



DEPARTMENT OF PUBLIC WORKS

REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES
FOR THE PROJECT MANAGEMENT OF

**DURFEE-THOMPSON ELEMENTARY EMERALD NECKLACE WALKING SCHOOL BUS
Non-Infrastructure Safe Route to School Project
CIP 893**

OCTOBER 2016

IMPORTANT DATES

RFP ISSUED	OCTOBER 18, 2016
REQUEST FOR INFORMATION DEADLINE: 5:00 PM	OCTOBER 26, 2016
RELEASE OF INFORMATION REQUESTED	OCTOBER 31, 2016
PROPOSAL DUE DATE/SUBMISSION DEADLINE: 5:00 PM	NOVEMBER 3, 2016
AWARD DATE	NOVEMBER 2016
APPROXIMATE START DATE	NOVEMBER/DECEMBER 2016

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ATTACHMENT A:

Durfee-Thompson Elementary School Emerald Necklace Walking School Bus
ATP Cycle 1, CTC ID 0392, PPNO 4918 Grant Application

EXHIBIT 1:

CITY OF EL MONTE PROFESSIONAL SERVICES AGREEMENT SAMPLE

1.0 Overview

There are three school districts within the City of El Monte: El Monte City School District, Mountain View School District and the El Monte High School District. The El Monte City School District (EMCSD) oversees 14 elementary/middle schools within the city limits including the Durfee-Thompson Elementary School. In recent years the City recognized that to better serve the residents of the City of El Monte, there needs to be close cooperation with the school districts. Likewise, the school districts have established an open line of communication with City staff in articulating traffic control needs during pick up and drop off times, public right of way infrastructure repairs and improvements.

In 2014 the EMCSD, in conjunction with the community organization Amigos De Los Rios applied for grant monies through the Active Transportation Program (ATP) transportation funding for a walking school bus program (non-infrastructure) to be piloted at the Durfee-Thompson Elementary School. EMCSD received \$604,000 of which \$88,000 is local in-kind match. Because the grant monies are disbursed through the California Department of Transportation (Caltrans), agencies receiving ATP funds are required to have a Master Agreement with Caltrans to ensure that agencies can fulfill procurement and accounting requirements. EMCSD applied for a Master Agreement with Caltrans and in early 2016 the first step of the application process concluded. The ATP grant would be de-obligated if not spent by June 30, 2016. With the deadline looming and the conclusion of the Master Agreement application process pending, EMCSD approached the City to take over the project as the grant recipient. The City does have a Master Agreement with Caltrans and Public Works Engineering Division is set up to deliver project using State funds.

In April 2016 City Council directed staff to work with EMCSD and Caltrans to transfer the Durfee-Thompson Elementary Emerald Necklace Walking School Bus Safe Route to School project to the City. At the June 30, 2016 California Transportation Commission (CTC) held in Sacramento, the Commission approved the project transfer. The City has six months from the date of the project fund allocation (June 30, 2016) to award the "construction" contract and 36 months or June 30, 2019 from the date of the project fund allocation to complete the overall project.

The Durfee-Thompson Elementary Emerald Necklace Walking School Bus project is a two year pilot program and the project has four objectives:

1. Encourage more students to walk to school;
2. Create a mode-shift to reduce students being dropped off at school to walking;
3. Address the above-average obesity rates by aligning transportation and land use planning with health-related goals; and
4. Improve pedestrian safety by educating students, faculty and parents best practices for pedestrian safety.

The City of El Monte views the collaboration on this project as an important beginning to many more partnering efforts with the EMCSD. However, the scope of the walking school bus pilot program is a non-infrastructure project – unconventional to the types of projects delivered by the City’s Capital Improvement Program, requiring close coordination with school personnel and interactions with parents of the students attending the Durfee-Thompson school.

Through this Request for Proposal, the City is seeking proposals from interested parties with relevant experience and working knowledge of the operations of an elementary school to successfully implement the Durfee-Thompson Elementary Emerald Necklace Walking School Bus project. The proposer is required to subcontract with the non-profit organization Amigos De Los Rios to deliver the project within the budget and schedule as outlined in the grant. Interested parties must have experience in completing ATP funded projects and have worked with southern California school districts. The City views the project management team selected from this solicitation as an extension of city staff. The City is looking for a turnkey implementation effort including correspondences, coordination, reporting and meetings with the grantor, Caltrans and EMCSD.

2.0 Scope of Services

The City is seeking a qualified proposer to provide technical professional services related to the delivery of Active Transportation Program (ATP) funded project (Safe Route to School). The proposer applying should have significant experience in working with school districts. The basis of the scope of services can be found in the ATP Cycle 1, CTC ID 0392, PPNO 4918 Caltrans District 7 grant application (including as Attachment A) detailing the goals of the Durfee-Thompson Elementary Emerald Necklace Walking School Bus project.

The following tasks are identified for the scope of services:

Task 1: Project Management

Task 1.1: Conduct project meetings as needed.

Task 1.2: Monitor and make adjustments to progress to meet project budget and established schedule.

Task 1.3: Ensure adherence to and provide reporting as required by ATP Cycle 1 grant

Task 1.4: Provide and complete agency reporting (City Council staff reports, School Board update reports) as needed

Task 2: Stakeholder Meetings

Task 2.1: Identify stakeholders

Task 2.2: Conduct initial stakeholders for project input to develop draft Walking School Bus Route and project conceptual plan

Task 2.3: Conduct follow up meeting(s) with stakeholders to present finalized Walking School Bus Route and project conceptual plan

Task 2.4: Conduct final stakeholder meeting to present project performance measures

Task 3: Develop/Present/Finalize Walking School Bus Routes and Concept Plan

Task 3.1: Conduct Walking Audits

Task 3.2: Develop initial Walking School Bus Routes

Task 3.3: Incorporate walking audits and stakeholder input in Conceptual plan

Task 3.4: Identify roles and responsibilities of coordinators, leaders, volunteers, school personnel and community organizations in Conceptual Plan

Task 3.5: Develop budget plan for final Walking School Bus Routes and Conceptual Plan implementation

Task 3.5: Submit final Walking School Bus Routes and Concept Plan to City Council, and EMCS

Task 4: Develop/Conduct marketing, outreach, communication and survey plans for the Walking School Bus Program

Task 4.1: Develop and implement a campaign to market the Walking School Bus pilot program and to solicit volunteers for the pilot program

Task 4.2: Conduct 12 community events for the duration of the pilot program (2 years) to educate students, parents, and the community on pedestrian safety.

Task 5: Screen/Hire/Train Walking School Bus Coordinator, Leaders, Volunteers

Task 5.1: Develop schedule for pilot program personnel recruitment

Task 5.2: Develop hiring plan for Walking School Bus Coordinators, Leaders and Volunteers; hiring plan shall address the hiring entity, payroll frequency, pay rate, personnel absences, timesheet submittal, performance evaluations, firing, and State minimum wage increases

Task 5.3: Recruit coordinators, leaders and volunteer per the hiring plan

Task 5.4: Monitor/report/evaluate hired Coordinator, Leaders and Volunteer performances quarterly (every three months) and make adjustments to hiring plan and or recruitments accordingly

Task 6: Project Close Out

Task 6.1: Develop performance measures to evaluate if the four goals (identified in Section 1.0 of this RFP) have been met

Task 6.2: Develop mechanisms to collect and document performance measures as a part of the pilot program

Task 6.3: Compile, evaluate and summarize collected performance data

Task 6.4: Provide project close out report; report shall include all collected performance data, evaluation of the pilot program in meeting project goals, recommendation on the deployment of a walking school bus program at other schools within the EMCS and potential funding opportunities to fund other deployments if recommended

All data, documents, and other products used or developed during the project will become the property of the City.

3.0 Proposal Format

All proposals shall include the following information and comply with the associated page limit restrictions. Note that 1 page includes the front side of an 8.5x11 sheet of paper and the cover does not constitute a page.

- 1) Cover Letter. Maximum 1 page cover letter signed by an officer of the firm, binding the proposer to all of the commitments made in the submittal. The letter shall include name, address and phone number of the person authorized to represent the proposer and shall include the following Statement:
 - a. I HAVE READ UNDERSTOOD, AND AGREED TO ALL STATEMENTS IN THIS REQUEST FOR PROPOSAL AND ACKNOWLEDGE RECEIPT OF ALL ADDENDUMS/AMENDMENTS AS WELL AS TO THE TERMS, CONDITIONS, AND ATTACHMENTS REFERENCED.
- 2) Proposer's Background. Maximum 2 page background on the proposer and its area(s) of professional expertise relevant to this RFP. An additional 1 -page may be included to highlight the background of each proposed subconsultant to be used by the proposer and the specific task(s) or functions the subconsultant will perform.
- 3) Qualifications and Experience of Proposer's Personnel. Maximum 3 page summary of the relevant experience, work history, training, education and special certifications of the proposer's personnel who will be performing the professional services contemplated under this RFP on the proposer's behalf. Briefly discuss the Consultant team's qualifications and experience with projects of a similar magnitude and nature. Proposers shall provide identical information for all subconsultants' performing any of the tasks or services contemplated under this RFP on the proposer's behalf. The summary shall also include the office location of key personnel proposed to work on this contract. Relevant experience can include your company's overall experience, experience with similar projects and the experience of individuals on your proposed team. Show how your experience relates to the demands of this project.
- 4) Project Approach. Maximum 3 page summary of the proposed approach to providing overall project management of the Walking School Bus pilot program. The proposer shall explain the way in which the proposer will timely complete all of the tasks called for under the RFP along with an estimate of the time it will take to complete each task. Include a brief overview of the Consultant's understanding of the project. The content will reflect the particular viewpoint of the Consultant.
- 5) Proposed Personnel. Maximum 2 page resume for the project manager and 1 page resume for each of the other key personnel, including subconsultants, which will be performing the majority of the work on this project/contract. Resumes for corporate leadership should not be included unless said individuals will be performing substantial work on this project. The designated Project Manager shall be the primary contact with

the City during the contract period and shall function in that capacity while employed by the firm. In addition, the City must approve changes of personnel.

- 6) Quality Assurance/Quality Control Procedures. Maximum 1 page brief description of the consultant's approach to implement a Project-specific Quality Control Plan. Describe the major elements and steps of the quality assurance / quality control (QA/QC) program and procedures that will be followed for each deliverable (i.e. engineering discipline review, coordination review, constructability review, QA/QC control review, etc.).
- 7) References. Each proposal must include at least 3 public agency references going back at not more than five (5) years from the issuance of this RFP in which the proposer was engaged to perform tasks similar to those requested under this RFP. References should place an emphasis on past projects in which the personnel to be used by proposer for this project were deployed. The references should include the name, title and contact information of the public agency officer or employee responsible for overseeing the proposer's work.
- 8) Schedule and Schedule Control. Maximum 2 page schedule detailing when the specific Tasks will be completed. Proposers should factor in additional time that may be required due to reasonably foreseeable types of delays. The proposal shall identify all critical task sequencing and critical paths required to ensure that the work is timely and completely completed. The Consultant shall submit a detailed project schedule outlining the tasks, activities, deliverables, milestone and duration required for the completion and submission of each of the deliverables identified in the Scope of Services. The schedule shall also factor in reasonable review and feedback periods for draft deliverables by City staff as well as any and all legally mandated review and comment period, including those that may be required by third party regulatory agencies.
- 9) Fee Schedule/Cost Proposal. Maximum 3 page detailed cost estimate for performing specific Tasks identified in the RFP and a schedule of rates for each proposed personnel that may be tasked to complete the Project. The Task-specific cost estimate shall include an estimate of the number of hours per staff member by proposed task and clearly identify an hourly rate schedule for the proposed staff. The proposal shall indicate the compensation structure for performing specific services identified in Tasks 1 through 6 (e.g. flat lump sum or hourly rate structure) for each Task. The proposal shall also include costs and expenses related to photocopying, postage, travel, etc. (i.e. Reimbursement expenses). To the extent that a proposal contemplates the use of subconsultants to perform any one or more of the above described tasks on the proposer's behalf, the proposal shall include a List of Subconsultants identifying all subconsultants and state the fee for each subconsultant in the Fee Schedule under the appropriate Task under which the service will be provided. In so far as the proposer's proposal contemplates an increase in compensation rates or charges prior to the completion of Tasks 1 through 6, and during the term of the portion of the PSA or any

extension term, the proposal shall clearly indicate when such increases will take effect and by how much.

- a. The Fee Schedule/Cost Proposal shall be delivered in a separate sealed envelope which is plainly marked on the outside **DURFEE-THOMPSON ELEMENTARY EMERALD NECKLACE WALKING SCHOOL BUS Project CIP 893** and addressed to the above-mentioned location. The envelope shall contain the name and address of the consultant clearly marked on the outside.

The City reserves the right to delete specific task(s).

4.0 Evaluation Criteria

Each proposal shall be evaluated on the basis of the proposer's expertise, experience and training and the expertise of its key personnel along with prior contracting history, approach to the project, cost, proposed schedule and compliance with the RFP requirements including the terms of the attached PSA. Each such factor shall be weighted by the City as follows:

- 1) Expertise, Experience & Training Plus Prior Contracting History (25%)** – The expertise, experience and training of the proposer and its key personnel and previous experience with similar work in similar fields and qualifications and depth of the staff that will perform the work on this project. This factor includes evaluation of the proposer's prior contracting history, including the review of the proposer's certifications relating to false claims, debarment and civil litigation.
- 2) Project Approach (25%)** – The proposer's responsiveness in developing a comprehensive plan while meeting regulatory requirements and the City's specific needs.
- 3) Cost (20%)** – The proposed compensation structure (inclusive of hourly rates of compensation, pass through costs and subconsultant costs) for the performance of Tasks 1 through 8, inclusive of its proposed not-to-exceed sum. The proposer's proposed strategy for containing costs incurred by City while still meeting the objectives and standards set forth under the RFP.
- 4) Schedule (20%)** – Proposal for completing the project in a timely manner, inclusive of the proposer's ability to identify critical paths for the timely and competent completion of all work contemplated under the RFP.
- 5) Compliance with RFP (10%)** – The ability of the proposer to comply with all instructions set forth under this RFP as well as the proposer's ability to agree to all of the terms and conditions of the attached PSA without modification, particularly as relates to indemnification, insurance requirements and standards of care.

5.0 Selection Process

A selection committee, comprised of City staff will review the proposals. Proposals will be ranked on qualifications and the selection committee may choose to interview several of the top ranked proposers. However, at its sole discretion the selection committee may dispense with interviews and select a proposer to perform the work.

6.0 Proposal Requirements

Proposals must be submitted using the following methods:

Three (3) printed copies of the proposal must be received prior to the Submission Deadline.

Proposals shall be submitted to the following address:

City of El Monte
Department of Public Works – Engineering Division
City Hall West
11333 Valley Boulevard
El Monte, CA 91731-3293

ATTN: Elaine Jeng, P.E.
Public Works & Utilities Director

Subject: RFP – Durfee-Thompson Elementary Emerald Necklace Walking School Bus

Proposals may be submitted via personal delivery, overnight courier (e.g., FedEx or UPS) or U.S. Mail. Proposals must be received by or before the Submission Deadline. Proposals that are deposited with an overnight courier or post marked prior to the Submission Deadline but received after the Submission Deadline will not be considered by the City.

Submitted proposals shall be maintained as confidential records of the City up to the Submission Deadline. Proposers may withdraw, modify and/or resubmit a proposal prior to the Submission Deadline but not after. Proposers shall be bound to the terms of their proposal following the Submission Deadline, however, the City, in its sole and absolute discretion, reserves the right to accept post deadline modifications if it is determined that such modifications are in the best interests of the City. The City also reserves the right to waive minor non-substantive informalities or allow the proposer to correct them.

- 1) Proposers shall be solely and exclusively responsible for all costs incurred in connection with the preparation and submission of the proposals; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any way related to this RFP. The City is not liable for any costs incurred by a proposer in response to this RFP. Whether or not a proposer is awarded a contract pursuant to this RFP, no proposer shall be entitled to reimbursement for any costs or expenses associated with the proposer's participation in this RFP process.
- 2) Late proposals will not be considered.
- 3) The City reserves the right to reject any and all proposals received as a result of this RFP. The City's potential award of a contract will not be based on any single factor nor will it be based solely or exclusively on the lowest cost proposal. If a contract is awarded, it will be awarded to the proposer who in the judgment of the City has presented an optimal balance of relevant experience, technical expertise, price, quality

of service, work history and other factors which the City may consider relevant and important in determining which proposal is best for the City.

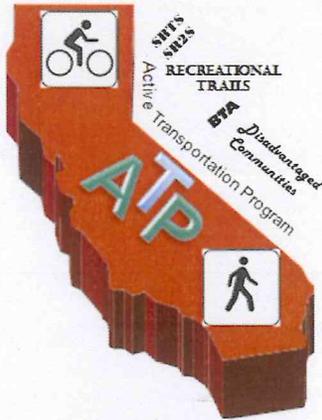
- 4) The City reserves the right to cancel or modify this RFP. There is no guarantee that the City will award contract.
- 5) The City reserves the right to investigate the qualifications of any proposer under consideration including proposed subcontractors and parties otherwise related to the proposer and require confirmation of information furnished by a proposer, or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFP.
- 6) Following the Submission Deadline, the City, pursuant to the California Public Records Act (Govt. Code Section 6250 et seq.) reserves the right to make copies of all submitted proposals available for inspection and copying by any interested member of the public, except to the limited extent the City determines that any information contained in a proposal is legally privileged under the California Public Records Act. By submission of a proposal, proposers acknowledge and agree that their proposal and any information contained therein may be disclosed by the City to interested members of the public, including other proposers.
- 7) The City reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.
- 8) The City reserves the right to evaluate responses in terms of the best interests of the City, applying criteria provided in this RFP and any other criteria the City, in its sole discretion, deems pertinent.
- 9) By the submission of a proposal, each proposer accepts and agrees to execute a written Professional Services Agreement (PSA) in the form attached hereto as Exhibit 1. By submission of a proposal, each proposer agrees to execute a PSA with the City in the form attached hereto as Exhibit 1, inclusive of all stated terms and conditions relating to indemnification, required insurance and standard of care requirements. If a proposer is unable to agree to any of the terms or conditions of the PSA in the form attached hereto, the proposer must identify the provision(s) in question and provide an explanation as to why the proposer cannot comply with such provisions. If a proposer's objection to a certain provision of the PSA is merely a question of added cost, the proposer shall indicate in the proposal the difference in cost associated with complying with the provision(s) versus the cost associated with the City's waiver or modification of the provision(s). The City shall be under no obligation to make modifications to the PSA after a contract has been awarded and proposers shall be deemed to have incorporated all costs associated with compliance with the PSA into their proposal. A proposer's inability to comply with one or more provisions of the PSA shall be a factor

that will be considered by the City in determining which proposal will serve the best interest of the City when all other factors are taken into account.

- 10) All proposals must remain valid for a minimum period of ninety (90) calendar days after the Submission Deadline. Responses may not be modified or withdrawn by the proposer during this period of time except in accordance with this RFP and with written permission granted by the City.
- 11) All questions or requests for clarification shall be submitted via email to Elaine Jeng, at ejeng@elmonteca.gov by the REQUEST FOR INFORMATION DEADLINE. All questions received by this deadline will be addressed and posted on the City's website (www.ci.el-monte.ca.us) by the RELEASE OF INFORMATION REQUESTED DATE.
- 12) If it becomes necessary to revise any part of this RFP, an addendum will be posted on the City's website. It shall be the sole responsibility of the proposer to check for any addendums to the RFP that may be issued by the City.
- 13) It is presumed that each proposer has read and is thoroughly familiar with the scope of services to be performed under this RFP.
- 14) The proposer agrees that, if a contract is awarded to a proposer, the proposer shall make no claim against the City or any of the funding agencies because of any estimate or statement made by any employees, agents, or consultants of the City which may prove to be erroneous in any respect.
- 15) Proposers may withdraw their proposal prior to the Submission Deadline.

ATTACHMENT A

Durfee-Thompson Elementary School Emerald Necklace Walking School Bus
Grant Application



ACTIVE TRANSPORTATION PROGRAM CYCLE 1

APPLICATION Part 1 (Includes Sections I, V, VI, VII, VIII & XI)

Please read the Application Instructions at
<http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html>
prior to filling out this application

Project name: Durfee-Thompson Elementary Emerald Necklace Walking School Bus

For Caltrans use only: TAP STP RTP SRTS SRTS-NI SHA
 DAC Non-DAC Plan

I. GENERAL INFORMATION

Project name: Durfee-Thompson Elementary Emerald Necklace Walking School Bus

(fill out all of the fields below)

<p>1. APPLICANT (Agency name, address and zip code) El Monte City School District, 3540 North Lexington Ave, El Monte, CA 91731</p>	<p>2. PROJECT FUNDING</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">ATP funds Requested</td> <td style="width: 5%; text-align: center;">\$</td> <td style="width: 25%; text-align: right;">604,266.68</td> </tr> <tr> <td>Matching Funds (If Applicable)</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">88,200.00</td> </tr> <tr> <td>Other Project funds</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>TOTAL PROJECT COST</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">692,466.68</td> </tr> </table>	ATP funds Requested	\$	604,266.68	Matching Funds (If Applicable)	\$	88,200.00	Other Project funds	\$	_____	TOTAL PROJECT COST	\$	692,466.68
ATP funds Requested	\$	604,266.68											
Matching Funds (If Applicable)	\$	88,200.00											
Other Project funds	\$	_____											
TOTAL PROJECT COST	\$	692,466.68											
<p>3. APPLICANT CONTACT (Name, title, e-mail, phone #) Dr. Maribel Garcia, Superintendent, mgarcia@emcsd.org, (626) 453-3799</p>	<p>5. PROJECT COUNTY(IES): Los Angeles</p>												
<p>4. APPLICANT CONTACT (Address & zip code) 3540 North Lexington Ave., El Monte, CA 91731</p>	<p>7. Application # <u>1</u> of <u>1</u> (in order of agency priority)</p>												
<p>6. CALTRANS DISTRICT #- Click Drop down menu below District 7</p>													

Area Description:

<p>8. Large Metropolitan Planning Organization (MPO)- Select your "MPO" or "Other" from the drop down menu></p>	<p>SCAG Southern California Association of Governr</p>
<p>9. If "Other" was selected for #8- select your MPO or RTPA from the drop down menu></p>	
<p>10. Urbanized Area (UZA) population (pop.)- Select your UZA pop. from drop down menu></p>	<p>Within a Large MPO (Pop > 200,000)</p>

Master Agreements (MAs):

11. Yes, the applicant has a FEDERAL MA with Caltrans.
12. Yes, the applicant has a STATE MA with Caltrans.
13. If the applicant does not have an MA. Do you meet the Master Agreement requirements? Yes No
The Applicant MUST be able to enter into MAs with Caltrans

Partner Information:

<p>14. Partner Name*: Amigos de los Rios</p>	<p>15. Partner Type Non-Profit Organization</p>
<p>16. Contact Information (Name, phone # & e-mail) Claire Robinson, O: (626) 791-1611 C: (626) 676-5027, claire@amigosdelosrios.org</p>	<p>17. Contact Address & zip code 908 E. Altadena Drive, Altadena, CA 91001</p>

Click here if the project has more than one partner; attach the remaining partner information on a separate page

*If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

Project Type: (Select only one)

18. Infrastructure (IF) 19. Non-Infrastructure (NI) 20. Combined (IF & NI)

Project name: Durfee-Thompson Elementary Emerald Necklace Walking School Bus

I. GENERAL INFORMATION-continued

Sub-Project Type (Select all that apply)

21. Develop a Plan in a Disadvantaged Community (select the type(s) of plan(s) to be developed)
 Bicycle Plan Safe Routes to School Plan Pedestrian Plan
 Active Transportation Plan

(If applying for an Active Transportation Plan- check any of the following plans that your agency already has):

- Bike plan Pedestrian plan Safe Routes to School plan ATP plan

22. Bicycle and/or Pedestrian infrastructure
Bicycle only: Class I Class II Class III
Ped/Other: Sidewalk Crossing Improvement Multi-use facility

Other:

23. Non-Infrastructure (Non SRTS)
24. Recreational Trails*- Trail Acquisition

***Please see additional Recreational Trails instructions before proceeding**

25. Safe routes to school- Infrastructure Non-Infrastructure

If SRTS is selected, provide the following information

26. SCHOOL NAME & ADDRESS: Durfee-Thompson Elementary School, 12233 Star Street, El Monte, CA 91732
27. SCHOOL DISTRICT NAME & ADDRESS: El Monte City School District, 3540 North Lexington Ave, El Monte, CA 91731

28. County-District-School Code (CDS) 19645016013171	29. Total Student Enrollment 1,108	30. Percentage of students eligible for free or reduced meal programs ** 87.50
31. Percentage of students that currently walk or bike to school 47	32. Approximate # of students living along school route proposed for improvement 1,108	33. Project distance from primary or middle school N/A

**Refer to the California Department of Education website: <http://www.cde.ca.gov/ds/sh/cw/filesafdc.asp>

- Click here if the project involves more than one school; attach the remaining school information including school official signature and person to contact, if different, on a separate page

Project name: Durfee-Thompson Elementary Emerald Necklace Walking School Bus

V. PROJECT PROGRAMMING REQUEST

Applicant **must** complete a Project Programming Request (PPR) and attach it as part of this application. The PPR and can be found at http://www.dot.ca.gov/hq/transprog/allocation/ppr_new_projects_9-12-13.xls

PPR Instructions can be found at <http://www.dot.ca.gov/hq/transprog/ocip/2012stip.htm>

Notes:

- Fund No. 1 must represent ATP funding being requested for program years 2014/2015 and 2015/2016 only.
- Non-infrastructure project funding must be identified as Con and indicated as "Non-infrastructure" in the Notes box of the Proposed Cost and Proposed Funding tables.
- Match funds must be identified as such in the Proposed Funding tables.

Project name: Durfee-Thompson Elementary Emerald Necklace Walking School Bus

VI. ADDITIONAL INFORMATION

Only fill in those fields that are applicable to your project

FUNDING SUMMARY

ATP Funds being requested by Phase (to the nearest \$1000)	Amount
PE Phase (includes PA&ED and PS&E)	\$
Right-of-Way Phase	\$
Construction Phase-Infrastructure	\$
Construction Phase-Non-infrastructure	\$ 604,267
Total for ALL Phases	\$ 604,267

All Non-ATP fund types on this project* (to the nearest \$1000)	Amount
Parent Volunteers	\$ 88,200
	\$
	\$
	\$
	\$
	\$

*Must indicate which funds are matching

Total Project Cost	\$ 692,467
Project is Fully Funded	Yes

ATP Work Specific Funding Breakdown (to the nearest \$1000)	Amount
Request for funding a Plan	\$
Request for Safe Routes to Schools Infrastructure work	\$
Request for Safe Routes to Schools Non-Infrastructure work	\$ 604,267
Request for other Non-Infrastructure work (non-SRTS)	\$
Request for Recreational Trails work	\$

ALLOCATION/AUTHORIZATION REQUESTS SCHEDULE

	Proposed Allocation Date	Proposed Authorization (E-76) Date
PA&ED or E&P		
PS&E		
Right-of-Way		
Construction		

All project costs MUST be accounted for on this form, including elements of the overall project that will be, or have been funded by other sources.

Project name: Durfee-Thompson Elementary Emerald Necklace Walking School Bus

VIII. APPLICATION SIGNATURES

Applicant: The undersigned affirms that the statements contained in the application package are true and complete to the best of their knowledge.

Signature: *Martibel Garcia*
Name: Martibel Garcia
Title: superintendent

Date: 5/19/2014
Phone: (626) 453-3799
e-mail: mgarcia@emcsd.org

Local Agency Official (City Engineer or Public Works Director): The undersigned affirms that the statements contained in the application package are true and complete to the best of their knowledge.

Signature: _____
Name: _____
Title: _____

Date: _____
Phone: _____
e-mail: _____

School Official: The undersigned affirms that the school(s) benefited by this application is not on a school closure list.

Signature: *Martibel Garcia*
Name: Martibel Garcia
Title: superintendent

Date: 5/19/2014
Phone: (626) 453-3799
e-mail: mgarcia@emcsd.org

Person to contact for questions:

Name: _____
Title: _____

Phone: _____
e-mail: _____

Caltrans District Traffic Operations Office Approval*

If the application's project proposes improvements on a freeway or state highway that affects the safety or operations of the facility, it is required that the proposed improvements be reviewed by the district traffic operations office and either a letter of support or acknowledgement from the traffic operations office be attached () or the signature of the traffic personnel be secured below.

Signature: _____
Name: _____
Title: _____

Date: _____
Phone: _____
e-mail: _____

*Contact the District Local Assistance Engineer (DLAE) for the project to get Caltrans Traffic Ops contact information. DLAE contact information can be found at <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>

Project name:

Durfee-Thompson Elementary Emerald Necklace Walking School Bus

VIII. ADDITIONAL APPLICATION ATTACHMENTS

Check all attachments included with this application.

- Vicinity/Location Map- **REQUIRED for all IF Projects**
 - North Arrow
 - Label street names and highway route numbers
 - Scale

- Photos and/or Video of Existing Location- **REQUIRED for all IF Projects**
 - Minimum of one labeled color photo of the existing project location
 - Minimum photo size 3 x 5 inches
 - Optional video and/or time-lapse

- Preliminary Plans- **REQUIRED for Construction phase only**
 - Must include a north arrow
 - Label the scale of the drawing
 - Typical Cross sections where applicable with property or right-of-way lines
 - Label street names, highway route numbers and easements

- Detailed Engineer's Estimate- **REQUIRED for Construction phase only**
 - Estimate must be true and accurate. Applicant is responsible for verifying costs prior to submittal
 - Must show a breakdown of all bid items by unit and cost. Lump Sum may only be used per industry standards
 - Must identify all items that ATP will be funding
 - Contingency is limited to 10% of funds being requested
 - Evaluation required under the ATP guidelines is not a reimbursable item

- Documentation of the partnering maintenance agreement- Required with the application if an entity, other than the applicant, is going to assume responsibility for the operation and maintenance of the facility

- Documentation of the partnering implementation agreement-Required with the application if an entity, other than the applicant, is going to implement the project.

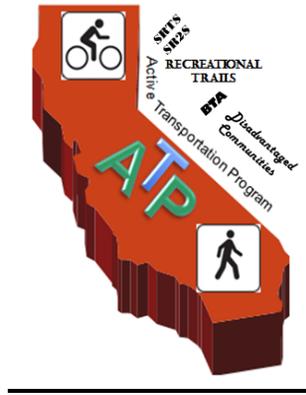
- Letters of Support from Caltrans (Required for projects on the State Highway System(SHS))

- Digital copy of or an online link to an approved plan (bicycle, pedestrian, safe routes to school, active transportation, general, recreation, trails, city/county or regional master plan(s), technical studies, and/or environmental studies (with environmental commitment record or list of mitigation measures), if applicable. Include/highlight portions that are applicable to the proposed project.

- Documentation of the public participation process (required)

- Letter of Support from impacted school- when the school isn't the applicant or partner on the application (required)

- Additional documentation, letters of support, etc (optional)



ACTIVE TRANSPORTATION PROGRAM CYCLE 1

APPLICATION Part 2

(Includes Narrative Sections II, III & IV)

- Hire a Durfee-Thompson Emerald Necklace Pilot Walking School Bus Program Stakeholder coordinator for two years. Coordinator duties would include:
 - o Serve as point person for Walking School Bus Program to coordinate with community stakeholders including parents, City of El Monte representatives, El Monte Police Department and others.
 - o Coordination of paid and volunteer Walking School Bus Leaders
 - o Gather and synthesize Walking School Bus evaluation data
 - o Prepare quarterly Walking School Bus updates
 - o Work with Amigos de los Rios to organize and conduct community outreach events and Walk Audits
- Train and provide stipend for Walking School Bus Leaders
- Amigos de los Rios lead walk audits to identify final walking school bus routes.
- Design and produce themed high visibility gear, including t-shirts and umbrellas/parasols for Walking School Bus leaders and participants.
- Design, publish and distribute route maps
- Design and install route stencils/signage
- Produce and distribute informational Walking School Bus Flyers
- Design, produce and distribute informational posters
- Coordinate and hold stakeholder meetings
- Administrative and Project management costs
- Design, produce and distribute walking evaluation tools

Much of the above-referenced work would lay the foundation for the Emerald Necklace Walking School Bus Program's expansion to three other EMCS D Elementary schools which have been identified. It is anticipated that the cost of expanding the program will be less than that of the pilot program as ATP funds for the Durfee-Thompson pilot program would fund program design along with collateral materials. In addition, funds will train Walking School Bus leaders and help in the recruitment of volunteers. Once a base of trained leaders and volunteers exists, they can participate in leading Walking School buses at other schools. Finally, ATP funds requested here will pay for community walk audits around Durfee-Thompson and at Cortada, Rio Vista, Shirsper, and Columbia schools, laying the groundwork for expansion of EMCS D's walking school bus program.

4. **Project Status:** Ready to commence project if/once funds are awarded (non-construction; no documentation under CEQA or NEPA required).

III. SCREENING CRITERIA

1. Demonstrated Needs of the Applicant

Durfee-Thompson Elementary School, located on the eastern border of the City of El Monte at the intersection of Maxson Road and Star Street often sees congested and potentially dangerous conditions in the mornings and afternoons as its 1108 students (grades K-8) come and go from the school. With a drop off area that requires parents to make a loop on cul-de-sac Star Street and a significant percentage of students who walk and bike to school, interventions such as the proposed Walking School Bus are necessary to not only ensure the safety of all of the school's students, but also to encourage more

walking and biking students, in an area where child obesity and asthma levels exceed State averages. The Durfee-Thompson Emerald Necklace Walking School Bus Proposal, developed with the input of El Monte City School District (EMCSD) Superintendent Ex Officio Jeff Seymour, EMCSD Superintendent Dr. Maribel Garcia, the EMCSD Coordinated School Health Steering Committee and Durfee-Thompson Elementary Staff, will help provide a safe context for a healthy active transportation alternative to and from school. More specifically, the proposal aims to fund the development and implementation of a daily walking school bus program that will increase the number of students who walk to school while making a significant reduction in the number of pedestrian accidents involving school-age students in the elementary school's catchment area.

The school and the entirety of its catchment area, are located in a designated Disadvantaged Community. As such, Durfee-Thompson has a significant portion of students who walk and bike to school as families do not have a motor vehicle available. At most, nearly half of Durfee-Thompson's student population walks to school; approximately 5 to 15% of students bike to school. On days with inclement weather or excessive heat, approximately 20% of the student population walks. While the City of El Monte and EMCSD have put considerable effort towards making the city and areas around the city's schools more walkable for students and residents alike as part of the city's Health and Wellness Initiative, funded by the Los Angeles County Department of Public Health Policy for Livable and Active Communities and Environments (PLACE), students still do not have adequate pedestrian infrastructure on their way to and from school. Maps and photos submitted with this grant show streets with inconsistent, disconnected and even non-existent sidewalks and wide busy streets throughout the school's catchment area.

The Durfee-Thompson Emerald Necklace Walking School Bus will build off of and contribute to two significant and related local efforts. Amigos de los Rios, EMCSD's partner organization in this grant effort, has been advocating for, designed and developing healthy environments such as parks in and around what is known as the Emerald Necklace Network. The Emerald Necklace is a 17-mile interconnected network of existing bikeways, multi-use trails, parks and greenways along the Rio Hondo and San Gabriel River, which form the west and east borders of the City of El Monte, respectively. Since Amigos de los Rios put forth the Emerald Necklace Vision in 2005 and began working with the neighboring cities of El Monte, South El Monte, Baldwin Park, Whittier and Irwindale to improve and direct investment towards the two rivers and the infrastructure that surrounds them, Amigos de los Rios has designed and developed 10 multi-benefit parks adjacent to and nearby the rivers. The parks, which include the Durfee-Thompson Joint Use Trail, on the elementary school's campus, not only provide valuable green space in park poor neighborhoods, but also help provide environmental benefits such as groundwater infiltration, improved stormwater management and increased wildlife habitat, in addition to amenitizing existing bikeways with parks and directional and educational signage. The proposed Durfee-Thompson Elementary Emerald Necklace Walking School Bus would build off of Amigos de los Rios' work in the community, and at the elementary in specific, by incorporating an educational biodiversity component. For example, the proposed routes will each have a theme that corresponds with indigenous species that inhabit the Emerald Necklace Network. Walking school bus "riders" will wear distinctive t-shirts, while leaders will wear reflective safety belts, both designed according to Emerald Necklace biodiversity themes. In addition, educational components of walking school bus program will

inform students, parents and teachers about the benefits of the Emerald Necklace Network, encourage them to use it for recreational and commute purposes and foster a greater understanding of Los Angeles County's green infrastructure and environmental resources. For instance, students will learn that the Bighorn Sheep's natural habitat is in the nearby San Gabriel Mountains, and that the San Gabriel River, which runs adjacent to Durfee-Thompson, originates in the San Gabriels, and it is possible to bike to the mountains along river bikeways. Fostering this broader understanding of the region's ecosystems will contribute to EMCSD's culture of health and wellness while engendering the next generation of environmental stewards.

The Durfee-Thompson Elementary Emerald Necklace Walking School Bus also aligns with the City of El Monte's laudable Health & Wellness efforts. In 2011, the El Monte City Council approved a Health & Wellness Element for the city's General plan in an effort to address above-average obesity rates by aligning transportation and land use planning with health-related goals. A non-infrastructure proposal such as this walking school bus will directly contribute to Health & Wellness Elements healthy lifestyle goals for El Monte youth. Specifically, the proposed project supports **Goal HW-7** of the Health & Wellness Element, which states, "Children have safe access to schools and parks." Goal HW-7 of the Health & Wellness Element, found on page HW-30 reads,

- **HW-7.2 Safe Routes to School.** Create a Safe Routes to School plan in all El Monte schools. Prioritize improvements with the highest safety concerns. Actively seek State and Federal funding to support the Safe Routes to School Plan.
- **HW-7.4 Walking/Bus/Bike Programs.** Encourage the creation of "Walking School Bus," "Biking School Bus," "Bicycle Trains," contests and other programs that encourage children to walk or bicycle to school and make it safer to do so.

In addition, the Health & Wellness Element prioritizes the completion of the Emerald Network in Policy HW-9.2, found on page HW-32 of the plan. While the walking school bus project proposed here will not directly contribute to the Emerald Necklace's completion, it would raise awareness of this significant regional effort and encourage the use of safe Emerald Network trails for both Safe Routes to School (SRTS) and recreational purposes.¹

2. Consistency with Regional Transportation Plan (100 words or less)

Explain how this project is consistent with your Regional Transportation Plan (if applicable). Include adoption date of the plan.

The proposed project is consistent with the Southern California Association of Governments (SCAG) RTP, adopted April 2012, specifically the Sustainable Communities Strategy goal to "protect the environment and health of our residents by improving air quality and encouraging active transportation

¹ *City of El Monte General Plan, Health and Wellness Element (City of El Monte, 2011)*

(non-motorized transportation, such as bicycling and walking),” and the “Active Transportation” goal to “increase active transportation usage in the SCAG region.”²

IV. NARRATIVE QUESTIONS

- 1. POTENTIAL FOR INCREASED WALKING AND BICYCLING, ESPECIALLY AMONG STUDENTS, INCLUDING THE IDENTIFICATION OF WALKING AND BICYCLING ROUTES TO AND FROM SCHOOLS, TRANSIT FACILITIES, COMMUNITY CENTERS, EMPLOYMENT CENTERS, AND OTHER DESTINATIONS; AND INCLUDING INCREASING AND IMPROVING CONNECTIVITY AND MOBILITY OF NON-MOTORIZED USERS. (0-30 POINTS)**

Current walking mode share for Durfee-Thompson

Durfee-Thompson Elementary and El Monte City School District (EMCSD) have higher percentages of students walking (and biking) to school than national, state and county averages. Only 10.7% of school children aged 5-15 walk to school across the nation; in California this figure rises to 24.3% and for Los Angeles County, the percentage increases further to 32.3%.³ Both EMCSD as a whole and Durfee-Thompson Elementary both have higher rates of walking to school on high volume walking days, with approximately 43% and 47% respectively, according to school officials. Out of Durfee-Thompson’s 1108 total students, there are more than 500 students walking to school on some days from somewhere in the school’s 3.1 square mile catchment area. (See Appendix, Map 1) On days with high temperatures or inclement weather, school officials estimate that approximately 20% of the school’s population walks to school.

Table 1. Percentage of students walking to school

	Durfee-Thompson	EMCSD	LA County	California	National
% of students who walk	20-47%	20-43%	32.3%	24.3%	10.7%

Even though the subject school often has a greater number of students walking to school than average, the proposal, if funded, is still anticipated to increase the number of students who walk to school as students and parents see the potential safety benefits of the pilot walking school bus as it is publicized throughout the school.

Two factors are at play when analyzing Durfee-Thompson Elementary’s large share of students who walk to school. First, Durfee-Thompson is located in a Disadvantaged Community (DAC). The City of El Monte is designated as a DAC Census Place, with a citywide median income of \$42,750. ZIP Code area 91732, in which the school is located is in the top 6-10% of Statewide ZIP Codes for California Enviroscreen. 87% of Durfee-Thompson students qualify for free or reduced lunches. Given the area’s DAC status, many students’ parents do not have a vehicle that is consistently available for transporting children to school. While data regarding parent automobile availability was not available for this

² *Regional Transportation Plan 2012-2035 Sustainable Communities Strategy* (SCAG, April 2012).

³ *Analysis Brief: Travel to School in Los Angeles County, (Safe Routes to School National Partnership, 2012. Accessed at: <http://saferoutescalifornia.files.wordpress.com/2012/08/travel-to-school-in-la-county.pdf>)*

proposal, 33.2% of EMCS D parents did not have secure employment.⁴ This results in an above-average number of students in the school catchment area who have often have no other choice than to walk to school.

Second, the children who walk to school face risks in navigating through El Monte's dense built environment on their way to school. The risks include, but are not limited to, a lack of sidewalks, long crosswalks with low visibility, and errant drivers in school zones and elsewhere. Photobook 1 (See Appendix) shows typical examples of hazardous conditions students face. Anecdotal evidence from EMCS D officials indicates that parents of students who drive their children to school do so because they worry about the physical risks walking students encounter. Further, hazardous conditions exist in the school's direct vicinity every morning and afternoon as significant traffic congestion occurs during drop-off and pick-up in the mornings and afternoons. Photobook 1 documents typical conditions found at approximately 7:45am on a weekday mornings. On-the-ground observations, supported by EMCS D officials and Durfee-Thompson staff noted between 30 and 50 cars queuing and slowly circulating on Maxson and Star streets. Map 3 (See Appendix, Map 3) visualizes the extent of typical Durfee-Thompson morning traffic and shows morning traffic flow during school drop off based on observations and input from EMCS D officials.

Taking these factors into account, even though Durfee-Thompson already has an above-average percentage of students who walk to school on many days, the foreseeable safety benefits of the Emerald Necklace Walking School Bus will encourage parents who currently drive their children to school to have their children participate in the safe walking school bus. They may even want to participate as "bus drivers" and lead walking school buses along one of the 5 potential routes proposed here!

Finally, there exists local precedent for student walking at Durfee-Thompson Elementary, indicating that parents, students and staff have interest in and capacity to organize around increased walking in this area. Every day after school for the past 8 years, approximately 100 to 120 students walk one mile from Durfee-Thompson to Our Saviour Kids Campus for an afterschool program. This daily walk is led by volunteers made up of local college students and community seniors and has proven to be a consistently safe way for Durfee-Thompson students to access this afterschool program using active transportation.

Successful Walking School Bus Models

The Durfee-Thompson Elementary Emerald Necklace Pilot Walking School Bus seeks to replicate successful walking school bus models from across the nation to implement a pilot program. Two successful case studies in particular serve as great models for this project proposal. EMCS D believes that with the requested funding, the successes of San Diego County's Chula Vista (CVESD) SRTS program and Chicago, Illinois' Logan Square Neighborhood Association (LSNA) Walking School Bus program can be replicated in El Monte.

Chula Vista's SRTS program, a collaborative effort between the City of Chula Vista and CVESD, began with two pilot schools in year one, and expanded to 15 additional schools in year two. The program, which included traffic safety educational components and encouragement components such as regular Walk on Wednesday events and daily walking school buses, similar to what is proposed for Durfee-Thompson. Chula Vista's example is pertinent to the subject proposal, since the city has a relatively similar demographic make-up as El Monte, although it has higher median income (\$57,287) than in El

⁴ All Data: El Monte, (Kidsdata.org, 2014. Accessed at: <http://www.kidsdata.org/region/695/el-monte/results#ind=&say=&cat=6,37>)

Monte, with 58.2% of the population reported as Hispanic or Lation, compared to El Monte's 69%. CVESD has reported a 10% increase in the number of students walking to school across the 15 campuses that participated in year two of the program. In addition, parent observations confirm a decrease of over 50% in the number of cars present in one of the participating school's parking lots as participation over a period of six weeks during which the program was active.

LSNA's walking school program in inner-city Chicago, Illinois expanded from two to four schools over two years. In an area where walking students are at risk from gang violence and drug activity, LSNA coalesced around safety goals similar to the proposed Durfee-Thompson Walking School Bus. Currently the program has 70 children walking to school and 11 walking school bus captains stationed along 10 routes.⁵

Anticipated change in walking mode share

Based on these relevant case studies along with local stakeholder input it is anticipated that the proposed Durfee-Thompson Emerald Necklace Walking School bus will increase student walking at Durfee-Thompson Elementary by 20% in the pilot programs first two years by assuring safe, consistent walking conditions for diversity of walking school bus grants. ATP Funding will be applied to fund evaluation tools such as student travel tally worksheets, parent surveys and student punch cards that will be used to both track increases in walking students and be used to reward high achieving student walkers. EMCSO is confident that the Durfee-Thompson Emerald Necklace Pilot Walking School Bus Program will result in a consistent 60%-70% walking mode share once implemented.

Map 2 (See Appendix, Map 2) shows 6 proposed walking school bus routes. Routes were developed with input from EMCSO officials and Durfee-Thompson staff. Grant writers performed an analysis where the resultant routes are less than 1 mile from any residential property within the 3.09 square mile school catchment area (See Appendix Table 1), making the Emerald Necklace Walking School Bus accessible to all of Durfee-Thompson's 1108 students. The Walking School Bus proposes one Walking School bus leader for eight students, requiring a total of 50 leaders to support the target 70% student walking mode share (See Appendix, Table 3 for funding calculations). Further, with ATP funding, community outreach meetings will be organized and proposed routes will be vetted by the Durfee-Thompson community and any necessary changes will be implemented before Walking School Buses becomes active.

IV. NARRATIVE QUESTIONS- continued

2. POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS. (0-25 POINTS)

Momentum and motivation to apply for CalTrans ATP funds emerged in response to serious concerns about the safety of students walking to school in unsafe conditions. According to EMCSO officials, the last three years have seen two serious auto accidents in the vicinity of Durfee-Thompson Elementary a trend which has been consistent for many years. In addition, an average of 5 less serious

⁵ *Safe Routes to School in California: Case Studies from Local Programs. (Safe Routes to School Technical Assistance Resource Center, 2013. Accessed at: <http://www.casaferoutestoschool.org/wp-content/uploads/2013/05/SRTS-CaseStudies-Revised-010813.pdf>)*

pedestrian/automobile accidents have occurred in the past three years that did not result in serious injuries but were nonetheless alarming. Other data which looks at broader geographic scopes confirms the prevalence of injuries around the school.

Map 1 below shows bike and pedestrian accidents in the half-mile and quarter-mile around Durfee-Thompson (The center point of the area was move slightly to the west as Durfee-Thompson borders the San Gabriel River, and a portion of the area captured in the radius is inaccessible to students and others. As such no accidents have occurred there. Moving the center point of the circle captures areas where students can be found walking to school). The 2007 fatality shown in Map 1 below was a Durfee-Thompson student. This tragic event served as a wake-up call for the El Monte community, which has taken on efforts to ensure such a tragic event does not happen again, including this grant proposal.

Map 1 – TIMS SRTS Map for Durfee-Thompson Elementary 2003-2011

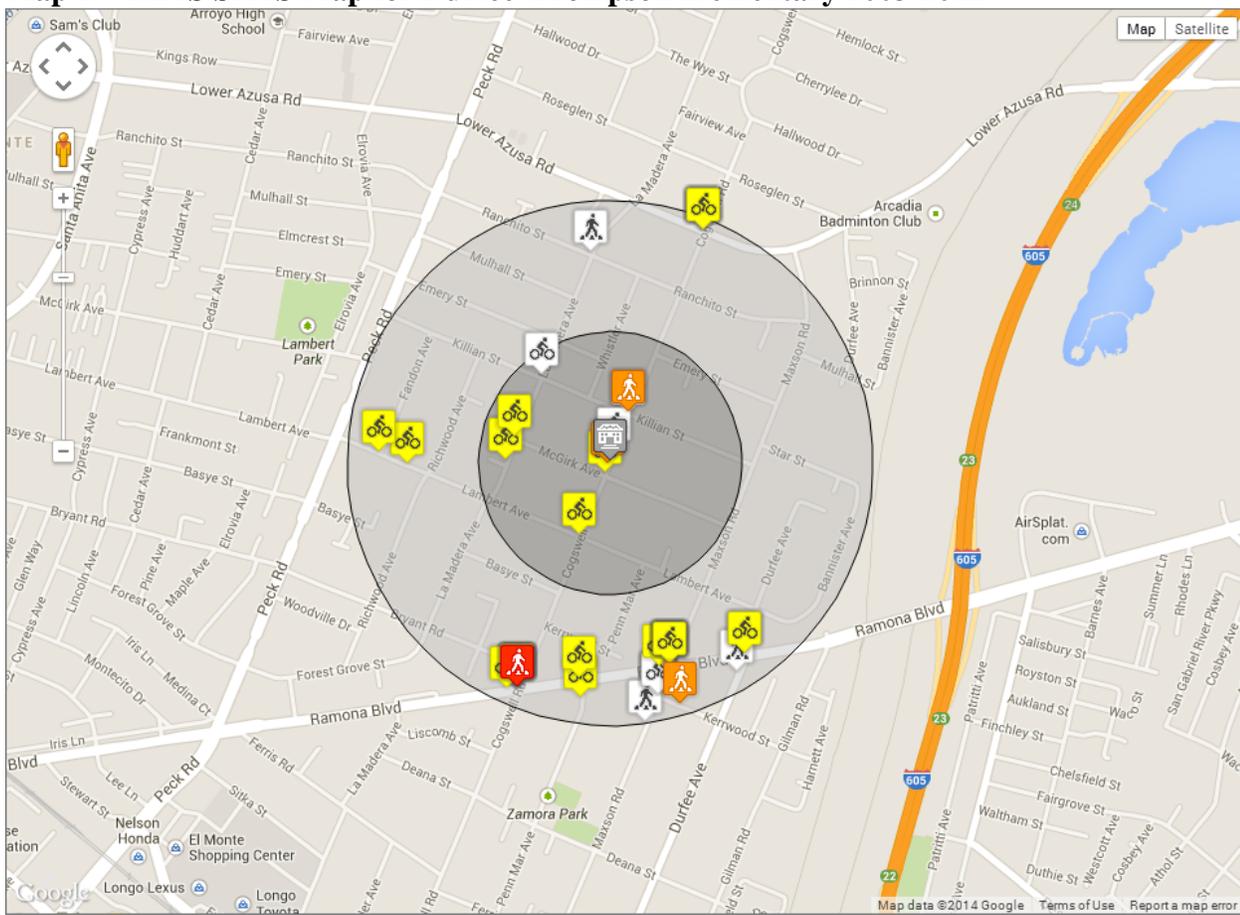


Table 1- TIMS SRTS Summary Table for Durfee-Thompson Elementary 2003-2011

Summary Statistics							
Radius	Fatal	Severe Injury	Visible Injury	Complaint of Pain	Pedestrian	Bicycle	Total
<¼ mi.	0	2	4	3	1	8	9
¼ - ½ mi.	1	1	16	15	13	20	33
Total	1	3	20	18	14	28	42

Map 2 captures roughly the northern half of Durfee-Thompson’s catchment area.

Map 2 - TIMS SRTS Map for northern portion of Durfee-Thompson Elementary catchment area 2003-2011

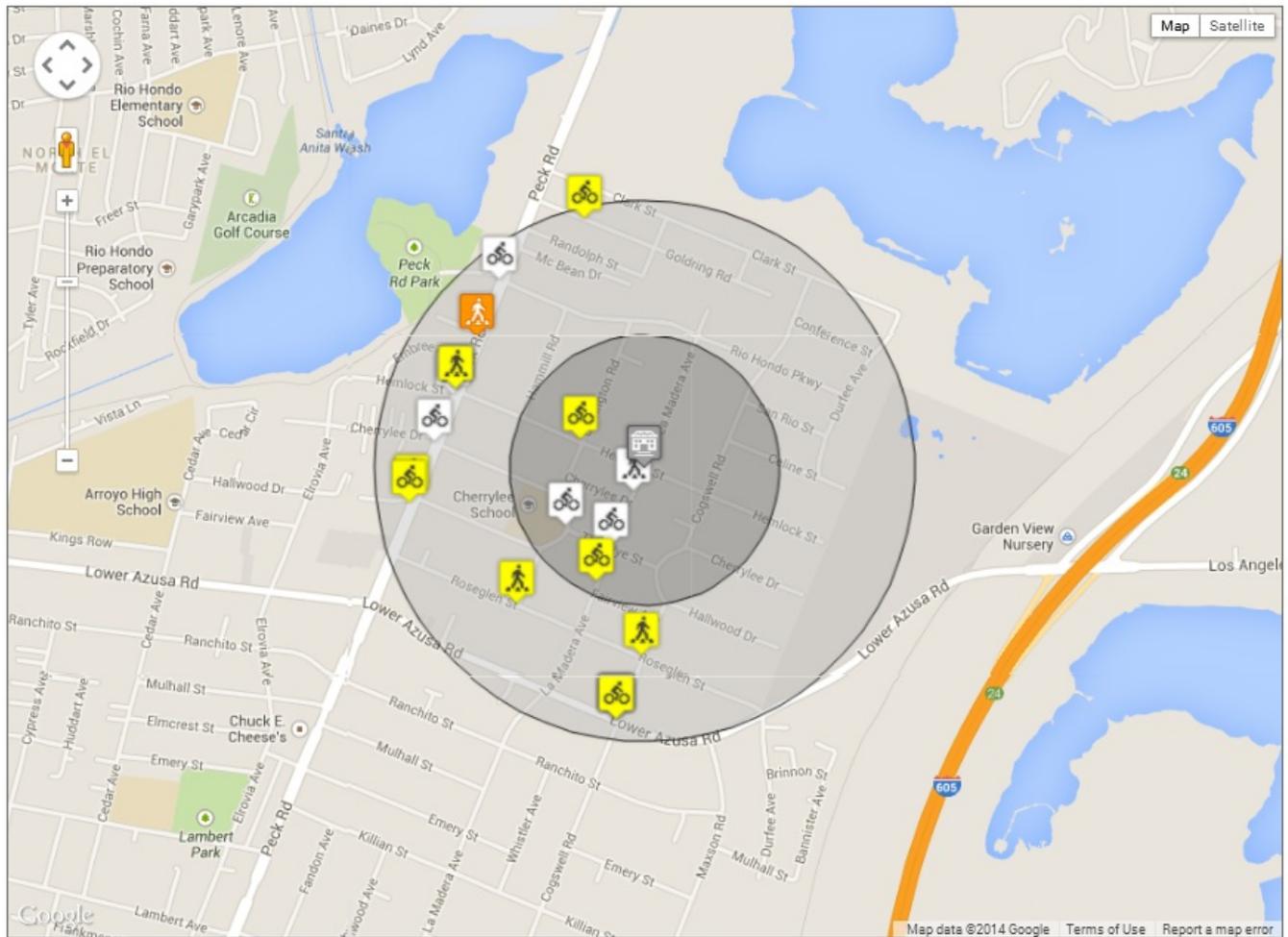


Table 2 - TIMS SRTS Summary Table for northern portion Durfee-Thompson Elementary catchment area 2003-2011

Summary Statistics							
Radius	Fatal	Severe Injury	Visible Injury	Complaint of Pain	Pedestrian	Bicycle	Total
<¼ mi.	0	0	2	3	1	4	5
¼ - ½ mi.	0	1	7	8	9	7	16
Total	0	1	9	11	10	11	21

Taken together, 63 bicycle and pedestrian accidents took place in the Durfee-Thompson catchment area from 2003 to 2011.

The Durfee-Thompson Emerald Necklace Pilot Walking School Bus Program will improve student safety first by training students, parents and staff, educating them about best practice pedestrian safety measures and then by applying lessons learned during trainings to daily walking school buses. Walking school buses will not provide a safe, supervised walking environment for Durfee-Thompson students but will also serve as daily practice in applying pedestrian safety best practices. Overall, this dual benefit will result in improved safety as children participate in walking school bus to school and home, and as they walk elsewhere. In addition, potential routes have been identified by the grant writers based on observed hazardous conditions such as lack of sidewalks, missing crosswalks and heavily traveled roads. The project proposes to vet the routes proposed here in a community-based process that will further incorporate on-the-ground observations to finalize walking school bus routes. Photobook 2 (See Appendix, Photobook 2) contains examples of typical conditions that are present throughout the Durfee-Thompson Catchment area and identifies their locations.

Studies have concluded that participating in walking school buses improves children’s pedestrian safety behavior as well as leads to improved health outcomes.⁶ Successful Walking School bus programs such as the ones in Chula Vista, CA and Chicago, Illinois mentioned earlier in this report, as well as others in places such as Columbia, Missouri and Sacramento, California demonstrate a positive cumulative effect.⁷ As both students and parents receive training on pedestrian safety, parents feel more secure letting their children participate in the supervised walking school buses. It is anticipated that students who are already walking to school will be the first participants in the walking school bus, and as awareness and the visibility of the program increases, students who did not previously walk to school will begin participating. This cumulative snowball effect has resulted in the expansion of pilot walking school bus example programs from one school to many more; in the case of Chula Vista Elementary School District, the program expanded from two to 15 schools in only two years. EMCS D is committed to expanding the pilot walking school bus program to other EMCS D schools as funding permits.

⁶ *The Walking School Bus and Children’s Physical Activity: A Pilot Cluster Randomized Controlled Trial.* (Mendoza, Jason A., Watson, Kathy, Baranowski, Tom, Nicklas, Theresa A., Uscanga, Doris K., Hanfling, Marcus J. *Pediatrics*, 2011. Accessed at: <http://pediatrics.aappublications.org/content/128/3/e537.full.pdf> and http://activelivingresearch.org/sites/default/files/HP2012_ArticleSummary_Mendoza.pdf)

⁷ *Getting Results: SRTS Programs That Increase Walking and Bicycling to School* (National Center for Safe Routes to School. Accessed at: http://www.saferoutesinfo.org/sites/default/files/resources/srts_gettingresults_walkbike.pdf)

IV. NARRATIVE QUESTIONS- continued

3. PUBLIC PARTICIPATION and PLANNING (0-15 POINTS)

- A. Describe the community based public participation process that culminated in the project proposal or plan, such as noticed meetings/public hearings, consultation with stakeholders, etc.
- B. Describe the local participation process that resulted in the identification and prioritization of the project:
- C. Is the project cost over \$1 Million? Y/N

If Yes- is the project Prioritized in an adopted city or county bicycle transportation plan, pedestrian plan, safe routes to school plan, active transportation plan, trail plan, circulation element of a general plan, or other publicly approved plan that incorporated elements of an active transportation plan? Y/N

Amigos de los Rios performed multiple outreach events for varying projects, which generated the idea for a Walking School Bus Pilot project at Durfee Thompson School. A multitude of school communities and stakeholders have been involved with the same goals in mind: Promoting active transportation alternatives and education populations about its benefits, along with decreasing traffic and pollution along with increasing the health and safety of children and the community. In addition, Amigos de Los Rios distributed and collected surveys at weekly volunteer events throughout the San Gabriel Valley, including in El Monte, to capture community attitudes about active transportation alternatives in their neighborhoods.

Expanded Emerald Necklace Plan

Amigos has drafted the “*Emerald Necklace Forest to Ocean Expanded Vision Plan: Towards a Common Vision*” which outlines eight regional goals. These regional goals are interrelated to our Walking School Bus goals:

- Promote Active Transportation
- Improve Public Health
- Design and Build Resilient Communities that adapt to and Mitigate the Current and Projected Impacts of Climate Change
- Celebrate Culture and Foster Environmental Awareness through education and outreach.

Our priority goal is to promote active transportation, and we included plan synthesis for 5 transportation planning documents:

- County of Los Angeles Bicycle Master Plan
- SCAG Regional Transportation Plan 2012- 2035
- City of Los Angeles General Plan: Transportation Element and Bicycle Plan
- Coyote Creek Bikeway Master Plan
- Los Angeles County Metro Long Range Transportation Plan.

We worked with a diverse array of government agencies, NGOs and community organizations in Los Angeles County. Amigos reached out to a diverse body of stakeholders in the collaborative spirit that infuses all of Amigos de los Rios’ work. These stakeholders included city- and county-level government agencies, political offices, water districts, non-profits large and small, school districts, private sector firms, as well as the general public. In addition to EMCS D, Amigos had representatives from:

- Council for Watershed Health SCAG Regional Transportation Plan 2012- 2035

- LA Parks Foundation
- Los Angeles County Bicycle Coalition
- LA County First Supervisor
- LA County Open Space District
- El Monte Union High School District
- U.S. Army Corps of Engineers
- National Park Service

Outreach was performed in two primary ways; Amigos de los Rios convened a series of three meetings where several dozen individuals gave Amigos de los Rios pointed feedback on the draft plan as well as data and technical assistance to fill in gaps and make the document more useful. These meetings were held on: August 8th, 2012 (11 attendees), February 26th, 2013 (16 attendees), February 27th 2013 (50 attendees), The stakeholder meetings were an integral part of the planning process in that stakeholders helped identify important work and/or novel opportunities that had not been identified in the plan synthesis process. In addition to these meetings and frequent email contact with stakeholders who had attended the meetings as well as those that hadn't, Amigos de los Rios presented the in-progress plan during regularly scheduled weekend volunteer events, soliciting input from the general public.

El Monte General Plan

Amigos de los Rios conducted outreach for the City of El Monte General Plan Update which included the “Foster Safe and friendly Neighborhoods” as a goal. We provided pre-event publicity which included booths at various events, bulk mailing postcards to El Monte residents, distributed flyers to school, local businesses, public facilities and community gathering places. We also placed phone calls to residents who signed up at previous events. We held receptions and various community workshops. These events were held: November 11th, 2005 (99 attendees), November 12th, 2005 (148 attendees), January 21st, 2006 (100 attendees), and June 3rd, 2006 (44 attendees).

City of El Monte Health and Wellness Initiative

The P.L.A.C.E (Policies for Livable, Active, communities, and Environments) was a grant funded program through the Los Angeles County department of Public Health. The program was dedicated to fostering policy change that supported the development of healthy, active environments for Los Angeles County residents. The City of El Monte pursued policy change and related physical projects that decreased barriers in the built environment which improved opportunities for nutrition and physical activity. The City of El Monte Community & Senior Services Division, the Community Development Department (Planning and Engineering), the Police Department, and the City Manager's Office to successfully implement the Initiative. They also collaborated with the California Community Foundation, AltaMed Health Services, the El Monte City School District. We assisted with the development of a Health and Wellness Element for the El Monte General Plan, with proposed components addressing healthy lifestyles and physical activity, access to healthy food, public safety and security, and access to recreation. The physical project component of the initiative was a 1-mile circuit walking path with mileage markers and signage connecting various civic, educational, retail and health care facilities in the area. Another valuable outcome of this program was the establishment of a walking club that had over 350 residents actively enrolled. The Community & Senior Services Division, in collaboration with other city departments and community partners, continues to offer physical activity opportunities and health education through special events throughout the year. We hope to use this model that focuses on adults to be implemented into the schools in El Monte.

Amigos de los Rios Active Transportation Surveys

Active Transportation surveys were administered by Amigos de los Rios to 160 participants in and around the Emerald Necklace within a 33-day period from April 12th to May 11th, 2014. Locations where the survey was administered varied between Amigos de los Rios Volunteer Stewardship Events and Community Outreach events in the City of El Monte along with other San Gabriel Valley Cities. The majority of participants were of high school age. More than half of the participants “Strongly Agree” that walking improves their overall health and the health of their communities. Additionally, most participants stated that they would walk to school more often if their peers did and would rather walk more in their community, especially for destinations that were less than one mile. Lastly, over a quarter of the participants stated that vehicle traffic in their neighborhood makes it unpleasant for them to walk, while more than half agreed that their community would be safer if more people walked. See Appendix, Table 5 for a summary of survey results.

EMCSD is also eager to engage and strengthen relationships with the City of El Monte and the El Monte Police Department around the Emerald Necklace Walking School Bus. We are encouraged that the City of El Monte is applying for Safe Routes to Schools funds for the city’s schools and welcome the city’s involvement in making it safer for children to use active transportation options to get to and from school. Based on EMCSD’s existing relationship with the El Monte Police Department, we look forward to cultivating a mutually beneficial relationship around this project proposal to improve pedestrian safety not only in the Durfee-Thompson area but throughout the city.

IV. NARRATIVE QUESTIONS- continued

4. COST EFFECTIVENESS (0-10 POINTS)

- A. Describe the alternatives that were considered. Discuss the relative costs and benefits of all the alternatives and explain why the nominated one was chosen.

Several alternatives were considered in the development of the Emerald Necklace Pilot Walking School Bus for Durfee-Thompson Elementary in collaboration Durfee-Thompson leadership and staff and non-profit Amigos de los Rios. Several EMCSD school sites were considered for a SRTS Non-Infrastructure proposal, including Cortada, Rio Vista, Columbia and Shirpser, which are being proposed as expansion schools for the Emerald Necklace Walking School Bus Program. Ultimately, Durfee-Thompson emerged as the top candidate for such a proposal because of its existing morning and afternoon traffic congestion problems, documented in Photobook 1, and because of the relatively high current population of students who are already walking to school. In this proposal’s development, boosting safety for a school that already had a cohort of walkers emerged as a top priority.

The idea of proposing a bike-oriented SRTS Non-Infrastructure project, such as a “bicycle rodeo” to improve student biking skills and teach bicycle safety practices was also considered. Concerns emerged, however, about the lack of sufficient bicycle infrastructure in El Monte, which has previously been voiced as a concern amongst EMCSD parents, according to school officials, would discourage parents from having their children participate in such a program.

EMCSD firmly believes that infrastructure improvements are required throughout the city to effectively create Safe Routes to School on a citywide scale and we were pleased to find out that the City of El Monte will be applying for ATP funds for SRTS projects. EMCSD is also supportive of the creation of a pedestrian master plan for the entire city. We believe that the community outreach activities, such as community walk audits, proposed here will ultimately contribute to a citywide pedestrian master plan while also providing immediate safety and health benefits for Durfee-Thompson students just as the

Amigos de los Rios-led “Students Design the City” program contributed to El Monte’s Health and Wellness Element and EMCS D’s Wellness Policy.

B. Calculate the ratio of the benefits of the project relative to both the total project cost and funds requested

This pilot project will provide numerous benefits including reducing the costs invested into automobiles. Direct costs were quantified as the following:

Fixed costs such as insurance, registration, and motor vehicle taxes average 12 cents per mile.
Finance Charges and depreciation equates to 17 cents per mile
Fuel and maintenance equates to 12 cents per mile
Miscellaneous expenses such as parking, average travel time delays and accidents equates to 8 cents per mile.

On average, a student would travel 4 miles total (to and from school), for 180 days out of the year (calculated for summer vacation and holidays). This equates to a total of 720 vehicle miles saved if a student takes the Walking School Bus to school every day. Direct costs that would be saved per school year would equal:

Fixed cost = \$85.68
Finance Charges and depreciation = \$246.24
Fuel and maintenance = \$173.52
Miscellaneous expenses = \$222.48
Total savings to parents would be \$727.92 per year

If we infer that each household has an average of 3 children, we can equate to 554 households with 1 automobile taken off the road, this would equate to a total savings of \$268,845.12 just for Durfee Thompson School alone. Vehicles miles saved for the pilot project would equate to 265,920 miles per year.

The project will also benefit the environment. With the same statistical average of 720 vehicle miles saved if a student takes the Walking School Bus to school every day, we would reduce hydrocarbon by 2,016 grams, Carbon Monoxide by 15,048 grams, Oxides of Nitrogen by 1,000 grams, and Carbon Dioxide by 659.52 pounds per school year. See Appendix, Table 5 for summary of Cost-Benefit Analysis.

EMCS D also performed calculations to attempt to quantify the monetary benefits of increased walking with respects to health outcomes using the World Health Organization’s Health Economic Assessment Tool (HEAT), which helps monetize benefits from active transportation projects. The HEAT tool was used to quantify these benefits based on the number of walking students prior to the implementation of the program (30% of 1108 Students, 332 students) and after (max. target of 70% of 1108 Students, 776 students), assuming that all of these students walk 30 minutes to and from school each way (for a total 600 minutes walking per week). The tool assumed the value of statistical life to be \$2,158,268 and a one year build up for uptake of walking to the maximum level of 70% student walking mode share and that benefits would be accumulated over two years. The resultant current value of the total benefits accumulated over two years was \$519,684.

Combined with the two year benefit of decreased driving as a result of the walking school bus program of \$537,690, the final benefit-cost ratio ends up as follows:

(i.e., $\frac{1057374}{604266.68}$ and $\frac{1057374}{604266.68}$). or **1.75 BCR**.

IV. NARRATIVE QUESTIONS- continued

5. IMPROVED PUBLIC HEALTH (0-10 points)

- A. Describe how the project will improve public health, i.e. through the targeting of populations who have a high risk factor for obesity, physical inactivity, asthma, or other health issues.

The City of El Monte and the El Monte City School District have undertaken considerable efforts to address community health issues. El Monte's Health and Wellness effort, which resulted the Health & Wellness element in El Monte's General Plan, was supplemented by EMCS D-specific wellness initiatives. In 2005, EMCS D implemented a district-wide Wellness Policy, which addresses comprehensive health education, nutrition, physical education, health services, revamped the district's nutrition services and applied standards to the type of food fare that could be served at EMCS D schools to emphasize the links between health and education. Other examples of EMCS D's culture of health and wellness include EMCS D Wilkerson Elementary winning the Alliance for a Healthier Generation's Gold Medal National Recognition Award in 2013, after winning the Silver in 2012 and Bronze in 2011. Since 2009, EMCS D schools have been awarded eight bronze, five silver and three gold medals in total. On top of these accomplishments, in October 2011, all fourteen EMCS D schools received silver awards from the USDA Healthier US School Challenge, and representatives of EMCS D were invited to a private reception at the White House by First Lady Michelle Obama.

However, the legacy of a park-poor built environment in El Monte and increasingly sedentary, car-oriented lifestyles, El Monte still performs poorly amongst key health metrics for both children and adults. According to the Health & Wellness Element, 47.7% of El Monte children are obese or overweight. Of these, 27.9% are obese, compared to 22.9% of children in LA County. It is not surprising then that only 30% of El Monte children get the minimum amount of exercise recommended by the Centers for Disease Control, compared to 37.6% for Los Angeles County overall. It also comes as no surprise that that 84.2% of El Monte's 19 liquor stores are located with one-quarter mile of a school and that 64.3% of the city's 193 "unhealthy" food options (convenience stores and fast food establishments) are located within a quarter mile of a school.⁸ It is especially important to address obesity amongst children as obese youth are more likely to be obese as adults and are more likely to have risk factors for cardio vascular disease such as high cholesterol or high blood pressure. Further, obese adolescents are more likely to have prediabetes, indicating a high risk of developing diabetes later in life, as well as facing increased risk for many types of cancer.⁹

While EMCS D has put in place important measures to improve student health from a dietary perspective, there remain significant opportunities to enhance student physical activity. One such opportunity is the pilot Walking School Bus Program. Successful walking school bus programs already

⁸ *City of El Monte General Plan, Health and Wellness Element (City of El Monte, 2011)*

⁹ *Childhood Obesity Facts. (Centers for Disease Control and Prevention, 2014. Accessed at: <http://www.cdc.gov/healthyyouth/obesity/facts.htm>)*

referenced in this proposal have demonstrated improved health outcomes. For instance, eight of fifteen participating schools in Chula Vista's SRTS program ~~improved~~improved their Fitness scores from 2009 to 2010. While it is not possible to attribute these improvements solely to the SRTS program, Chula Vista reported that the SRTS program contributed to a culture of increased physical activity amongst school students. Existing EMCS D wellness initiatives have already begun to foster such a culture of increased physical activity throughout the district, and will contribute to the potential success of the Emerald Necklace Pilot Walking School Bus program, just as the program will reinforce current EMCS D wellness goals.

IV. NARRATIVE QUESTIONS- continued

6. BENEFIT TO DISADVANTAGED COMMUNITIES (0-10 points)

A. I. Is the project located in a disadvantaged community? Y/N

II. Does the project significantly benefit a disadvantaged community? Y/N

a. Which criteria does the project meet? (Answer all that apply)

~~I. —~~

- o Median household income for the community benefited by the project: ~~\$ —————~~ \$41,861
(68% of statewide median)
- o California Communities Environmental Health Screen Tool (CalEnviroScreen) score for the community benefited by the project: ~~—————~~ Top 6-10% of Statewide ZIP Codes
- o For projects that benefit public school students, percentage of students eligible for the Free or Reduced Price Meals Programs: 87 %

b. Should the community benefitting from the project be considered disadvantaged based on criteria not specified in the program guidelines? If so, provide data for all criteria above and a quantitative assessment of why the community should be considered disadvantaged. – N/A

B. Describe how the project demonstrates a clear benefit to a disadvantaged community and what percentage of the project funding will benefit that community, for projects using the school based criteria describe specifically the school students and community will benefit.

The proposed Durfee-Thompson Elementary Pilot Walking School Bus clearly benefits the Disadvantaged Community in which it is located. As explained in Narrative Question 1, many of Durfee-Thompson's students, 87% of which qualify for Free or Reduced Price Meals programs, walk to school because their families do not have vehicles available to transport their children to school. As a result, a significant number of the school's children walk or bike to school, whether or not they have adult supervision. As articulated and documented in Narrative Question 2, there exist unsafe conditions for walking and biking students that have resulted in numerous injuries in the past. If funded, the Emerald Necklace Pilot Walking School bus would both educate students and parents about pedestrian hazards and best practices and make way for a daily walking school bus program that would provide a safe and supervised walking environment for both students who already walk to school and others who will be encouraged to walk in this safer context. The proposed walking school bus program is also anticipated to result in improved health outcomes for Durfee-Thompson students as walking increases. El Monte performs poorly relative to Los Angeles County-wide and statewide health indicators, which is linked in the El Monte Health & Wellness Element to the lack of healthy food options in the city.

The entirety of the requested funds for the proposed project will benefit a disadvantaged community. The entire City of El Monte is designated as a DAC Census Place per the California Department of Water Resources DAC Mapping tool. It is anticipated that a large majority of Durfee-Thompson's school population, 87% of which qualifies for Free or Reduced Price Meals, stands to benefit from the proposed program.

IV. NARRATIVE QUESTIONS- continued

7. USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A CERTIFIED COMMUNITY CONSERVATION CORPS (0 to -5 points)

The applicant must send the following information to the CCC and CALCC prior to application submittal to Caltrans:

Project Description
Project Map

Detailed Estimate
Preliminary Plan

Project Schedule

The corps agencies can be contacted at:

California Conservation Corps at: www.ccc.ca.gov

Community Conservation Corps at: <http://calocalcorps.org>

A. The applicant has coordinated with the CCC to identify how a state conservation corps can be a partner of the project. Y/N

a. Name, e-mail, and phone # of the person contacted and the date the information was submitted to them: Virginia Clark, Regional Deputy (email:

Virginia.Clark@ccc.ca.gov; phone: 916-341-3147); Edgar Lino, Supervisor (email: Edgar.Lino@CCC.CA.GOV phone: 213-744-2254); Chris Roche (email:

Chris.Roche@CCC.CA.GOV); Michelle Rankin (Michelle.Rankin@CCC.CA.GOV)

Virginia Clark was contacted on 5/8/14 via email. She consequently connected with Edgar Lino from the LA Satellite Office, along with Chris Roche and Michelle Rankin on 5/13/14.

B. The applicant has coordinated with a representative from the California Association of Local Conservation Corps (CALCC) to identify how a certified community conservation corps can be a partner of the project. Y/N

a. Name, e-mail, and phone # of the person contacted and the date the information was submitted to them: Cynthia Vitale (email: calocalcorps@gmail.com phone: 916-558-1616) and Paige Brankow (calocalcorps@gmail.com)

Cynthia was contacted via email on 5/8/14.

c. The applicant intends to utilize the CCC or a certified community conservation corps on all items where participation is indicated? Y/N N

I have coordinated with a representative of the CCC; and the following are project items that they are qualified to partner on: None for this SRTS non-infrastructure proposal for a Walking School Bus for Durfee-Thompson Elementary

I have coordinated with a representative of the CALCC; and the following are project items that they are qualified to partner on: None for this SRTS non-infrastructure proposal for a Walking School Bus for Durfee-Thompson Elementary

IV. NARRATIVE QUESTIONS- continued

B. APPLICANT'S PERFORMANCE ON PAST GRANTS (0 to -10 points)

- A. Describe any of your agency's ATP type grant failures during the past 5 years, and what changes your agency will take in order to deliver this project.

El Monte City School District has not previously applied for ATP type grants in the past five years, as such, there are not failures to describe.



May 19, 2014

April Nitsos
Chief, Office of Active Transportation and Special Programs
Caltrans
Division of Local Assistance, MS-1
P.O. Box 942874
Sacramento, CA 95814

Re: Durfee-Thompson Elementary Emerald Necklace Walking School Bus

Dear Ms. Nitsos:

On behalf of Outward Bound Adventures, I am submitting this letter in support of the El Monte City School District application to the California Active Transportation Program for the *Durfee-Thompson Elementary Emerald Necklace Walking School Bus*.

Nearly half of the El Monte City School District's 9,361 students walk to school, traversing busy roads and streets that sometimes have inadequate or non-existing pedestrian infrastructure. While a significant effort has been made to promote walkability in the City of El Monte and surrounding communities, elementary students still must confront potentially treacherous conditions as they seek safe routes to and from school every day.

The project proposes implementing an El Monte School District walking school bus pilot project for Durfee-Thompson Elementary located within the Northeast quadrant, on the eastern border of El Monte, along the San Gabriel River and within the 17-mile Emerald Necklace Case Study network of bikeways, multi-use trails, parks, and greenways. Durfee-Thompson Elementary has an exceptional need for interventions to improve student pedestrian safety. Located in a residential neighborhood along cul-de-sac roads, significant automobile congestion occurs around the school in mornings and afternoons and imperiling those who walk there.

The proposed *Durfee-Thompson Elementary Emerald Necklace Walking School Bus* will not only improve the safety of the walking student population but encourage more students to participate in walking to school in a secure and supervised environment. The proposed walking school bus will result in improved health outcome in a cost-effective way, as fewer and fewer students are driven to and from school. Additionally, the walking school bus will feature a biodiversity theme, incorporating an education component about the region's diverse flora and fauna.

For example, in 2008, local non-profit Amigos de los Rios designed and constructed a Joint Use Park adjacent to the San Gabriel River Levee on school property as part of the Emerald Necklace network. The park incorporates native plants and educational signage and serves as an outdoor classroom and exercise area for the school. The proposed walking school bus will build upon these efforts to imbue the walking school bus with a unique local flavor and character.

We support this proposal and look forward to working with you to seeing this project through. Implementing the *Durfee-Thompson Elementary Emerald Necklace Walking School Bus* will improve the safety and health of an important member of the El Monte community -- its vulnerable youth. Please do not hesitate to contact me should you have any questions related to this proposal. Thank you in advance for your consideration.

Respectfully,

A handwritten signature in cursive script that reads "Ken Preston". The signature is written in black ink and is positioned above the typed name.

Ken Preston
Director of Operations
OBA, Inc.



May 14, 2014

California Department of Transportation
Division of Local Assistance, MS-1
P O Box 942874
Sacramento, CA 95814
Attention: Chief, Office of Active Transportation and Special Programs

Re: Durfee-Thompson Elementary Emerald Necklace Walking School Bus Grant Application for Active Transportation Program Cycle 1 -- SUPPORT

California ReLeaf is pleased to submit this letter in support of the El Monte City School District application to the California Active Transportation Program for the *Durfee-Thompson Elementary Emerald Necklace Walking School Bus*.

Nearly half of El Monte City School District 9361 students walk to school, traversing busy roads and walking along streets that sometimes have inadequate or non-existing pedestrian infrastructure. While a significant effort has been made to promote walkability in the City of El Monte and surrounding communities, elementary students still must confront potentially treacherous conditions as they seek safe routes to and from school every day.

The project proposes implementing an El Monte School District walking school bus pilot project for Durfee-Thompson Elementary, located within the NE quadrant, on the eastern border of El Monte, along the San Gabriel River within the 17-mile Emerald Necklace Case Study network of bikeways, multi-use trails, parks, and greenways. Durfee-Thompson Elementary has an exceptional need for interventions to improve student pedestrian safety, located in a residential neighborhood along cul-de-sac roads, significant automobile congestion occurs around the school in mornings and afternoons as parents drop their children off at Durfee-Thompson, imperiling those who walk there.

The proposed *Durfee-Thompson Elementary Emerald Necklace Walking School Bus* will not only improve the safety of the walking student population but encourage more students to participate in walking to school in a secure and supervised environment. The proposed walking school bus will result in improved health outcome in a cost-effective way, as fewer and fewer students are driven to and from school. Additionally, the walking school bus will feature a biodiversity theme, incorporating an education component about the region's diverse flora and fauna. In 2008, local non-profit Amigos de los Rios designed and constructed a Joint Use Park adjacent to the San Gabriel River Levee on school property as part of the Emerald Necklace network. The park incorporates native plants and educational signage and serves as an outdoor classroom and exercise area for the school. The proposed walking school bus will build upon these efforts to imbue the walking school bus with a unique, local flavor and character.

We support this proposal and thank you in advance for your consideration of this important project.

Sincerely,

A handwritten signature in black ink, appearing to read "Chuck Mills". The signature is fluid and cursive, written over a light blue horizontal line.

Chuck Mills
Program Manager

Wilderness

May 15, 2014

Caltrans
Division of Local Assistance, MS-1
Attention: Chief, Office of Active Transportation and Special Programs
P.O. Box 942874
Sacramento, CA 95814

Re: DURFEE-THOMPSON ELEMENTARY EMERALD NECKLACE WALKING SCHOOL BUS

To Whom it May Concern:

On behalf of the Chicago Wilderness alliance, I am pleased to submit this letter in support of the El Monte City School District application to the California Active Transportation Program for the Durfee-Thompson Elementary Emerald Necklace Walking School Bus. Chicago Wilderness is a regional alliance of more than 325 organizations working to restore local nature and protect the lands and waters on which we all depend. Chicago Wilderness is also a member of the Metropolitan Greenspaces Alliance (MGA), a national group of conservation coalitions working across the Chicago, Los Angeles, San Francisco, Houston, Portland, Cleveland, and Milwaukee areas. MGA members are collectively addressing many critical issues facing metropolitan regions across the U.S.

This project addresses a number of MGA priorities. Nearly half of El Monte City School District 9361 students walk to school, traversing busy roads and walking along streets that sometimes have inadequate or non-existing pedestrian infrastructure. The project proposes implementing an El Monte School District walking school bus pilot project for Durfee-Thompson Elementary, located within the NE quadrant, on the eastern border of El Monte, along the San Gabriel River within the 17-mile Emerald Necklace Case Study network of bikeways, multi-use trails, parks, and greenways. Durfee-Thompson Elementary has an exceptional need for interventions to improve student pedestrian safety; located in a residential neighborhood along cul-de-sac roads, significant automobile congestion occurs around the school in mornings and afternoons as parents drop their children off at Durfee-Thompson, imperiling those who walk there.

The proposed Durfee-Thompson Elementary Emerald Necklace Walking School Bus will not only improve the safety of the walking student population but encourage more students to participate in walking to school in a secure and supervised environment. The proposed walking school bus will result in improved health outcome in a cost-effective way, as fewer and fewer students are driven to and from school. Additionally, the walking school bus will feature a biodiversity theme, incorporating an education component about the region's diverse flora and fauna. In 2008, local non-profit Amigos de los Rios designed and constructed a Joint Use Park adjacent to the San Gabriel River Levee on school property as part of the Emerald Necklace network. The park incorporates native plants and educational signage and serves as an outdoor classroom and exercise area for the school. The proposed walking school bus will build upon these efforts to imbue the walking school bus with a unique local flavor and character.

We support this proposal and look forward to seeing its development; implementing of the Durfee-Thompson Elementary Emerald Necklace Walking School Bus will improve the safety and health of an important member of the El Monte Community, its vulnerable youth. Thank you in advance for your consideration.

Sincerely,



Suzanne Malec-McKenna
Executive Director



May 18, 2014

Caltrans
Division of Local Assistance, MS-1
Attention: Chief, Office of Active Transportation and Special Programs
P.O. Box 942874
Sacramento, CA 95814

*BikeSGV's mission is to make
the San Gabriel Valley a safer,
healthier and more enjoyable
place for cycling.*

**Re: DURFEE-THOMPSON ELEMENTARY EMERALD NECKLACE
WALKING SCHOOL BUS**

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Javier Hernandez
Program Director

On behalf of BikeSGV and it's members, I am pleased to submit this letter in support of the El Monte City School District application to the California Active Transportation Program for the Durfee-Thompson Elementary Emerald Necklace Walking School Bus.

Nearly half of El Monte City School District 9361 students walk to school, traversing busy roads and walking along streets that sometimes have inadequate or non-existing pedestrian infrastructure. While a significant effort has been made to promote walkability in the City of El Monte and surrounding communities, elementary students still must confront potentially treacherous conditions as they seek safe routes to and from school every day.

The project proposes implementing an El Monte School District walking school bus pilot project for Durfee-Thompson Elementary, located within the NE quadrant, on the eastern border of El Monte, along the San Gabriel River within the 17-mile Emerald Necklace Case Study network of bikeways, multi-use trails, parks, and greenways. Durfee-Thompson Elementary has an exceptional need for interventions to improve student pedestrian safety; located in a residential neighborhood along cul-de-sac roads, significant automobile congestion occurs around the school in mornings and afternoons as parents drop their children off at Durfee-Thompson, imperiling those who walk there.

The proposed Durfee-Thompson Elementary Emerald Necklace Walking School Bus will not only improve the safety of the walking student population but encourage more students to participate in walking to school in a secure and supervised environment. The proposed walking school bus will result in improved health outcome in a cost-effective way, as fewer and fewer students are driven to and from school. Additionally, the walking school bus will feature a biodiversity theme, incorporating an education component about the region's diverse flora and fauna. In 2008, local non-profit Amigos de los Rios designed and constructed a Joint Use Park adjacent to the San Gabriel River Levee on school property as part of the Emerald Necklace network. The park incorporates native plants and educational signage and serves as an outdoor classroom and exercise area for the school. The proposed walking school bus will build upon these efforts to imbue the walking school bus with a unique local flavor and character.

We support this proposal and look forward to working with you to seeing this

project through; implementing of the Durfee-Thompson Elementary Emerald Necklace Walking School Bus will improve the safety and health of an important member of the El Monte Community, its vulnerable youth. Please do not hesitate to contact me should you have any questions related to this proposal. Thank you in advance for your consideration.

Respectfully,



Javier Hernandez
Program Director
Bike San Gabriel Valley



El Monte Union High School District

3537 Johnson Avenue • El Monte, California 91731
(626) 444-9005

May 13, 2014

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Caltrans

Division of Local Assistance, MS-1

Attention: Chief, Office of Active Transportation and Special Programs

P.O. Box 942874

Sacramento, CA 95814

Re: DURFEE-THOMPSON ELEMENTARY EMERALD NECKLACE WALKING SCHOOL BUS

On behalf of El Monte Union High School District, I am pleased to submit this letter in support of the El Monte City School District application to the California Active Transportation Program for the *Durfee-Thompson Elementary Emerald Necklace Walking School Bus*.

Nearly half of El Monte City School District 9361 students walk to school, traversing busy roads and walking along streets that sometimes have inadequate or non-existing pedestrian infrastructure. While a significant effort has been made to promote walkability in the City of El Monte and surrounding communities, elementary students still must confront potentially treacherous conditions as they seek safe routes to and from school every day.

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The proposed *Durfee-Thompson Elementary Emerald Necklace Walking School Bus* will not only improve the safety of the walking student population but encourage more students to participate in walking to school in a secure and supervised environment. The proposed walking school bus will result in improved health outcome in a cost-effective way, as fewer and fewer students are driven to and from school. Additionally, the walking school bus will feature a biodiversity theme, incorporating an education component about the region's diverse flora and fauna. In 2008, local non-profit Amigos de los Rios designed and constructed a Joint Use Park adjacent to the San Gabriel River Levee on school property as part of the Emerald Necklace network. The park incorporates native plants and educational signage and serves as an outdoor classroom and exercise area for the school.

The proposed walking school bus will build upon these efforts to imbue the walking school bus with a unique local flavor and character.

We support this proposal and look forward to working with you to seeing this project through; implementing of the *Durfee-Thompson Elementary Emerald Necklace Walking School Bus* will improve the safety and health of an important member of the El Monte Community, its vulnerable youth. Please do not hesitate to contact me should you have any questions related to this proposal. Thank you in advance for your consideration.

Respectfully Submitted,



Nick J. Salerno

Superintendent

El Monte Union High School District



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May 19, 2014

Caltrans

Division of Local Assistance, MS-1

Attention: Chief, Office of Active Transportation and Special Programs

P.O. Box 942874

Sacramento, CA 95814

Re: DURFEE-THOMPSON ELEMENTARY EMERALD NECKLACE WALKING SCHOOL BUS

On behalf of Delhaven Community Center, I am pleased to submit this letter in support of the El Monte City School District application to the California Active Transportation Program for the *Durfee-Thompson Elementary Emerald Necklace Walking School Bus*.

Nearly half of El Monte City School District 9361 students walk to school, traversing busy roads and walking along streets that sometimes have inadequate or non-existing pedestrian infrastructure. While a significant effort has been made to promote walkability in the City of El Monte and surrounding communities, elementary students still must confront potentially treacherous conditions as they seek safe routes to and from school every day.

The project proposes implementing an El Monte School District walking school bus pilot project for Durfee-Thompson Elementary, located within the NE quadrant, on the eastern border of El Monte, along the San Gabriel River within the 17-mile Emerald Necklace Case Study network of bikeways, multi-use trails, parks, and greenways. Durfee-Thompson Elementary has an exceptional need for interventions to improve student pedestrian safety; located in a residential neighborhood along cul-de-sac roads, significant automobile congestion occurs around the school in mornings and afternoons as parents drop their children off at Durfee-Thompson, imperiling those who walk there.

The proposed *Durfee-Thompson Elementary Emerald Necklace Walking School Bus* will not only improve the safety of the walking student population but encourage more students to participate in walking to school in a secure and supervised environment. The proposed walking school bus will result in

Delhaven Community Center

15135 FAIRGROVE AVENUE, POST OFFICE BOX 847, LA PUENTE, CA 91747-0423 • 626/917-9789 • FAX 626/919-8939

improved health outcome in a cost-effective way, as fewer and fewer students are driven to and from school. Additionally, the walking school bus will feature a biodiversity theme, incorporating an education component about the region's diverse flora and fauna. In 2008, local non-profit Amigos de los Rios designed and constructed a Joint Use Park adjacent to the San Gabriel River Levee on school property as part of the Emerald Necklace network. The park incorporates native plants and educational signage and serves as an outdoor classroom and exercise area for the school. The proposed walking school bus will build upon these efforts to imbue the walking school bus with a unique local flavor and character.

We support this proposal and look forward to working with you to seeing this project through; implementing of the *Durfee-Thompson Elementary Emerald Necklace Walking School Bus* will improve the safety and health of an important member of the El Monte Community, its vulnerable youth. Please do not hesitate to contact me should you have any questions related to this proposal. Thank you in advance for your consideration.

Respectfully Submitted,

Tim Seal
Executive Director
Delhaven Community Center

Outward Bound Adventures



May 19, 2014

April Nitsos
Chief, Office of Active Transportation and Special Programs
Caltrans
Division of Local Assistance, MS-1
P.O. Box 942874
Sacramento, CA 95814

Re: Durfee-Thompson Elementary Emerald Necklace Walking School Bus

Dear Ms. Nitsos:

On behalf of Outward Bound Adventures, I am submitting this letter in support of the El Monte City School District application to the California Active Transportation Program for the *Durfee-Thompson Elementary Emerald Necklace Walking School Bus*.

Nearly half of the El Monte City School District's 9,361 students walk to school, traversing busy roads and streets that sometimes have inadequate or non-existing pedestrian infrastructure. While a significant effort has been made to promote walkability in the City of El Monte and surrounding communities, elementary students still must confront potentially treacherous conditions as they seek safe routes to and from school every day.

The project proposes implementing an El Monte School District walking school bus pilot project for Durfee-Thompson Elementary located within the Northeast quadrant, on the eastern border of El Monte, along the San Gabriel River and within the 17-mile Emerald Necklace Case Study network of bikeways, multi-use trails, parks, and greenways. Durfee-Thompson Elementary has an exceptional need for interventions to improve student pedestrian safety. Located in a residential neighborhood along cul-de-sac roads, significant automobile congestion occurs around the school in mornings and afternoons and imperiling those who walk there.

The proposed *Durfee-Thompson Elementary Emerald Necklace Walking School Bus* will not only improve the safety of the walking student population but encourage more students to participate in walking to school in a secure and supervised environment. The proposed walking school bus will result in improved health outcome in a cost-effective way, as fewer and fewer students are driven to and from school. Additionally, the walking school bus will feature a biodiversity theme, incorporating an education component about the region's diverse flora and fauna.

For example, in 2008, local non-profit Amigos de los Rios designed and constructed a Joint Use Park adjacent to the San Gabriel River Levee on school property as part of the Emerald Necklace network. The park incorporates native plants and educational signage and serves as an outdoor classroom and exercise area for the school. The proposed walking school bus will build upon these efforts to imbue the walking school bus with a unique local flavor and character.

We support this proposal and look forward to working with you to seeing this project through. Implementing the *Durfee-Thompson Elementary Emerald Necklace Walking School Bus* will improve the safety and health of an important member of the El Monte community -- its vulnerable youth. Please do not hesitate to contact me should you have any questions related to this proposal. Thank you in advance for your consideration.

Respectfully,

A handwritten signature in cursive script that reads "Ken Preston".

Ken Preston
Director of Operations
OBA, Inc.

Wilderness

May 15, 2014

Caltrans
Division of Local Assistance, MS-1
Attention: Chief, Office of Active Transportation and Special Programs
P.O. Box 942874
Sacramento, CA 95814

Re: DURFEE-THOMPSON ELEMENTARY EMERALD NECKLACE WALKING SCHOOL BUS

To Whom it May Concern:

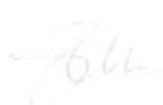
On behalf of the Chicago Wilderness alliance, I am pleased to submit this letter in support of the El Monte City School District application to the California Active Transportation Program for the Durfee-Thompson Elementary Emerald Necklace Walking School Bus. Chicago Wilderness is a regional alliance of more than 325 organizations working to restore local nature and protect the lands and waters on which we all depend. Chicago Wilderness is also a member of the Metropolitan Greenspaces Alliance (MGA), a national group of conservation coalitions working across the Chicago, Los Angeles, San Francisco, Houston, Portland, Cleveland, and Milwaukee areas. MGA members are collectively addressing many critical issues facing metropolitan regions across the U.S.

This project addresses a number of MGA priorities. Nearly half of El Monte City School District 9361 students walk to school, traversing busy roads and walking along streets that sometimes have inadequate or non-existing pedestrian infrastructure. The project proposes implementing an El Monte School District walking school bus pilot project for Durfee-Thompson Elementary, located within the NE quadrant, on the eastern border of El Monte, along the San Gabriel River within the 17-mile Emerald Necklace Case Study network of bikeways, multi-use trails, parks, and greenways. Durfee-Thompson Elementary has an exceptional need for interventions to improve student pedestrian safety; located in a residential neighborhood along cul-de-sac roads, significant automobile congestion occurs around the school in mornings and afternoons as parents drop their children off at Durfee-Thompson, imperiling those who walk there.

The proposed Durfee-Thompson Elementary Emerald Necklace Walking School Bus will not only improve the safety of the walking student population but encourage more students to participate in walking to school in a secure and supervised environment. The proposed walking school bus will result in improved health outcome in a cost-effective way, as fewer and fewer students are driven to and from school. Additionally, the walking school bus will feature a biodiversity theme, incorporating an education component about the region's diverse flora and fauna. In 2008, local non-profit Amigos de los Rios designed and constructed a Joint Use Park adjacent to the San Gabriel River Levee on school property as part of the Emerald Necklace network. The park incorporates native plants and educational signage and serves as an outdoor classroom and exercise area for the school. The proposed walking school bus will build upon these efforts to imbue the walking school bus with a unique local flavor and character.

We support this proposal and look forward to seeing its development; implementing of the Durfee-Thompson Elementary Emerald Necklace Walking School Bus will improve the safety and health of an important member of the El Monte Community, its vulnerable youth. Thank you in advance for your consideration.

Sincerely,


Suzanne Malec-McKenna
Executive Director



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May 19, 2014

Caltrans

Division of Local Assistance, MS-1

Attention: Chief, Office of Active Transportation and Special Programs

P.O. Box 942874

Sacramento, CA 95814

Re: DURFEE-THOMPSON ELEMENTARY EMERALD NECKLACE WALKING SCHOOL BUS

On behalf of Delhaven Community Center, I am pleased to submit this letter in support of the El Monte City School District application to the California Active Transportation Program for the *Durfee-Thompson Elementary Emerald Necklace Walking School Bus*.

Nearly half of El Monte City School District 9361 students walk to school, traversing busy roads and walking along streets that sometimes have inadequate or non-existing pedestrian infrastructure. While a significant effort has been made to promote walkability in the City of El Monte and surrounding communities, elementary students still must confront potentially treacherous conditions as they seek safe routes to and from school every day.

The project proposes implementing an El Monte School District walking school bus pilot project for Durfee-Thompson Elementary, located within the NE quadrant, on the eastern border of El Monte, along the San Gabriel River within the 17-mile Emerald Necklace Case Study network of bikeways, multi-use trails, parks, and greenways. Durfee-Thompson Elementary has an exceptional need for interventions to improve student pedestrian safety; located in a residential neighborhood along cul-de-sac roads, significant automobile congestion occurs around the school in mornings and afternoons as parents drop their children off at Durfee-Thompson, imperiling those who walk there.

The proposed *Durfee-Thompson Elementary Emerald Necklace Walking School Bus* will not only improve the safety of the walking student population but encourage more students to participate in walking to school in a secure and supervised environment. The proposed walking school bus will result in

Delhaven Community Center

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improved health outcome in a cost-effective way, as fewer and fewer students are driven to and from school. Additionally, the walking school bus will feature a biodiversity theme, incorporating an education component about the region's diverse flora and fauna. In 2008, local non-profit Amigos de los Rios designed and constructed a Joint Use Park adjacent to the San Gabriel River Levee on school property as part of the Emerald Necklace network. The park incorporates native plants and educational signage and serves as an outdoor classroom and exercise area for the school. The proposed walking school bus will build upon these efforts to imbue the walking school bus with a unique local flavor and character.

We support this proposal and look forward to working with you to seeing this project through; implementing of the *Durfee-Thompson Elementary Emerald Necklace Walking School Bus* will improve the safety and health of an important member of the El Monte Community, its vulnerable youth. Please do not hesitate to contact me should you have any questions related to this proposal. Thank you in advance for your consideration.

Respectfully Submitted,

Tim Seal
Executive Director
Delhaven Community Center

THE CONSERVATION FUND

America's Partner in Conservation

1655 N. Fort Myer Drive, Suite 1300
Arlington, Virginia 22209-3199
(703) 525-6300 Fax: (703) 525-4610
www.conservationfund.org

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Caltrans
Division of Local Assistance, MS-1
Attention: Chief, Office of Active Transportation and Special Programs
P.O. Box 942874
Sacramento, CA 95814

May 19, 2014

Re: DURFEE-THOMPSON ELEMENTARY EMERALD NECKLACE WALKING SCHOOL BUS

On behalf of The Conservation Fund, I am pleased to submit this letter in support of the El Monte City School District application to the California Active Transportation Program for the Durfee-Thompson Elementary Emerald Necklace Walking School Bus. The Conservation Fund has collaborated with Amigos de los Rios on an Expanded Vision Plan for Los Angeles County, and the Emerald Necklace is identified as a top priority.

While a significant effort has been made to promote walkability in the City of El Monte and surrounding communities, elementary students still must confront potentially treacherous conditions as they seek safe routes to and from school every day. The project proposes implementing an El Monte School District walking school bus pilot project for Durfee-Thompson Elementary, located within the NE quadrant, on the eastern border of El Monte, along the San Gabriel River within the 17-mile Emerald Necklace Case Study network of bikeways, multi-use trails, parks, and greenways.

The proposed Durfee-Thompson Elementary Emerald Necklace Walking School Bus will not only improve the safety of the walking student population but encourage more students to participate in walking to school in a secure and supervised environment. The proposed walking school bus will result in improved health outcome in a cost-effective way, as fewer and fewer students are driven to and from school. Additionally, the walking school bus will feature a biodiversity theme, incorporating an education component about the region's diverse flora and fauna. In 2008, local non-profit Amigos de los Rios designed and constructed a Joint Use Park adjacent to the San Gabriel River Levee on school property as part of the Emerald Necklace network. The park incorporates native plants and educational signage and serves as an outdoor classroom and exercise area for the school. The proposed walking school bus will build upon these efforts to imbue the walking school bus with a unique local flavor and character.

Please do not hesitate to contact me should you have any questions related to this letter of support. Thank you in advance for your consideration. My email is wallen@conservationfund.org and phone is 919-967-2248.

Sincerely,



William L. Allen III
Director of Strategic Conservation Planning
The Conservation Fund



CITY OF EL MONTE
CITY MANAGER'S OFFICE

Jesus M. Gomez
City Manager

Alex G. Hamilton
Assistant City Manager

May 3, 2016

Mr. Steve Novotny, Chief
Office of Local Assistance
Caltrans, District 7
100 S. Main Street
Los Angeles, CA 90012

RE: Cycle 1 ATP, CTC ID 0392, PPNO 4918, Caltrans District 7

Mr. Novotny:

I am writing to you regarding Cycle 1 ATP, CTC ID 0392, PPNO 4918, Caltrans District 7. The City of El Monte accepts this project from El Monte City School District (EMCSD). This project proposes to implement a Safe Routes to School Walking School Bus for the Durfee-Thompson School.

The Durfee-Thompson Elementary Emerald Necklace Walking School Bus is a Non-Infrastructure [NI] Safe Routes to School [SRTS] project that aims to increase student walking amongst EMCSD Durfee-Thompson with the design, development and implementation of a daily walking school bus program.

The City of El Monte and EMCSD hopes to expand this walking school bus program to other EMCSD schools with the successful implementation of the walking school bus program at Durfee-Thompson Elementary School.

Sincerely,

Jesus Gomez
City Manager

EXHIBIT 1

Sample Professional Services Agreement (PSA)

SAMPLE



20 [REDACTED]

PROFESSIONAL SERVICES AGREEMENT

(Engagement: *Replace with Description of Engagement*)

(Parties: The City of El Monte – *Replace with Name of Consultant*)

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into this _____ day of _____ 2016 (hereinafter, the “Effective Date”), by and between the CITY OF EL MONTE, a municipal corporation (“CITY”) and [REDACTED] (hereinafter, “CONSULTANT”). For the purposes of this Agreement CITY and CONSULTANT may be referred to collectively by the capitalized term “Parties.” The capitalized term “Party” may refer to CITY or CONSULTANT interchangeably.

RECITALS

This Agreement is made and entered into with respect to the following facts:

WHEREAS, CITY wishes to engage CONSULTANT to provide *Generally Describe the Type of Work to be Performed in Abbreviated Fashion* [REDACTED]; and

WHEREAS, CITY’s in-house personnel is presently unable to perform the specialized services and tasks contemplated under this Agreement; and

WHEREAS, CONSULTANT possesses the specialized training, skill, expertise and experience required to perform the services contemplated under this Agreement; and

WHEREAS, CONSULTANT agrees to perform the various services and tasks set forth under this Agreement subject to the terms and conditions set forth herein; and

WHEREAS, execution of this Agreement was approved by the City Council at its [REDACTED] meeting of [REDACTED] 20 [REDACTED] under Agenda Item [REDACTED].

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, CITY and CONSULTANT agree as follows:

1.

ENGAGEMENT TERMS

1.1. SCOPE OF SERVICES: Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, CONSULTANT agrees to perform the services and tasks set forth under that certain proposal dated [REDACTED] 20 [REDACTED] and entitled [REDACTED] which is attached hereto as Exhibit “A” (hereinafter referred to as the “Scope of Services”). CONSULTANT further agrees to furnish to CITY all labor, materials,

For internal purposes only:

Contract No. [REDACTED]

tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Services. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Services shall hereinafter be referred to generally by the capitalized term "Work."

1.2. PROSECUTION OF WORK: The Parties agrees as follows:

- A. Time is of the essence of this Agreement and each and every provision contained herein. The Work shall be commenced within [REDACTED] ([REDACTED]) calendar days of CITY's issuance of a written Notice to Proceed and shall be completed at the earliest feasible time practicable, but in no event by a date later than [REDACTED] from the date of CITY's issuance of a Notice to Proceed (hereinafter, the "Completion Date"). CITY, in its reasonable discretion, may grant CONSULTANT additional time to complete the Work, provided (i) no grant of additional time shall exceed a period of [REDACTED] ([REDACTED]) calendar days from the original Completion Date; and (ii) CONSULTANT shall have provided CITY with a written request for additional time no less than [REDACTED] ([REDACTED]) calendar days prior to the original Completion Date, which notice shall specify the reason(s) why additional time is needed, how much additional time is needed and what measures CONSULTANT has taken to mitigate the need for additional time. The granting of such additional time by the CITY shall in no way entitle CONSULTANT to compensation in excess of the Contract Price, defined below, in so far as the need of additional time is not reasonably attributable to CITY;
- B. CONSULTANT shall perform the Work continuously and with due diligence so as to complete the Work by the Completion Date. CONSULTANT shall cooperate with CITY and in no manner interfere with the work of CITY, its employees or other consultants, contractors or agents;
- C. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT or its subcontractors or subconsultants, to have related services or tasks completed in a timely manner;
- D. CONSULTANT shall at all times enforce strict discipline and good order among CONSULTANT's employees; and
- E. CONSULTANT, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

1.3. EXTRA WORK; COMPENSATION FOR EXTRA WORK:

- A. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. For the purposes of this Agreement, the term "Extra Work" means any additional work, services or tasks not set forth in the Scope of Work but later determined by City to be necessary. Consultant shall not undertake nor shall Consultant be entitled to compensation for Extra Work without the prior written authorization of the City. Extra Work does not include any labor, materials, tools, supplies, equipment, services, tasks or incidental and customary

For internal purposes only:

Contract No. [REDACTED]

work undertaken to competently perform and timely complete the Work and related tasks set forth in the Scope of Work.

- B. Payments for any Extra Work shall be made to Consultant on a time-and-materials basis using Consultant's standard fee schedule. Consultant shall be entitled to increase the fees in this fee schedule at such time as it increases its fees for its clients generally.

1.4. COMPENSATION: Consultant shall be compensated for the performance of the services and tasks that comprise the Work in accordance with the hourly compensation schedule set forth under page [REDACTED] of the Scope of Work under the heading [REDACTED]. The foregoing notwithstanding, Consultants' total compensation for performing the Work shall not exceed the aggregate sum of [REDACTED] (\$ [REDACTED]) (hereinafter, the "Contract Price"). The Parties agree that the Contract Price includes compensation for all labor, materials, tools, supplies, equipment, business licenses and such other incidental and customary work necessary to competently perform and fully complete the Work as well as compensation for all specifically delineated expenses set forth in the Scope of Work. All related costs, travel expenses, fees in the development of the Work shall be burdened by the Consultant and not be reimbursable to the City. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the Contract Price unless the availability of funds for the added expenditure is first reviewed by the Finance Department of the City and unless such added expenditure is specifically approved in advance and in writing by the City.

1.5. PAYMENT OF COMPENSATION: Following the conclusion of each calendar month, CONSULTANT shall submit to CITY an itemized invoice indicating the services and tasks performed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONSULTANT's monthly compensation is a function of hours worked by CONSULTANT's personnel, the invoice shall indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Work, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY shall notify CONSULTANT in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar day of receipt of each invoice, CITY shall pay all undisputed amounts included on the invoice. CITY shall not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.

1.6. ACCOUNTING RECORDS: CONSULTANT shall maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. CITY shall have the right to access and examine such records, without charge, during normal business hours. CITY shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

1.7. ABANDONMENT BY CONSULTANT: In the event CONSULTANT ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all

tasks set forth in the Scope of Services, CONSULTANT shall deliver to CITY immediately and without delay, all materials, records and other work product prepared or obtained by CONSULTANT in the performance of this Agreement. Furthermore, CONSULTANT shall only be compensated for the reasonable value of the services, tasks and other work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which CITY may incur as a result of CONSULTANT's cessation or abandonment.

2.

PERFORMANCE OF AGREEMENT

2.1. CITY'S REPRESENTATIVES: The CITY hereby designates _____, the City Manager and _____, the Public Works & Utilities Director (hereinafter, the "CITY Representatives"), to act as its representatives for the performance of this Agreement. The Superintendent shall be the chief CITY Representative. The CITY Representatives or their designee shall act on behalf of the CITY for all purposes under this Agreement. CONSULTANT shall not accept directions or orders from any person other than the CITY Representatives or their designee.

2.2. CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates [REDACTED] to act as its representative for the performance of this Agreement (hereinafter, "CONSULTANT Representative"). CONSULTANT Representative shall have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. CONSULTANT Representative or his designee shall supervise and direct the performance of the Work, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the CONSULTANT Representative shall constitute notice to CONSULTANT.

2.3. COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS: CONSULTANT agrees to work closely with CITY staff in the performance of the Work and this Agreement and shall be available to CITY staff and the CITY Representatives at all reasonable times. All work prepared by CONSULTANT shall be subject to inspection and approval by CITY Representatives or their designees.

2.4. STANDARD OF CARE; PERFORMANCE OF EMPLOYEES: CONSULTANT represents, acknowledges and agrees to the following:

- A. CONSULTANT shall perform all Work skillfully, competently and to the highest standards of CONSULTANT's profession;
- B. CONSULTANT shall perform all Work in a manner reasonably satisfactory to the CITY;
- C. CONSULTANT shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code section 1090 and the Political Reform Act (Government Code section 81000 et seq.);

For internal purposes only:

Contract No.

BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representatives are authorized to authorize lower ratings than those set forth in this Section.

3.4. PRIMACY OF CONSULTANT'S INSURANCE: All policies of insurance provided by CONSULTANT shall be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.

3.5. WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subcontractors or subconsultants from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY.

3.6. VERIFICATION OF COVERAGE: CONSULTANT acknowledges, understands and agrees that CITY's ability to verify the procurement and maintenance of the insurance required under this Article is critical to safeguarding CITY's financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONSULTANT warrants, represents and agrees that its shall furnish CITY with original certificates of insurance and endorsements evidencing the coverage required under this Article on forms satisfactory to CITY in its sole and absolute discretion. **The certificates of insurance and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the CITY if requested.** All certificates of insurance and endorsements shall be received and approved by CITY as a condition precedent to CONSULTANT's commencement of any work or any of the Work. Upon CITY's written request, CONSULTANT shall also provide CITY with certified copies of all required insurance policies and endorsements.

4.

INDEMNIFICATION

4.1. The Parties agree that CITY, the CITY's elected and appointed officials, officers, employees, agents and authorized volunteers (hereinafter, the "City Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the City Indemnitees with the fullest protection possible under the law. CONSULTANT acknowledges that CITY would not enter into this Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein.

4.2. Work of Contractor's Design Professionals Services: The duty to indemnify, defend and hold harmless as set forth under this subsection shall apply to the negligence, recklessness or willful misconduct of any individual who qualifies as a "design professional" within the meaning of subsection (c)(2) of section 2782.8 of the California Civil Code in so far as such negligence, recklessness or willful misconduct occurs in the performance work or activities that must be

those set forth here in this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents and authorized volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's subcontractors or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

4.7. As to the duties to indemnify under Sections 4.1 and 4.2 of this Article, above, CITY does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

4.8. As to the duties to indemnify under Sections 4.1 and 4.2 of this Article, above, the duties to indemnify, defend and hold harmless as set forth under this Section, shall survive the early termination or normal expiration of this Agreement and shall be in addition to any other rights or remedies which the CITY may have at law or in equity.

5.

TERMINATION

5.1. TERMINATION WITHOUT CAUSE: CITY may immediately terminate this Agreement at any time for convenience and without cause by giving CONSULTANT written notice of CITY's intent to terminate this Agreement, which notice shall specify the effective date of such termination. Upon such termination for convenience, CONSULTANT shall be compensated only for those services and tasks which have been performed by CONSULTANT up to the effective date of the termination. CONSULTANT may not terminate this Agreement except for cause as provided under Section 5.2, below. If this Agreement is terminated as provided herein, CITY may require CONSULTANT to provide all finished or unfinished Documents and Data, as defined in Section 7.1 below, and other information of any kind prepared by CONSULTANT in connection with the performance of the Work. CONSULTANT shall be required to provide such Documents and Data within fifteen (15) calendar days of CITY's written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, shall operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.

5.2. EVENTS OF DEFAULT; BREACH OF AGREEMENT:

- A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of

specified time or if no time is specified, within a reasonable time; (iii) CONSULTANT's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONSULTANT, whether voluntary or involuntary; (v) CONSULTANT's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vi) CITY's discovery that a statement representation or warranty by CONSULTANT relating to this Agreement is false, misleading or erroneous in any material respect.

- C. CITY shall cure any Event of Default asserted by CONSULTANT within forty-five (45) calendar days of CONSULTANT's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.4, above, shall be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.
- D. CITY, in its sole and absolute discretion, may also immediately suspend CONSULTANT's performance under this Agreement pending CONSULTANT's cure of any Event of Default by giving CONSULTANT written notice of CITY's intent to suspend CONSULTANT's performance (hereinafter, a "Suspension Notice"). CITY may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONSULTANT shall be compensated only for those services and tasks which have been rendered by CONSULTANT to the reasonable satisfaction of CITY up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY shall operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.
- E. No waiver of any Event of Default or breach under this Agreement shall constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

- i. Upon written notice to CONSULTANT, the CITY may immediately terminate this Agreement in whole or in part;
- ii. Upon written notice to CONSULTANT, the CITY may extend the time of performance;
- iii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONSULTANT's breach of the Agreement or to terminate the Agreement; or
- iv. The CITY may exercise any other available and lawful right or remedy.

CONSULTANT shall be liable for all legal fees plus other costs and expenses that CITY incurs upon a breach of this Agreement or in the CITY's exercise of its remedies under this Agreement.

- G. In the event CITY is in breach of this Agreement, CONSULTANT's sole remedy shall be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONSULTANT under this Agreement for completed services and tasks.

5.3. SCOPE OF WAIVER: No waiver of any default or breach under this Agreement shall constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

5.4. SURVIVING ARTICLES, SECTIONS AND PROVISIONS: The termination of this Agreement pursuant to any provision of this Article or by normal expiration of its term or any extension thereto shall not operate to terminate any Article, Section or provision contained herein which provides that it shall survive the termination or normal expiration of this Agreement.

6.

MISCELLANEOUS PROVISIONS

6.1. DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY: All Documents and Data shall be and remain the property of CITY without restriction or limitation upon their use or dissemination by CITY. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, drawings, designs, renderings, specifications, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of CONSULTANT in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to CITY, a perpetual license for CITY to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. CONSULTANT shall

For internal purposes only:

Contract No. [REDACTED]

require all subcontractors and subconsultants working on behalf of CONSULTANT in the performance of this Agreement to agree in writing that CITY shall be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by CONSULTANT in the performance of this Agreement.

6.2. **CONFIDENTIALITY:** All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONSULTANT without prior written consent by CITY. CITY shall grant such consent if disclosure is legally required. Upon request, all CITY data shall be returned to CITY upon the termination or expiration of this Agreement. CONSULTANT shall not use CITY's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of CITY.

6.3. **FALSE CLAIMS ACT:** CONSULTANT warrants and represents that neither CONSULTANT nor any person who is an officer of, in a managing position with, or has an ownership interest in CONSULTANT has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., section 3789 et seq. and the California False Claims Act, Government Code section 12650 et seq.

6.4. **NOTICES:** All notices permitted or required under this Agreement shall be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

CONSULTANT:

Name of Vendor

Attn: [REDACTED]

Phone: [REDACTED]

Fax: [REDACTED]

Email: [REDACTED]

CITY:

City of El Monte

Name of Department

El Monte City Hall - West

11333 Valley Boulevard

El Monte, CA 91731

Attn: [REDACTED]

Phone: [REDACTED]

Fax: [REDACTED]

Such notices shall be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

6.5. **COOPERATION; FURTHER ACTS:** The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as is reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.

6.6. **SUBCONTRACTING:** CONSULTANT shall not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval

For internal purposes only:

Contract No.

6.16. AMENDMENT; MODIFICATION: No amendment, modification or supplement of this Agreement shall be valid or binding unless executed in writing and signed by both Parties, subject to CITY approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.

6.17. CAPTIONS: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limits, augment, or describe the scope, content, or intent of this Agreement.

6.18. INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.

6.19. ENTIRE AGREEMENT: This Agreement including all attached exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONSULTANT prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to this Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.15, above.

6.20. COUNTERPARTS: .This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterparts shall be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart shall be delivered to CONSULTANT and the remaining two original counterparts shall be retained by CITY.

[SIGNATURE PAGE TO FOLLOW]

For internal purposes only:

Contract No.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first appearing in this Agreement, above.

CITY OF EL MONTE

NAME OF VENDOR HERE

By: _____
City Manager

By: _____

Date: _____

Name: _____

Title _____

Date: _____

APPROVED AS TO FORM:

By: _____

Date: _____

For internal purposes only:

Contract No.

EXHIBIT "A"
(SCOPE OF WORK)