appendices on a CD)
- ☐ One (1) printed unbound camera-ready copy of the Draft IS/MND (without appendices)
- ☐ Forty (40) electronic copies of the Draft IS/MND (with appendices) on CD
- ☐ One (1) electronic copy of the Draft IS/MND in WORD and PDF formats
- ☐ Attend two (2) public meetings on the Draft IS/MND

## **Task 5 Prepare Administrative Final IS/MND**

### **Subtask 5A Prepare Administrative Final IS/MND (Response to Comments and Text Revisions)**

The Response to Comments section of the Administrative Final IS/MND will include all comments received, responses to those comments, and standard introductory material. All comments will be numbered (to indicate comment letter and comment number), and the responses to those comments will be similarly numbered to allow easy correlation. In addition, where the text of the draft IS/MND must be revised, the text will be isolated as “text changes” in the Response to Comments, indicating deleted text by strikeout and inserted text by double-underline. The text of the draft IS/MND will not be revised. The final IS/MND will collectively consist of the draft IS/MND, the Response to Comments document, and the technical appendices (on a CD).

It is assumed that the final IS/MND would be provided at least 10 days prior to consideration for certification by the District to any commenting public agency and any member of the public who has requested the document. An estimated budget has been prepared for the responses to comments effort. While the actual scope and extent of public comments (in either written or oral format) cannot be definitively determined at this time, we have tried to provide a conservative, yet realistic, estimate of the scope of work that would be required for this project, in order to avoid the need for a contract amendment.

#### *List of Products*

- ☐ One (1) electronic memorandum indicating the adequacy of the estimated budget for the responses to comments work effort (if needed)
- ☐ One (1) electronic copy of the Administrative Final IS/MND in WORD and PDF formats (two rounds)
- ☐ One (1) electronic copy of the Screencheck Final IS/MND in WORD and PDF formats
- ☐ One (1) electronic copy of the Final Print-Ready Final IS/MND in WORD and PDF formats

## **TASK 6 Prepare Final IS/MND for Public Review and Attend Hearing and File NOD**

### **Subtask 6A Prepare Final IS/MND for Public Review**

Dudek will prepare a final IS/MND and MMRP that incorporates all of the comments on the administrative final IS/MND and MMRP. This proposal assumes two (2) rounds of revisions on the administrative final IS/MND and MMRP (as required). If required, Dudek will distribute the final IS/MND to commenting



agencies, which would include appropriate persons or agencies on the District's mailing list and any public agency that commented on the draft IS/MND. For public agencies that commented on the draft IS/MND, they would be provided with a final IS/MND (on CD) at least ten days prior to the meeting during which the District would consider certification of the IS/MND.

#### *List of Products*

- ☐ Fifteen (15) printed bound copies of the Final IS/MND (with technical appendices on a CD) and MMRP
- ☐ One (1) printed unbound camera-ready copy of the Final IS/MND (without appendices) and MMRP
- ☐ One (1) electronic copy of the Final IS/MND and MMRP in WORD and PDF formats
- ☐ Fifteen (15) electronic copies of the Final IS/MND (with appendices) and MMRP on CD

### **Subtask 6B Attend Board of Education Hearing and File NOD**

Members of the Dudek team will attend up to one (1) hearing before the Board of Education during which approval of the project and certification of the Final IS/MND would be considered. Specifically, Dudek's Project Manager will attend the hearing. It is assumed that the District would coordinate and facilitate the meeting and that oversized presentation materials describing or illustrating the project will be provided by the District or its consultants. Dudek would be available to answer questions raised concerning the CEQA process and/or technical questions regarding the analysis contained in the IS/MND.

Dudek would prepare and file the Notice of Determination (NOD) with the State Clearinghouse and County Clerk (within five days of certification of the MND). Dudek would also be responsible for any applicable filing fees.

#### *List of Products*

- ☐ Attend one (1) Board of Education hearing
- ☐ One (1) printed and one (1) electronic copy of the NOD (in WORD and PDF formats)

## **TASK 7 Attend Project Progress Meetings**

### **Subtask 7A Attend Project Progress Meetings**

In addition to the meetings identified under Tasks 1 through 6 above, members of the Dudek project management team will attend a maximum of two (2) meetings during preparation of the IS/MND as deemed necessary by the project team. Additionally, the Dudek team would be available to participate in conference calls, as needed, during the course of the environmental review process.

#### *List of Products*

- ☐ Attend up to two (2) additional one-hour project meetings

## **TASK 8 Project Management and General Coordination**

### **Subtask 8A Project Management and General Coordination**

The purpose of this task is to manage the Dudek project team, manage the environmental document preparation effort, and maintain constant, close communication between the all members of the project



team. This task is also intended to ensure that the project will be completed on time and within budget, and that all work products are of the highest quality. Dudek will coordinate the team's work for the communication of issues, transmittal of comments, financial management, and other project management matters.

### ***Environmental Impact Analysis***

As much applicable information as possible from recent previous environmental documents prepared in the area will be used to recognize cost and schedule efficiencies. The following CEQA issue areas will be analyzed and discussed in the IS/MND.

#### **Aesthetics**

Aesthetics (defined as any element, or group of elements, that embodies a sense of beauty), views, daytime glare, and nighttime illumination are related elements in the visual environment. Visual impacts of a project include the provision of objective visual resources (such as project design elements) and the subjective viewer response to those changes in the visual environment.

The environmental analysis will provide a description of views to and from the site, supplemented by photographs. Under the proposed project, an existing elementary school campus would be modernized. Therefore, the general character of the project site would not materially change. Dudek will fully analyze whether the proposed project would substantially degrade the existing visual character or quality of the site and its surroundings due to grading, height, bulk, massing, or architectural style or building materials; location in a visually prominent area; degradation of the visual unity of the area; or degradation of views from roadways or adjacent uses.

Existing sources of light and glare will also be described. The environmental analysis will analyze whether the proposed project would create a new source of substantial light or glare that would adversely affect day or nighttime views in the area. Dudek will evaluate changes in ambient lighting levels, including hot spots and spillover onto adjacent areas, particularly any nearby sensitive receptors that will be identified. Substantial light can be caused by lighting to illuminate signage or architectural features, or for wayfinding purposes.

#### **Agriculture/Forestry Resources**

The environmental document will discuss whether the proposed project site is designated as prime farmland, farmland of statewide importance, unique farmland, or local importance. The analyses will also discuss whether or not the project site is subject to a Williamson Act contract. The proposed project site has never been used as forest land or used for timber production. These issues will be discussed and supported with documentation.

#### **Air Quality**

The City of Pasadena is located in the South Coast Air Basin and is within the jurisdiction of the South Coast Air Quality Management District (SCAQMD). The air pollutants of greatest concern in the South Coast Air Basin are ozone, NO<sub>x</sub>, CO<sub>x</sub>, PM<sub>10</sub>, and PM<sub>2.5</sub>. The air quality analysis will provide an introductory discussion of the air pollutants of concern in the region, summarize local and regional air quality, describe pertinent characteristics of the air basin, and provide an overview of the physical conditions affecting pollutant buildup and dispersion in the City and/or basin. The setting will also discuss the sources, types, and health effects of air pollutants. The results of the analysis prepared under Task 2B will be summarized in the Draft IS/MND.



## Biological Resources

Based on our knowledge of the project site, there is vegetation on the project site made up of grass and mature trees. Since there are trees located on the project site and in the public right-of-way at the project site that could be directly or indirectly affected by construction activities, there is a chance that they could provide suitable habitat for nesting migratory birds. However, to ensure that no impacts to migratory birds would occur, the environmental document will include a mitigation measure that requires preconstruction surveys for nesting migratory birds (if determined appropriate). Additionally, the environmental analysis will consider the removal of potentially mature trees and determine any potentially significant impacts of doing so. The results of the arborist report and biological assessment (if prepared) will be summarized in the MND.

## Cultural Resources

Dudek will begin by conducting a California Historical Resources Information Systems (CHRIS) records search of the project area and a one-mile radius at the South Central Coastal Information Center (SCCIC), which houses cultural resource records for Los Angeles County. The purpose of the records search is to identify any previously recorded cultural resources that may be located within the project area. In addition to a review of previously prepared site records and reports, the records search will also review historical maps of the project area, ethnographies, the National Register of Historic Places (NRHP), the California Register of Historical Resources (CRHR), the California Historic Property Data File, and the lists of California State Historical Landmarks, California Points of Historical Interest, and Archaeological Determinations of Eligibility.

Dudek will also request a paleontological resources records search from the Vertebrate Paleontology Section of the Los Angeles County Natural History Museum. The purpose of this records search is to determine whether there are any known fossil localities in or near project area and to identify the geologic units present in the project area. This information will be used to determine paleontological sensitivity within in the project area in order to assess potential impacts to paleontological resources. Geologic maps, reports and a site-specific geotechnical (if available) report will also be reviewed to identify geologic units on the site and establish the site's stratigraphy.

Dudek will contact the California Native American Heritage Commission (NAHC) for a review of their Sacred Lands File. The NAHC will determine if any NAHC-listed Native American sacred lands are located within or adjacent to the project area. In addition, the NAHC will provide a list of Native American contacts for the project who should be contacted for additional information. Dudek will prepare and mail a letter to each of the NAHC-listed contacts, requesting that they contact us if they know of any Native American cultural resources within or immediately adjacent to the project area.

AB 52 is a government-to-government process between the CEQA lead agency and California Native American Tribes. If requested, Dudek will assist the District with the notification process and responding to any comment letters. No in-person meetings or follow-up phone calls with Native American groups are included in this scope of work.

Upon completion of the records search, Dudek will conduct a reconnaissance-level pedestrian survey of the proposed project area for archaeological resources in areas where there is ground surface visibility. Identified resources will be mapped using iPad technology. Dudek assumes that the cultural resources survey will require no more than one (1) qualified archaeologist working no more than one (1) field day to complete. For the purposes of this scope of work and cost estimate, Dudek assumes that the survey will be negative for archaeological resources and no artifacts, samples, or specimens will be collected during the survey.



Dudek understands that a historic built environment assessment is being prepared for the proposed project and is not required as part of this scope of work. Dudek will prepare a cultural resources MND section that will summarize the results of the records search, Native American coordination, background research, archaeological survey, and the results of the historic assessment (being prepared by the District's consultants). The section will also discuss the regulatory framework, all sources consulted, research and field methodology, setting, and findings. In addition, the section will discuss the proposed project's potential to impact cultural resources under CEQA and will provide mitigation measures and recommendations as appropriate.

### **Geology/Soils**

This section will be prepared using any site-specific geotechnical information that may be available from the District (i.e., soils report), as well as available geologic and/or soils maps, published literature, stereoscopic aerial photographs, and information, reports, and/or plans with information regarding geology and/or soils for the project site. Typically, for urban infill projects, enough data can be gathered such that a detailed geological study is not required, and further, standard construction techniques and the rigorous requirements of the Uniform Building Code, the California Building Code, and the City's Municipal Code provide enough protection to ensure that significant impacts do not result. Accordingly, these techniques and standards will be identified and discussed with respect to the proposed project, and additional mitigation measures, if required, will also be presented. Based on the information collected, soils and geologic conditions will be discussed, and potential impacts will be identified.

### **Greenhouse Gas Emissions**

GHG and climate change will be addressed using a methodology that Dudek has used, and is currently using, on other projects of similar size and scope. To accomplish this, Dudek will briefly describe global warming concepts, the science that supports these concepts, each of the GHGs, and the project's participation (or lack of) in the formation of these gases. As the science of greenhouse gases is constantly changing, Dudek will briefly describe the current regulatory setting including California law AB 1493, AB 32, and Executive Order S-3-05, and will outline SCAQMD's current position on significance thresholds. The results of the analysis prepared under Task 2C will be summarized in the Draft IS/MND.

### **Hazards/Hazardous Materials**

Potential impacts from previous uses at the project site will be assessed and summarized in the IS/MND. Since Dudek could not confirm if a hazardous materials database check has been conducted in the past one year, we will complete the task of having Environmental Data Resources, Inc. (EDR) run a hazardous materials database check as much to confirm potential hazards on the project site as in the immediate area of the project site that may affect the proposed project. If it is determined that this database check is not necessary, we can revise the budget included herein.

The IS/MND will describe planned uses at the project site that could create hazards for future students, staff and visitors of the proposed elementary school, such as those associated with the use, disposal, transportation, or potential upset of hazardous materials, including those typically used for institutional cleaning and landscaping. Federal, state, county, and City laws and regulations governing hazardous materials will be summarized. The IS/MND will also evaluate the extent to which the project could impair or physically interfere with an adopted emergency response plan or emergency evacuation plan, or expose people or structures to a significant risk of loss, injury, or death involving wildland fires. The proposed project site is



not located within two miles of a public or private airport, and therefore, would likely not pose any potential hazards associated with working within proximity of an airport.

### **Hydrology/Water Quality**

Existing hydrologic conditions will be identified, including the extent and nature of the existing watershed, groundwater recharge, and supply, drainage conditions, and water quality. Surface water resources will be described for the project area. Existing and planned drainage and flood control facilities for the proposed uses will also be described. The 100- and 500-year floodplains within the project vicinity will be mapped, and any exposure of structures to the 100-year floodplain will be evaluated. The potential increase in the rate of runoff as a result of the proposed project will be described and compared to pre-development conditions. Additionally, the amount of landscaping (pervious surfaces) will be addressed. The IS/MND will analyze whether the proposed project would adversely alter the existing drainage pattern of the site, such that flooding, erosion, or other degraded water quality conditions would occur. As would be expected, impacts related to erosion are not considered likely, particularly assuming compliance with the requirements of the National Pollutant Discharge Elimination System (NPDES) program during construction activities.

The environmental analysis will address potential changes in surface water and groundwater quality as a result of site development. Dudek will discuss the applicability of relevant water quality regulations to reduce potential effects. These requirements would include, but would not be limited to, the Regional Water Quality Control Board NPDES permit requirements for construction and operational activities and the Clean Water Act Section 303(d) list of impaired water bodies. In addition, either this section and/or the utilities/service systems section would determine whether the project would result in an exceedance of the capacity of any downstream storm drain facility, or result in runoff that exceeds the pre-developed condition. The risk of inundation by seiches, mudflows, and tsunamis (which are not likely) will also be addressed in the IS/MND as per the CEQA requirement.

### **Land Use and Planning**

The Land Use and Planning section of the IS/MND will describe existing land uses, intensities, and patterns in the vicinity of the project site and the compatibility of the proposed project with existing development. The IS/MND will evaluate any potential conflicts between the proposed development and surrounding uses. These conflicts could include a use that would create a nuisance for adjacent properties or result in incompatibility with surrounding land uses, such as difference in the physical scale of development, noise levels, traffic levels, or hours of operation. The IS/MND will evaluate the extent to which adopted City development standards or proposed design standards would eliminate or minimize potential conflicts between the proposed project and adjacent uses.

### **Mineral Resources**

The proposed project site is currently occupied by vacant elementary school structures and does not have an oil and gas well on-site. The IS/MND will analyze the potential for the proposed project to result in the loss of availability of a known mineral resource or a locally important mineral resource recovery site. Potentially significant impacts are not anticipated, however, this issue will be included in the environmental document as per CEQA.



## Noise

Dudek will use the results of the traffic impact study, information regarding construction phases, schedules, and equipment, as well as information regarding specific activities and hours of operation to model the potential noise impacts generated by the proposed project both during construction and operation. The results of the analysis prepared under Task 2D will be summarized in the Draft IS/MND.

## Population/Housing

The proposed project includes modernization of an elementary school campus. The proposed project would not displace existing housing or divide an established community. The proposed project could increase the number of potential employees in the project area that could alter the population, employment, and housing characteristics for the area. The employment and housing characteristics of the city and region will be summarized and will be used to determine potential project impacts. Applicable General Plan policies regarding population, housing (including affordable housing), and employment opportunities will also be described and analyzed.

## Public Services

The City of Pasadena Police Department and Fire Department provide police and fire services to the City. The IS/MND will address potential impacts of the project on police and fire department response capabilities and time. The IS/MND would also address proper site access and circulation, location and number of fire hydrants, and fire prevention devices and systems that would be installed. The proposed project includes reopening a currently closed elementary school. Therefore, since there is an anticipated increase in enrollment population with the proposed project, impacts on recreational facilities, other schools, and libraries will be analyzed. The Pasadena Unified School District serves the educational needs of the project area. Potential impacts to public services will be substantiated and analyzed in the IS/MND.

## Recreation

The environmental document will document the existing parks, open space, and recreational resources in the project area. Policies related to recreation and open space will be described, as applicable to the proposed project. The project proposes several recreational amenities on-site. The impacts of the proposed project on parks, open space, and recreational resources will be evaluated. Standards for the provision of such resources, as established in the City's General Plan and in the Quimby Act, will be compared and evaluated.

## Transportation/Traffic

Dudek is pleased to bring LLG to the team for preparation of a stand-alone traffic impact study that provides recommendations for the mitigation of project impacts, if any. This scope of work assumes that the report will include the appropriate maps showing the study area(s), study intersections, and locations of the cumulative projects, diagrams showing peak hour turning movement volumes at the study intersections for each scenario, and trip distribution percentages. Analysis of on-site and off-site circulation, access, queuing, and parking will also be included. All calculations will be provided. Dudek will respond to comments received from the project team. Dudek will summarize the results of the traffic impact study in the IS/MND.

## Utilities/Service Systems

The analysis of wet utilities (sewer, water, and storm drain) will focus on the adequacy of existing City systems to accommodate the proposed project. With respect to sewer, this section of the IS/MND will



address whether the sewage generated by the project would exceed the wastewater treatment requirements of the Los Angeles Regional Water Quality Control Board. In addition, Dudek would also coordinate with the City to ensure that the wastewater treatment provider has adequate capacity to serve the proposed project's projected demand, in addition to the provider's existing commitments. Similarly, the IS/MND will address whether the wastewater generated by the project would require the expansion of existing wastewater treatment facilities or the construction of new wastewater treatment facilities. If inadequate wastewater treatment is identified, measures to provide adequate wastewater treatment will be identified.

In terms of storm drainage, this section of the IS/MND will address whether implementation of the proposed project would exceed the capacity of existing or planned stormwater drainage systems, either immediately downstream of the project site or at a potentially constrained confluence of storm drains further downstream. If inadequate storm drain capacity is identified, measures to eliminate impacts (such as the on-site detention, retention, and/or filtration) and/or upgrading the storm drain facilities will be identified. Water quality impacts would also be addressed in the IS/MND.

The IS/MND will provide a description of existing and future landfill capacity at the landfills that accept waste from the City of Pasadena and describe any regulations associated with State-mandated waste reduction requirements. Projected solid waste will be compared to existing and future landfill capacity to determine whether the changes in land use would substantially shorten the life of the landfill or necessitate expansion of the landfill. Dudek will also confirm if Pasadena Water and Power and The Gas Company can serve the project site. This information will be summarized in the IS/MND. The IS/MND will quantify estimated energy use for the proposed project.



# Approach to Communication

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In practice, effective project management is the result of constant and careful attention to the daily demand for communication: communication among project participants and communication with the client. Dudek believes that, in the end, the most effective project manager is the one who ensures that information, data, instructions, and guidance continue to flow on a regular basis. Dudek's project manager will maintain a continual level of communication with the project team by:

- Serving as the single point of contact
- Regularly calling and/or emailing the project team's key contact staff person to discuss project milestones, activities, and potential issues
- Holding regular project management meetings with key project staff to coordinate work efforts, check on task completion, and review budget conformance
- Updating, as necessary, the project description, schedule, work progress reports, and inventories of available data so that all team members are aware of information that may affect their work products and schedules
- Coordinating with the project team at strategic junctures for public input

Proactive communication and coordination with the project team are determining factors in the success of this project for all parties involved. We will take an aggressive approach in developing the proper documentation and approval process with the project team at critical decision points and milestones. All correspondence will be directed through the project manager, and the project manager will be responsible for making sure that all information is passed on to team members. Weekly team meetings will be held to verify that the schedule identified in the work plan is being followed.



# Schedule

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The proposed schedule assumes a kick-off date of January 30, 2017; however, this schedule can be modified if the project commences earlier or later than the proposed date. Dudek proposes the following schedule to complete an IS/MND within six and a half months of kick-off, as required by CEQA Guidelines Section 15108. If a more aggressive schedule is desired, we would be happy to work with the project team to determine how this could be accomplished. Dudek understands the importance of meeting the schedule outlined below and has confirmed technical staff availability to meet this schedule, assuming that adequate information regarding the project and a mutually acceptable scope of services is available when the District provides Dudek with a notice to proceed. Other factors that could lengthen or shorten the schedule include dates of receipt of project information, length of project team review, and unanticipated issues arising from District staff or public review of the IS/MND.

## Target dates:

Kick-off Meeting .....By January 30, 2017  
 Completion of Peer Review and Preparation of Preliminary Technical Analyses.....By March 13, 2017

## **Draft IS/MND and NOC**

- Submittal of Administrative Draft IS/MND and NOC .....By March 27, 2017
- Receipt of Comments on Administrative Draft IS/MND and NOC..... By April 17, 2017
- Submittal of Print-Ready Draft IS/MND and NOC..... By May 1, 2017
- Publication of Draft IS/MND ..... By May 8, 2017
- 30-Day IS/MND Public Review Period..... May 8, 2017 – June 6, 2017
- Draft IS/MND Public Meeting..... During 30-Day Public Review

## **Final IS/MND and NOD**

- Submittal of Administrative Final IS/MND, MMRP, and NOD ..... By July 7, 2017
- Receipt of Comments on Administrative Final IS/MND, MMRP, and NOD ..... By July 28, 2017
- Submittal Print-Ready Final IS/MND, MMRP and NOD ..... By August 11, 2017
- Publication of Final IS/MND and MMRP ..... By August 18, 2017
- File NOD..... Within 5 days of certification of the IS/MND
- Attend Public Hearings ..... August/September 2017

## **Project Meetings and Management**

Attend Project Meetings .....Ongoing  
 Project Management and General Coordination.....Ongoing

The overall schedule for completion of the IS/MND will specifically depend on several factors, some of which are outside of Dudek' control. In particular, the availability of the project team to review the revised project description, agree on the scope of the document, review the technical studies, and review the Draft IS/MND will be key factors. The schedule includes the following specific assumptions:



- Receipt of complete and accurate project data at the project kick-off meeting
- Receipt of complete and accurate technical studies and plans at the project kick-off meeting
- Stable project description throughout the environmental review process

# Budget

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Dudek has prepared a cost estimate that is competitive, yet accurately reflective of the level of effort required to complete the scope of services based on our understanding of the project with the information made available to date. Dudek does not believe it is in the District's interest to submit an unrealistically low cost proposal, which is made possible by either reducing the scope of work or by assuming that budget augments will be made available at a later date. That said, we are flexible and willing to discuss ways to reduce our preliminary cost proposal, if necessary. For your convenience, we have provided a detailed cost proposal for preparation of an IS/MND as Attachment A, identifying labor costs by task, by person, and by hour. In an effort to keep costs at a minimum, there will be minimal printing of the draft document and notices. If additional printed copies are requested by any member of the project team, Dudek will revise this budget accordingly.

Factors that would increase the scope of work and estimated costs outlined in this proposal include, but are not necessarily limited to, any of the following:

- Attendance at additional meetings
- Additional printing of copies of reports
- Analysis of additional issues above those discussed in this proposal, or a more detailed level of analysis than described in this proposal
- Changes in the project requiring re-analysis or rewriting of report sections
- Collection of additional data

Our cost proposal is valid for 90 days from the date of this proposal and is based on all team members' standard hourly rates.



## **Attachment A Budget**

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Attachment A

Proposed Budget for the Linda Vista Elementary School Campus Improvements Project IS/MND

TASK	HOURS					COST		
	Project Manager	Project Manager/Senior Analyst	Junior Analyst	General Administration (Word Processing)	Graphics	Subtotal: Hours	Subtotal: Dollars	TOTAL
	Principal	Specialist/Planner V	Environmental Analyst III	Technical Editor I	Assistant Designer			
	\$240.00	\$175.00	\$115.00	\$115.00	\$135.00			
LABOR COST (IS/MND)								
1 Participate in Project Startup Activities								
1A Attend One Project Kick-Off Meeting	1		1			2	\$355	
2 Peer Review and Prepare Preliminary Technical Analyses								
2A Peer Review District-Prepared Technical Analyses		12				12	\$2,100	\$29,740
2B Prepare Air Quality Impact Analyses	1	22	5			28	\$4,665	
2C Prepare GHG Emissions Impact Analyses	1	18	2			21	\$3,620	
2D Prepare Noise Impact Analyses	1	40	8		2	51	\$8,430	
2E Prepare Traffic Impact Analyses (includes 15% administrative fee)	To Be Prepared by LLG					10,925		
3 Prepare Administrative Draft IS/MND								
3A Prepare Administrative Draft IS/MND (2 rounds)	12			8	6	26	\$4,610	
Project Description			8			8	\$920	
Aesthetics			4			4	\$460	
Agriculture & Forestry Resources			1			1	\$115	
Air Quality (summarizing the results of Subtask 2B)			4			4	\$460	
Biological Resources			4			4	\$460	
Cultural Resources		22	10			32	\$5,000	
Geology & Soils			4			4	\$460	
Greenhouse Gas Emissions (summarizing the results of Subtask 2C)			4			4	\$460	
Hazards & Hazardous Materials			4			4	\$460	
Hydrology & Water Quality		4				4	\$700	
Land Use & Planning			4			4	\$460	
Mineral Resources			1			1	\$115	
Noise (summarizing the results of Subtask 2D)			4			4	\$460	
Population & Housing			4			4	\$460	
Public Services			6			6	\$690	
Recreation			2			2	\$230	
Transportation & Traffic (summarizing the results of Subtask 2E)		12				12	\$2,100	
Utilities & Service Systems		4				4	\$700	
Mandatory Findings of Significance			2			2	\$230	
Prepare Screencheck Draft IS/MND & Print-Ready Draft IS/MND	6		12	6	2	26	\$3,780	
4 Prepare Public Review Draft IS/MND and Attend Draft IS/MND Public Meetings								
4A Prepare Public Review Draft IS/MND	4		8	4		16	\$2,340	\$3,990
4B Attend Draft IS/MND Public Meetings (2); includes preparation for the meetings	4		6			10	\$1,650	
5 Prepare Administrative Final IS/MND*								
5A Prepare Administrative Final IS/MND* (two rounds)	8	4	24	8	4	48	\$6,840	\$6,840
6 Prepare Final IS/MND for Public Review and Attend Hearings & File NOD								
6A Prepare Final IS/MND for Public Review	4	2	12	4		22	\$3,150	\$4,090
6B Attend Board of Education Hearing (1)& File NOD; includes preparation for hearing	2		4			6	\$940	
7 Attend Project Progress Meetings								
7A Attend Two (2) Project Progress Meetings	4		4			8	\$1,420	\$1,420
8 Project Management and General Coordination								
8A Project Management and General Coordination	24					24	\$5,760	\$5,760
Total Hours	72	140	152	30	14	408		
TOTAL IS/MND LABOR	\$17,280	\$24,500	\$17,480	\$3,450	\$1,890		\$75,525	\$75,525
DIRECT COSTS/EXPENSES								
Estimated Direct Costs/Expenses								
Reproduction								
21 copies of the Draft IS/MND at a maximum of \$45/copy								\$945
16 copies of the Final IS/MND at a maximum of \$55/copy								\$880
Miscellaneous reproduction (NOI, NOC, NOD, CDs, Hearing Materials, etc.)								\$600
Filing Fees (County Clerk = \$75.00 (Draft IS/MND NOI) + \$75.00 (Final IS/MND NOD) + \$2216.25 (2017 CDFG fee (if not exempt))								\$2,366.25
Mileage								\$200
Delivery/Postage (ESTIMATED)								\$1,000
Subtotal Direct Costs								\$5,991.25
Administrative Fee (15% of direct costs)								\$898.69
TOTAL DIRECT COSTS/EXPENSES								\$6,889.94
Estimated Subconsultant & Vendor Costs/Expenses								
Cultural Resources Records Checks								\$1,500
EDR Hazards Database Check								\$350
Subtotal Subconsultants								\$1,850
Administrative Fee (15% of subconsultants/vendors)								\$278
TOTAL SUBCONSULTANT & VENDOR COSTS/EXPENSES								\$2,128
TOTAL IS/MND BUDGET								\$84,542.44

\* The Administrative Final IS/MND budget is based on receiving no more than 50 comments (not comment letters) on the Draft IS/MND. Responding to additional comments would require an amendment to the proposed budget.



## **Attachment B   Fee Schedule**

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# DUDEK

## 2017 STANDARD SCHEDULE OF CHARGES

### ENGINEERING SERVICES

Project Director.....	\$270.00/hr
Principal Engineer III.....	\$240.00/hr
Principal Engineer II.....	\$230.00/hr
Principal Engineer I.....	\$220.00/hr
Program Manager.....	\$210.00/hr
Senior Project Manager.....	\$210.00/hr
Project Manager.....	\$205.00/hr
Senior Engineer III.....	\$200.00/hr
Senior Engineer II.....	\$190.00/hr
Senior Engineer I.....	\$180.00/hr
Project Engineer IV/Technician IV.....	\$170.00/hr
Project Engineer III/Technician III.....	\$160.00/hr
Project Engineer II/Technician II.....	\$145.00/hr
Project Engineer I/Technician I.....	\$130.00/hr
Project Coordinator.....	\$100.00/hr
Engineering Assistant.....	\$95.00/hr

### ENVIRONMENTAL SERVICES

Principal.....	\$240.00/hr
Senior Project Manager/Specialist II.....	\$225.00/hr
Senior Project Manager/Specialist I.....	\$215.00/hr
Environmental Specialist/Planner VI.....	\$195.00/hr
Environmental Specialist/Planner V.....	\$175.00/hr
Environmental Specialist/Planner IV.....	\$165.00/hr
Environmental Specialist/Planner III.....	\$155.00/hr
Environmental Specialist/Planner II.....	\$140.00/hr
Environmental Specialist/Planner I.....	\$125.00/hr
Analyst III.....	\$115.00/hr
Analyst II.....	\$105.00/hr
Analyst I.....	\$95.00/hr
Planning Assistant II.....	\$85.00/hr
Planning Assistant I.....	\$75.00/hr

### COASTAL PLANNING/POLICY SERVICES

Senior Project Manager/Coastal Planner II.....	\$220.00/hr
Senior Project Manager/Coastal Planner I.....	\$210.00/hr
Environmental Specialist/Coastal Planner VI.....	\$200.00/hr
Environmental Specialist/Coastal Planner V.....	\$180.00/hr
Environmental Specialist/Coastal Planner IV.....	\$170.00/hr
Environmental Specialist/Coastal Planner III.....	\$160.00/hr
Environmental Specialist/Coastal Planner II.....	\$150.00/hr
Environmental Specialist/Coastal Planner I.....	\$140.00/hr

### CULTURAL AND PALEONTOLOGICAL SERVICES

Senior Project Manager/Archaeologist II.....	\$215.00/hr
Senior Project Manager/Archaeologist I.....	\$205.00/hr
Environmental Specialist/Archaeologist V.....	\$185.00/hr
Environmental Specialist/Archaeologist IV.....	\$165.00/hr
Environmental Specialist/Archaeologist III.....	\$145.00/hr
Environmental Specialist/Archaeologist II.....	\$135.00/hr
Environmental Specialist/Archaeologist I.....	\$125.00/hr
Environmental Specialist/Architectural Historian II.....	\$150.00/hr
Environmental Specialist/Architectural Historian I.....	\$125.00/hr
Environmental Specialist/Paleontologist II.....	\$165.00/hr
Environmental Specialist/Paleontologist I.....	\$125.00/hr
Paleontological Technician III.....	\$85.00/hr
Paleontological Technician II.....	\$75.00/hr
Paleontological Technician I.....	\$55.00/hr
Cultural Resources Technician II.....	\$75.00/hr
Cultural Resources Technician I.....	\$55.00/hr

### CONSTRUCTION MANAGEMENT SERVICES

Principal/Manager.....	\$195.00/hr
Senior Construction Manager.....	\$180.00/hr
Senior Project Manager.....	\$160.00/hr
Construction Manager.....	\$150.00/hr
Project Manager.....	\$140.00/hr
Resident Engineer.....	\$140.00/hr
Construction Engineer.....	\$135.00/hr
On-site Owner's Representative.....	\$130.00/hr
Construction Inspector III.....	\$125.00/hr
Construction Inspector II.....	\$115.00/hr
Construction Inspector I.....	\$105.00/hr
Prevailing Wage Inspector.....	\$135.00/hr

### COMPLIANCE SERVICES

Compliance Director.....	\$205.00/hr
Compliance Manager.....	\$145.00/hr
Compliance Project Coordinator.....	\$105.00/hr
Compliance Monitor.....	\$95.00/hr

### HYDROGEOLOGICAL SERVICES

Principal.....	\$260.00/hr
Principal Hydrogeologist/Engineer.....	\$240.00/hr
Sr. Hydrogeologist IV/Engineer IV.....	\$225.00/hr
Sr. Hydrogeologist III/Engineer III.....	\$210.00/hr
Sr. Hydrogeologist II/Engineer II.....	\$195.00/hr
Sr. Hydrogeologist I/Engineer I.....	\$180.00/hr
Hydrogeologist VI/Engineer VI.....	\$160.00/hr
Hydrogeologist V/Engineer V.....	\$150.00/hr
Hydrogeologist IV/Engineer IV.....	\$140.00/hr
Hydrogeologist III/Engineer III.....	\$130.00/hr
Hydrogeologist II/Engineer II.....	\$120.00/hr
Hydrogeologist I/Engineer I.....	\$110.00/hr
Technician.....	\$100.00/hr

### DISTRICT MANAGEMENT & OPERATIONS

District General Manager.....	\$185.00/hr
District Engineer.....	\$175.00/hr
Operations Manager.....	\$150.00/hr
District Secretary/Accountant.....	\$100.00/hr
Collections System Manager.....	\$100.00/hr
Grade V Operator.....	\$100.00/hr
Grade IV Operator.....	\$90.00/hr
Grade III Operator.....	\$85.00/hr
Grade II Operator.....	\$63.00/hr
Grade I Operator.....	\$55.00/hr
Operator in Training.....	\$40.00/hr
Collection Maintenance Worker II.....	\$60.00/hr
Collection Maintenance Worker I.....	\$45.00/hr

### OFFICE SERVICES

#### Technical/Drafting/CADD Services

3D Graphic Artist.....	\$160.00/hr
Senior Designer.....	\$150.00/hr
Designer.....	\$140.00/hr
Assistant Designer.....	\$135.00/hr
GIS Programmer I.....	\$180.00/hr
GIS Specialist IV.....	\$155.00/hr
GIS Specialist III.....	\$145.00/hr
GIS Specialist II.....	\$135.00/hr
GIS Specialist I.....	\$125.00/hr
CADD Operator III.....	\$130.00/hr
CADD Operator II.....	\$125.00/hr
CADD Operator I.....	\$110.00/hr
CADD Drafter.....	\$100.00/hr
CADD Technician.....	\$95.00/hr

### SUPPORT SERVICES

Technical Editor III.....	\$145.00/hr
Technical Editor II.....	\$130.00/hr
Technical Editor I.....	\$115.00/hr
Publications Specialist III.....	\$105.00/hr
Publications Specialist II.....	\$95.00/hr
Publications Specialist I.....	\$85.00/hr
Clerical Administration II.....	\$90.00/hr
Clerical Administration I.....	\$85.00/hr

**Forensic Engineering** – Court appearances, depositions, and interrogatories as expert witness will be billed at 2.00 times normal rates.

**Emergency and Holidays** – Minimum charge of two hours will be billed at 1.75 times the normal rate.

**Material and Outside Services** – Subcontractors, rental of special equipment, special reproductions and blueprinting, outside data processing and computer services, etc., are charged at 1.15 times the direct cost.

**Travel Expenses** – Mileage at current IRS allowable rates. Per diem where overnight stay is involved is charged at cost.

**Invoices, Late Charges** – All fees will be billed to Client monthly and shall be due and payable upon receipt. Invoices are delinquent if not paid within 30 days from the date of the invoice. Client agrees to pay a monthly late charge equal to 1% per month of the outstanding balance until paid in full.

**Annual Increases** – Unless identified otherwise, these standard rates will increase 3% annually.



**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL TO INITIATE THE CEQA PROCESS AS DIRECTED BY PUSD'S AR 7150 WHEN CONSIDERING CONSTRUCTION FOR THE MODERNIZATION OF THE SAN RAFAEL SCHOOL SITE. DUDEK IS A CALIFORNIA BASE/LOCAL FIRM THAT PROVIDES ENVIRONMENTAL CONSULTANT SERVICES AND MEETS ALL OF THE QUALIFICATIONS TO CONDUCT CEQA SERVICES FOR THE DISTRICT.

**Recommendation:** The Board of Education approve Dudek's proposal for CEQA services for the San Rafel School site in the amount of \$84,542.44.

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

## **I. BACKGROUND**

The California Environmental Quality Act (CEQA) was enacted in 1970 to ensure that local and state agencies consider the environmental impacts of their actions and disclose to decision makers and the public the significant environmental effects of their decisions when approving or disapproving a project. The main objectives of CEQA are to:

- Disclose to decision makers and the public the significant environmental effects of proposed activities
- Identify ways to avoid or reduce environmental damage by requiring implementation of feasible alternatives or mitigation measures
- Disclose to the public reasons for agency approval of projects with significant environmental effects
- Foster interagency coordination in the review of projects
- Enhance public participation in the planning process

The California Environmental Quality Act (CEQA) requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. PUSD is designated as a "lead agency," meaning it is in charge of those projects, we are required to file CEQA reports and obtain public comments on the projects when available. Attachment #1 is an FAQ on the CEQA processes for information only, prepared by the State Water Board.

## **II. STAFF ANALYSIS**

The Environmental Consultant Services' firm Dudek is a California based local firm that has gone through extensive qualification and reference checks by PUSD staff and is recommended for approval to provide the district to provide CEQA services. The firm's proposal is attached as well as the firm's dossier of their capabilities and a list previous districts that received the same services. See attachments #2 and #3. This process is in line with the PUSD AR 7150 for State compliances purposes. See AR 7150 online Board Agenda dated 04242014. Staff recommends

the approval of the attached Dudek's Proposal for the Linda Vista School Site as the district's consultant for environmental services.

Attachments: 1) CEQA FAQ, #2 Dudek's Proposal for CEQA Services, #3 Dudek's dossier.

The Facilities Committee vetted this Board Report on February 16, 2017

### **III. FISCAL IMPACT**

Funds in the amount \$84,542.44 are available for the Measure TT- San Rafael Modernization Budget.

**Pasadena Unified School District**  
**Board of Education Agenda:** February 23, 2017  
**Prepared by:** Nelson Cayabyab, Chief Facilities Officer

**Funding Code:** 21.1-TBD

Originator: Nelson Cayabyab, Chief Facilities Officer-



January 18, 2017

Nelson Cayabyab, Chief Facilities Officer  
Pasadena Unified School District  
740 W. Woodbury Road  
Pasadena, CA 91103

**Subject: Proposal to Prepare an Initial Study (IS) and Mitigated Negative Declaration (MND) for the San Rafael Elementary School Campus Improvements Project in the City of Pasadena, California**

Mr. Cayabyab:

Dudek is pleased to submit this proposal to prepare an IS/MND for the San Rafael Elementary School Campus Improvements Project. We will provide the team with:

**Comprehensive Project Understanding** The subject of this proposal is redevelopment of the San Rafael Elementary School campus in order to relieve overcrowding at other elementary schools within the Pasadena Unified School District. According to a Facilities Assessment Report prepared for the school, the overall appearance of the site is, "marginal and need of repairs and replacement of key systems." Generally speaking, the proposed project would involve modernization of administration buildings with support spaces, classroom buildings, interior areas, exterior play areas, relocatable buildings, and structural, mechanical, plumbing & electrical systems. Three design options for campus improvements have been proposed as part of the Facilities Assessment Report. It is our understanding that one of the design options will be selected for analysis in the CEQA document. All designs incorporate modernization or new development of: classrooms; administrative areas; outdoor play fields; parking areas; and the drop-off/pick-up area. Improvements must comply with Division of State Architect codes. Improvements to the campus will ensure structural safety and the adequate provision of educational resources. The Pasadena Unified School District would be the lead agency for the CEQA clearance process.

**Knowledgeable and Diverse Project Team** For over 35 years, Dudek has been a leading mid-sized California environmental, urban planning, and engineering firm that helps clients design, plan, permit, and manage projects involving natural resource management, urban infill and infrastructure development, and regulatory compliance. Our environmental experts help clients achieve environmental and regulatory objectives while delivering savings and efficiencies in time, cost, and resources. We are well versed in the needs of local cities and agencies and bring our depth of technical knowledge, experience, and successful project management to each project. The Dudek team has extensive experience working throughout southern California as follows:

- California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) documentation
- Master planning and environmental analyses for K-12 campus improvements projects
- Community outreach on contentious projects
- Visual simulations and shade/shadow analyses prepared by a senior civil drafter and computer-aided drafting and design (CADD) operator
- Field surveys and habitat restoration by biologists certified by the California Department of Fish and Wildlife and United States Fish and Wildlife Service

Mr. Nelson Cayabyab

Subject: *Proposal to Prepare an IS/MND for the San Rafael Elementary School Campus Improvements Project in the City of Pasadena, California*

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- Infrastructure projects with Metropolitan Water District, Southern California Edison, Southern California Gas Company and the California Public Utilities Commission
- Preparation of fuel modification plans approved by the regulating fire department
- Hydraulic analyses prepared in accordance with Public Works criteria
- 404/401 permits coordinated with the Flood Control District, incorporating their maintenance parameters.

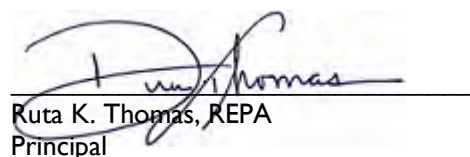
**Familiarity with Regional Issues and Agencies** Because of our prior work in the City of Pasadena, we are extremely familiar with the diverse community makeup, infrastructure, natural resources, and land use environments, which will facilitate smooth integration and successful consulting services for this project. Our experience with similar K-12 environmental projects throughout the region, as well as the depth of our senior leadership with environmental and planning issues in the greater southern California area, will allow us to complete the requested work in a timely, complete, and cost-effective manner. In relevant part Dudek offers:

- **Long-standing relationships with local regulatory agencies**, which provides extensive local experience
- **Recent environmental review experience and knowledge of issues pertaining to K-12 redevelopment projects** throughout California, which provides specific expertise with the type of project that is proposed
- **Commitment of senior Dudek staff** to work on the project, which provides unique intellectual capital that can be leveraged to the benefit of the proposed project

Dudek is a multidisciplinary environmental, urban planning, habitat restoration, water resource, and engineering firm. We are proud of our long history collaborating with local jurisdictions in the strategic advancement of the environmental review process. With over 2,500 successful environmental documents completed pursuant to CEQA, NEPA, state and federal Endangered Species Acts, the Clean Water Act, the Clean Air Act, the National Historic Preservation Act, and a host of other state and federal pieces of environmental legislation, our team offers professionals that can provide high-quality and legally defensible work products.

Thank you for the invitation to submit this proposal for the San Rafael Elementary School Campus Improvements Project. As per your request, this proposal includes a scope of work, schedule and budget for preparation of an IS/MND. If you have any questions or would like more information about our proposal, please feel free to contact me at 626.204.9822 or by email at [rthomas@dudek.com](mailto:rthomas@dudek.com). We look forward to working with your team to ensure a quick and seamless environmental review process for the proposed project.

Best regards,



Ruta K. Thomas, REPA  
Principal



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**Attachments**

Attachment A	Budget
Attachment B	Fee Schedule

# Firm Profile

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Dudek is an employee-owned, privately held California Corporation founded in 1980. For over 35 years, Dudek has been a leading midsize California environmental, urban planning, and engineering firm that helps clients design, plan, permit, and manage projects involving natural resource management, infrastructure development, and regulatory compliance. Our environmental experts help clients achieve environmental and regulatory objectives while delivering savings and efficiencies in time, cost, and resources. We are well versed in the needs of local cities and agencies and bring our depth of technical knowledge, experience, and successful project management to each project.

## LOCAL PRESENCE AND FAMILIARITY

Our Los Angeles area office is located at 38 North Marengo Avenue in the City of Pasadena. Ruta K. Thomas, a senior California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) project manager, brings 20 years of direct experience to all our projects throughout southern California.

## DIVERSE CAPABILITIES

At Dudek, our midsize structure means we are small enough to provide customized services to meet the needs of the community, while still offering the depth of experience needed to provide thorough, effective work products and guidance. Our project managers are empowered to be problem solvers with the ability to make decisions in a timely fashion to keep project momentum moving forward. We are proud of our low employee turnover.

Our staff's long tenure means the project manager you see at the bidding stage will still be with you at project completion. Repeatedly, this Dudek project team has demonstrated its ability to successfully interact with community residents, property owners, interest groups, and public agencies in formulating environmental analyses. Our sensitivity and ability to balance often diverse and conflicting community input and incorporate the results in environmental documents have consistently led to public support and advocacy during public hearings before planning commissions, councils, and boards of supervisors. A simple phone call or email to other Dudek staff members can provide our project managers with a broader perspective from a diverse group of seasoned professionals. This is an added benefit to each project we undertake, at no extra cost to the client.

Dudek offers the project team complete solutions for projects by providing a fully integrated array of services combining environmental analysis, policy planning, and technical studies tailored to meet the demands of any project. Our depth and breadth of experience means we can quickly access resources and assemble the right team for each project task. Our in-house team includes the following:

- AICP-certified environmental planners
- CEQA/NEPA specialists
- Civil drafters and CADD operators

## DUDEK AT A GLANCE

- 300+ employees in eleven California offices
- No. 1 Environmental Consulting Firm, San Diego Business Journal (2007–2012)
- Engineering News-Record Top 200 U.S. Environmental Firms (2008–2013)
- 90% Dun and Bradstreet Open Rating for reliability, delivery, timeliness, and responsiveness



- CDFW- and USFWS-certified biologists
- Registered professional archaeologists and cultural resource managers
- Noise and air quality specialists
- Greenhouse gas emissions specialists
- Registered landscape architects
- Certified arborists and foresters
- Certified GIS professionals
- LEED professionals
- Certified hydrogeologists
- Licensed geologists
- Registered environmental property assessors
- Licensed professional engineers
- Licensed contractors

We understand the challenges school districts have with managing increasing workloads with shrinking budgets and reduced staff. Dudek has built a strong reputation helping public officials effectively progress through California's ever-increasing regulatory maze, providing the appropriate team of experienced scientific, engineering, and regulatory professionals. We are organized to be a one-stop shop for environmental service needs.

## Project Team

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### Project Management

**Ruta K. Thomas, REPA** who has twenty years of CEQA/NEPA experience, will serve as the project manager for preparation of the environmental analyses for the proposed project. Ms. Thomas is a Principal in Dudek's Los Angeles area office, as well as a Senior Project Manager responsible for managing the preparation and coordination of highly complex, controversial, and visible environmental documentation for K-12 projects throughout the state of California. She has experience managing and directing a diversified mix of projects, such as the Central Los Angeles Area New Learning Center No. 1 (Ambassador Hotel) Project EIR for the Los Angeles Unified School District, the Malibu Middle and High School Campus Improvements Project EIR for the Santa Monica-Malibu Unified School District, the Mountain View Continuation High School Relocation Project IS/MND for the Santa Ana Unified School District, and the Whittier High School Campus Improvements IS/MND Addendum for the Whittier Union High School District. As a result of her extensive CEQA experience and knowledge, the Association of Environmental Professionals (AEP) has asked Ms. Thomas to instruct CEQA courses for new practitioners regularly since 2007. As a Registered Environmental Property Assessor (REPA), she has been determined by the state of California to have the academic training, occupational experience, and professional reputation necessary to objectively conduct one or more aspects of environmental assessment and site cleanup activities. Ms. Thomas brings scientific rigor to the projects on which she works, and with demonstrated expertise in writing and negotiation, she equally is able to communicate with agencies and technical colleagues towards the successful attainment of her client's goals. She has a calm demeanor, is able to relay scientific and regulatory information in a way that is easy to understand, and has the unique ability to gain the trust of a wide range of constituents. She facilitates

community workshops and outreach events in a way that ensures participants leave feeling that their concerns have been addressed and that they are an integral part of the solution. Ms. Thomas received a B.A. in Biology/Economics from Lehigh University in Pennsylvania and an M.A. in Environmental Studies from Brown University in Rhode Island.

## Subconsultants

Dudek is pleased to have **Linscott, Law and Greenspan, Engineers (LLG)** join our team for preparation of a traffic impact analysis for the proposed project. LLG is very familiar with the project study area having provided traffic engineering services for the City of Pasadena. In addition, LLG staff members assigned to this project are long-time residents either within the City of Pasadena or the surrounding communities.

## Technical Staff

In order to be reflective of the project team's needs as we collaborate on the San Rafael Elementary School Campus Improvements Project, Dudek has assembled a team of professionals with a distinguished record of producing environmental analyses in compliance with CEQA. We offer an outstanding team of urban and environmental planners, supported by highly competent technical specialists.

The Dudek team provides the full range of technical skills required to prepare environmental documents, as well as other related tasks. Our team includes CEQA practitioners, certified environmental scientists, urban planners and designers, land use specialists, transportation planners and engineers, infrastructure engineers, and public participation specialists. Dudek's capabilities to write superior policy planning and environmental documents, as well as associated technical studies, for the Pasadena Unified School District are enhanced by our team members' extensive experience preparing environmental analyses in the region and throughout the state. The excellence and innovation of our environmental documents have been recognized through the numerous awards received from our peers and professional organizations, and by the continued relevance of our documents to the communities in which they have been developed.

The key professionals comprising the Dudek team have experience in and direct knowledge of K-12 redevelopment projects in communities similar to Pasadena. Overall program management and preparation of final work products will be Dudek's responsibility. Dudek staff members will be involved in all phases of the work program and will provide assistance and project management to our team members. **Table I** provides a list of the Dudek team qualifications and roles for this contract.

**TABLE I. DUDEK TEAM INFORMATION**

Role	Name	Education and Licenses
Aesthetics	Josh Saunders, AICP	University of California, San Diego BA, Urban Studies and Planning
Air Quality and Greenhouse Gas Emissions	Jennifer Reed	University of California, Santa Barbara BA, Environmental
Land Use & Planning and Population & Housing	Shannon Kimball Wages, AICP	University of Southern California MA, Urban Planning/Design Brigham Young University BA, Humanities/Spanish



**TABLE I. DUDEK TEAM INFORMATION**

Role	Name	Education and Licenses
Agricultural Resources, Recreation, and Public Services	Michele Webb	University of California, Santa Barbara BA, Environmental Studies
Biological Resources	Brock Ortega	Humboldt State University BS, Wildlife Biology and Management
Cultural Resources	Micah Hale, PhD, RPA	University of California, Davis PhD, Anthropology California State University, Sacramento MA, Anthropology UC, Davis BS, Anthropology
Historic Resources	Samantha Murray, RPA	Cal State, Los Angeles MA, Anthropology Cal State, Northridge BA, Anthropology
Geology & Soils QA/QC	Steve Dickey, PG, CEG	University of Riverside Graduate Work, Geophysics and Geology Occidental College BA, Geology
Geology & Soils, Hydrology & Water Quality, Mineral Resources, and Utilities & Service Systems	Dylan Duvergé	San Francisco State University MS, Geosciences UC Santa Cruz BA, Environmental Studies
Hydrology & Water Quality and Utilities & Service Systems QA/QC	Derek Reed, PE, QSD/QSP	University of California, Los Angeles BS, Civil Engineering
Hazards & Hazardous Materials	Nicole Peacock, PE, PG	UCLA BS, Civil and Environmental Engineering/Geology
Noise	Mike Greene, INCE Bd. Cert.	UC, San Diego BS, Applied Mechanics
Traffic & Transportation	Anais Schenk	San Jose State University MURP, Urban and Regional Planning Reed College BA, Anthropology

# Scope of Work

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## Project Understanding

The subject of this proposal is redevelopment of the San Rafael Elementary School campus in order to relieve overcrowding at other elementary schools within the Pasadena Unified School District. The school currently operates as a Kindergarten through 5<sup>th</sup> grade school, and it is our understanding that the District intends to move 3rd through 5th grade to an alternate campus, allowing for this campus to house Kindergarten through 2<sup>nd</sup> grade. San Rafael Elementary School is located at 1090 Nithsdale Road, Pasadena, CA. Established in 1918, San Rafael Elementary School is located in the San Rafael Hills of Pasadena, California and is one of the oldest public schools in Pasadena. Like most Pasadena Unified School District schools, San Rafael has in the past experienced low attendance of the neighborhood, with a significant number of parents opting for private education. In 2009, PUSD established a Dual Language Immersion Program in Spanish and English at the school, and the result has been increased enrollment from across the District and a return to the school by neighborhood families. With the advent of the Dual Language Immersion Program and increased support from parents and the local community, the school is currently experiencing an increase in enrollment; there was a 20 percent increase in enrollment from 2010 to 2011.

According to a Facilities Assessment Report prepared for the school, the overall appearance of the site is, “marginal and need of repairs and replacement of key systems.” Generally speaking, the proposed project would involve modernization of administration buildings with support spaces, classroom buildings, interior areas, exterior play areas, relocatable buildings, and structural, mechanical, plumbing & electrical systems. We understand that a historic assessment is being prepared for the on-site structures. We also understand that there is one existing large significant oak tree along San Miguel Road, which will require careful evaluation in the CEQA document.

Three design options for campus improvements have been proposed as part of the Facilities Assessment Report. It is our understanding that one of the design options will be selected for analysis in the CEQA document. All designs incorporate modernization or new development of: classrooms; administrative areas; outdoor play fields; parking areas; and the drop-off/pick-up area. We understand that students may not need to be relocated off-site during construction. However, if renovation work within an existing classroom building, cafeteria or assembly room should occur, the District would likely require additional relocatable classrooms to be placed on-site during the construction period. Improvements must comply with Division of State Architect codes. Improvements to the campus will ensure structural safety and the adequate provision of educational resources. The Pasadena Unified School District would be the lead agency for the CEQA clearance process.

## Approach

The approach of the Dudek project team for preparation of the IS/MND is based on meeting the following objectives:

- Serving as a key element of the project team to anticipate controversial issues, provide unbiased recommendations, devise solutions to potential impacts and/or other issues that may arise, and provide expert planning, policy, and environmental compliance consultation



- Committing senior management to the project to provide close coordination with, and accessibility to, the project team to ensure technical accuracy, document objectivity, and legal defensibility
- Complying with CEQA, the current CEQA Guidelines, as well as current case law, and serving as a public educator of CEQA and the CEQA process
- Complying with all unique District processing requirements
- Using applicable information from other recent environmental documents to recognize schedule and budget efficiencies
- Responding to all significant issues of concern raised by the various governmental agencies, private entities, individuals, and community groups
- Submitting all required deliverables within the mutually agreed upon time frames

Dudek will take full responsibility for project initiation and organization, data compilation, impact assessment, development of mitigation measures, report compilation, monitoring and review for CEQA adequacy, attendance at public meetings and hearings, response to public comments, coordination of the internal project team, and preparation of a Mitigation Monitoring and Reporting Program (MMRP).

Report format and content will be in full compliance with CEQA (as amended through the date of submittal of the draft IS/MND), the CEQA Guidelines (also as amended through the date of submittal of the draft IS/MND), and the District's environmental guidelines and procedural requirements. General IS/MND organization will include a discussion of existing conditions, potential direct and indirect/secondary environmental impacts, and the recommendation of mitigation measures for each affected issue area. To present information in a concise and easily understood format, text will be supplemented with graphics, charts, maps and tables in an 8½ x 11 inch size, unless a larger format is critical to the readability of the document. All final work products will be submitted in electronic format and will be prepared using WORD and other formats (i.e., PDF) that are compatible with the District's software applications.

## **TASK 1      Participate in Project Startup Activities**

### **Subtask 1A    Attend One Project Kick-Off Meeting**

The Dudek team will attend one project kick-off meeting with representatives from the District. The purpose of the kick-off meeting is to compile the relevant background data and reports; clearly define the proposed project for the purposes of the environmental analysis; finalize the cumulative projects list with the District and City of Pasadena; discuss the District's format for the draft Findings of Fact; discuss the project schedule and important assumptions for achieving the schedule; identify all anticipated discretionary actions; establish early communication among various project team members, as well as the protocols for ongoing communication; and to familiarize the Dudek project team with the issues and concerns that the project team determines to be important issues for analysis in the IS/MND. Based on the discussions and issues raised during the kick-off meeting, the Dudek project management team will refine the scope of work, schedule, and budget, if necessary.

#### *List of Products*

- ☐ Attend one (1) kick-off meeting
- ☐ Submit one (1) written request for additional information, if necessary

## **TASK 2      Peer Review and Prepare Preliminary Technical Analyses**

### **Subtask 2A      Peer Review District-Prepared Technical Analyses**

Detailed technical studies and plans are often relied on by lead agencies to provide evidence for the conclusions of CEQA and NEPA documents. These technical studies and plans require specific expertise in various areas to determine their adequacy. Dudek will assist the District with verifying information provided in any technical studies and plans being prepared for the overall project site. We understand that the District's consultants will provide the following studies to support the CEQA review process: 1) preliminary endangerment assessment (PEA); 2) historical assessment; 3) asbestos/mold survey; 4) hydrology/drainage study; 5) soils study; and 6) surface fault rupture hazard evaluation. These analyses will be summarized in the IS/MND and provided as separate technical studies in an appendix to the IS/MND, as appropriate. By conducting the peer review early in the environmental review process, the overall project schedule will benefit from identifying any potentially significant impacts early in the process.

Dudek staff scientists and/or specialists will review the information provided to independently verify the accuracy of the data and to determine whether or not it would be useful (in whole or in part) for purposes of preparing the IS/MND. Dudek has the in-house expertise (i.e., architectural historians, certified/licensed biologists, arborists, geologists, hazardous materials specialists, hydrologists, water quality/stormwater specialists, and engineers) to conduct a thorough and comprehensive review of the technical studies and plans prepared for the proposed project. Our services will range from answering technical questions on documents and providing additional measures to prevent environmental impacts to reviewing technical studies and plans and providing feedback and edits for correction. Our team of scientists, planners, economists, and engineers (registered and certified in their fields), with expertise in all seventeen CEQA issue areas, demonstrates our ability to help the District ensure their CEQA documentation is comprehensive, technically accurate, and legally defensible. It is assumed that Dudek would review one version of the technical studies, data, or information, and will provide comments to the project team, if required. If necessary, we would be available to discuss our questions and/or comments with the District's technical representatives.

#### List of Products

- One (1) electronic copy of a memo summarizing the results of the review of all technical studies, provided in PDF format

### **Subtask 2B      Prepare Air Quality Impact Analyses**

Dudek will use the results of the traffic impact study, information regarding construction phases, schedules, and equipment, as well as information regarding specific activities and hours of operation to model the potential air quality impacts generated by the proposed project. By conducting the air quality modeling early in the environmental review process, Dudek can determine whether there will be significant air quality impacts, and if these impacts can be mitigated.

Dudek will prepare an assessment of the air quality impacts of the proposed project utilizing the significance thresholds in Appendix G of the CEQA Guidelines and the South Coast Air Quality Management District's (SCAQMD) emissions-based thresholds. The air quality section of the IS/MND will include a brief discussion of criteria air pollutants, regional climate, and the attainment status of the South Coast Air Basin. We will



identify federal, state, and local regulatory agencies responsible for air quality management; summarize applicable federal, state, and local air quality policies, regulations, and standards.

After reviewing all available project materials, Dudek will prepare a request for any outstanding data needed to conduct the analysis. If precise information on a particular factor is not available from District staff or its representatives, Dudek will make every effort to quantify these items using the best available information for comparable data sources, but in all cases will consult first with District staff regarding the information needed.

Dudek will estimate criteria air pollutant emissions associated with the construction phase of the project (including demolition, as applicable) using the California Emissions Estimator Model (CalEEMod). The analysis of short-term construction emissions will be based on scheduling information (e.g., overall construction duration, phasing and phase timing) and probable construction activities (e.g., construction equipment type and quantity, workers, and haul trucks) developed by the District and/or standardized approaches. Dudek will then evaluate the significance of the construction emissions based on the SCAQMD significance criteria.

Dudek will also assess the project's potential to cause or contribute to exceedances of ambient air quality standards at sensitive receptors near the proposed project activities using the SCAQMD's localized significance thresholds (LSTs). For projects with a total site area of five acres or less, the assessment may use a simple "lookup table" approach provided by the SCAQMD. For budgetary purposes, it is assumed that the maximum daily area of disturbance will not exceed five acres for each construction phase; therefore, the LST assessment will use the lookup table approach provided by the SCAQMD and the construction emission estimates from CalEEMod.

CalEEMod will also be used to estimate project-generated operational criteria air pollutant emissions associated with mobile, energy, and area sources. Dudek will estimate mobile source (i.e., motor vehicle) emissions using the appropriate trip generation rate for the proposed school land use. Energy and area source emissions (e.g., natural gas combustion and consumer products) will be estimated using the default values in CalEEMod for the proposed school use based on the square footage. The estimated operational emissions will be compared to the significance thresholds established by the SCAQMD. Details of the analysis (e.g., daily criteria air pollutant emission calculations) will be included in a technical appendix.

Dudek will evaluate whether traffic associated with the project could lead to potential exposure of sensitive receptors to substantial localized concentrations of air pollutant emissions, specifically carbon monoxide (CO) "hot spots." The qualitative assessment will be based on the traffic study prepared for the project and applicable screening criteria recommended by the SCAQMD. For budgetary purposes, it is assumed that the study intersections would not exceed the applied screening criteria and a quantitative CO hotspots analysis would not be required.

Based on the proposed land use mix, it is not anticipated that operation would require use of a stationary source (i.e., steam and hot water boilers or emergency generators), which would require a permit from the SCAQMD. It is also assumed that the project would not be a new or relocated source of toxic air contaminants that would potential impact sensitive receptors. As such, our budget assumes that no stationary source emissions calculations or health risk assessment will be required; nonetheless, Dudek can conduct a health risk assessment under a separate scope and budget if determined to be required.

Additional Appendix G thresholds will also be evaluated, including the potential for the project to expose sensitive receptors to substantial pollutant concentrations, to cause objectionable odors, or to impede

attainment of the current SCAQMD air quality management plan. The results of the air quality impacts analyses will be included as part of the IS/MND, with all modeling data included as an appendix.

## Subtask 2C Prepare GHG Emissions Impact Analyses

Dudek will use the results of the traffic impact study, information regarding construction phases, schedules, and equipment, as well as information regarding specific activities and hours of operation to model the potential greenhouse gas (GHG) emissions impacts generated by the proposed project. By conducting the GHG emissions modeling early in the environmental review process, Dudek can determine whether there will be significant GHG emissions impacts, and if these impacts can be mitigated.

The GHG emissions section of the IS/MND will include a brief description of global climate change, and a summary of key, applicable regulatory measures. Dudek will estimate the GHG emissions associated with construction of the project (including demolition, as appropriate) using CalEEMod based on the same construction scenario utilized in the air quality analysis. Project-generated operational GHG emissions that will be estimated may include those associated with mobile sources, natural gas usage, electrical generation, water supply, wastewater, and solid waste disposal. When project details are not available, CalEEMod default values will be used to calculate direct and indirect source GHG emissions. Details of the analysis (e.g., annual GHG emission calculations) will be included in a technical appendix.

Dudek will assess the significance of the project with respect to the Appendix G thresholds; specifically, whether a project would (a) generate GHG emissions, either directly or indirectly, that may have a significant impact on the environment and (b) conflict with an applicable plan, policy or regulation adopted for the purpose of reducing GHG emissions. The SCAQMD GHG CEQA Significance Threshold Working Group has proposed options lead agencies can select from to screen thresholds of significance for GHG emissions; however, no thresholds have been formally adopted. An option the SCAQMD evaluated included a bright-line screening threshold of 3,000 metric tons of carbon dioxide equivalent (MT CO<sub>2</sub>E) per year for all land use types. We will work with District staff to confirm application of the appropriate threshold for evaluating the project's GHG emissions under CEQA. For budgetary purposes, we have assumed that a simple emission-based threshold, such as the 3,000 MT CO<sub>2</sub>E per year, can be used.

In addition, Dudek will discuss how the proposed project complies with state regulations (Assembly Bill 32); General Plan goals, objectives, and policies that help the District contribute to regional GHG reduction efforts; and applicable development standards that would increase energy efficiency, such as the California Building Code. In addition, Dudek will provide a qualitative post-2020 analysis that will evaluate whether or not the project-generated GHG emissions would impede the attainment of the 2030 and 2050 reduction goals identified in Senate Bill 32 and Executive Order S-3-05, respectively. Because the District has not adopted a numeric post-2020 threshold or provided guidance for demonstrating that a project will not impede the implementation of State's post-2020 GHG reduction goals, a qualitative assessment is assumed to be sufficient. The results of GHG emissions impacts analyses will be included as part of the IS/MND, with all modeling data included as an appendix.

## Subtask 2D Prepare Noise Impact Analyses

Dudek will conduct a noise study of potential impacts to existing noise-sensitive land uses. Residences surround the project site on all sides. These land uses could be impacted by noise from demolition of existing structures on-site and project construction, as well as from potential increases in traffic noise resulting from



additional vehicle trips generated by expanding the elementary school, and on-site mechanical noise and activities noise. A field noise study will be conducted to measure existing on- and off-site noise conditions. Sound-level data will be collected over 10- to 15-minute periods at two (2) or more on-site locations, as well as at up to four (4) nearby noise-sensitive land uses. Noise will be characterized in the following terms:

- $L_{eq}$ , the equivalent energy noise level, is the average acoustic energy content of noise for a stated period of time; for evaluating community impacts, this rating scale does not vary, regardless of whether the noise occurs during the day or the night
- $L_{min}$ , the minimum instantaneous noise level experienced during a given period of time
- $L_{max}$ , the maximum instantaneous noise level experienced during a given period of time

Potential construction noise impacts on nearby noise-sensitive land uses will be evaluated based on construction equipment data to be provided by the District or from similar projects and noise modeling methods developed by the Federal Highway Administration (FHWA) or the U.S. Environmental Protection Agency (EPA). Long-term (operational) noise effects from project traffic will be estimated using the project's traffic study. The project's contribution to existing and future traffic noise will be estimated using the FHWA's Traffic Noise Model version 2.5. Potential impacts at nearby noise-sensitive land uses from on-site noise (heating, ventilation and air conditioning equipment and outdoor activities, as applicable) will also be assessed.

The significance of noise impacts will be assessed based on the relevant City of Pasadena, state and federal noise standards. If significant noise impacts are identified, mitigation measures to reduce impacts to a less than significant level (where feasible) will be recommended. The project description, analysis methodology, existing noise measurements, regulatory background, results of the noise analysis, findings of potential effects and mitigation measures will be summarized in the noise section of the project's MND. Additionally, all noise modeling data will be included in an appendix.

## Subtask 2E Prepare Traffic Impact Analyses

Dudek is pleased to have Linscott, Law & Greenspan Engineers join our team for preparation of the traffic impact analysis for the proposed project. Following is the scope of work for preparation of a full traffic and parking analysis for the San Rafael Elementary School project.

### Task I: Mobilization

- I.1 Confirm the development description with the project team, work schedule, and assumptions to be utilized in the review. Obtain and analyze the current project site plan that illustrates the access scheme to the project sites in both hard copy and digital formats.
- I.2 Coordinate with the project team to obtain details of the proposed school hours of operation, designated parking areas for faculty members and parents, and prior designated student drop-off and pick-up areas for the respective school sites.

Task 2: Data Collection and Research

- 2.1 Visit the project study areas to confirm existing conditions with respect to existing development, site access, parking use, and areas of congestion in order to verify our overall understanding of traffic conditions in the area, which might affect this project.
- 2.2 In conjunction with Task 2.1, confirm the existing roadway striping, traffic control measures, curbside parking restrictions, adjacent intersection configurations, and other pertinent roadway features.

Task 3: Trip Generation, Distribution, and Assignment

- 3.1 Prepare trip generation forecasts for the proposed project for a typical weekday over a 24-hour period, as well as for the weekday commute AM and PM peak hours for each campus. The trip generation forecasts will be derived from trip rates listed in *Trip Generation Manual*, 9<sup>th</sup> Edition, published by the Institute of Transportation Engineers.
- 3.2 Generally assign the forecast weekday AM and PM peak hour trips expected to be generated by the proposed project to the surrounding street system in order to understand the level of traffic associated with peak drop-off/pick-up times.

Task 4: Parking Analysis

- 4.1 Determine the parking requirements associated for each campus development program based on the City of Pasadena Municipal Code. Coordinate with the project team to identify the supply of parking for each campus and compare with the Code required parking total.
- 4.2 Compare the Code required parking total for each campus with the expected parking supply and identify any surplus or deficiency.

Task 5: Site Access and Circulation Evaluation

- 5.1 Review the proposed site plans (i.e., one design option for each school) and provide recommendations to address any City concerns regarding site access and internal circulation. Provide recommendations regarding the potential turn restrictions and connectivity with the internal circulation system. Provide recommendations to the project team regarding on-site and off-site signage, channelization, curb markings and parking restrictions, as necessary.
- 5.2 Review the proposed student drop-off and pick-up operations in terms off-site circulation, as well as on-site circulation and determine the adequacy of the proposed queuing areas for the sites. Provide recommendations on general traffic procedures for student drop-off and pick-up operations to minimize impacts to the neighborhood surrounding the sites.
- 5.3 Coordinate with the project team to develop recommendations for operational protocols for faculty, staff, students and parents. The operational protocol recommendations may include parking operations, campus access and circulation, and student drop-off/pick-up operations. The goal of the plan is to facilitate site access and circulation to/from the campus, minimize impacts to the neighborhood surrounding the campus, and efficiently manage parking facilities.



Task 6: Construction Traffic Analysis

- 6.1 Obtain from the project team a description of the anticipated construction-related activities during each phase of construction, if applicable. In addition, obtain information regarding trucks (i.e., type, size, number, frequency, etc.), as well as the construction workers (i.e., number of workers, shift times, schedule, location(s) of construction worker parking, etc.).
- 6.2 Prepare a trip generation forecast of the construction-related traffic associated with the development of the proposed project during the peak construction phase. Compare the construction traffic forecast to the forecast project traffic generation.
- 6.3 Assess the forecast weekday AM and PM peak hour trips expected to be generated by the construction-related activities as compared to the project at completion based on a review of the existing and/or anticipated truck routes/traffic patterns to and from the project site. It should be noted that this proposal does not include preparation of weekday AM and PM peak hour Level of Service calculations at the study intersections to determine potential impacts during construction. Should intersection analyses be required, an amendment to our contract may be necessary.
- 6.4 If necessary, identify improvements to mitigate any potential construction traffic impacts associated with the proposed project to less than significant levels.

Task 7: Consultation Related to the Draft MND

- 7.1 Review the Draft MND Traffic and Circulation Section and provide comments to the project team. This task includes one complete review of the Draft MND Traffic and Circulation Section (i.e., the initial draft).

Task 8: Response to Comments/Final MND Support

- 8.1 Coordinate with the environmental consultant in obtaining copies of the public comments. It is assumed that each comment letter/individual comment will be numbered and allocated to each area of discipline (e.g., to traffic and transportation).
- 8.2 Review the comment letters and individual comments associated with traffic and transportation issues. Prepare written responses to those comments included in the traffic and transportation discipline and forward to the project team for incorporation into the Final MND.

Task 9: Attendance at Meetings

- 9.1 This proposal assumes preparation for and attendance by LLG at one meeting with the project team.

*List of Products*

- ☐ One (1) electronic copy of the Draft Traffic Impact Analysis in WORD and PDF formats
- ☐ One (1) electronic copy of the Final Traffic Impact Analysis in WORD and PDF formats

### **TASK 3      Prepare Administrative Draft IS/MND**

#### **Subtask 3A      Prepare Administrative Draft IS/MND**

Dudek will prepare a project-level IS/MND for the proposed project that is consistent with the procedural and substantive provisions of CEQA Guidelines Sections 15063 and 15072 and Appendices C and G. Dudek would prepare a Notice of Intent (NOI) for the County Clerk and a Notice of Completion (NOC) for the State Clearinghouse. The IS/MND will summarize the results of the technical studies and analyses prepared and peer reviewed (as part of Task 2). The objective of this task is to prepare a comprehensive, accurate, and objective project-level IS/MND for the proposed project that fully complies with CEQA and the CEQA Guidelines (both as amended throughout submittal of the draft IS/MND) and all applicable guidance and procedures established by the District for the purpose of environmental review.

An MMRP would be provided separately, but prepared concurrently with the Administrative Draft IS/MND. The MMRP will be designed to ensure compliance with all adopted mitigation measures during project implementation. The MMRP will be in table format and will specify project-specific mitigation measures, as well as standard conditions of approval that are applicable to the project, if requested by the District. Mitigation timing and responsible parties will also be identified. The objective of the MMRP is to ensure compliance with Public Resources Code Section 21081.6, as mandated by Assembly Bill 3180 (Cortese 1988), which requires that a lead agency adopt an MMRP at the time an IS/MND is certified.

The main purpose of the Draft IS/MND will be to thoroughly and accurately analyze the environmental impacts of the proposed project. The document will be as free as possible of jargon so that the information it contains is accessible to the District and the public. The methodology and criteria used for determining the impacts of the project will be clearly and explicitly described in the IS/MND, including any assumptions, models, or modeling techniques used in the analysis.

The IS/MND will be prepared in conformance with a District-approved Initial Study checklist format and the NOC would be consistent with CEQA Guidelines Appendix C. All seventeen CEQA issue areas will be sufficiently analyzed in the IS/MND. All appropriate mitigation measures for these resources would be included in the IS/MND and incorporated into the MMRP.

It is assumed that key construction and operational features of the project would be available at the beginning of work on the IS/MND such that an accurate, finite, and stable project description could be prepared prior to beginning substantial work on the IS/MND. This approach has proven to result in the most expeditious preparation and processing of an IS/MND.

All technical studies, modeling results, and data will be included as appendix material to the Draft IS/MND.

#### *List of Products*

- ☐ One (1) electronic copy of the Administrative Draft IS/MND in WORD and PDF formats (two rounds)
- ☐ One (1) electronic copy of the Screencheck Draft IS/MND in WORD and PDF formats
- ☐ One (1) electronic copy of the Final Print-Ready Draft IS/MND in WORD and PDF formats



## **TASK 4      Prepare Public Review Draft IS/MND and Attend Draft IS/MND Public Meetings**

### **Subtask 4A      Prepare Public Review Draft IS/MND**

Dudek will prepare a Draft IS/MND (for a 30-day public review) and MMRP that incorporates all of the District staff review comments received on the Administrative Draft IS/MND. This proposal assumes two (2) rounds of revisions on the administrative draft IS/MND and MMRP (as required). Dudek will provide the project team with copies of the Draft IS/MND and MMRP for distribution to internal District departments and any responsible/trustee agencies and interested parties, as needed. Dudek proposes to distribute the draft IS/MND and NOC to the State Clearinghouse. Additionally, Dudek would be responsible for any applicable filing fees and transmittal of the Draft IS/MND and NOI to the County Clerk of Los Angeles. It is also assumed that the District would be responsible for preparing public notices for newspaper publishing and mailing, as required.

### **Subtask 4B      Attend Draft IS/MND Public Meetings**

As requested by the District, Dudek will participate in up to two (2) public (community) meetings on the Draft IS/MND. It is assumed that the District would coordinate and facilitate the public meetings and that presentation materials describing or illustrating the project will be provided by the District or its consultants. Dudek would take detailed notes regarding the issues raised by commenting individuals that should be addressed in the Final IS/MND. In addition, Dudek would be available to provide an overview of the CEQA process and answer questions raised by the public regarding the CEQA process and/or questions regarding the analysis in the IS/MND. As required, Dudek would also provide sign-in sheets and meeting handouts. We would also participate in an advisory capacity to the District during these meetings.

#### *List of Products*

- ☐ Twenty (20) printed bound copies of the Draft IS/MND (with technical appendices on a CD)
- ☐ One (1) printed unbound camera-ready copy of the Draft IS/MND (without appendices)
- ☐ Forty (40) electronic copies of the Draft IS/MND (with appendices) on CD
- ☐ One (1) electronic copy of the Draft IS/MND in WORD and PDF formats
- ☐ Attend two (2) public meetings on the Draft IS/MND

## **Task 5      Prepare Administrative Final IS/MND**

### **Subtask 5A      Prepare Administrative Final IS/MND (Response to Comments and Text Revisions)**

The Response to Comments section of the Administrative Final IS/MND will include all comments received, responses to those comments, and standard introductory material. All comments will be numbered (to indicate comment letter and comment number), and the responses to those comments will be similarly numbered to allow easy correlation. In addition, where the text of the draft IS/MND must be revised, the text will be isolated as “text changes” in the Response to Comments, indicating deleted text by strikeout and inserted text by double-underline. The text of the draft IS/MND will not be revised. The final IS/MND will collectively consist of the draft IS/MND, the Response to Comments document, and the technical appendices (on a CD).

It is assumed that the final IS/MND would be provided at least 10 days prior to consideration for certification by the District to any commenting public agency and any member of the public who has requested the document. An estimated budget has been prepared for the responses to comments effort. While the actual scope and extent of public comments (in either written or oral format) cannot be definitively determined at this time, we have tried to provide a conservative, yet realistic, estimate of the scope of work that would be required for this project, in order to avoid the need for a contract amendment.

#### *List of Products*

- ☐ One (1) electronic memorandum indicating the adequacy of the estimated budget for the responses to comments work effort (if needed)
- ☐ One (1) electronic copy of the Administrative Final IS/MND in WORD and PDF formats (two rounds)
- ☐ One (1) electronic copy of the Screencheck Final IS/MND in WORD and PDF formats
- ☐ One (1) electronic copy of the Final Print-Ready Final IS/MND in WORD and PDF formats

## **TASK 6 Prepare Final IS/MND for Public Review and Attend Hearing and File NOD**

### Subtask 6A Prepare Final IS/MND for Public Review

Dudek will prepare a final IS/MND and MMRP that incorporates all of the comments on the administrative final IS/MND and MMRP. This proposal assumes two (2) rounds of revisions on the administrative final IS/MND and MMRP (as required). If required, Dudek will distribute the final IS/MND to commenting agencies, which would include appropriate persons or agencies on the District's mailing list and any public agency that commented on the draft IS/MND. For public agencies that commented on the draft IS/MND, they would be provided with a final IS/MND (on CD) at least ten days prior to the meeting during which the District would consider certification of the IS/MND.

#### *List of Products*

- ☐ Fifteen (15) printed bound copies of the Final IS/MND (with technical appendices on a CD) and MMRP
- ☐ One (1) printed unbound camera-ready copy of the Final IS/MND (without appendices) and MMRP
- ☐ One (1) electronic copy of the Final IS/MND and MMRP in WORD and PDF formats
- ☐ Fifteen (15) electronic copies of the Final IS/MND (with appendices) and MMRP on CD

### Subtask 6B Attend Board of Education Hearing and File NOD

Members of the Dudek team will attend up to one (1) hearing before the Board of Education during which approval of the project and certification of the Final IS/MND would be considered. Specifically, Dudek's Project Manager will attend the hearing. It is assumed that the District would coordinate and facilitate the meeting and that oversized presentation materials describing or illustrating the project will be provided by the District or its consultants. Dudek would be available to answer questions raised concerning the CEQA process and/or technical questions regarding the analysis contained in the IS/MND.

Dudek would prepare and file the Notice of Determination (NOD) with the State Clearinghouse and County Clerk (within five days of certification of the MND). Dudek would also be responsible for any applicable filing fees.



*List of Products*

- ☐ Attend one (1) Board of Education hearing
- ☐ One (1) printed and one (1) electronic copy of the NOD (in WORD and PDF formats)

**TASK 7 Attend Project Progress Meetings****Subtask 7A Attend Project Progress Meetings**

In addition to the meetings identified under Tasks 1 through 6 above, members of the Dudek project management team will attend a maximum of two (2) meetings during preparation of the IS/MND as deemed necessary by the project team. Additionally, the Dudek team would be available to participate in conference calls, as needed, during the course of the environmental review process.

*List of Products*

- ☐ Attend up to two (2) additional one-hour project meetings

**TASK 8 Project Management and General Coordination****Subtask 8A Project Management and General Coordination**

The purpose of this task is to manage the Dudek project team, manage the environmental document preparation effort, and maintain constant, close communication between the all members of the project team. This task is also intended to ensure that the project will be completed on time and within budget, and that all work products are of the highest quality. Dudek will coordinate the team's work for the communication of issues, transmittal of comments, financial management, and other project management matters.

***Environmental Impact Analysis***

As much applicable information as possible from recent previous environmental documents prepared in the area will be used to recognize cost and schedule efficiencies. The following CEQA issue areas will be analyzed and discussed in the IS/MND.

***Aesthetics***

Aesthetics (defined as any element, or group of elements, that embodies a sense of beauty), views, daytime glare, and nighttime illumination are related elements in the visual environment. Visual impacts of a project include the provision of objective visual resources (such as project design elements) and the subjective viewer response to those changes in the visual environment.

The environmental analysis will provide a description of views to and from the site, supplemented by photographs. Under the proposed project, an existing elementary school campus would be modernized. Therefore, the general character of the project site would not materially change. Dudek will fully analyze whether the proposed project would substantially degrade the existing visual character or quality of the site and its surroundings due to grading, height, bulk, massing, or architectural style or building materials; location in a visually prominent area; degradation of the visual unity of the area; or degradation of views from roadways or adjacent uses.

Existing sources of light and glare will also be described. The environmental analysis will analyze whether the proposed project would create a new source of substantial light or glare that would adversely affect day or nighttime views in the area. Dudek will evaluate changes in ambient lighting levels, including hot spots and spillover onto adjacent areas, particularly any nearby sensitive receptors that will be identified. Substantial light can be caused by lighting to illuminate signage or architectural features, or for wayfinding purposes.

### **Agriculture/Forestry Resources**

The environmental document will discuss whether the proposed project site is designated as prime farmland, farmland of statewide importance, unique farmland, or local importance. The analyses will also discuss whether or not the project site is subject to a Williamson Act contract. The proposed project site has never been used as forest land or used for timber production. These issues will be discussed and supported with documentation.

### **Air Quality**

The City of Pasadena is located in the South Coast Air Basin and is within the jurisdiction of the South Coast Air Quality Management District (SCAQMD). The air pollutants of greatest concern in the South Coast Air Basin are ozone, NO<sub>x</sub>, CO<sub>x</sub>, PM<sub>10</sub>, and PM<sub>2.5</sub>. The air quality analysis will provide an introductory discussion of the air pollutants of concern in the region, summarize local and regional air quality, describe pertinent characteristics of the air basin, and provide an overview of the physical conditions affecting pollutant buildup and dispersion in the City and/or basin. The setting will also discuss the sources, types, and health effects of air pollutants. The results of the analysis prepared under Task 2B will be summarized in the Draft IS/MND.

### **Biological Resources**

Based on our knowledge of the project site, there is vegetation on the project site made up of grass and mature trees (i.e., a mature oak tree). Since there are trees located on the project site and in the public right-of-way at the project site that could be directly or indirectly affected by construction activities, there is a chance that they could provide suitable habitat for nesting migratory birds. However, to ensure that no impacts to migratory birds would occur, the environmental document will include a mitigation measure that requires preconstruction surveys for nesting migratory birds (if determined appropriate). Additionally, the environmental analysis will consider the removal of potentially mature trees and determine any potentially significant impacts of doing so. The results of the arborist report and biological assessment (if prepared) will be summarized in the MND.

### **Cultural Resources**

Dudek will begin by conducting a California Historical Resources Information Systems (CHRIS) records search of the project area and a one-mile radius at the South Central Coastal Information Center (SCCIC), which houses cultural resource records for Los Angeles County. The purpose of the records search is to identify any previously recorded cultural resources that may be located within the project area. In addition to a review of previously prepared site records and reports, the records search will also review historical maps of the project area, ethnographies, the National Register of Historic Places (NRHP), the California Register of Historical Resources (CRHR), the California Historic Property Data File, and the lists of California State Historical Landmarks, California Points of Historical Interest, and Archaeological Determinations of Eligibility.

Dudek will also request a paleontological resources records search from the Vertebrate Paleontology Section of the Los Angeles County Natural History Museum. The purpose of this records search is to



determine whether there are any known fossil localities in or near project area and to identify the geologic units present in the project area. This information will be used to determine paleontological sensitivity within in the project area in order to assess potential impacts to paleontological resources. Geologic maps, reports and a site-specific geotechnical (if available) report will also be reviewed to identify geologic units on the site and establish the site's stratigraphy.

Dudek will contact the California Native American Heritage Commission (NAHC) for a review of their Sacred Lands File. The NAHC will determine if any NAHC-listed Native American sacred lands are located within or adjacent to the project area. In addition, the NAHC will provide a list of Native American contacts for the project who should be contacted for additional information. Dudek will prepare and mail a letter to each of the NAHC-listed contacts, requesting that they contact us if they know of any Native American cultural resources within or immediately adjacent to the project area.

AB 52 is a government-to-government process between the CEQA lead agency and California Native American Tribes. If requested, Dudek will assist the District with the notification process and responding to any comment letters. No in-person meetings or follow-up phone calls with Native American groups are included in this scope of work.

Upon completion of the records search, Dudek will conduct a reconnaissance-level pedestrian survey of the proposed project area for archaeological resources in areas where there is ground surface visibility. Identified resources will be mapped using iPad technology. Dudek assumes that the cultural resources survey will require no more than one (1) qualified archaeologist working no more than one (1) field day to complete. For the purposes of this scope of work and cost estimate, Dudek assumes that the survey will be negative for archaeological resources and no artifacts, samples, or specimens will be collected during the survey.

Dudek understands that a historic built environment assessment is being prepared for the proposed project and is not required as part of this scope of work. Dudek will prepare a cultural resources MND section that will summarize the results of the records search, Native American coordination, background research, archaeological survey, and the results of the historic assessment (being prepared by the District's consultants). The section will also discuss the regulatory framework, all sources consulted, research and field methodology, setting, and findings. In addition, the section will discuss the proposed project's potential to impact cultural resources under CEQA and will provide mitigation measures and recommendations as appropriate.

## **Geology/Soils**

This section will be prepared using any site-specific geotechnical information that may be available from the District (i.e., soils report and surface fault rupture hazard evaluation), as well as available geologic and/or soils maps, published literature, stereoscopic aerial photographs, and information, reports, and/or plans with information regarding geology and/or soils for the project site. Typically, for urban infill projects, enough data can be gathered such that a detailed geological study is not required, and further, standard construction techniques and the rigorous requirements of the Uniform Building Code, the California Building Code, and the City's Municipal Code provide enough protection to ensure that significant impacts do not result. Accordingly, these techniques and standards will be identified and discussed with respect to the proposed project, and additional mitigation measures, if required, will also be presented. Based on the information collected, soils and geologic conditions will be discussed, and potential impacts will be identified.

## **Greenhouse Gas Emissions**

GHG and climate change will be addressed using a methodology that Dudek has used, and is currently using, on other projects of similar size and scope. To accomplish this, Dudek will briefly describe global warming concepts, the science that supports these concepts, each of the GHGs, and the project's participation (or lack of) in the formation of these gases. As the science of greenhouse gases is constantly changing, Dudek will briefly describe the current regulatory setting including California law AB 1493, AB 32, and Executive Order S-3-05, and will outline SCAQMD's current position on significance thresholds. The results of the analysis prepared under Task 2C will be summarized in the Draft IS/MND.

## **Hazards/Hazardous Materials**

Potential impacts from previous uses at the project site will be assessed and summarized in the IS/MND. Since Dudek could not confirm if a hazardous materials database check has been conducted in the past one year, we will complete the task of having Environmental Data Resources, Inc. (EDR) run a hazardous materials database check as much to confirm potential hazards on the project site as in the immediate area of the project site that may affect the proposed project. If it is determined that this database check is not necessary, we can revise the budget included herein.

The IS/MND will describe planned uses at the project site that could create hazards for future students, staff and visitors of the proposed elementary school, such as those associated with the use, disposal, transportation, or potential upset of hazardous materials, including those typically used for institutional cleaning and landscaping. Federal, state, county, and City laws and regulations governing hazardous materials will be summarized. The IS/MND will also evaluate the extent to which the project could impair or physically interfere with an adopted emergency response plan or emergency evacuation plan, or expose people or structures to a significant risk of loss, injury, or death involving wildland fires. The proposed project site is not located within two miles of a public or private airport, and therefore, would likely not pose any potential hazards associated with working within proximity of an airport.

## **Hydrology/Water Quality**

Existing hydrologic conditions will be identified, including the extent and nature of the existing watershed, groundwater recharge, and supply, drainage conditions, and water quality. Surface water resources will be described for the project area. Existing and planned drainage and flood control facilities for the proposed uses will also be described. The 100- and 500-year floodplains within the project vicinity will be mapped, and any exposure of structures to the 100-year floodplain will be evaluated. The potential increase in the rate of runoff as a result of the proposed project will be described and compared to pre-development conditions. Additionally, the amount of landscaping (pervious surfaces) will be addressed. The IS/MND will analyze whether the proposed project would adversely alter the existing drainage pattern of the site, such that flooding, erosion, or other degraded water quality conditions would occur. As would be expected, impacts related to erosion are not considered likely, particularly assuming compliance with the requirements of the National Pollutant Discharge Elimination System (NPDES) program during construction activities.

The environmental analysis will address potential changes in surface water and groundwater quality as a result of site development. Dudek will discuss the applicability of relevant water quality regulations to reduce potential effects. These requirements would include, but would not be limited to, the Regional Water Quality Control Board NPDES permit requirements for construction and operational activities and the Clean Water Act Section 303(d) list of impaired water bodies. In addition, either this section and/or the utilities/service



systems section would determine whether the project would result in an exceedance of the capacity of any downstream storm drain facility, or result in runoff that exceeds the pre-developed condition. The risk of inundation by seiches, mudflows, and tsunamis (which are not likely) will also be addressed in the IS/MND as per the CEQA requirement.

### **Land Use and Planning**

The Land Use and Planning section of the IS/MND will describe existing land uses, intensities, and patterns in the vicinity of the project site and the compatibility of the proposed project with existing development. The IS/MND will evaluate any potential conflicts between the proposed development and surrounding uses. These conflicts could include a use that would create a nuisance for adjacent properties or result in incompatibility with surrounding land uses, such as difference in the physical scale of development, noise levels, traffic levels, or hours of operation. The IS/MND will evaluate the extent to which adopted City development standards or proposed design standards would eliminate or minimize potential conflicts between the proposed project and adjacent uses.

### **Mineral Resources**

The proposed project site is currently occupied by elementary school structures and does not have an oil and gas well on-site. The IS/MND will analyze the potential for the proposed project to result in the loss of availability of a known mineral resource or a locally important mineral resource recovery site. Potentially significant impacts are not anticipated, however, this issue will be included in the environmental document as per CEQA.

### **Noise**

Dudek will use the results of the traffic impact study, information regarding construction phases, schedules, and equipment, as well as information regarding specific activities and hours of operation to model the potential noise impacts generated by the proposed project both during construction and operation. The results of the analysis prepared under Task 2D will be summarized in the Draft IS/MND.

### **Population/Housing**

The proposed project includes modernization of an elementary school campus. The proposed project would not displace existing housing or divide an established community. The proposed project could increase the number of potential employees in the project area that could alter the population, employment, and housing characteristics for the area. The employment and housing characteristics of the city and region will be summarized and will be used to determine potential project impacts. Applicable General Plan policies regarding population, housing (including affordable housing), and employment opportunities will also be described and analyzed.

### **Public Services**

The City of Pasadena Police Department and Fire Department provide police and fire services to the City. The IS/MND will address potential impacts of the project on police and fire department response capabilities and time. The IS/MND would also address proper site access and circulation, location and number of fire hydrants, and fire prevention devices and systems that would be installed. The proposed project includes reopening a currently closed elementary school. Therefore, since there is an anticipated increase in enrollment population with the proposed project, impacts on recreational facilities, other schools, and

libraries will be analyzed. The Pasadena Unified School District serves the educational needs of the project area. Potential impacts to public services will be substantiated and analyzed in the IS/MND.

### **Recreation**

The environmental document will document the existing parks, open space, and recreational resources in the project area. Policies related to recreation and open space will be described, as applicable to the proposed project. The project proposes several recreational amenities on-site. The impacts of the proposed project on parks, open space, and recreational resources will be evaluated. Standards for the provision of such resources, as established in the City's General Plan and in the Quimby Act, will be compared and evaluated.

### **Transportation/Traffic**

Dudek is pleased to bring LLG to the team for preparation of a stand-alone traffic impact study that provides recommendations for the mitigation of project impacts, if any. This scope of work assumes that the report will include the appropriate maps showing the study area(s), study intersections, and locations of the cumulative projects, diagrams showing peak hour turning movement volumes at the study intersections for each scenario, and trip distribution percentages. Analysis of on-site and off-site circulation, access, queuing, and parking will also be included. All calculations will be provided. Dudek will respond to comments received from the project team. Dudek will summarize the results of the traffic impact study in the IS/MND.

### **Utilities/Service Systems**

The analysis of wet utilities (sewer, water, and storm drain) will focus on the adequacy of existing City systems to accommodate the proposed project. With respect to sewer, this section of the IS/MND will address whether the sewage generated by the project would exceed the wastewater treatment requirements of the Los Angeles Regional Water Quality Control Board. In addition, Dudek would also coordinate with the City to ensure that the wastewater treatment provider has adequate capacity to serve the proposed project's projected demand, in addition to the provider's existing commitments. Similarly, the IS/MND will address whether the wastewater generated by the project would require the expansion of existing wastewater treatment facilities or the construction of new wastewater treatment facilities. If inadequate wastewater treatment is identified, measures to provide adequate wastewater treatment will be identified.

In terms of storm drainage, this section of the IS/MND will address whether implementation of the proposed project would exceed the capacity of existing or planned stormwater drainage systems, either immediately downstream of the project site or at a potentially constrained confluence of storm drains further downstream. If inadequate storm drain capacity is identified, measures to eliminate impacts (such as the on-site detention, retention, and/or filtration) and/or upgrading the storm drain facilities will be identified. Water quality impacts would also be addressed in the IS/MND.

The IS/MND will provide a description of existing and future landfill capacity at the landfills that accept waste from the City of Pasadena and describe any regulations associated with State-mandated waste reduction requirements. Projected solid waste will be compared to existing and future landfill capacity to determine whether the changes in land use would substantially shorten the life of the landfill or necessitate expansion of the landfill. Dudek will also confirm if Pasadena Water and Power and The Gas Company can serve the project site. This information will be summarized in the IS/MND. The IS/MND will quantify estimated energy use for the proposed project.



# Approach to Communication

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In practice, effective project management is the result of constant and careful attention to the daily demand for communication: communication among project participants and communication with the client. Dudek believes that, in the end, the most effective project manager is the one who ensures that information, data, instructions, and guidance continue to flow on a regular basis. Dudek's project manager will maintain a continual level of communication with the project team by:

- Serving as the single point of contact
- Regularly calling and/or emailing the project team's key contact staff person to discuss project milestones, activities, and potential issues
- Holding regular project management meetings with key project staff to coordinate work efforts, check on task completion, and review budget conformance
- Updating, as necessary, the project description, schedule, work progress reports, and inventories of available data so that all team members are aware of information that may affect their work products and schedules
- Coordinating with the project team at strategic junctures for public input

Proactive communication and coordination with the project team are determining factors in the success of this project for all parties involved. We will take an aggressive approach in developing the proper documentation and approval process with the project team at critical decision points and milestones. All correspondence will be directed through the project manager, and the project manager will be responsible for making sure that all information is passed on to team members. Weekly team meetings will be held to verify that the schedule identified in the work plan is being followed.

# Schedule

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The proposed schedule assumes a kick-off date of January 30, 2017; however, this schedule can be modified if the project commences earlier or later than the proposed date. Dudek proposes the following schedule to complete an IS/MND within six and a half months of kick-off, as required by CEQA Guidelines Section 15108. If a more aggressive schedule is desired, we would be happy to work with the project team to determine how this could be accomplished. Dudek understands the importance of meeting the schedule outlined below and has confirmed technical staff availability to meet this schedule, assuming that adequate information regarding the project and a mutually acceptable scope of services is available when the District provides Dudek with a notice to proceed. Other factors that could lengthen or shorten the schedule include dates of receipt of project information, length of project team review, and unanticipated issues arising from District staff or public review of the IS/MND.

## Target dates:

Kick-off Meeting .....By January 30, 2017  
 Completion of Peer Review and Preparation of Preliminary Technical Analyses.....By March 13, 2017

## **Draft IS/MND and NOC**

- Submittal of Administrative Draft IS/MND and NOC .....By March 27, 2017
- Receipt of Comments on Administrative Draft IS/MND and NOC..... By April 17, 2017
- Submittal of Print-Ready Draft IS/MND and NOC..... By May 1, 2017
- Publication of Draft IS/MND ..... By May 8, 2017
- 30-Day IS/MND Public Review Period..... May 8, 2017 – June 6, 2017
- Draft IS/MND Public Meeting..... During 30-Day Public Review

## **Final IS/MND and NOD**

- Submittal of Administrative Final IS/MND, MMRP, and NOD ..... By July 7, 2017
- Receipt of Comments on Administrative Final IS/MND, MMRP, and NOD ..... By July 28, 2017
- Submittal Print-Ready Final IS/MND, MMRP and NOD ..... By August 11, 2017
- Publication of Final IS/MND and MMRP ..... By August 18, 2017
- File NOD..... Within 5 days of certification of the IS/MND
- Attend Public Hearings ..... August/September 2017

## **Project Meetings and Management**

Attend Project Meetings .....Ongoing  
 Project Management and General Coordination.....Ongoing

The overall schedule for completion of the IS/MND will specifically depend on several factors, some of which are outside of Dudek' control. In particular, the availability of the project team to review the revised project description, agree on the scope of the document, review the technical studies, and review the Draft IS/MND will be key factors. The schedule includes the following specific assumptions:



- Receipt of complete and accurate project data at the project kick-off meeting
- Receipt of complete and accurate technical studies and plans at the project kick-off meeting
- Stable project description throughout the environmental review process

# Budget

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Dudek has prepared a cost estimate that is competitive, yet accurately reflective of the level of effort required to complete the scope of services based on our understanding of the project with the information made available to date. Dudek does not believe it is in the District's interest to submit an unrealistically low cost proposal, which is made possible by either reducing the scope of work or by assuming that budget augments will be made available at a later date. That said, we are flexible and willing to discuss ways to reduce our preliminary cost proposal, if necessary. For your convenience, we have provided a detailed cost proposal for preparation of an IS/MND as Attachment A, identifying labor costs by task, by person, and by hour. In an effort to keep costs at a minimum, there will be minimal printing of the draft document and notices. If additional printed copies are requested by any member of the project team, Dudek will revise this budget accordingly.

Factors that would increase the scope of work and estimated costs outlined in this proposal include, but are not necessarily limited to, any of the following:

- Attendance at additional meetings
- Additional printing of copies of reports
- Analysis of additional issues above those discussed in this proposal, or a more detailed level of analysis than described in this proposal
- Changes in the project requiring re-analysis or rewriting of report sections
- Collection of additional data

Our cost proposal is valid for 90 days from the date of this proposal and is based on all team members' standard hourly rates.



## **Attachment A Budget**

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Attachment A  
Proposed Budget for the San Rafael Elementary School Campus Improvements Project IS/MND

TASK	HOURS					COST		
	Project Manager	Project Manager/Senior Analyst	Junior Analyst	General Administration (Word Processing)	Graphics	Subtotal: Hours	Subtotal: Dollars	TOTAL
	Principal	Specialist/Planner V	Environmental Analyst III	Technical Editor I	Assistant Designer			
	\$240.00	\$175.00	\$115.00	\$115.00	\$135.00			
LABOR COST (IS/MND)								
1 Participate in Project Startup Activities								
1A Attend One Project Kick-Off Meeting	1		1			2	\$355	\$355
2 Peer Review and Prepare Preliminary Technical Analyses								
2A Peer Review District-Prepared Technical Analyses		12				12	\$2,100	\$29,740
2B Prepare Air Quality Impact Analyses	1	22	5			28	\$4,665	
2C Prepare GHG Emissions Impact Analyses	1	18	2			21	\$3,620	
2D Prepare Noise Impact Analyses	1	40	8		2	51	\$8,430	
2E Prepare Traffic Impact Analyses (includes 15% administrative fee)	To Be Prepared by LLG					10,925		
3 Prepare Administrative Draft IS/MND								
3A Prepare Administrative Draft IS/MND (2 rounds)	12			8	6	26	\$4,610	\$23,330
Project Description			8			8	\$920	
Aesthetics			4			4	\$460	
Agriculture & Forestry Resources			1			1	\$115	
Air Quality (summarizing the results of Subtask 2B)			4			4	\$460	
Biological Resources			4			4	\$460	
Cultural Resources		22	10			32	\$5,000	
Geology & Soils			4			4	\$460	
Greenhouse Gas Emissions (summarizing the results of Subtask 2C)			4			4	\$460	
Hazards & Hazardous Materials			4			4	\$460	
Hydrology & Water Quality		4				4	\$700	
Land Use & Planning			4			4	\$460	
Mineral Resources			1			1	\$115	
Noise (summarizing the results of Subtask 2D)			4			4	\$460	
Population & Housing			4			4	\$460	
Public Services			6			6	\$690	
Recreation			2			2	\$230	
Transportation & Traffic (summarizing the results of Subtask 2E)		12				12	\$2,100	
Utilities & Service Systems		4				4	\$700	
Mandatory Findings of Significance			2			2	\$230	
Prepare Screencheck Draft IS/MND & Print-Ready Draft IS/MND	6		12	6	2	26	\$3,780	
4 Prepare Public Review Draft IS/MND and Attend Draft IS/MND Public Meetings								
4A Prepare Public Review Draft IS/MND	4		8	4		16	\$2,340	\$3,990
4B Attend Draft IS/MND Public Meetings (2); includes preparation for the meetings	4		6			10	\$1,650	
5 Prepare Administrative Final IS/MND*								
5A Prepare Administrative Final IS/MND* (two rounds)	8	4	24	8	4	48	\$6,840	\$6,840
6 Prepare Final IS/MND for Public Review and Attend Hearings & File NOD								
6A Prepare Final IS/MND for Public Review	4	2	12	4		22	\$3,150	\$4,090
6B Attend Board of Education Hearing (1)& File NOD; includes preparation for hearing	2		4			6	\$940	
7 Attend Project Progress Meetings								
7A Attend Two (2) Project Progress Meetings	4		4			8	\$1,420	\$1,420
8 Project Management and General Coordination								
8A Project Management and General Coordination	24					24	\$5,760	\$5,760
Total Hours	72	140	152	30	14	408		
TOTAL IS/MND LABOR	\$17,280	\$24,500	\$17,480	\$3,450	\$1,890		\$75,525	\$75,525
DIRECT COSTS/EXPENSES								
Estimated Direct Costs/Expenses								
Reproduction								
21 copies of the Draft IS/MND at a maximum of \$45/copy								\$945
16 copies of the Final IS/MND at a maximum of \$55/copy								\$880
Miscellaneous reproduction (NOI, NOC, NOD, CDs, Hearing Materials, etc.)								\$600
Filing Fees (County Clerk = \$75.00 (Draft IS/MND NOI) + \$75.00 (Final IS/MND NOD) + \$2216.25 (2017 CDFG fee (if not exempt))								\$2,366.25
Mileage								\$200
Delivery/Postage (ESTIMATED)								\$1,000
Subtotal Direct Costs								\$5,991.25
Administrative Fee (15% of direct costs)								\$898.69
TOTAL DIRECT COSTS/EXPENSES								\$6,889.94
Estimated Subconsultant & Vendor Costs/Expenses								
Cultural Resources Records Checks								\$1,500
EDR Hazards Database Check								\$350
Subtotal Subconsultants								\$1,850
Administrative Fee (15% of subconsultants/vendors)								\$278
TOTAL SUBCONSULTANT & VENDOR COSTS/EXPENSES								\$2,128
TOTAL IS/MND BUDGET								\$84,542.44

\* The Administrative Final IS/MND budget is based on receiving no more than 50 comments (not comment letters) on the Draft IS/MND. Responding to additional comments would require an amendment to the proposed budget.



## **Attachment B   Fee Schedule**

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**DUDEK**  
**2017 STANDARD SCHEDULE OF CHARGES**

**ENGINEERING SERVICES**

Project Director.....	\$270.00/hr
Principal Engineer III.....	\$240.00/hr
Principal Engineer II.....	\$230.00/hr
Principal Engineer I.....	\$220.00/hr
Program Manager.....	\$210.00/hr
Senior Project Manager.....	\$210.00/hr
Project Manager.....	\$205.00/hr
Senior Engineer III.....	\$200.00/hr
Senior Engineer II.....	\$190.00/hr
Senior Engineer I.....	\$180.00/hr
Project Engineer IV/Technician IV.....	\$170.00/hr
Project Engineer III/Technician III.....	\$160.00/hr
Project Engineer II/Technician II.....	\$145.00/hr
Project Engineer I/Technician I.....	\$130.00/hr
Project Coordinator.....	\$100.00/hr
Engineering Assistant.....	\$95.00/hr

**ENVIRONMENTAL SERVICES**

Principal.....	\$240.00/hr
Senior Project Manager/Specialist II.....	\$225.00/hr
Senior Project Manager/Specialist I.....	\$215.00/hr
Environmental Specialist/Planner VI.....	\$195.00/hr
Environmental Specialist/Planner V.....	\$175.00/hr
Environmental Specialist/Planner IV.....	\$165.00/hr
Environmental Specialist/Planner III.....	\$155.00/hr
Environmental Specialist/Planner II.....	\$140.00/hr
Environmental Specialist/Planner I.....	\$125.00/hr
Analyst III.....	\$115.00/hr
Analyst II.....	\$105.00/hr
Analyst I.....	\$95.00/hr
Planning Assistant II.....	\$85.00/hr
Planning Assistant I.....	\$75.00/hr

**COASTAL PLANNING/POLICY SERVICES**

Senior Project Manager/Coastal Planner II.....	\$220.00/hr
Senior Project Manager/Coastal Planner I.....	\$210.00/hr
Environmental Specialist/Coastal Planner VI.....	\$200.00/hr
Environmental Specialist/Coastal Planner V.....	\$180.00/hr
Environmental Specialist/Coastal Planner IV.....	\$170.00/hr
Environmental Specialist/Coastal Planner III.....	\$160.00/hr
Environmental Specialist/Coastal Planner II.....	\$150.00/hr
Environmental Specialist/Coastal Planner I.....	\$140.00/hr

**CULTURAL AND PALEONTOLOGICAL SERVICES**

Senior Project Manager/Archaeologist II.....	\$215.00/hr
Senior Project Manager/Archaeologist I.....	\$205.00/hr
Environmental Specialist/Archaeologist V.....	\$185.00/hr
Environmental Specialist/Archaeologist IV.....	\$165.00/hr
Environmental Specialist/Archaeologist III.....	\$145.00/hr
Environmental Specialist/Archaeologist II.....	\$135.00/hr
Environmental Specialist/Archaeologist I.....	\$125.00/hr
Environmental Specialist/Architectural Historian II.....	\$150.00/hr
Environmental Specialist/Architectural Historian I.....	\$125.00/hr
Environmental Specialist/Paleontologist II.....	\$165.00/hr
Environmental Specialist/Paleontologist I.....	\$125.00/hr
Paleontological Technician III.....	\$85.00/hr
Paleontological Technician II.....	\$75.00/hr
Paleontological Technician I.....	\$55.00/hr
Cultural Resources Technician II.....	\$75.00/hr
Cultural Resources Technician I.....	\$55.00/hr

**CONSTRUCTION MANAGEMENT SERVICES**

Principal/Manager.....	\$195.00/hr
Senior Construction Manager.....	\$180.00/hr
Senior Project Manager.....	\$160.00/hr
Construction Manager.....	\$150.00/hr
Project Manager.....	\$140.00/hr
Resident Engineer.....	\$140.00/hr
Construction Engineer.....	\$135.00/hr
On-site Owner's Representative.....	\$130.00/hr
Construction Inspector III.....	\$125.00/hr
Construction Inspector II.....	\$115.00/hr
Construction Inspector I.....	\$105.00/hr
Prevailing Wage Inspector.....	\$135.00/hr

**COMPLIANCE SERVICES**

Compliance Director.....	\$205.00/hr
Compliance Manager.....	\$145.00/hr
Compliance Project Coordinator.....	\$105.00/hr
Compliance Monitor.....	\$95.00/hr

**HYDROGEOLOGICAL SERVICES**

Principal.....	\$260.00/hr
Principal Hydrogeologist/Engineer.....	\$240.00/hr
Sr. Hydrogeologist IV/Engineer IV.....	\$225.00/hr
Sr. Hydrogeologist III/Engineer III.....	\$210.00/hr
Sr. Hydrogeologist II/Engineer II.....	\$195.00/hr
Sr. Hydrogeologist I/Engineer I.....	\$180.00/hr
Hydrogeologist VI/Engineer VI.....	\$160.00/hr
Hydrogeologist V/Engineer V.....	\$150.00/hr
Hydrogeologist IV/Engineer IV.....	\$140.00/hr
Hydrogeologist III/Engineer III.....	\$130.00/hr
Hydrogeologist II/Engineer II.....	\$120.00/hr
Hydrogeologist I/Engineer I.....	\$110.00/hr
Technician.....	\$100.00/hr

**DISTRICT MANAGEMENT & OPERATIONS**

District General Manager.....	\$185.00/hr
District Engineer.....	\$175.00/hr
Operations Manager.....	\$150.00/hr
District Secretary/Accountant.....	\$100.00/hr
Collections System Manager.....	\$100.00/hr
Grade V Operator.....	\$100.00/hr
Grade IV Operator.....	\$90.00/hr
Grade III Operator.....	\$85.00/hr
Grade II Operator.....	\$63.00/hr
Grade I Operator.....	\$55.00/hr
Operator in Training.....	\$40.00/hr
Collection Maintenance Worker II.....	\$60.00/hr
Collection Maintenance Worker I.....	\$45.00/hr

**OFFICE SERVICES**

*Technical/Drafting/CADD Services*

3D Graphic Artist.....	\$160.00/hr
Senior Designer.....	\$150.00/hr
Designer.....	\$140.00/hr
Assistant Designer.....	\$135.00/hr
GIS Programmer I.....	\$180.00/hr
GIS Specialist IV.....	\$155.00/hr
GIS Specialist III.....	\$145.00/hr
GIS Specialist II.....	\$135.00/hr
GIS Specialist I.....	\$125.00/hr
CADD Operator III.....	\$130.00/hr
CADD Operator II.....	\$125.00/hr
CADD Operator I.....	\$110.00/hr
CADD Drafter.....	\$100.00/hr
CADD Technician.....	\$95.00/hr

**SUPPORT SERVICES**

Technical Editor III.....	\$145.00/hr
Technical Editor II.....	\$130.00/hr
Technical Editor I.....	\$115.00/hr
Publications Specialist III.....	\$105.00/hr
Publications Specialist II.....	\$95.00/hr
Publications Specialist I.....	\$85.00/hr
Clerical Administration II.....	\$90.00/hr
Clerical Administration I.....	\$85.00/hr

**Forensic Engineering** – Court appearances, depositions, and interrogatories as expert witness will be billed at 2.00 times normal rates.

**Emergency and Holidays** – Minimum charge of two hours will be billed at 1.75 times the normal rate.

**Material and Outside Services** – Subcontractors, rental of special equipment, special reproductions and blueprinting, outside data processing and computer services, etc., are charged at 1.15 times the direct cost.

**Travel Expenses** – Mileage at current IRS allowable rates. Per diem where overnight stay is involved is charged at cost.

**Invoices, Late Charges** – All fees will be billed to Client monthly and shall be due and payable upon receipt. Invoices are delinquent if not paid within 30 days from the date of the invoice. Client agrees to pay a monthly late charge equal to 1% per month of the outstanding balance until paid in full.

**Annual Increases** – Unless identified otherwise, these standard rates will increase 3% annually.



**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVE THE ADDED CONSTRUCTION ADMINISTRATION SERVICES DUE TO AN EXTENSION IN THE CONSTRUCTION SCHEDULE WITH LPA FOR THE MCKINLEY SCHOOL PHASE 1 MODERNIZATION PROJECT

**RECOMMENDATION:** The Board of Education to approve the extended construction administration schedule with LPA at the Phase 1 McKinley K-8 Project in the amount of \$180,478.93

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

**I. BACKGROUND**

The district previously approved the added time extension for construction administration up to June 2016. This Proposal covers continuation of extended construction administration services from July 2016 through the completion of the project. The completion of this project is extended due to numerous factors that have incurred to date including but not limited to lack of coordination by the contractor in effectively managing sub-contractors, issuance of excessive and poor drafted RFI's, excessive meetings associated with incomplete change orders and the processing of unwarranted change orders. This extension to LPA's contract is to cover final invoicing and closeout to date

**II. STAFF ANALYSIS**

District staff recommends approving the extension of the construction administration services with LPA in the amount of \$180,478.93

**Attachment:** Addition Services Proposal No.6

**III. FISCAL IMPACT**

Funds in the amount of \$180,478.93 are available in the Measure TT Account for the McKinley Modernization Phase 1 project.

**Pasadena Unified School District  
Board of Education Agenda:  
Prepared by: Nelson Cayabyab, Chief Facilities Officer**

**Funding Code:** 21.1-95046.0-00000-85000-6210-0730000

Originator: Nelson Cayabyab, Chief Facilities Officer



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5161 California Avenue, Suite 100, Irvine, California 92617

December 15, 2016

Mr. Nelson Cayabyab  
**Chief of Facilities**  
Pasadena Unified School District  
740 Woodbury Road  
Pasadena, CA 91103

**Re: McKinley K-8 School – Phase I  
Extended Construction Administration Fee Proposal  
Additional Services Proposal No. 6  
LPA Project No. 29044.20**

Dear Nelson:

The extended construction schedule for the McKinley K-8 School has exceeded the July 6, 2015 time frame that was previously presented by the contractor back in the summer of 2014. The District previously approved extended Construction Administration additional services, fee proposal letter number 1 dated August 27, 2014. This revised proposal covers continuation of extended Construction Administration services for unpaid invoices through completion of the project. This fee proposal supersedes previously submitted proposals number 2, 3, and 4.

The schedule for the project required extension due to numerous factors incurred to date. These factors include, but are not limited to the following: lack of coordination by the Contractor in effectively managing sub-contractor issues, issuance of excessive RFI's for scope clearly defined in the contract documents, poorly drafted and positioned RFI's requiring multiple iterations to address basic questions, excessive reviews and meetings associated with incomplete change order requests, review and processing of unwarranted change order requests, project components not constructed in conformance with the contract documents, constructed elements in non-conformance with testing and inspection requirements, managing adversarial contractor communications both verbal and written. LPA has expended extraordinary effort to respond to these issues, above and beyond that which is typically necessary during the Construction Administration phase for a similar type of project. These issues continued, and LPA needed to provide on-going construction administration services to meet the demands of a very challenging project.

In accordance with our master agreement dated June 15, 2009, Exhibit B, Item No.15, the Architect is entitled to additional compensation for providing contract administration services after the construction contract time has been exceeded. Additionally, Item No.5 of Exhibit B indicates additional services are also warranted when architectural services are made necessary as a result of major defects in the work caused by the Contractor in the performance of its construction contract.

As our current invoice total for Extended Construction Administration phase services has exceeded the amount previously approved by the District in 2015, we are proposing additional services to extend LPA's construction administration phase from July 2015 through November 2016. Our proposal is predicated upon actual efforts expended to date. Our fee proposal is summarized as follows and includes outstanding unpaid invoices:

Submitted invoices:

• September 2015	
• Extended Construction Administration- LPA invoice #069489	\$31,142.50
• January 2016	
• Extended Construction Administration- LPA invoice #071039	\$18,797.50
• February 2016	
• Basic Services- Close Out Phase- PAA# 72-3-LPA invoice #071705	\$27,710.50
• Fire Protection Services- PAA 73-3- LPA invoice #071705	\$3,472.00
• Extended Construction Administration- LPA invoice #071705	\$10,525.00





• July 2016	
• Basic Services- Close Out Phase- PAA# 72-3-LPA invoice #073952	\$22,168.40
• Basic Services- Close Out Phase- PAA# 72-3-LPA invoice #073954	\$5,542.10
• Reimbursable- LPA invoice #073954	\$21.74
• Fundamental Commissioning- PO# 00049617R1- LPA invoice # 073952	\$3,475.50
• Fundamental Commissioning- PO# 00049617R1- LPA invoice # 073954	\$8,688.75
• Extended Construction Administration- LPA invoice # 073951	\$10,989.00
• Extended Construction Administration- LPA invoice # 073952	\$6,599.55
• Extended Construction Administration- LPA invoice # 073953	\$8,699.62
• Extended Construction Administration- LPA invoice # 073954	\$5,775.00
• August 2016	
• Fundamental Commissioning- PO# 00049617R1- LPA invoice # 074479	\$8,688.75
• Reimbursable- LPA invoice #074479	\$28.02
• November 2016	
• Extended Construction Administration- LPA invoice # 075413	\$6,631.25
• Extended Construction Administration- LPA invoice # 075847	\$1,523.75
Total Submitted invoices through December 2016	\$180,478.93

Please note that the above fee proposal is for additional services for extended Construction Administration effort and outstanding unpaid invoices that have previously approved PAA's and PO's. Please contact us should you have any questions and/or comments in regards to our proposal. We can provide additional historical information and project specific detail as may be needed, and can also provide accounting records to substantiate our labor efforts to date.

We look forward to receiving a Project Assignment Agreement (PAA) or other appropriate contract amendment form for our execution.

Sincerely,  
LPA, Inc.

Nicole Mehta, ARCHITECT, LEED AP BD+C  
Project Manager

cc:

Jon Mills, LPA  
Craig Shulman, LPA

**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** DISTRICT'S INTENT TO FILE CLAIM ON LPA'S INSURANCE CARRIER FOR OUTSTANDING ERRORS AND OMISSIONS ON THE MC KINLEY K-8 PHASE 1 PROJECT

**RECOMMENDATION:** This is to serve notice to The Board of Education of the District's intent to file a claim to LPA's insurance carrier for accrued Errors and Omissions for the Phase 1 McKinley K-8 Project

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

**I. BACKGROUND**

The completion of this project was extended due to numerous factors that have incurred to date including but not limited to lack of coordination by the contractor in effectively managing sub-contractors, issuance of excessive and poor drafted RFI's, excessive meetings associated with incomplete change orders and the processing of unwarranted change orders as well as Errors and Omissions

**II. STAFF ANALYSIS**

<b>Contractor Sinanian Development Inc. Change Order No.</b>	<b>Board Report No.</b>	<b>Board of Education Approved Date</b>	<b>Total Change order amount</b>	<b>Total amount due to Architects E &amp; O</b>
CO #1	667-F	10/10/2013	\$175,606.19	\$218,661.26
CO #2	673-F	12/12/2013	\$52,691.57	\$45,760.12
CO #3	687-F	1/30/2014	\$105,588.66	\$20,557.10
CO #4	725-F	6/26/2014	\$205,980.25	\$87,917.38
CO #5	763-F	10/23/2014	\$170,924.26	\$42,431.05
CO #6	776-F	11/20/2014	\$155,137.40	\$74,211.59
CO #7	787-F	1/22/2015	\$279,125.04	\$219,621.82
CO #8	810-F	4/23/2015	\$106,223.70	\$14,744.16
CO #9	821-F	5/21/2015	\$115,230.47	\$45,548.39
CO #10	854-F	7/30/2015	\$156,081.64	\$39,054.09
CO #11	887-F	9/24/2015	\$68,453.23	\$36,865.94
CO #12	905-F	10/22/2015	\$82,193.97	\$62,668.14
CO #13	930-F	12/17/2015	\$59,585.92	\$4,776.50
CO #14	977-F	3/24/2016	\$476,329.61	\$59,338.76
CO #15	1006-F	4/28/2016	\$17,579.49	\$1,370.28
CO #16	XXXX	Pending	\$25,579.10	\$0.00
<b>Grand Total</b>			<b>\$2,252,310.50</b>	<b>\$973,526.58</b>



District staff recommends filing a claim in the amount of **\$973,526.58**

**Attachment:** CO's 1-16 and backup supporting the Errors and Omissions

### **III. FISCAL IMPACT**

The settlement received will revert back to the Measure TT contingency administration fund.

**Pasadena Unified School District**  
**Board of Education Agenda:** July 28, 2016  
**Prepared by:** Nelson Cayabyab, Chief Facilities Officer

**Funding Code:** Measure TT Projects

Originator: Nelson Cayabyab, Chief Facilities Officer

**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL TO ACCEPT SIERRA MADRE MIDDLE SCHOOL - NEW PROJECT AS COMPLETE PUSD BID NO. 10-12/13

**Recommendation:** The Board of Education accept the Sierra Madre Middle School - NEW PROJECT AS COMPLETE PUSD BID NO. 10-12/13 as complete in the amount of \$31,027,670.58

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

**I. BACKGROUND**

On July 1, 2013 the District issued a Notice to Proceed to Sinanian Development Inc. for the Sierra Madre Middle School - NEW Project PUSD Bid No. 10-12/13 in the total amount of \$27,888,000

**II. STAFF ANALYSIS**

District Facilities staff has determined that all work is complete. District Facilities staff Staff recommends that the Board of Education accept as complete PUSD Bid No. 10-12/13 with Sinanian Development Inc. in the amount of \$27,888,000 SIERRA MADRE Middle School - NEW Project as complete and authorize staff to issue a Notice of Completion.

The Facilities Committee vetted this Board Report on February 16, 2017

**III. FISCAL IMPACT**

Funds in the amount \$31,139,670.58 are available for the Measure TT-Sierra Madre Middle School Modernization Budget.

**Pasadena Unified School District**  
**Board of Education Agenda:** February 23, 2017  
**Prepared by:** Nelson M. Cayabyab, Chief Facilities Officer

**Funding Code:** 21.1-95038.0-00000-85000-6270-0520000

Originator: Nelson M. Cayabyab, Chief Facilities Officer



**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL OF CONTRACT EXTENSION AND INCREASE WITH O'NEAL CONSTRUCTION INSPECTION FOR PROJECT INSPECTION SERVICES AT MARSHALL FUNDAMENTAL SCHOOL – SPORTS COMPLEX PROJECT.

**Recommendation:** The Board of Education approves to extend and increase the contract with O'Neal Construction Inspections to provide project inspection services for the Marshall Fundamental School Sports Complex Project in the amount not to exceed \$20,856.00

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

**I. BACKGROUND**

During the program phase of the Facilities Master Plan, a key step was selecting qualified Project Inspectors. O'Neal Construction Inspection was one of the firms that pre-qualified. On May 22, 2014 the Board of Education approved the contract with O'Neal Construction Inspection Services for Division of the State Architect (DSA) Class 1 Inspection Services for Marshall Fundamental School Sports Complex Project.

**II. STAFF ANALYSIS**

Project inspections services are required to complete the construction and closeout of the Marshall FS – Sports Complex Project, which requires a level one (1) DSA inspector. Staff recommends that the Board approve the extension and increase of Contract with O'Neal Construction Inspection for Project Inspection Services in the amount of \$20,856.00 through the completion of the project.

This Board Report was vetted by the Facilities Committee on February 16, 2017.

**Attachment:** O'Neal Construction Inspection Proposal

**III. FISCAL IMPACT**

Funds in the amount not to exceed \$20,856.00 are available in the Measure TT- Marshall Fundamental Sports Complex account.

**Pasadena Unified School District**  
**Board of Education Agenda:** February 23, 2017  
**Prepared by:** Nelson Cayabyab, Chief Facilities Officer

**Funding code:** 21.1-95049.0-00000-85000-6285-0950000

Originator: Nelson Cayabyab, Chief Facilities Officer

**O'Neal Construction Inspections** 661-266-2878  
8328 Fanita Drive #8 Santee, CA 92071 [steveoneal719@msn.com](mailto:steveoneal719@msn.com)

January 26, 2017

Mr. Nelson Cayabyab  
351 South Hudson  
Pasadena, CA 91103

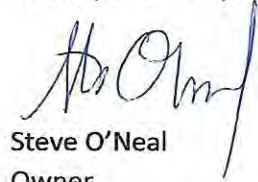
RE: Marshall Sports Complex DSA Inspection Service Extension

Dear Mr. Cayabyab,

In accordance with your Owner Representative's request, we are pleased to present this extension proposal for the DSA Inspection Services for the Marshall Sports Complex. My project inspector has worked through January of 2017 from the end of October of 2016. The previous PO only covered until the end of October. I will need 264 hours which covers November 2016, December 2016, and January 2017 for a total of **\$20,856.00** to finish the project. I am sorry for the inconvenience due to circumstances beyond the control of my inspector.

Please issue a new PO for the amount of \$20,856.00.

Thank you and if you have any questions please do not hesitate to contact me.



Steve O'Neal  
Owner  
O'Neal Construction Inspections



**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL OF INSPECTION SERVICES PROPOSAL FOR THE CONSTRUCTION OF BLAIR IB MAGNET SCHOOL MODERNIZATION

**RECOMMENDATION:** The Board of Education approve RS Construction Services' proposal for Assistant Project Inspector for construction of Washington Accelerated Elementary School – New Construction / Campus Enrichment

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

**I. BACKGROUND**

Assistant Project Inspector is needed for the construction of the Washington Accelerated Elementary School – New Construction / Campus Enrichment Project. RS Construction Services has provided a proposal for a full-time qualified DSA Assistant Project Inspector to provide inspection services for the project,

**II. STAFF ANALYSIS**

Project Inspection services are required for the construction of the Washington Accelerated Elementary School – New Construction / Campus Enrichment Project. District staff recommends approving the RS Construction Services proposal for Assistant Project Inspection Services in the not to exceed amount of \$72,576.00 for the period beginning March 13, 2017 through the completion of the project.

This Board Report was vetted by the Facilities Committee on February 16, 2017

**Attachment:** RS Construction Services Proposal

**III. FISCAL IMPACT**

Funds in an amount not to exceed \$72,576.00 are available in the Washington Acce. Measure TT-account.

**Pasadena Unified School District**  
**Board of Education Agenda:** February 23, 2017  
**Prepared by:** Nelson Cayabyab, Chief Facilities Officer

**Fund Code:** 21.0-92100.0-00000-85000-6275-0750000

Originator: Nelson Cayabyab, Chief Facilities Officer

# RS CONSTRUCTION SERVICES INC.

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Pasadena Unified School District  
740 West Woodbury Road  
Pasadena, CA 91103  
Attn: Anson Rane

February 6, 2017

**RE:** Proposal for Inspection Services – Washington Elementary School

## **Scope**

Provide DSA Project Inspection Services as an Assistant Project Inspector for the above named project.

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## **Billing Rates**

Class 2 Project Inspector: \$ 72.00 / hour

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## **Cost**

Estimated project duration: March 13, 2017 – September 15, 2017 – Construction Phase & Close Out

Project Inspector (API): Anthony Payne/TBD 6 Months (approx.) / 1008 Hours \$ 72,576.00

**TOTAL ESTIMATED COST: \$ 72,576.00**

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## **Proposal**

### **Budgetary hourly proposal for DSA Inspection:**

1. Budgetary hourly rate for DSA Inspector: See rates above.
2. Inspector working days per week, Monday through Friday, 8 hours per day, during normal working hours. Exact dates and timelines to be determined by District.
3. Hourly rate applies from the start of construction 3/13/2017 to 9/15/2017 end of construction including close out. Contract to be amended if additional inspection is deemed necessary.
4. Construction duration is based on working days (2080 hours per year).

### **Fee Qualification:**

1. Straight Time (S.T.): as quoted is based on per hour rate. (S.T.) is based on an 8 hour day, for a total of 40 hours per week.
2. Overtime (O.T.): Rate charged will be the same as straight time (S.T.) for hours worked over 40 per week.
3. No minimum charge. Will bill only hours worked.
4. No reimbursable expenses.

### **Inclusions:**

1. Required Insurance.
2. Administration.

### **Exclusions:**

1. Testing/Special inspection by qualified laboratory.

  
\_\_\_\_\_  
Ralph Shryock – RSCS INC. 2-6-17





Draft: 02-09-17

# Guidelines for the Expenditure of Measure TT Bond Funds

## **BACKGROUND:**

On November 4<sup>th</sup>, 2008, the voters in Pasadena, California passed the \$350 million Measure TT bond initiative to repair and upgrade Pasadena Unified School District's aging and deteriorating campus. The measure passed with 74.5% of 85,998 votes cast in favor of the proposition. The text of the approved ballot initiative read as follows:

*To repair or replace deteriorating and outdated plumbing, heating, ventilation, and fire alarm systems; replace aging portable classrooms, make disabled access improvements, implement energy and water saving projects, modernize or reconstruct kindergartens, cafeterias, multipurpose facilities and gyms, and make the District eligible for millions in State matching grants, shall Pasadena Unified School District issue \$350,000,000 of bonds at lawful interest rates, with no money for administrative salaries, and spending annually reviewed by an independent citizens' oversight committee.*

The laws prescribing and limiting the use of Measure TT bond funds are the California Constitution and the California Education Code.

## **GUIDELINES:**

The following guidelines are established to ensure the proper expenditure of Measure TT bond funds by the Pasadena Unified School District. Expenditures within the following five categories are lawful. Expenditures not within these five categories are not lawful:

1. The **BUILDING** of a new instructional school structure or REPAIR of an older one.
2. The **MODERNIZAION** of an existing school structure. These include classrooms, walkways, public access portals, security portals, hallways, bathrooms, kitchens, multipurpose rooms, laboratories, etc.

*Unanimous Board of Education approval is required for projects designed to upgrade facilities designed to aid a limited number of students and involving "non-academic" facilities desired for school spirit improvement or expanded non-academic opportunities. These include specialized athletic facilities and swimming pools. Such projects are candidates for coverage by State approved funding.*

Included in modernization expenses are the design elements of a school necessary for ingress and egress of the students in a safe and secure environment, such as parking structures, drive through passage ways, drop off locations, etc.



## Guidelines for the Expenditure of Measure TT Bond Funds

3. The **DESIGN and ARCHITECTURAL STUDIES** required to construct such structures. ***Such studies shall be undertaken only after the Board of Education has approved in principle the expenditures of money for a particular school project.***

*Surveys to assess current "needs" of the schools should have been previously considered in 2008 and are not currently authorized for expenditures against Measure TT, unless specifically requested by the Board of Education and otherwise permissible under these Guidelines*

*Before new architectural studies are undertaken to determine the current state of sites that may be upgraded, a Board of Education approved plan must be in place outlining which facilities will be upgraded and their order of spending priority.*

4. The **UPGRADING** of electrical, air conditioning, ventilation, lighting, wiring, and installation of Wi-Fi for computer networks.

5. The **EQUIPPING** of classrooms with capital assets such as computers, audio visual materials, screens, microphones, smart boards, camera projection equipment and similar technology to aid the instructional process and the purchase or repair of desks and tables and chairs.

*Pursuant to this guideline, Measure TT funds are NOT authorized for books and consumable supplies such as chalk, erasers, dry markers, paper for copier machines, chemicals, or any consumable that a teacher would utilize to aid the instructional process on a daily basis.*

*"Capital Assets" are defined as tangible property with a long-term useful life. They consist of property, plant, or equipment. "Capital assets" do not include expenses that are deductible by a for-profit business.*

### **EXCLUSIONS from MEASURE TT:**

Accordingly, the expenditures of public funds from Measure TT are NOT authorized for any of the following categories or specific items. The following listing is illustrative and no comprehensive.

- School operating expenses, including *trips for teachers or field trips*
- *Teacher and administrator salaries or bonuses*
- *Advertising and public relations materials, including community outreach*
- *Routine maintenance and repairs, whether building, equipment, or grounds*

- continued





## Guidelines for the Expenditure of Measure TT Bond Funds

- *Historical surveys*
- *Construction management fees IF other funding is available, such as State bond funds, City of Pasadena funds, or similar funding. Such fees are proportional*
- *Administrative support of the Citizens' Oversight Committee*
- *Public opinion surveys*
- *Security services*
- *Meals for students*
- *Special education aides or teachers*
- *School administrative costs*
- *Insurance, taxes, bad debts, accounting, and legal fees*
- *Software except for software directly related to and necessary for the performance of one or more of the five permitted types of activities*

### **PREPARATION OF BOARD REPORTS:**

In order to secure approval of the Board, board reports must clearly indicate the scope of the work that is to be undertaken, clearly and fairly summarize any attached detailed proposals, certify that the costs to be incurred are reasonable in comparison to past history, and describe the work that will remain to be done to complete the project. For example, study proposals or architectural services proposals will state subsequent construction costs estimated to be incurred. If a cost is proposed to be funded in part by Proposition TT funds and in part by other funds, then the board report shall state the basis on which the allocation between the funding sources is made, which allocation must be reasonable.

### **GOVERNING LAWS**

- The California Constitution Article 13A, Section 1(b)(3) states that school bonds may be expended "for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities..."
- Article 13A, Section 1(b)(3)A states that bond funds may not be used "for any other purpose, including teacher and administrator salaries and other school operating expenses."
- Education code section 15278(b)(2) repeats this prohibition.

Approval:

Chair- Citizens' Oversight Committee

President - PUSD Board of Education

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XX-XX-2017