



**AGENDA  
REGULAR MEETING**

**City Council of the Town of Colma  
Colma Community Center  
1520 Hillside Boulevard  
Colma, CA 94014**

**Wednesday, July 11, 2018**  
CLOSED SESSION – 6:00 PM  
REGULAR SESSION - 7:00 PM

**CLOSED SESSION – 6:00 PM**

1. **In Closed Session under Government Code § 54957 – PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
2. **In Closed Session Pursuant to Government Code § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS**

Title: City Manager

Agency Negotiators: Christopher Diaz, City Attorney  
Unrepresented Employees: City Manager

**PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00 PM**

**ADOPTION OF AGENDA**

**PRESENTATIONS**

- Randy Uang from Breath California

**PUBLIC COMMENTS**

Comments on the Consent Calendar and Non-Agenda Items will be heard at this time. Comments on Agenda Items will be heard when the item is called.

**CONSENT CALENDAR**

3. Motion to Accept the Minutes from the June 27, 2018 Regular Meeting.
4. Motion to Approve Report of Checks Paid for June 2018.
5. Motion to Accept Informational Report on Recreation Department Programs, Activities, Event and Trips for the Second Quarter of 2018.
6. Motion to Adopt a Resolution Authorizing the City Manager to Execute Agreements with the California Department of Transportation for the El Camino Real Bicycle and Pedestrian

Improvement Plan and Amending the Town's 2018-2019 Capital Improvement Plan.

7. Motion to Adopt a Resolution Approving Bid Document Package and Authorizing Staff to Advertise Notice Inviting Bids for the Sterling Park Playground Improvement Project.

### **NEW BUSINESS**

8. **SERRAMONTE BOULEVARD AND COLLINS AVENUE MASTER PLAN AND CONCEPTS**

*Consider:* Motion to Give Staff Direction on the Preferred Option for Each of the Roadway Segments on Serramonte Boulevard and Collins Avenue.

### **REPORTS**

Mayor/City Council  
City Manager

### **ADJOURNMENT**

The City Council Meeting Agenda Packet and supporting documents are available for review at the Colma Town Hall, 1188 El Camino Real, Colma, CA during normal business hours (Mon – Fri 8am-5pm). Persons interested in obtaining an agenda via e-mail should call Caitlin Corley at 650-997-8300 or email a request to [ccorley@colma.ca.gov](mailto:ccorley@colma.ca.gov).

#### Reasonable Accommodation

Upon request, this publication will be made available in appropriate alternative formats to persons with disabilities, as required by the Americans with Disabilities Act of 1990. Any person with a disability, who requires a modification or accommodation to view the agenda, should direct such a request to Pak Lin, ADA Coordinator, at 650-997-8300 or [pak.lin@colma.ca.gov](mailto:pak.lin@colma.ca.gov). Please allow two business days for your request to be processed.

**1. In Closed Session under Government Code § 54957 – PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: City Manager

*There is no staff report associated with this item.*



**2. In Closed Session Pursuant to Government Code § 54957.6 –  
CONFERENCE WITH LABOR NEGOTIATORS**

Agency Negotiators: Christopher Diaz, City Attorney  
Unrepresented Employees: City Manager

*There is no staff report associated with this item.*



**MINUTES  
REGULAR MEETING**

City Council of the Town of Colma  
Colma Community Center, 1520 Hillside Boulevard  
Colma, CA 94014  
**Wednesday, June 27, 2018**

**CALL TO ORDER – 7:00 PM**

Mayor Raquel Gonzalez called the Regular Meeting of the City Council to order at 7:02 p.m.

Council Present – Mayor Raquel “Rae” Gonzalez, Vice Mayor Joanne F. del Rosario, Council Members, Diana Colvin and Helen Fiscaro were present. Council Member John Irish Goodwin was absent.

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Administrative Service Director Pak Lin, Director of Public Works Brad Donohue, City Planner Michael Laughlin, and City Clerk Caitlin Corley were in attendance.

**ADOPTION OF THE AGENDA**

Mayor Gonzalez asked if there were any changes to the agenda. None were requested. The Mayor asked for a motion to adopt the agenda.

**Action:** Vice Mayor del Rosario moved to adopt the agenda; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Raquel Gonzalez, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin					✓
Diana Colvin	✓				
Helen Fiscaro	✓				
	4	0			

**PUBLIC COMMENTS**

Mayor Gonzalez opened the public comment period at 7:04 p.m. and seeing no one come forward to speak, she closed the public comment period.

**CONSENT CALENDAR**

1. Motion to Accept the Minutes from the June 13, 2018 Regular Meeting.
2. Motion to Adopt a Resolution Designating Administrative Services Director Pak Lin as the Town's PLAN Representative, and City Manager Brian Dossey as the Alternate.
3. Motion to Adopt a Resolution Approving a Cost of Living Salary Increase for the Recreation Manager Position and Modifying the Town's Salary Schedule.

**Action:** Vice Mayor del Rosario moved to approve the Consent Calendar items #1 through #3; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Raquel Gonzalez, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin					✓
Diana Colvin	✓				
Helen Fisicaro	✓				
	4	0			

## PUBLIC HEARING

### 4. ENGINEER'S REPORT – SANITARY SEWER SERVICE CHARGES FOR FY 2018-19

Director of Public Works Brad Donohue presented the staff report. Mayor Gonzalez opened the public comment period at 7:21 p.m. Resident Maggie Sutton made a comment about the calculation process. Resident Tom Taylor asked a question about the process. The Mayor closed the public comment period at 7:32 p.m. Council discussion followed.

City Attorney Christopher Diaz advised Council that he would make a modification to section 2(a) to include the number of protests received and strike the alternate provisions in sections 3(a) and 3(b) of the resolution.

**Action:** Vice Mayor del Rosario moved to Adopt a Resolution Overruling Protests to and Adopting Engineer's Report on Sewer Service Charges for Fiscal Year 2018-2019, Directing the City Engineer to File a Copy of the Engineer's Report with the San Mateo County Tax Collector, and Authorizing the County Tax Collector to Place the Charges on the Property Tax Roll, with the corrected changes; the motion was seconded by Council Member Fisicaro and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Raquel Gonzalez, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin					✓
Diana Colvin	✓				
Helen Fisicaro	✓				
	4	0			

## COUNCIL CALENDARING

The next Regular City Council Meetings will be on Wednesday, July 11, 2018 at 7:00 p.m. and Wednesday, July 25 at 7:00 p.m.

The Regular Meeting on Wednesday, August 8, 2018 will be cancelled. The Regular Meeting on Wednesday, August 22, 2018 will possibly be cancelled as well.

## REPORTS

There were no Council events to report.



City Manager Brian Dossey gave a report on the following topics:

- The Town held a successful meeting with the auto dealers this morning.
- City Manager of Daly City Pat Martel is retiring; her retirement celebration will be on Thursday, June 28, 2018.
- Lucky Chances will have its 20<sup>th</sup> anniversary celebration on Thursday, June 28, 2018.

**ADJOURNMENT**

Mayor Gonzalez adjourned the meeting at 7:41 p.m.

Respectfully submitted,

Caitlin Corley  
City Clerk



Final Check List  
Town of Colma

apChkLst  
06/04/2018 1:31:01PM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47961	6/4/2018	00057	8403662946	5/18/2018	PW FIRST AID SUPPLIES	8.38	8.38
47962	6/4/2018	00071	03/31/18 - 04/27/	5/25/2018	CSG	124,110.76	124,110.76
47963	6/4/2018	00140	FIRST NAT BANK OF NO CA	5/21/2018	04.23.18 PANERA BREAD STA	91.39	91.39
47964	6/4/2018	00254	METRO MOBILE COMMUNICA	6/1/2018	MAINTENANCE CONTRACT	602.00	602.00
47965	6/4/2018	00307	PACIFIC GAS & ELECTRIC	5/23/2018	PG&E	2,327.62	
			05/18/2018	5/18/2018	PG&E	92.01	2,419.63
47966	6/4/2018	00456	NORTH PENINSULA FOOD PA	05/16/18	THANKS FOR TAKIN	35.00	35.00
47967	6/4/2018	00693	DEGUIA, PRISCILLA	2001177.003	05.30.2018 REFUND COOKIN	26.00	26.00
47968	6/4/2018	01030	STEPFORD, INC.	5/21/2018	APRIL 2018 HOURS IN EXCES	1,395.00	1,395.00
47969	6/4/2018	01037	COMCAST CABLE	06/02/18-07/01/1	8155 20 022 0097069 INTERNI	291.16	
			05/25-06/24 Intel	5/20/2018	8155 20 022 0097051 Internet	286.16	
			05/25-06/24 427	5/20/2018	8155 20 022 0097028 427 F ST	286.16	
			05/27-06/26 XFII	5/17/2018	8155 20 022 0002770 1520 HIL	10.20	
47970	6/4/2018	01687	UNITED SITE SERVICES OF	5/21/2018	STANDARD AND REGULAR SI	149.37	873.68
47971	6/4/2018	01995	CELESTE, MIKE L.	5/30/2018	CARDROOM BACKGROUND	770.00	149.37
47972	6/4/2018	02026	CATALON, JOEL	5/29/2018	05.29.18 DEPOSIT REFUND	50.00	770.00
47973	6/4/2018	02179	HUB INTERNATIONAL OF CA	6/1/2018	INSURANCE EVENTS	213.76	50.00
47974	6/4/2018	02274	FRANK AND GROSSMAN LANI	5/25/2018	F ST. REMOVE 900 SF OF EX	2,490.34	213.76
			40447751	5/25/2018	F ST. REMOVE 870 SF OF EX	1,991.38	2,490.34
			40447744	5/24/2018	TOWN HALL SHRUB/ESCOLC	1,750.00	1,991.38
			40447749	5/25/2018	F ST. REMOVE 560 FT OF EXI	1,294.62	1,750.00
			40447748	5/25/2018	SOUTHGATE/JSB MEDIAN RE	1,252.01	1,294.62
			40447753	5/25/2018	REPLACE & TEST FAULTY VA	401.69	1,252.01
			40447747	5/25/2018	JSB & SERRAMONTE BLVD IN	300.64	401.69
			40447750	5/25/2018	F ST. INSTALL (1) 15 GALLON	300.64	300.64
			40447746	5/24/2018	CREEKSIDE VILLAS REMOVE	197.42	300.64
			40447743	5/24/2018	PD REPAIR 2 LATERAL LINE II	176.95	197.42
47975	6/4/2018	02793	DITO'S MOTORS	5/30/2018	REPLACE BATTERY	21.00	176.95
47976	6/4/2018	02848	UNITED COACH TOURS	5/4/2018	06/27/18 BUS TO SANTA CRU.	980.00	21.00
47977	6/4/2018	02849	U.S. BANK PARS ACCOUNT, 6	6/4/2018	OPEB CONTRIBUTION	134,181.00	980.00
47978	6/4/2018	02856	SUGAR N SPICE	2/19/2018	07/31/18 KIDS CAKE CAMP DE	625.00	134,181.00
47979	6/4/2018	03004	PROUDCITY INC	5/1/2018	ANNUAL TOWN WEB HOSTIN	215.04	625.00
47980	6/4/2018	03117	KITTELSON & ASSOCIATES, I	5/18/2018	COLMA SYSTEMIC SAFETY A	10,878.16	215.04
47981	6/4/2018	03156	LINDEBURG AND COMPANY	4/30/2018	AWARD PLAQUE	108.75	10,878.16

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47982	6/4/2018	03157	12192	4/30/2018	2018 Tire Change	35.00	35.00
47983	6/4/2018	03158	05-1031-03	5/31/2018	Rest CASE 05-1031-03 RESTITUTIK	675.00	675.00
47984	6/4/2018	03159	BROADMOOR PRESBYTERIA	5/23/2018	In Memory of S DONATION IN MEMORY OF S	100.00	100.00
<b>total for FIRST NATIONAL BANK OF DALY CITY:</b>						<b>288,719.61</b>	

24 checks in this report.

Grand Total All Checks:

288,719.61

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06/06/2018 9:29:37AM

Final Check List  
Town of Colma

Page: 1

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
6012018	6/4/2018	00282	CALIFORNIA PUBLIC EMPLOY 1000000159873	5/14/2018	MEDICAL INSURANCE	4,730.72	4,730.72
b total for FIRST NATIONAL BANK OF DALY CITY:						4,730.72	4,730.72

Page: 1

1 checks in this report.

Grand Total All Checks:

4,730.72

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47985	6/8/2018	00068	COLMA PEACE OFFICER'S 06082018 B	6/8/2018	COLMA PEACE OFFICERS: P/	690.83	690.83
47986	6/8/2018	01340	NAVIA BENEFIT SOLUTIONS 06082018 B	6/8/2018	FLEX 125 PLAN: PAYMENT	286.92	286.92
47987	6/8/2018	01375	NATIONWIDE RETIREMENT S 06082018 B	6/8/2018	NATIONWIDE: PAYMENT	5,300.00	
			06082018 M	6/8/2018	NATIONWIDE: PAYMENT	1,200.00	6,500.00
47988	6/8/2018	02377	CALIFORNIA STATE DISBURS 06082018 B	6/8/2018	WAGE GARNISHMENT: PAYM	871.38	871.38
47989	6/8/2018	02944	PEACE OFFICERS RESEARCH 06082018 B	6/8/2018	PORAC: PAYMENT	24.00	24.00
47990	6/8/2018	02945	PORAC LEGAL DEFENSE FUN 06082018 B	6/8/2018	PORAC LDF: PAYMENT	223.20	223.20
93730	6/8/2018	00521	UNITED STATES TREASURY 06082018 M	6/8/2018	FEDERAL TAX: PAYMENT	916.80	916.80
93731	6/8/2018	01360	VANTAGE TRANSFER AGENT 06082018 M	6/8/2018	ICMA CONTRIBUTION: PAYME	463.86	463.86
93732	6/8/2018	00631	P.E.R.S. 06082018 M	6/8/2018	PERS MISC NON-TAX: PAYME	588.12	588.12
93733	6/8/2018	00282	CALIFORNIA PUBLIC EMPLOY 06082018 M	6/8/2018	JUNE 2018 ACTIVE PREMIUM	4,694.70	4,694.70
93734	6/8/2018	00130	EMPLOYMENT DEVELOPMEN 06082018 B	6/8/2018	CALIFORNIA STATE TAX: PAY	11,406.05	11,406.05
93735	6/8/2018	00521	UNITED STATES TREASURY 06082018 B	6/8/2018	FEDERAL TAX: PAYMENT	53,511.36	53,511.36
93736	6/8/2018	00282	CALIFORNIA PUBLIC EMPLOY 06082018 B	6/8/2018	JUNE 2018 ACTIVE PREMIUM	56,865.69	56,865.69
93737	6/8/2018	00631	P.E.R.S. 06082018 B	6/8/2018	PERS - BUYBACK: PAYMENT	39,930.80	39,930.80
93738	6/8/2018	01360	VANTAGE TRANSFER AGENT 06082018 B	6/8/2018	ICMA CONTRIBUTION: PAYME	4,181.67	4,181.67
<b>total for FIRST NATIONAL BANK OF DALY CITY:</b>						<b>181,155.38</b>	



15 checks in this report.

Grand Total All Checks:

181,155.38

Final Check List  
Town of Colma

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06/12/2018 10:35:41AM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
47991	6/12/2018	00013	ANDY'S WHEELS & TIRES	5/31/2018	TIRE SERVICE	649.50	649.50
47992	6/12/2018	00051	CALIFORNIA WATER SERVICE	5/25/2018	WATER BILL	9,972.05	9,972.05
47993	6/12/2018	00057	CINTAS CORPORATION #2	5/31/2018	FIRST AID SUPPLIES	214.44	214.44
47994	6/12/2018	00093	CITY OF SOUTH SAN FRANCISCO	5/25/2018	DISPATCH SERVICES	22,950.00	
				5/9/2018	TRAFFIC SIGNAL MAINTENANCE	2,160.00	25,110.00
47995	6/12/2018	00112	DEPARTMENT OF JUSTICE	6/5/2018	PD ACCOUNT #140503	441.00	588.00
				6/5/2018	HR ACCOUNT #145931	147.00	
47996	6/12/2018	00144	FLOWERLAND FLORAL SHOP	6/1/2018	MAY 23, 2018 PLANT FOR CO	54.39	54.39
47997	6/12/2018	00174	HOME DEPOT CREDIT SERVICE	5/30/2018	PW SUPPLY PURCHASES	1,204.91	1,204.91
47998	6/12/2018	00181	IEDA	6/1/2018	LABOR RELATIONS CONSULTING	1,371.00	1,371.00
47999	6/12/2018	00226	LIM, CINDY ELLEN	6/4/2018	MAY 31-JUNE 1, 2018 EVIDENCE	37.04	37.04
48000	6/12/2018	00280	OFFICE DEPOT, INC.	5/24/2018	MAJENTA, YELLOW, & CYAN	144.50	
				5/17/2018	8.5 X 11 PAPER, STAPLES	76.26	
				5/17/2018	COFFEE	23.10	
48001	6/12/2018	00307	PACIFIC GAS & ELECTRIC	12/19/2018	USB, LJD575-64GABNL, 64GB	21.74	265.60
48002	6/12/2018	00411	TURBO DATA SYSTEMS	5/30/2018	0567147369-1 JSB S/O SERRA	134.95	134.95
48003	6/12/2018	00500	SMC CONTROLLERS OFFICE	5/31/2018	CITATION PROCESSING	269.35	269.35
48004	6/12/2018	00623	ARAMARK	6/6/2018	ALLOCATION OF PARKING PERMIT	1,313.00	1,313.00
48005	6/12/2018	00631	P.E.R.S.	5/31/2018	UNIFORM SERVICE	515.00	515.00
48006	6/12/2018	00649	DAVEY TREE EXPERT COMPANY	4/5/2018	REPLACEMENT BENEFIT CONTRIBUTION	75.51	75.51
				5/24/2018	COMMUNITY CENTER PARKING	8,000.00	9,050.00
				5/25/2018	UPDATE STREET TREE SURVEY	1,050.00	
48007	6/12/2018	00830	STAPLES BUSINESS CREDIT	5/25/2018	OFFICE SUPPLIES	968.75	968.75
48008	6/12/2018	01001	SIGNET TESTING LABS, INC.	6/1/2018	MAY 25, 2018 CONCRETE PLASTER	893.75	893.75
48009	6/12/2018	01030	STEPFORD, INC.	5/20/2018	MONTHLY SERVICE CONTRACT	5,622.00	5,622.00
48010	6/12/2018	01037	COMCAST CABLE	5/26/2018	8155 20 022 0094769 TOWN CENTER	13,510.48	
				6/3/2018	8155 20 022 0096327 Bulk DATA	0.01	13,510.49
48011	6/12/2018	01183	BEST BEST & KRIEGER LLP	5/31/2018	PREPARE & PRESENT AB 1235	1,200.00	1,200.00
48012	6/12/2018	01184	PENINSULA UNIFORMS & EQUIPMENT	5/31/2018	UNIFORMS	277.62	277.62
48013	6/12/2018	01340	NAVIA BENEFIT SOLUTIONS	5/31/2018	SECTION 125 PARTICIPANT BENEFIT	75.00	75.00
48014	6/12/2018	01457	BATERINA, BARBARA	6/5/2018	06.05.2018 ARM CHAIR TRAVEL	4.00	
				6/4/2018	06.04.18 EAT WLL, BE WELL VOUCHER	3.50	7.50
48015	6/12/2018	02082	VINCE'S OFFICE SUPPLY, INC	5/31/2018	OFFICE SUPPLIES	423.91	423.91
48016	6/12/2018	02119	GRANT, CHRISTOPHER	May 8-9, 2018 A	MAY 8-9, 2018 ARIDE MEALS	59.90	59.90

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
48017	6/12/2018	02216	RAMOS OIL CO. INC.	22559	5/31/2018	PD GASOLINE PURCHASES 2	1,795.54
				19384	5/10/2018	PD GASOLINE PURCHASES 1	1,713.31
				20974	5/20/2018	PD GASOLINE PURCHASES 1	1,380.60
				19910	5/10/2018	RECREATION GASOLINE PUF	55.20
				22678	5/31/2018	ADMIN GASOLINE PURCHASE	37.73
48018	6/12/2018	02274	FRANK AND GROSSMAN LANI52900	6/1/2018	LANDSCAPE MAINTENANCE	10,608.00	4,982.38
48019	6/12/2018	02499	GE CAPITAL INFORMATION 1076358840	5/24/2018	UPS NEXT DAY REGULAR SH	45.00	10,608.00
48020	6/12/2018	02510	REGIONAL GOVERNMENT SE 8436	5/31/2018	CONTRACT FINANCE SERVIC	11,757.25	45.00
48021	6/12/2018	02701	FRANCISCO, MARK	May 29-June 1, 2	MAY 29-JUNE 1, 2018 MEALS	256.49	11,757.25
				April 18, 23-24, 2	MEAL & MILEAGE REIMBURS	101.80	
				May 7-8, 2018 R	MAY 7-8, 2018 EVOC TRAININ	66.92	425.21
48022	6/12/2018	02743	UTILITY TELEPHONE, INC	6/1/2018	INTERNET ACCESS 128070	701.79	701.79
48023	6/12/2018	02799	WAVE	5/23/2018	RIMS INTERNET W/SSF	400.00	400.00
48024	6/12/2018	02839	LAZARO, BARRY	6/4/2018	06.04.18 DEPOSIT REFUND	300.00	300.00
48025	6/12/2018	02886	READY REFRESH:BY NESTLE08E0034299321	5/21/2018	BOTTLED WATER SERVICE	30.90	30.90
48026	6/12/2018	02926	PRECISION BODY SHOP & DE16124	6/4/2018	16 FORD EXPLORER REPAIR	14,749.73	14,749.73
48027	6/12/2018	02931	PRINT WORKS	5/10/2018	115 SUMMER CAMP 2018 YEL	848.80	848.80
48028	6/12/2018	02999	RECYCLEAWAY, LLC	00006685	2 SMALL SIMPLE SORT TRIPL	5,994.21	5,994.21
48029	6/12/2018	03015	U.S. BANK CORPORATE PMT	05/22/18 Morque	CREDIT CARD PURCHASE	3,565.33	
				05/22/18 Abellan	CREDIT CARD PURCHASE	2,925.47	
				05/22/18 Tapia	CREDIT CARD PURCHASE	1,929.50	
				05/22/18 Gogan	CREDIT CARD PURCHASE	1,583.37	
				05/22/18 Pfoth	CREDIT CARD PURCHASE	1,057.50	
				05/22/18 De Leo	CREDIT CARD PURCHASE	1,021.62	
				05/22/18 Dossey	CREDIT CARD PURCHASE	996.58	
				05/22/18 Jordan	CREDIT CARD PURCHASE	357.77	
				05/22/18 Corley	CREDIT CARD PURCHASE	266.62	
				05/22/18 Gotelli	CREDIT CARD PURCHASE	100.00	
				05/22/18 Lum	CREDIT CARD PURCHASE	50.00	
48030	6/12/2018	03030	TOTAL FLOW INC.	3032	6/1/2018	FLOW METERING	13,853.76
48031	6/12/2018	03034	FLEX ADVANTAGE	104410	5/31/2018	FLEX PROCESSING FEES	2,462.70
48032	6/12/2018	03099	NOR-CAL CYCLES LLC	3371	6/5/2018	TENDER UNIT AND BATTTER	325.00
				3378	6/7/2018	PURCHASE & INSTALL KICKS	527.17
48033	6/12/2018	03110	BHM CONSTRUCTION, INC.	8	5/31/2018	TOWN HALL BUILDING INFILL	30.38
							881,981.67

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
48034	6/12/2018	03115	26034-01C 26696-01A	11/21/2017 3/26/2018	REFURBISH: E1315-LC1 EXIT 2 E1315-LC 1 WALL SCONCE	29,745.84 387.15	30,132.99
48035	6/12/2018	03132	SMITH, FAUSE & MCDONALD, 15666	5/31/2018	MAY 2018 ELECTRONIC SECI	1,305.00	1,305.00
48036	6/12/2018	03150	JIMENEZ, JOANNE	6/4/2018	06.04.18 EAT WLL; BE WELL V	3.50	3.50
48037	6/12/2018	03160	MUIR, RYAN KEITH	6/4/2018	06.04.18 DEPOSIT REFUND	50.00	50.00
48038	6/12/2018	03161	CURTIS EDWARD DENNISON 2001026.003	1/3/2018	12.27.17 DEPOSIT REFUND C	275.00	275.00

b total for FIRST NATIONAL BANK OF DALY CITY: 1,055,654.10

48 checks in this report.

Grand Total All Checks: 1,055,654.10

Final Check List  
Town of Colma

apChkLst  
06/18/2018 1:07:07PM

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
48039	6/18/2018	00020	ASSOCIATED SERVICES INC 118060050	6/1/2018	RENTAL	49.00	
			118061906	6/6/2018	Spring Water 5 Gal	45.92	112.92
			118060049	6/1/2018	MTN H/C BWC & MTN INSPIR.	18.00	
48040	6/18/2018	00051	CALIFORNIA WATER SERVICE 05/31/2018	5/31/2018	WATER BILL	275.80	275.80
48041	6/18/2018	00057	CINTAS CORPORATION #2 May 2018	6/12/2018	CLEANING SERVICE	1,338.50	1,338.50
48042	6/18/2018	00307	PACIFIC GAS & ELECTRIC 04/05/2018	6/13/2018	PG&E	4,798.22	1,338.50
			0512181543-4	6/7/2018	0512181543-4 STREET LIGHT	1,925.98	6,724.20
48043	6/18/2018	00364	SMC SHERIFF'S OFFICE CLO5443	5/31/2018	LAB FEES	1,010.00	1,010.00
48044	6/18/2018	00412	TELECOMMUNICATIONS ENG45439	6/10/2018	Facilities Mgmt & Maintenance	1,328.00	1,328.00
48045	6/18/2018	00414	TERMINEX INTERNATIONAL L375982095	6/13/2018	PEST CONTROL	464.00	
			375982096	6/13/2018	601 F St.	63.00	527.00
48046	6/18/2018	00507	COLMA FIRE DISTRICT May 31, 2018	5/31/2018	ANNUAL INSPECTION FEE	875.00	875.00
48047	6/18/2018	00534	SMC INFORMATION SERVICE:1YCL11805	6/7/2018	MICRO CHANNEL & LINES	782.50	782.50
48048	6/18/2018	00709	FLORES, LORENA 2001189.003	6/11/2018	06.11.18 DEPOSIT REFUND	50.00	50.00
48049	6/18/2018	01037	COMCAST CABLE 06/11-07/10 601	6/7/2018	8155 20 022 0096715 601 F ST	106.16	106.16
48050	6/18/2018	01125	GUTIERREZ, MILAGRO 2001191.003	6/11/2018	06.11.18 DEPOSIT REFUND	150.00	150.00
48051	6/18/2018	01164	STATE OF CALIFORNIA, FRAN06/18/2018	6/18/2018	CA PERSONAL INCOME TAX	100.00	100.00
48052	6/18/2018	01344	PROJECT READ Jan - May 2018	6/8/2018	PROJECT READ	1,375.00	1,375.00
48053	6/18/2018	01367	DUO DANCE ACADEMY May 2018	6/15/2018	DANCE CLASSES	715.00	715.00
48054	6/18/2018	01565	BAY CONTRACT MAINTENAN, June 2018	6/10/2018	JANITORIAL SERVICES	11,218.35	11,218.35
48055	6/18/2018	02105	MOYRONG, DOROTHY 2001190.003	6/11/2018	06.11.18 DEPOSIT REFUND	275.00	275.00
48056	6/18/2018	02144	DOMINIC A. DE LUCCA DBA DIMay 2018	6/5/2018	TAE KWON DO	800.00	800.00
48057	6/18/2018	02182	DALY CITY KUMON CENTER May 2018	6/5/2018	TUTORING	5,345.00	5,345.00
48058	6/18/2018	02499	GE CAPITAL INFORMATION 100678741	6/7/2018	PD COPY MACHINE RENTAL	843.25	
			100654390	6/5/2018	REC COPY MACHINE RENTAL	601.18	1,444.43
48059	6/18/2018	02623	BLOEBAUM, CYNTHIA June 6, 2018	6/18/2018	COOKING CLASS	300.00	300.00
48060	6/18/2018	02730	THE RATCLIFF ARCHITECTS 9473	6/11/2018	COLMA TOWN HALL RENOVA	15,914.70	15,914.70
48061	6/18/2018	02787	AECO SYSTEMS, INC. 52326	6/12/2018	REPLACED BATTERY IN SEC	290.77	290.77
48062	6/18/2018	02827	CORODATA SHREDDING, INC. RS2983641	5/31/2018	STORAGE, PICKUP/DELIVER	327.35	327.35
48063	6/18/2018	03061	NORTH BAY PETROLEUM 1937596	5/31/2018	PW GAS PURCHASES	410.62	410.62
48064	6/18/2018	03162	SANCHEZ, NELIA 35830P Refund	6/5/2018	35830P REFUND LIVESCAN F	30.00	30.00
48065	6/18/2018	03163	PASCUAL, ETHEL 2001193.003	6/12/2018	06.12.18 REFUND BALANCE	44.00	44.00

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    b total for FIRST NATIONAL BANK OF DALY CITY: 51,870.30

27 checks in this report.

Grand Total All Checks: 51,870.30



Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
48066	6/22/2018	00047	06222018 B	6/22/2018	CLEA: PAYMENT	294.00	294.00
48067	6/22/2018	00068	06222018 B	6/22/2018	COLMA PEACE OFFICERS: P/	690.83	690.83
48068	6/22/2018	01340	06222018 B	6/22/2018	FLEX 125 PLAN: PAYMENT	286.92	286.92
48069	6/22/2018	01375	06222018 B	6/22/2018	NATIONWIDE: PAYMENT	5,300.00	5,300.00
48070	6/22/2018	02224	06222018 B	6/22/2018	LIFE INSURANCE: PAYMENT	436.50	436.50
48071	6/22/2018	02377	06222018 B	6/22/2018	WAGE GARNISHMENT: PAYM	871.38	871.38
93741	6/22/2018	00130	06222018 B	6/22/2018	CALIFORNIA STATE TAX: PAY	10,414.00	10,414.00
93742	6/22/2018	00521	06222018 B	6/22/2018	EMPLOYMENT DEVELOPMENT	50,087.14	50,087.14
93743	6/22/2018	00631	06222018 B	6/22/2018	UNITED STATES TREASURY	40,056.14	40,056.14
93744	6/22/2018	01360	06222018 B	6/22/2018	P.E.R.S. VANTAGE TRANSFER AGENT	4,181.67	4,181.67

o total for FIRST NATIONAL BANK OF DALY CITY: 112,618.58

10 checks in this report.

Grand Total All Checks:

112,618.58

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
48072	6/26/2018	00004	AT&T	6/13/2018	C3-A/B-12-10-TS-01 5/13/18-01	1,508.26	1,508.26
48073	6/26/2018	00051	CALIFORNIA WATER SERVICE	6/13/2018	1727052702 JSB ACROSS FR	253.55	253.55
48074	6/26/2018	00149	FASTRAK INVOICE PROCESSING	6/14/2018	06/02/18 GOLDEN GATE BRID	7.75	7.75
48075	6/26/2018	00169	JENKINS, HEIDI	6/19/2018	PLANT MAINTENANCE	402.76	402.76
48076	6/26/2018	00280	OFFICE DEPOT, INC.	6/8/2018	PAPER, 30% RECYCLED, 20 L	47.25	94.50
48077	6/26/2018	00332	S. & S. WORLDWIDE, INC.	6/18/2018	PAPER, 30% RECYCLED, 20 L	47.25	94.50
48078	6/26/2018	01079	TOSCANO, MARIA	6/8/2018	SUPER HERO CAPE KIT, WAT	428.84	500.00
48079	6/26/2018	01183	BEST BEST & KRIEGER LLP	6/11/2018	COLOR-ME BACKPACK PK 48	71.16	500.00
48080	6/26/2018	01276	GONZALEZ, RAE	6/19/2018	06.19.18 FAMILY ROYAL BALL	10.00	20.00
48081	6/26/2018	01367	DUO DANCE ACADEMY	6/11/2018	CITY ATTORNEY SERVICES	17,892.00	
48082	6/26/2018	01511	GONZALEZ, ALEJANDRA	6/11/2018	CITY ATTORNEY THIRD PART	6,340.50	
48083	6/26/2018	01653	KAISER FOUNDATION HEALTH	6/11/2018	TELECOMMUNICATIONS	2,724.15	
48084	6/26/2018	01677	CITY OF EAST PALO ALTO	6/11/2018	EMPLOYEE BENEFITS/TAX	306.90	27,552.40
48085	6/26/2018	01687	UNITED SITE SERVICES OF	6/11/2018	CITY ATTORNEY SPECIAL SE	288.85	
48086	6/26/2018	01706	PADILLA, DANIEL	6/19/2018	06.19.18 FAMILY ROYAL BALL	5.00	10.00
48087	6/26/2018	02052	OROZCO, VRINA	6/19/2018	06.19.18 FAMILY ROYAL BALL	5.00	10.00
48088	6/26/2018	02143	ENTENMANN-ROVIN COMPAN	6/22/2018	DANCE CLASSES	650.00	650.00
48089	6/26/2018	02303	MALDONADO, MARIA	6/19/2018	06.19.18 REFUND DEPOSIT	530.00	
48090	6/26/2018	02379	NEVAREZ SR., DAVID	6/19/2018	06.19.18 REFUND DEPOSIT	300.00	830.00
48091	6/26/2018	02515	FLORES, VICKY	6/9/2018	REPLACES CK #47714 04.09.	5.00	876.00
48092	6/26/2018	02569	CATIMBANG, MARIA GRACIA	6/18/2018	06.18.18 DEPOSIT REFUND	50.00	55.00
48093	6/26/2018	02676	DYETT & BHATIA, URBAN AN	6/18/2018	06.18.18 DEPOSIT REFUND	50.00	504.71
48094	6/26/2018	02742	WOO, CASSANDRA	6/15/2018	SERRAMONTE BLVD & COLLI	19,815.09	5.00
48095	6/26/2018	02773	GRAPHICS ON THE EDGE	6/15/2018	APRIL 17-MAY 17, 2018 MILEA	93.76	300.00
				6/15/2018	SUV ACCIDENT REPAIR-DEC,	615.00	207.13
							275.00
							5.00
							5.00
							50.00
							50.00
							19,815.09
							93.76
							615.00

VOID

Bank : first FIRST NATIONAL BANK OF DALY (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
48096	6/26/2018	02793	18203	6/20/2018	OIL & FILTER CHANGE	51.50	
			18167	6/14/2018	#4 CHANGE ENGINE OIL & FIL	42.24	
			18135	6/8/2018	#14 ADD OIL	12.75	106.49
48097	6/26/2018	02835	Jan-Nov 2015 B:	6/25/2018	JANUARY - NOVEMBER 2015	487.24	487.24
48098	6/26/2018	02864	MOBILE MODULAR MANAGEMEN	6/12/2018	24 X 60 HCD OFFICE RENTAL	790.28	
			1659961	6/6/2018	8 X 20 OFFICE HCD, RAMP RI	471.65	1,261.93
48099	6/26/2018	02886	READY REFRESH BY NESTLE08F0034299321	6/18/2018	BOTTLED WATER SERVICE	42.66	42.66
48100	6/26/2018	02926	PRECISION BODY SHOP & DE162012	6/15/2018	DETAIL ON POLICE MOTORC	125.00	125.00
48101	6/26/2018	03060	PREFERRED ALLIANCE, INC. 0140910-IN	5/31/2018	MAY 2, 2018 PRE-EMPLOYME	42.00	42.00
48102	6/26/2018	03116	HUERTA, FAVIOLA	6/19/2018	06.19.18 FAMILY ROYAL BALL	5.00	10.00
			2000064.004	6/19/2018	06.19.18 FAMILY ROYAL BALL	5.00	
48103	6/26/2018	03124	KAZ & ASSOCIATES ENVIRON10510	6/8/2018	MAY 8 & 21, 2018 QSP SITE IN	550.00	550.00
48104	6/26/2018	03164	EDGEWORTH INTEGRATION I1	6/21/2018	March 15 - June 14, 2018 Acce	50,902.64	50,902.64

o total for FIRST NATIONAL BANK OF DALY CITY: 108,208.87

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33 checks in this report.

Grand Total All Checks: 108,208.87

Bank : first FIRST NATIONAL BANK OF DALY

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
48105	6/26/2018	00659	ADAMSON POLICE PRODUCT	6/21/2018	PROTECH ARMOR TO INCLU	7,000.00	7,000.00
48106	6/26/2018	01706	PADILLA, DANIEL	6/19/2018	06.19.18 FAMILY ROYAL BALL	5.00	5.00
48107	6/26/2018	02793	DITO'S MOTORS	6/26/2018	#1 REPLACE BATTERY & CLE	286.40	286.40
total for FIRST NATIONAL BANK OF DALY CITY:							7,291.40

3 checks in this report.

Grand Total All Checks:

7,291.40







# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Cynthia Morquecho, Recreation Manager  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: July 11, 2018  
 SUBJECT: Recreation Services Department Quarterly Review, April - June 2018

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## RECOMMENDATION

Staff recommends that the City Council adopt:

MOTION TO ACCEPT INFORMATIONAL REPORT ON RECREATION DEPARTMENT PROGRAMS, ACTIVITIES, EVENTS, AND TRIPS FOR THE SECOND QUARTER OF 2018.

## EXECUTIVE SUMMARY

In the second quarter of 2018, a total of 1321 participants attended 63 programs. This represents an increase of 81 participants from the second quarter of 2017. Staff attributes the increase to more participants in community programs, such as Family Field Day, which was cancelled the previous year.

Staff estimates that 39 percent of the population had a current Colma I.D. during the second quarter of 2018, suggesting that residents participated in multiple programs.

There was a total of 102 rentals, which is an increase of 2 rentals from the second quarter of 2017.

## BACKGROUND

### Participation

The Recreation Services Department offered programs, activities, events and trips for all age groups during the past quarter. Below is a summary of participation levels by demographic:

- A total of 138 adults and seniors participated in enrichment programs. This represents an increase of 45 participants from the second quarter of 2017. Staff attributes the increase to an increase in participation in programs such as breakfast bingo and Creekside Villas.

- A total of 241 adults and seniors participated in trips and events. This represents an increase of 59 participants from the second quarter of 2017. Staff attributes the increase to new programs and senior lunch program offered monthly.
- A total of 553 youth and teens participated in Enrichment Programs. This represents an increase of 53 participants from the second quarter of 2017. Staff attributes the increase to higher participation in the spring day camp, summer day camp, and the addition of an inclusive youth cooking classes.
- A total of 99 youths and teens participated in events and trips. This represents a decrease of 26 participants from the second quarter of 2017. Staff attributes the decrease to the cancellation of teen trips and low enrollment for teen programming.
- A total of 290 youth, adults and seniors participated in Community Programs. This represents a decrease of 50 participants from the second quarter of 2017. Staff attributes the decrease to the Eggstravaganza event occurring in the first quarter of 2018.

The attachment contains a detailed breakdown of participation by program.

### Rental Activity

The Colma Community Center was rented for 82 different events:

- Resident Rentals (27 social events, 4 meetings and 2 fundraisers)
- Non-Resident Rentals (2 funeral receptions and 5 meetings)
- Non-Resident Non-profit Groups (14 programs, and 3 meetings)
- In House Reservations (25 meetings/trainings)

The Sterling Park Recreation Center was rented for 20 different events:

- Sterling Park Resident Rentals (18 social events)
- Sterling Park Picnic Site Rentals (2 picnics)

### **Sustainability Impact**

Staff coordinates and implements program and activities which are in alignment with the Town's Climate Action Plan and Sustainability Policy. For example, at this year's Family Field Day event and Town Wide Clean up Day, all cups, plates, forks, knives, and spoons were made from recyclable content.

### **ATTACHMENTS**

- A. 2018 Recreation Services Department Quarterly Review – Participation Detail

**Recreation Services Department Quarterly Review  
April - June 2018  
Participation Detail**

**Adult/Senior Enrichment Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Boot Camp Fitness	5	1	Existing
Breakfast Bingo	45	3	Existing
Chair Senior Yoga	7	1	Existing
Cooking Classes	21	3	Existing
Create Your Own Craft	3	1	Existing
Creekside Villas Activities	21	3	Existing
Eat Well, Be Well	Cancelled	2	Existing
Golf	Cancelled	3	Existing
Yoga	7	1	Existing
The Biggest Loser	15	1	Existing
Zumba	8	1	Existing
Zumba & Palango Combo	6	1	Existing

**Adult & Senior Trips & Events**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Arm Chair Travel	22	3	Existing
Ceramics with Ruth	8	1	<b><i>New</i></b>
Coppola Winery Tour	17	1	<b><i>New</i></b>
Colma Blood Drive	31	1	Existing
CPR & First Aid	11	1	Existing
Farmer's Market	Cancelled	1	<b><i>New</i></b>
Filoli Gardens Tour	Cancelled	1	<b><i>New</i></b>
Friday Films	23	3	Existing
Golden Gate Fields	19	1	Existing
iPhone Training	6	1	<b><i>New</i></b>
San Francisco Giants Game (2 games)	30	2	Existing
Senior Luncheon (BBQ)	59	3	Existing
Wine & Canvas	15	1	Existing

**Recreation Services Department Quarterly Review  
April - June 2018  
Participation Detail**

**Youth & Teen Enrichment Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Ballet, Tap & Hip Hop	10	10	Existing
Cooking (Treehouse Tribe)	14	1	Existing
Early Childhood Music	1	1	Existing
Golf	Cancelled	3	Existing
Guitar Workshop	2	2	Existing
Keyboard	4	2	Existing
Kids' Club Afterschool Program	48	4	Existing
Kumon Math Tutoring	88	3	Existing
Kumon Reading Tutoring	64	3	Existing
Open Teen Center Hours	7	1	Existing
Parents' Night Out	Cancelled	3	Existing
Spring Day Camp Early Morning Care	9	1	Existing
Spring Day Camp	19	1	Existing
Spring Day Camp Afternoon Care	11	1	Existing
Student Study Lounge	11	1	<b><i>New</i></b>
Summer Day Camp Early Morning Care	57	2	Existing
Summer Day Camp	121	2	Existing
Summer Day Camp Afternoon Care	54	2	Existing
Tae Kwon Do	31	3	Existing
Traditional Ukulele	Cancelled	1	Existing
Vibo Youth Ensemble	2	1	Existing
Violin Workshop	Cancelled	3	Existing

**Youth and Teen Events & Trips**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Alternative Camp Program	3	1	Existing
Earth Day	28	1	Existing
Escape Room- Teen Trip	4	1	Existing
Friday Night Lights – Teen Basketball	3	1	Existing
iFly- Teen Trip	4	1	<b><i>New</i></b>
Ice Cream Arts & Crafts	Cancelled	3	Existing
Rockin' Jump- Teen Trip	Cancelled	1	<b><i>New</i></b>
San Francisco Giants Game (2 games)	10	2	Existing
Santa Cruz Beach Boardwalk Day Camp Trip	47	1	<b><i>New</i></b>

**Recreation Services Department Quarterly Review  
April - June 2018  
Participation Detail**

**Community Programs**

<b>Program</b>	<b>Registered</b>	<b>Sessions</b>	<b>New or Existing Program</b>
Family Field Day	79	1	Existing
Project Read Learning Wheels	15	1	Existing
Project Read Nutrition Program	58	2	Existing
Project Read Science Club	62	2	Existing
Royal Ball	Cancelled	1	<b><i>New</i></b>
Town Wide Garage Sale	31	1	Existing
Town Wide Clean Up Day Volunteers & Staff	45	1	Existing

Note: Programs were cancelled due to insufficient participation.





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Brad Donohue, Public Works Director  
 Abdulkader Hashem, Associate Engineer  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: July 11, 2018  
 SUBJECT: El Camino Real Bicycle and Pedestrian Improvement Plan

## RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE EL CAMINO REAL BICYCLE AND PEDESTRIAN IMPROVEMENT PLAN AND AMENDING THE TOWN'S 2018-2019 CAPITAL IMPROVEMENT PLAN

## EXECUTIVE SUMMARY

The Town has designated a planning project on El Camino Real (State Route 82, "ECR") where the Road Maintenance & Rehabilitation Account (RMRA) grant funding would be expensed. The ECR corridor and the need to improve pedestrian and bicycle accessibility and safety features along the roadway is essential in keeping the area safe. The RMRA Sustainability Grant will fund the El Camino Real Bicycle and Pedestrian Improvement Plan along the ECR corridor. The California Department of Transportation (CalTrans) the agency who is responsible for ECR is the grant administrator for the RMRA Sustainability Grant also will provide oversight and guidance throughout the project.

The attached Resolution from the Town of Colma states it supports the El Camino Real Bicycle and Pedestrian Improvement Plan, and designates the City Manager to enter into an agreement with Caltrans.

It is also requested that the Town's 2018-19 Capital Improvement Plan be amended to include the El Camino Real Bicycle and Pedestrian Improvement Plan.

## FISCAL IMPACT

CalTrans awarded the Town of Colma \$199,192 for the El Camino Real Planning Study, the Town's required local match is \$25,808, (11.47% of the project). Total project cost is estimated to be \$225,000.

## **BACKGROUND**

El Camino Real ("ECR") a State owned and operated highway. The highway is a North/South roadway that travels from one end of Town to the other end of Town. ECR is integral to our business and residential community along with providing access to the transit hubs which are located at both ends of the Town. Given the fact that the business community in Town has grown substantially in the last couple of decades, public transportation has become more of the norm and is encouraged by all. The Town's residents and residents of neighboring communities walk and ride bikes along ECR and it is deficient in delivering safe routes of travel, as mentioned below:

- Interconnected and accessible sidewalks, many of the existing sidewalks are deficient in today's accessibility standards, the sidewalks are not continuous and pedestrians are forced to walk the shoulder of the roadway.
- The portion of ECR that travels through the Town of Colma is on the San Mateo County Comprehensive Bicycle and Pedestrian Master Plan. ECR currently does not provide a safe delineated path of travel for bicyclists.
- There is a lack of safe pedestrian and bicycle crossings along ECR (East/West travel), main areas of concern are at the "Y", (Mission Road and ECR), Collins Avenue and ECR and potentially Olivet Parkway and ECR.
- Many of the employers in Colma depend on employees that live away from Colma, public transportation, bicycling and walking are viable ways for these individuals to make their way to work. Having safe routes of travel makes employment opportunities viable for businesses that depend on these workers.
- Safe routes of travel for residents who shop in Town and use public transportation, having complete street programs allows residents to travel to transit hubs and shopping centers safely.

The State of California, Department of Transportation, (CalTrans), opened a grant program using Road Maintenance & Rehabilitation Account (SB-1) funds to fund Planning grants to improve and enhance roadway facilities for pedestrians and bicyclists who depend on or use roadways for their preferred path of travel.

The Town applied for this competitive grant and was awarded approximately \$200,000 to study and put a conceptual plan together correcting the various deficiencies along ECR as listed above.

## **ANALYSIS**

The Town of Colma's El Camino Real Bicycle and Pedestrian Improvement Plan (Plan) will provide guidelines and directives for a comprehensive bicycle and pedestrian safety program along a portion of El Camino Real corridor, (State Route 82) in the Town of Colma, from Daly City to the North to South San Francisco to the South. Currently vast segments of this portion of El Camino Real (ECR) lacks a cohesive connectivity for those who want to walk or bicycle from



the various transit hubs that are served from this corridor. ECR is challenged with non-accessible or non-existent walkways thus rendering the pedestrian or bicycle portions of the right-of-way unavailable for safe and productive travel. The Plan will strive to improve community mobility along this portion of the roadway by creating a vision to increase and enhance various modes of transportation, including walking and bicycling, while providing opportunities to increase ridership on public transportation. The Plan will review and implement the standards and goals that are stated in the California Transportation Plan 2040, California State Bicycle and Pedestrian Plan, Caltrans District 4 Bicycle Plan, San Mateo County Comprehensive Bicycle and Pedestrian Master Plan, and Grand Boulevard Initiatives' Goals.

The community outreach efforts that are programmed into the Plan will gather input from all segments of the community. This would include disadvantaged communities and organizations that represent those with special needs, in addition to active stakeholders inclusive of Caltrans, local business owners, and the transit districts, through a number of interactive community workshops and council meetings. Along with what is stated above, the plan will develop several design strategies (conceptual drawings) for public outreach. It is the Town's intent that once this Plan is complete, it will lead to implementation and development.

The Town anticipates starting the project in October 2018 pending Caltrans final approval.

### **Council Adopted Values**

The El Camino Real Bicycle and Pedestrian Improvement Plan is *visionary*, because it involves putting a conceptual plan together that will provide safe, attractive and sustainable paths of travel for those who walk, bike or use public transportation to and from work along ECR.

### **Sustainability Impact**

Creating safe and attractive routes of travel for pedestrians, bicyclists and those who travel using public transit will attract more of the public to use these modes of transportation thus having a positive impact in lowering the Town's GHG's.

### **ALTERNATIVES**

The City Council could choose not to adopt the resolution. Doing so is not recommended as the opportunity to make the much-needed improvements along ECR is critical to the health of our businesses, residents and the environment.

### **CONCLUSION**

Staff recommends that the City Council adopt the resolution.

### **ATTACHMENTS**

- A. Resolution
- B. Copy of the Award Letter from CalTrans



**RESOLUTION NO. 2018-\_\_\_\_  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS WITH  
THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE EL CAMINO REAL  
BICYCLE AND PEDESTRIAN IMPROVEMENT PLAN AND AMENDING THE TOWN'S  
2018-2019 CAPITAL IMPROVEMENT PLAN**

The City Council of the Town of Colma does resolve as follows:

**1. Background**

- a) The Town is eligible to receive federal and/or state funding for certain transportation planning related plans, through the California Department of Transportation.
- b) Town staff would like to use such funding for the El Camino Real Bicycle and Pedestrian and Improvement Plan (the "Plan").
- c) The Restricted Grant Agreement needs to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs for the Plan.
- d) The Town of Colma wishes to delegate authorization to execute these agreements and any amendments thereto to allow for funding of the Plan.
- e) Further, if these agreements are executed to fund the Plan, Town staff would also like to amend the Town's 2018-2019 Capital Improvement Plan to include the El Camino Real Bicycle and Pedestrian and Improvement Plan.

**2. Order**

- a) The City Council does hereby authorize the City Manager, or his designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation, subject to review by the City Attorney, to allow for funding of the Plan.
- b) The City Council does hereby amend the Town's 2018-2019 Capital Improvement Plan to include the El Camino Real Bicycle and Pedestrian and Improvement Plan.

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***Certification of Adoption***

I certify that the foregoing Resolution No. 2018-\_\_ was duly adopted at a regular meeting of the City Council of the Town of Colma held on July 11, 2018, by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Raquel "Rae" Gonzalez, Mayor					
Joanne F. del Rosario					
John Irish Goodwin					
Diana Colvin					
Helen Fisicaro					
<i>Voting Tally</i>		0			

Dated \_\_\_\_\_

\_\_\_\_\_  
Raquel "Rae" Gonzalez, Mayor

Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk

**DEPARTMENT OF TRANSPORTATION**  
DIVISION OF TRANSPORTATION PLANNING  
P.O. BOX 942873, MS-32  
SACRAMENTO, CA 94273-0001  
PHONE (916) 654-2596  
FAX (916) 653-0001  
TTY 711  
www.dot.ca.gov



*Making Conservation  
a California Way of Life.*

May 11, 2018

Mr. Brad Donohue  
Public Works Director  
Town of Colma  
1198 El Camino Real  
Coma, CA 94014

Dear Mr. Donohue:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, I am pleased to offer my congratulations to the Town of Colma for the recent award of the following State transportation planning grant for fiscal year (FY) 2018–19:

Grant Program: Road Maintenance & Rehabilitation Account – Sustainable Communities

Grant Title:	El Camino Real Bicycle and Pedestrian Improvement Plan
Sub-recipient:	N/A
Grant Award:	\$199,192
Local Match:	\$25,808
Total Project Amount:	\$225,000

Please see the list below which identifies specific conditions for a grantee to accept grant funding, to program funds, and to begin work. Conditions one through four must be fulfilled no later than July 15, 2018 by submitting these items to Caltrans District staff for approval. Failure to fulfill these conditions will result in forfeiture of funds. Also note, all work must be completed no later than February 28, 2021. Final requests for reimbursements and final products must be submitted to Caltrans no later than April 28, 2021. No time extensions will be granted.

Conditions of Grant Acceptance

These State grant funds cannot be expended or reimbursed until the following conditions are satisfied:

1. The revised final Scope of Work, Project Timeline with the earliest start date of October 1, 2018, and Grant Application Cover Sheet are submitted to Caltrans District 4 for approval.

Mr. Brad Donohue  
May 11, 2018  
Page 2

2. A Payee Data Record (STD. 204) is completed and submitted. Although the form indicates that government entities are not required to submit this form, it is needed to ensure payments are sent to the correct recipient.
3. If applicable, a Third Party In-kind Valuation Plan is submitted for the use of in-kind contributions to satisfy the minimum local match requirement. Third party in-kind contributions are goods and services donated from outside the grantee's agency, such as donated printing, facilities, interpreters, equipment, advertising, time and effort, staff time, and other goods and services.
4. If applicable, indirect costs must have been identified in the approved grant Scope of Work and project timeline. Please submit an Indirect Cost Allocation Plan (ICAP) to Caltrans Audits and Investigations, if needed. Instructions for submitting an ICAP are available at: <http://dot.ca.gov/audits/>.
5. A local resolution from the Town of Colma governing board stating the grant project title and title of the person authorized to enter into a contract with Caltrans must be provided no later than August 15, 2018.
6. The Town of Colma receives a fully executed contract and has been formally notified by Caltrans District staff to begin work.

The contracting process can begin once the first five conditions have been satisfied. For your convenience, a toolbox to aid you during this process is available on our website below:

<http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>.

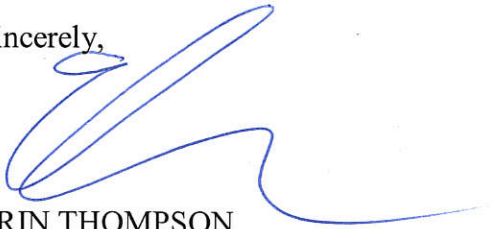
A Quarterly Progress Report with a brief narrative of completed project activities will need to be submitted to the district grant manager once the project is under way. A Request for Reimbursement with the required local match can be submitted monthly, but must be submitted quarterly.

As a reminder, Town of Colma is responsible for satisfying local match commitments in the amount shown above, including any local match amount above the minimum amount that is required with every invoice or Request for Reimbursement. The local match above will also be part of the Restricted Grant Agreement between Caltrans and Town of Colma.

Mr. Brad Donohue  
May 11, 2018  
Page 3

Please contact Becky Frank, in Caltrans District 4, at (510) 286-5536, or Jelani Young, Headquarters Liaison, at (916) 651-6889 if you have any questions concerning these grant funds or program requirements.

Sincerely,



ERIN THOMPSON  
Chief, Office of Regional Planning

c: Abdulkader Hashem, Associate Engineer, Town of Colma  
Becky Frank, Senior Transportation Planner, Caltrans, District 4  
Jelani Young, Associate Transportation Planner, Caltrans, Headquarters







# STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brad Donohue, Public Works Director  
Abdulkader Hashem, Project Manager  
Jonathan Kwan, Assistant Planner

VIA: Brian Dossey, City Manager

MEETING DATE: July 11, 2018

SUBJECT: Sterling Park Playground Improvement Project – Bid Package Approval

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## RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION APPROVING BID DOCUMENT PACKAGE AND AUTHORIZING STAFF TO  
ADVERTISE NOTICE INVITING BIDS FOR THE STERLING PARK PLAYGROUND  
IMPROVEMENT PROJECT

## EXECUTIVE SUMMARY

Staff has prepared project plans and bid specifications ("Bid Package") for the Sterling Park Playground Improvement Project ("Project"). Prior to publishing and advertising the Project Bid Package, Staff requests City Council review and comment on the Project Bid Package. If approved, Staff Requests City Council to authorize Staff to proceed with advertising the notice inviting bids from qualified contractors for the Project. The final Project Bid Package has been made available online for public review since July 6, 2018.

## FISCAL ANALYSIS

There are no budget ramifications resulting from the City Council approving the Project Bid Package and approving and directing Staff to solicit bids for the Project. Once bids are received and calculated, Staff will present a fiscal analysis of the cost of construction and available budget to the City Council.

## BACKGROUND

At the January 24, 2018 City Council meeting, Staff presented a conceptual design for a playground improvement project to Council which included the removal of the existing bocce ball court to expand the playground area and picnic area and install new fitness stations at Sterling Park. The City Council considered two conceptual designs for the play structure as presented by staff and approved various exercise apparatuses to be installed on the E Street portion of the

park. Since the hearing, Staff has worked to complete the design and develop a set of plans and specifications for the Project. A summary of the changes since the concept design are listed below:

#### Playground:

- The Project includes the removal of the bocce ball court area, the expansion of the playground structure, and new site furnishings. Site furnishings include two new benches, two new barbecue grills and a new drinking fountain.
- A combination of the two structures (one chain net climber and two bridges) has been selected for the play structure. This option was selected because the children requested this option. There were some concerns from Council regarding safety for the net climber. If requested, Staff can replace the net climber with a bridge at no additional cost.
- The hoop rings on the playground structure have been replaced by standard monkey bars as requested by the children.
- The colors of the structure are proposed to match the existing colors.
- A playground surface concept design has been prepared by Staff and is included in the last two pages of the Project plans (Attachment C). Staff selected colors that are similar to the existing playground surface such as blue, yellow, and grey. The selected colors are balanced and aesthetically pleasing but there is some flexibility in the choice of colors. City Council has the option to direct Staff to select alternative colors.

#### Fitness Stations:

- The fitness area is proposed to be at the southwest corner of the park on E Street where there is currently a bench on a concrete pad. This change preserves landscaping and lowers construction costs.
- The four fitness stations have been changed to a preset cluster by Columbia Cascade. The cluster includes: two sit up benches, a push-off bar, and a vault over. This change was made to preserve existing landscaping at the park and because of the potential trip hazard risk associated with the hop over fitness station. The change results in lower costs and conserves space at the park.

### **ANALYSIS**

The final Bid Package has been available online for public review since July 6, 2018. The City Council and all other members of staff and the public had an opportunity and were encouraged to review, comment and ask questions regarding the Bid Package prior to the July 11, 2018 City Council meeting.

Upon review and feedback from the City Council, Staff will make all revisions directed by the City Council and proceed to advertising the Project Bid Package. Staff and the project management team will continue to update the City Council and the City Manager regarding the bidding process.

The proposed project schedule is as follows:

- July 11: Staff will present the Project Bid Package, including plans and specifications, to the City Council for review, comment, approval and direction to move forward with public bidding.
- July 16: The Project Bid Package will be advertised.
- July 25: Pre-Bid Meeting
- August 15: Bid closing deadline.
- August 22 or September 12: Sterling Park Playground Improvement Project, Contract approval.

### **COUNCIL ADOPTED VALUES**

Adoption of the resolution is consistent with the City Council's value of being *responsible* staying committed to their strategic plan and goals. By improving the Sterling Park Playground and its facilities, the City Council is "*Increasing access to residents and businesses in quality of life programs.*"

### **SUSTAINABILITY IMPACT**

Staff has considered and implemented sustainable practices in the materials used for the construction of this Project, such as the playground rubberized surface that is created from used tires. In addition, Staff plans to salvage and reuse existing park equipment and furniture when feasible.

### **CONCLUSION**

Staff seeks Council's adoption of the resolution approving the Project Bid Package and authorizing advertisement of the noticing inviting bids for the Project.

### **ATTACHMENTS**

- A. Resolution
- B. Bid Documents
- C. Plans



**RESOLUTION NO. 2018-\_\_  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING BID DOCUMENT PACKAGE AND AUTHORIZING STAFF TO  
ADVERTISE NOTICE INVITING BIDS FOR THE STERLING PARK PLAYGROUND  
IMPROVEMENT PROJECT**

The City Council of the Town of Colma does resolve as follows:

**1. Background**

- (a) The City Council of the Town of Colma has reviewed plans and specifications for the Sterling Park Playground Improvement Project. These plans and specifications have been made available online for public review since July 6, 2018; and
- (b) The City Council and all other members of staff and the public had an opportunity and were encouraged to review, comment and ask questions regarding the plans and specifications prior to the July 11, 2018 City Council meeting; and
- (c) Staff has recommended approval of said plans and specifications; and
- (d) The proposed project is a public works project requiring competitive bidding.

**2. Findings**

- (a) The City Council finds that the design set forth in the plans and specifications is reasonable.
- (b) The project is within the Town budget and was previously authorized by the City Council at prior City Council meetings through various budget appropriations.

**3. Approval and Authorization**

- (a) The plans and specifications for the Sterling Park Playground Improvement Project, a copy of which is on file at Town Hall, are hereby approved.
- (b) Staff is hereby authorized to advertise notice inviting bids for the project.
- (c) The City Manager is hereby authorized to make minor changes to the project as needed.

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### Certification of Adoption

I certify that the foregoing Resolution 2018-XX was duly adopted at a regular meeting of said City Council held on July 11, 2018 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Raquel "Rae" Gonzalez, Mayor					
Joanne F. del Rosario					
John Irish Goodwin					
Diana Colvin					
Helen Fisicaro					
<i>Voting Tally</i>					

Dated \_\_\_\_\_

\_\_\_\_\_  
Raquel "Rae" Gonzalez, Mayor

Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk



# **TOWN OF COLMA**

## **BID DOCUMENT**

**July 16, 2018**

FOR

# **Sterling Park Playground Improvement Project**

**BID OPENING DATE: 2:00 P.M., Wednesday, August 15, 2018**

**SUBMIT BIDS TO:**  
**TOWN OF COLMA**  
**OFFICE OF THE CITY CLERK**  
**1198 El Camino Real**  
**Colma, CA 94014**

## NOTICE INVITING BIDS

### STERLING PARK PLAYGROUND IMPROVEMENT PROJECT TOWN OF COLMA

NOTICE IS HEREBY GIVEN that the Town of Colma ("Town") invites and will receive sealed Bids up to but not later than **2:00 p.m., Wednesday, August 15, 2018** at the Office of the City Clerk, located at 1198 El Camino Real, Colma, CA 94014, for the furnishing to Town of all labor, equipment, materials, tools, services, transportation, permits, utilities, and all other items necessary for Sterling Park Playground Improvement Project (the "Project"). At said time, Bids will be publicly opened and read aloud at the Town Office. Bids received after said time shall be returned unopened. Bids shall be valid for a period of 90 calendar days after the Bid opening date.

The Work consists of supplying and installation of playground equipment, fitness apparatus, site furnishing and ancillary site improvements, to include:

1. Removal of existing bocce court, playground equipment and play area protective surfacing;
2. Improvement of grading and new drainage system, including ancillary works;
3. Replace existing concrete pathway in conformance with ADA standards;
4. Supply and installation new PipeLine Playground Equipment, similar to Drawing No. P-18004-A2 dated 01-19-18, as shown on the Plans, manufactured by Columbia Cascade Company (Sole Source), appropriate for play by children between the ages of 5 and 12 years old;
5. Supply and installation a Fitness Cluster (Group B - Model No. 9700-2-B) manufactured by Columbia Cascade Company;
6. Supply and installation new Protective Surfacing throughout the play area manufactured by ECORE International (Playpour™), or approved equal;
7. Supply and installation two (2) Picnic Tables including one ADA accessible, two Park Benches, and a Barbecue Grill manufactured by Wabash Valley Manufacturing, Inc, or approved equal;
8. Supply and installation an outdoor Drinking Fountain and Bottle Filling Station, ADA, Non-Refrigerate; and
9. Supply and installation 3' high guardrail fence with 5' wide gate.

All play equipment shall be manufactured by Columbia Cascade Company, the sole source for this Project. The Picnic Tables, Benches, and BBQ Grill shall be manufactured by Wabash Valley Manufacturing, Inc, or approved equal. Bidders must completely familiarize themselves with the equipment specifications and plans which are part of this bid document. Bidders shall be responsible to contact Columbia Cascade/Park Pacific for information about the procurement and installation of the play equipment, Attention: Ted Jonsson, Email: [ted@parkpacific.com](mailto:ted@parkpacific.com), Cell Phone: (415)317-7275.

Installation of all playground equipment, protective surfacing and fitness apparatus shall be performed in compliance with Playground Safety Standards including, the U.S. Americans with Disabilities Act (ADA), American Society for Testing and Materials (ASTM 1487) - Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, and the U.S. Consumer Product Safety (CPSC) Commission Handbook for Public Playground Safety, in addition to the plans and specifications as set forth in this bid document.

A complete set of the manufacturer's warranties including International Play Equipment



Manufacturers Association (IPEMA) Certificate on all components of the play equipment and protective surfacing must be submitted to Town at the completion of installation work.

The above described works are summarized in the Technical Specifications in Exhibit "B" of the Construction Contract of this Bid Document. The final completion of work shall be within a period of **Ninety-Eight (98) Calendar days** from the first date specified in the Town's "Notice to Proceed".

Bids must be submitted on the Town's Bid Forms. Bidders may obtain a copy of the Contract from <https://www.colma.ca.gov/rfp-and-bids>. Bidders may also obtain a copy of the Contract from the office of the Town of Colma Public Works Department located at 1198 El Camino Real, Colma CA 94014 at no extra cost. To the extent required by section 20103.7 of the Public Contract Code, upon request from a contractor plan room service, the Town shall provide an electronic copy of the Contract at no charge to the contractor plan room.

It is the responsibility of each prospective bidder to download and print all Bid Documents for review and to verify the completeness of Bid Documents before submitting a bid. Any Addenda will be posted on <https://www.colma.ca.gov/rfp-and-bids>. It is the responsibility of each prospective bidder to check <https://www.colma.ca.gov/rfp-and-bids> on a daily basis through the close of bids for any applicable addenda or updates. The Town does not assume any liability or responsibility based on any defective or incomplete copying, excerpting, scanning, faxing, downloading or printing of the Bid Documents. Information on <https://www.colma.ca.gov/rfp-and-bids> may change without notice to prospective bidders. The Contract shall supersede any information posted or transmitted by <https://www.colma.ca.gov/rfp-and-bids>.

Each Bid shall be accompanied by cash, a certified or cashier's check, or Bid Bond secured from a surety company satisfactory to the Town, the amount of which shall not be less than ten percent (10%) of the submitted Total Bid Price, made payable to Town of Colma as bid security. The bid security shall be provided as a guarantee that within five (5) working days after the Town provides the successful bidder the Notice of Award, the successful Bidder will enter into a Contract and provide the necessary bonds and certificates of insurance. The bid security will be declared forfeited if the successful Bidder fails to comply within said time. No interest will be paid on funds deposited with Town.

A NON-MANDATORY Pre-Bid Conference and walk-through is scheduled for **July 25, 2018 at 10:30 A.M.** at the Project site to review the Project's existing conditions at Sterling Park Recreation Center, 427 F Street, Colma, CA 94404.

The successful Bidder will be required to furnish a Faithful Performance Bond and a Labor and Material Payment Bond each in an amount equal to one hundred percent (100%) of the Contract Price. Each bond shall be in the forms set forth herein, shall be secured from a surety company that meets all State of California bonding requirements, as defined in California Code of Civil Procedure Section 995.120, and that is a California admitted surety insurer.

Pursuant to Section 22300 of the Public Contract Code of the State of California, the successful Bidder may substitute certain securities for funds withheld by Town to ensure its performance under the Contract.

Pursuant to Labor Code Section 1773, Town has obtained the prevailing rate of per diem wages and the prevailing wage rate for holiday and overtime work applicable in San Mateo County from the Director of the Department of Industrial Relations for each craft, classification, or type of worker Sterling Park Playground Improvement Project

needed to execute this Contract. A copy of these prevailing wage rates may be obtained via the internet at: [www.dir.ca.gov/dlsr/](http://www.dir.ca.gov/dlsr/)

In addition, a copy of the prevailing rate of per diem wages is available at the Town's Public Works Department and shall be made available to interested parties upon request. The successful bidder shall post a copy of the prevailing wage rates at each job site. It shall be mandatory upon the Bidder to whom the Contract is awarded, and upon any subcontractors, to comply with all Labor Code provisions, which include but are not limited to the payment of not less than the said specified prevailing wage rates to all workers employed by them in the execution of the Contract, employment of apprentices, hours of labor and debarment of contractors and subcontractors.

Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a Contract to perform public work must be registered with the Department of Industrial Relations. No Bid will be accepted nor any Contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. If awarded a Contract, the Bidder and its subcontractors, of any tier, shall maintain active registration with the Department of Industrial Relations for the duration of the Project. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In bidding on this Project, it shall be the Bidder's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this Contract and applicable law in its Bid.

Unless otherwise provided in the Instructions for Bidders, each Bidder shall be a licensed contractor pursuant to sections 7000 et seq. of the Business and Professions Code in the following classification(s) throughout the time it submits its Bid and for the duration of the Contract: **Class A** License.

The contractor/or subcontractors installing the equipment must be experienced in the installation of playground equipment with minimum 3 years of experience in installing playground equipment and protective surfacing. Approved installing contractor must have a proven record of installing play equipment and protective surfacing similar in material, design, and extent to that indicated for this Project and with a record of successful in-service performance. Submit a list of at least 5 installations for each playground with associated reference point of contact and phone number for each owner's representative.

Substitution requests shall be made within ten (10) working days after the award of the Contract. Pursuant to Public Contract Code Section 3400(b), the Town may make findings designating that certain additional materials, methods or services by specific brand or trade name other than those listed in the Standard Specifications be used for the Project. Such findings, if any, as well as the materials, methods or services and their specific brand or trade names that must be used for the Project may be found in the Special Conditions.

Town shall award the Contract for the Project to the lowest responsive, responsible Bidder as determined by the Town from the Base Bid. Town reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process.

For further information, contact Town of Colma, Public Works Department, Abdulkader Hashem - Associate Engineer, at [ahashem@colma.ca.gov](mailto:ahashem@colma.ca.gov) or (650)757-8888.

The project is anticipated to begin in September 2018 and complete by mid-December 2018 as per the following tentative schedule:

- **Bid Release Date:** July 16, 2018
- **Pre-bid Conference:** July 25, 2018
- **Bids Due Date:** August 15, 2018
- **Pre-Construction Meeting:** September 5, 2018
- **Notice to Proceed:** September 10, 2018
- **Project Completion Date:** December 17, 2018

**END OF NOTICE INVITING BIDS**

## INSTRUCTIONS TO BIDDERS

### STERLING PARK PLAYGROUND IMPROVEMENT PROJECT TOWN OF COLMA

#### PART 1 – BID REQUIREMENTS

##### 1.1 SECURING DOCUMENTS

Bids must be submitted to the Town on the Bid Forms which are a part of the Bid Package for the Project. Bid and Contract Documents may be obtained from <https://www.colma.ca.gov/rfp-and-bids> or Town of Colma, Public Works Department, 1198 El Camino Real, CA 94404 as specified in the Notice Inviting Bids. Prospective bidders are encouraged to telephone in advance to determine the availability of the Contract. Any charge for the Contract is stated in the Notice Inviting Bids.

The Town may also make the Contract available for review at one or more plan rooms, as indicated in the Notice Inviting Bids. Please Note: Prospective Bidders who choose to review the Contract at a plan room must contact the Town to obtain the required Contract Documents if they decide to submit a bid for the Project.

Any Addenda will be posted on <https://www.colma.ca.gov/rfp-and-bids>. Failure to acknowledge addenda may make a bid nonresponsive and not eligible for award of the Contract.

##### 1.2 EXAMINATION OF SITE AND CONTRACT

At its own expense and prior to submitting its Bid, each Bidder shall visit the site of the proposed work and fully acquaint itself with the conditions relating to the construction and labor required so that the Bidder may fully understand the work, including but not limited to difficulties and restrictions attending the execution of the work under the Contract. Each Bidder shall carefully examine the Drawings, and shall read the Specifications, Contract, and all other documents referenced herein. Each Bidder shall also determine the local conditions which may in any way affect the performance of the work, including local tax structure, contractors' licensing requirements, availability of required insurance, the prevailing wages and other relevant cost factors, shall familiarize itself with all federal, state and local laws, ordinances, rules, regulations and codes affecting the performance of the work, including the cost of permits and licenses required for the work, and shall make such surveys and investigations, including investigations of subsurface or latent physical conditions at the site or where work is to be performed as may be required. Bidders are responsible for consulting the standards referenced in the Contract. The failure or omission of any Bidder to receive or examine any Contract documents, forms, instruments, addenda, or other documents, or to visit the site and acquaint itself with conditions there existing shall in no way relieve any Bidder from any obligation with respect to its Bid or to the Contract and no relief for error or omission will be given except as required under State law. The submission of a Bid shall be taken as conclusive evidence of compliance with this Article.

##### 1.3 INTERPRETATION OF DRAWINGS AND DOCUMENTS

Prospective Bidders unclear as to the true meaning of any part of the Drawings, Specifications or other proposed Contract documents may submit to the Engineer of the Town a written request for interpretation. The prospective Bidder submitting the request is responsible for prompt delivery.

Interpretation of the Drawings, Specifications or other proposed Contract documents will be made only by a written addendum duly issued and a copy of such addenda will be mailed or delivered to each prospective Bidder who has purchased a set of Drawings and Specifications. The Town will not be responsible for any other explanation or interpretations of the proposed documents. If a Prospective Bidders becomes aware of any errors or omissions in any part of the Contract, it is the obligation of the Prospective Bidder to promptly bring it to the attention of the Town.

#### **1.4 PRE-BID CONFERENCE**

A NON-MANDATORY Pre-Bid Conference and walk-through is scheduled for **July 25, 2018 at 10:30 A.M.** at the Project site to review the Project's existing conditions at Sterling Park Recreation Center, 427 F Street, Colma, CA 94404. Representatives of the Town and consulting engineers, if any, will be present. Questions asked by Bidders at the Pre-Bid Conference not specifically addressed within the Contract shall be answered in writing, and shall be sent to all Bidders present at the Pre-Bid Conference.

#### **1.5 ADDENDA**

The Town reserves the right to revise the Contract prior to the Bid opening date. Revisions, if any, shall be made by written Addenda. All Addenda issued by the Town shall be included in the Bid and made part of the Contract. Pursuant to Public Contract Code Section 4104.5, if the Town issues an Addendum which includes material changes to the Project less than 72 hours prior to the deadline for submission of Bids, the Town will extend the deadline for submission of Bids. The Town may determine, in its sole discretion, whether an Addendum warrants postponement of the Bid submission date. Each prospective Bidder shall provide Town a name, address, email address, and facsimile number to which Addenda may be sent, as well as a telephone number by which the Town can contact the Bidder. Copies of Addenda will be furnished by email, facsimile, first class mail, express mail or other proper means of delivery without charge to all parties who have obtained a copy of the Contract and provided such current information. Please Note: Bidders are responsible for ensuring that they have received any and all Addenda. To this end, each Bidder should contact the Public Works Department to verify that it has received all Addenda issued, if any, prior to the Bid opening. The Bidder shall indicate the Addenda received prior to bidding in the space provided in the Bid Form. Failure to indicate all Addenda may be sufficient cause for rejecting the Bid.

#### **1.6 ALTERNATE BIDS**

If alternate bid items are called for in the Contract, the time required for completion of the alternate bid items has already been factored into the Contract duration and no additional Contract time will be awarded for any of the alternate bid items. The Town may elect to include one or more of the alternate bid items, or to otherwise remove certain work from the Project scope of work. Accordingly, each bidder must ensure that each bid item contains a proportionate share of profit, overhead, and other costs or expenses which will be incurred by the bidder.

#### **1.7 COMPLETION OF BID FORMS**

Bids shall only be prepared using copies of the Bid Forms which are included in the Contract. The use of substitute Bid Forms other than clear and correct photocopies of those provided by the Town will not be permitted. Bids shall be executed by an authorized signatory as described in these Instructions to Bidders. In addition, Bidders shall fill in all blank spaces (including inserting "N/A" where applicable), and initial all interlineations, alterations, or erasures to the Bid Forms. Bidders shall neither delete, modify, nor supplement the printed matter on the Bid Forms nor make

substitutions thereon. USE OF BLACK OR BLUE INK, INDELIBLE PENCIL, OR A TYPEWRITER IS REQUIRED. Deviations in the Bid Forms may result in the Bid being deemed non-responsive.

### **1.8 MODIFICATIONS OF BIDS**

Each Bidder shall submit its Bid in strict conformity with the requirements of the Contract. Unauthorized additions, modifications, revisions, conditions, limitations, exclusions or provisions attached to a Bid may render it non-responsive and may cause its rejection. Bidders shall not delete, modify, or supplement the printed matter on the Bid Forms, or make substitutions thereon. Oral, telephonic and electronic modifications will not be considered.

### **1.9 SUBCONTRACTORS**

Bidder shall set forth the name, address of the place of business, and contractor license number of each subcontractor who will perform work, labor, furnish materials or render services to the bidder on said Contract and each subcontractor licensed by the State of California who, under subcontract to bidder, specially fabricates and installs a portion of the Work described in the Drawings and Specifications in an amount in excess of one half of one percent (0.5%) of the total bid price, and shall indicate the portion of the work to be done by such subcontractor in accordance with Public Contract Code Section 4104.

### **1.10 LICENSING REQUIREMENTS**

Pursuant to Business and Professions Code Section 7028.15 and Public Contract Code Section 3300, all bidders must possess proper licenses for performance of this Contract. Subcontractors must possess the appropriate licenses for each specialty subcontracted. Pursuant to Business and Professions Code Section 7028.5, the Town shall consider any bid submitted by a contractor not currently licensed in accordance with state law and pursuant to the requirements found in the Contract to be nonresponsive, and the Town shall reject the Bid. The Town shall have the right to request, and Bidders shall provide within ten (10) calendar days, evidence satisfactory to the Town of all valid license(s) currently held by that Bidder and each of the Bidder's subcontractors, before awarding the Contract.

Notwithstanding anything contained herein, if the Work involves federal funds, the Contractor shall be properly licensed by the time the Contract is awarded, pursuant to the provisions of Public Contract Code section 20103.5.

### **1.11 BID GUARANTEE (BOND)**

Each bid shall be accompanied by: (a) cash; (b) a certified or cashier's check made payable to Town of Colma; or (c) a Bid Bond secured from a surety company satisfactory to the Town, the amount of which shall not be less than ten percent (10%) of the Total Bid Price, made payable to Town of Colma as bid security. Personal sureties and unregistered surety companies are unacceptable. The surety insurer shall be California admitted surety insurer, as defined in Code of Civil Procedure Section 995.120. The bid security shall be provided as a guarantee that within ten (10) working days after the Town provides the successful bidder the Notice of Award, the successful bidder will enter into a Contract and provide the necessary bonds and certificates of insurance. The bid security will be declared forfeited if the successful bidder fails to comply within said time, and Town may enter into a Contract with the next lowest responsive responsible bidder, or may call for new bids. No interest shall be paid on funds deposited with the Town. Town will return the security

accompanying the bids of all unsuccessful bidders no later than 60 calendar days after award of the Contract.

### **1.12 IRAN CONTRACTING ACT OF 2010**

In accordance with Public Contract Code Section 2200 *et seq.*, the Town requires that any person that submits a bid or proposal or otherwise proposes to enter into or renew a contract with the Town with respect to goods or services of one million dollars (\$1,000,000) or more, certify at the time the bid is submitted or the contract is renewed, that the person is not identified on a list created pursuant to subdivision (b) of Public Contract Code Section 2203 as a person engaging in investment activities in Iran described in subdivision (a) of Public Contract Code Section 2202.5, or as a person described in subdivision (b) of Public Contract Code Section 2202.5, as applicable.

The form of such Iran Contracting Certificate is included with the bid package and must be signed and dated under penalty of perjury.

### **1.13 NONCOLLUSION DECLARATION**

Bidders on all public works contracts are required to submit a declaration of noncollusion with their bid. This form is included with the bid package and must be signed and dated under penalty of perjury.

### **1.14 PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION**

Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. If awarded a contract, the bidder and its subcontractors, of any tier, shall maintain active registration with the Department of Industrial Relations for the duration of the Project. To this end, Bidder shall sign and submit with its Bid the Public Works Contractor Registration Certification on the form provided, attesting to the facts contained therein. Failure to submit this form may render the bid non-responsive. In addition, each Bidder shall provide the registration number for each listed subcontractor in the space provided in the Designation of Subcontractors form.

### **1.15 BIDDER INFORMATION AND EXPERIENCE FORM**

Each Bidder shall complete the questionnaire provided herein and shall submit the questionnaire along with its Bid. Failure to provide all information requested within the questionnaire along with the Bid may cause the bid to be rejected as non-responsive. The Town reserves the right to reject any Bid if an investigation of the information submitted does not satisfy the Engineer that the Bidder is qualified to properly carry out the terms of the Contract.

### **1.16 WORKERS' COMPENSATION CERTIFICATION**

In accordance with the provisions of Labor Code Section 3700, Contractor shall secure the payment of compensation to its employees. Contractor shall sign and file with the Town the following certificate prior to performing the work under this Contract:

I am aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

The form of such Workers' Compensation Certificate is included as part of this document.

### **1.17 SIGNING OF BIDS**

All Bids submitted shall be executed by the Bidder or its authorized representative. Bidders may be asked to provide evidence in the form of an authenticated resolution of its Board of Directors or a Power of Attorney evidencing the capacity of the person signing the Bid to bind the Bidder to each Bid and to any Contract arising therefrom.

If a Bidder is a joint venture or partnership, it may be asked to submit an authenticated Power of Attorney executed by each joint venturer or partner appointing and designating one of the joint venturers or partners as a management sponsor to execute the Bid on behalf of Bidder. Only that joint venturer or partner shall execute the Bid. The Power of Attorney shall also: (1) authorize that particular joint venturer or partner to act for and bind Bidder in all matters relating to the Bid; and (2) provide that each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of Bidder assumed under the Bid and under any Contract arising therefrom. The Bid shall be executed by the designated joint venturer or partner on behalf of the joint venture or partnership in its legal name.

### **1.18 SUBMISSION OF SEALED BIDS**

Once the Bid and supporting documents have been completed and signed as set forth herein, they shall be placed, along with the required materials, in a sealed envelope, addressed and delivered or mailed, postage prepaid, to the Public Works Department of the Town before the time and day set for the receipt of bids. The envelope shall bear the title of the work and the name of the bidder. No oral or telephonic bids will be considered. No forms transmitted via the internet, e-mail, facsimile, or any other electronic means will be considered unless specifically authorized by the Town as provided herein. Bids received after the time and day set for the receipt of bids shall be returned to the bidder unopened. The envelope shall also contain the following in the lower left-hand corner thereof:

**Bid of \_\_\_\_\_ (Bidder's Name)**  
**for the Sterling Park Playground Improvement Project**

Only where expressly permitted in the Notice Inviting Bids may bidders submit their bids via electronic transmission pursuant to Public Contract Code sections 1600 and 1601. Any acceptable method(s) of electronic transmission shall be stated in the Notice Inviting Bids. Town may reject any bid not strictly complying with Town's designated methods for delivery.

### **1.19 OPENING OF BIDS**

At the time and place set for the opening and reading of bids, or any time thereafter, each and every bid received prior to the time and day set for the receipt of bids will be publicly opened and read. The Town will leave unopened any Bid received after the specified date and time, and any such unopened Bid will be returned to the bidder. It is the bidder's sole responsibility to ensure that its Bid is received as specified. Bids may be submitted earlier than the date(s) and time(s) indicated.



The public reading of each bid will include the following information:

The name and business location of the bidder.

The nature and amount of the bid security furnished by bidder.

The bid amount.

Bidders or their representatives and other interested persons may be present at the opening of the bids. The Town may, in its sole discretion, elect to postpone the opening of the submitted Bids. The Town reserves the right to reject any or all Bids and to waive any informality or irregularity in any Bid.

### **1.20 WITHDRAWAL OF BID**

Any bid may be withdrawn either personally or by written request, incurring no penalty, at any time prior to the scheduled closing time for receipt of bids. Requests to withdraw bids shall be worded so as not to reveal the amount of the original bid. Withdrawn bids may be resubmitted until the time and day set for the receipt of bids, provided that resubmitted bids are in conformance with the instructions herein.

Bids may be withdrawn after bid opening only by providing written notice to Town within five (5) working days of the bid opening and in compliance with Public Contract Code Section 5100 *et seq.*, or as otherwise may be allowed with the consent of the Town.

### **1.21 BIDDERS INTERESTED IN MORE THAN ONE BID**

No Bidder shall be allowed to make, file or be interested in more than one bid for the same work unless alternate bids are specifically called for. A person, firm or corporation that has submitted a sub-proposal to a Bidder, or that has quoted prices of materials to a Bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders. No person, firm, corporation, or other entity may submit a sub-proposal to a Bidder, or quote prices of materials to a Bidder, when also submitting a prime Bid on the same Project.

### **1.22 SUBSTITUTION OF SECURITY**

The Contract call for monthly progress payments based upon the percentage of the Work completed. The Town will retain a percentage of each progress payment as provided by the Contract. At the request and expense of the successful Bidder, the Town will substitute securities for the amount so retained in accordance with Public Contract Code Section 22300.

### **1.23 PREVAILING WAGES**

The Town has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages in the locality in which this work is to be performed for each craft or type of worker needed to execute the Contract. These rates are available at the Public Works Department of the Town or may be obtained online at <http://www.dir.ca.gov>. Bidders are advised that a copy of these rates must be posted by the successful Bidder at the job site(s).

## **1.24 DEBARMENT OF CONTRACTORS AND SUBCONTRACTORS**

In accordance with the provisions of the Labor Code, contractors or subcontractors may not perform work on a public works project with a subcontractor who is ineligible to perform work on a public project pursuant to Labor Code Sections 1777.1 or 1777.7. Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract. Any public money that is paid to a debarred subcontractor by the Contractor for the Project shall be returned to the Town. The Contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the Project.

## **1.25 INSURANCE REQUIREMENTS**

Prior to commencing work, the successful bidder shall purchase and maintain insurance as set forth in the Contract.

## **1.26 PERFORMANCE BOND AND PAYMENT BOND REQUIREMENTS**

The successful bidder will be required to furnish a Labor and Material Payment Bond and a Faithful Performance Bond each in an amount equal to one hundred percent (100%) of the contract price. Each bond shall be secured from a surety company that meets all State of California bonding requirements, as defined in California Code of Civil Procedure Section 995.120 and is admitted by the State of California. Each bond shall be accompanied, upon the request of Town, with all documents required by California Code of Civil Procedure Section 995.660 to the extent required by law. All bonding and insurance requirements shall be completed and submitted to Town within ten (10) working days from the date the Town provides the successful bidder with the Notice of Award.

## **1.27 SALES AND OTHER APPLICABLE TAXES, PERMITS, LICENSES AND FEES**

Contractor and its subcontractors performing work under this Contract will be required to pay California sales tax and other applicable taxes, and to pay for permits, licenses and fees required by the agencies with authority in the jurisdiction in which the Work will be located, unless otherwise expressly provided by the Contract.

## **1.28 PERMIT AND INSPECTION FEE ALLOWANCE**

Notwithstanding anything contained herein, the Bid Form contains an allowance for the Contractor's cost of acquiring traffic control permits and for construction inspection fees that may be charged to the Contractor by the Agency of Jurisdiction. The allowance is included within the Bid Form to eliminate the need by bidders to research or estimate the costs of traffic control permits and construction inspection fees prior to submitting a bid. The allowance is specifically intended to account for the costs of traffic control permits and construction inspection fees charged by the local Agency of Jurisdiction only. No other costs payable by Contractor to the Agency of Jurisdiction are included within the allowance.

## **1.29 FILING OF BID PROTESTS**

Bidders may file a "protest" of a Bid with the Town's City Manager. In order for a Bidder's protest to be considered valid, the protest must:

- A. Be filed in writing within five (5) calendar days after the bid opening date;
- B. Clearly identify the specific irregularity or accusation;
- C. Clearly identify the specific Town staff determination or recommendation being protested;
- D. Specify in detail the grounds for protest and the facts supporting the protest; and
- E. Include all relevant, supporting documentation with the protest at time of filing.

If the protest does not comply with each of these requirements, the Town may reject the protest without further review.

If the protest is timely and complies with the above requirements, the Town's City Manager, or other designated Town staff member, shall review the protest, any response from the challenged Bidder(s), and all other relevant information. The City Manager will provide a written decision to the protestor.

The procedure and time limits set forth in this Article are mandatory and are the sole and exclusive remedy in the event of a Bid protest. Failure to comply with these procedures shall constitute a failure to exhaust administrative remedies and a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

### **1.30 BASIS OF AWARD; BALANCED BID**

The Town shall award the Contract to the lowest responsible Bidder submitting a responsive Bid. The lowest Bid will be determined on the basis of the Total Bid Price.

The Town may reject any Bid which, in its opinion when compared to other Bids received or to the Town's internal estimates, does not accurately reflect the cost to perform the Work. The Town may reject as non-responsive any Bid which unevenly weights or allocates costs, including but not limited to overhead and profit to one or more particular bid items.

### **1.31 AWARD PROCESS**

Once all Bids are opened and reviewed to determine the lowest responsive and responsible Bidder, the City Council may award the Contract. The apparent successful Bidder should begin to prepare the following documents: (1) the Performance Bond; (2) the Payment Bond; and (3) the required insurance certificates and endorsements. Once the Town notifies the Bidder of the award, the Bidder will have ten (10) working days from the date of this notification to execute the Contract and supply the Town with all of the required documents and certifications. Regardless of whether the Bidder supplies the required documents and certifications in a timely manner, the Contract time will begin to run twenty (20) working days from the date of the notification. Once the Town receives all of the properly drafted and executed documents and certifications from the Bidder, the Town shall issue a Notice to Proceed to that Bidder.

### **1.32 EXECUTION OF CONTRACT**

As required herein the Bidder to whom an award is made shall execute the Contract in the amount determined by the Contract. The Town may require appropriate evidence that the persons executing the Contract are duly empowered to do so. The Contract and bond forms to be executed

by the successful Bidder are included within these Specifications and shall not be detached.

### **1.33 QUESTIONS**

Questions regarding this Notice Inviting Bids may be directed to Public Works Department, Attention: Abdulkader Hashem, Associate Engineer, AT (650)757-8888 or email at [ahashem@colma.ca.gov](mailto:ahashem@colma.ca.gov). No other members of the Town's staff or City Council should be contacted about this procurement during the bidding process. Any and all inquiries and comments regarding this Bid must be communicated in writing, unless otherwise instructed by the Town. The Town may, in its sole discretion, disqualify any Bidder who engages in any prohibited communications.

**END OF INSTRUCTIONS TO BIDDERS**

## BID FORMS

### 1.1 Bid.

Bids will be received at the Town of Colma, 1198 El Camino Real, Colma, CA 94014, until **2:00pm, Wednesday, August 15, 2018.**

**NAME OF BIDDER:** \_\_\_\_\_

To the City Council  
of the Town of Colma  
1198 El Camino Real  
Colma, CA 94014

The undersigned hereby declare that we have carefully examined the location of the proposed Work, and have read and examined the Contract, including all plans, specifications, and all addenda, if any for the following Project:

### **Sterling Park Playground Improvement Project**

We hereby propose to furnish all labor, materials, equipment, tools, transportation, and services, and to discharge all duties and obligations necessary and required to perform and complete the Project, as described and in strict conformity with the Drawings, and these Specifications for TOTAL BID PRICE indicated herein.

The undersigned acknowledges receipt, understanding, and full consideration of the following addenda to the Contract:

Addenda No. \_\_\_\_\_

1. Attached is the required Bid Guarantee in the amount of not less than 10% of the Total Bid Price.
2. Attached is the completed Designation of Subcontractors form.
3. Attached is the completed Bidder Information and Experience form.
4. Attached is the fully executed Noncollusion Declaration form.
5. Attached is the completed Iran Contracting Act Certification form.
6. Attached is the completed Contractor's Certificate Regarding Workers' Compensation form.

## BID SCHEDULE

<u>ITEM NO.</u>	<u>GENERAL DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1	Mobilization	1	LS		
2	Clearing and Grubbing and Implementation of Construction BMPs	1	LS		
3	Construction Staking and Surveys	1	LS		
4	Remove Concrete Curb	300	LF		
5	Remove Concrete Sidewalk	860	SF		
6	Remove Playground Equipment	1	LS		
7	Remove Bollard	5	EA		
8	Remove Protective Surface	2700	SF		
9	Remove Permeable Material	3600	SF		
10	Remove Inlet	2	EA		
11	Remove 6" PVC Pipe	75	LF		
12	Remove 4" Perforated Pipe	170	LF		
13	Salvage Bench	3	EA		
14	Remove Water fountain	1	EA		
15	Temporary Construction Fence	160	LF		
16	Import fill	100	CY		
17	6" PVC Pipe	112	LF		
18	6" Perforated PVC Pipe	158	LF		
19	2" Schedule 40 PVC Conduit	130	LF		
20	8" Irrigation Sleeve	10	LF		
21	Area Drain (V05 Drain Box or Approved Equal)	2	EA		
22	Drainage Inlet (V64 Drain Box or Approved Equal)	1	EA		
23	Storm Drain Cleanout (G03 Box or Approved Equal)	3	EA		
24	No. 3-1/2 Pull Box	4	EA		
25	Adjust Inlet to Grade	1	EA		

26	Adjust Light Post to Grade	3	EA		
27	Permeable Material	100	CY		
28	Decomposed Granite	22	CY		
29	Concrete Curb	96	LF		
30	Concrete Sidewalk with Concrete Curb	870	SF		
31	Concrete Pad	150	SF		
32	3' High Guardrail Fence (Green Color)	66	LF		
33	5' Wide Guardrail Gate (Green Color)	2	EA		
34	Playground Equipment	1	LS		
35	Fitness Apparatuses	1	LS		
36	Playground Protective Surface	3600	SF		
37	Park Bench	2	EA		
38	Picnic Table (6' Single Pedestal)	1	EA		
39	Picnic Table (46" Square Table ADA with 3 Seats)	1	EA		
40	Barbecue Grill	2	EA		
41	Drinking Fountain	1	EA		
<b>TOTAL BID</b>				<b>\$</b>	<b>.</b>

(Abbreviation: LS=Lump Sum, LF=Linear Feet, SF=Square Feet, CY=Cubic yard, EA=Each)

The costs for any Work shown or required in the Contract, but not specifically identified as a line item are to be included in the related line items and no additional compensation shall be due to Contractor for the performance of the Work.

In case of discrepancy between the Unit Price and the Item Cost set forth for a unit basis item, the unit price shall prevail and shall be utilized as the basis for determining the lowest responsive, responsible Bidder. However, if the amount set forth as a unit price is ambiguous, unintelligible or uncertain for any cause, or is omitted, or is the same amount as the entry in the "Item Cost" column, then the amount set forth in the "Item Cost" column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the Unit Price.

For purposes of evaluating Bids, the Town will correct any apparent errors in the extension of unit prices and any apparent errors in the addition of lump sum and extended prices.

The estimated quantities for Unit Price items are for purposes of comparing Bids only and the Town makes no representation that the actual quantities of work performed will not vary from the estimates. Final payment shall be determined by the Engineer from measured quantities of work performed based upon the Unit Price.

**TOTAL BID PRICE:**

<b>TOTAL BID PRICE BASED ON BID SCHEDULE TOTAL OF UNIT PRICES FOR Sterling Park Playground Improvement Project</b>	
\$ _____	Total Bid Price in Numbers
\$ _____	Total Bid Price in Written Form
In case of discrepancy between the written price and the numerical price, the written price shall prevail.	

The undersigned agrees that this Bid Form constitutes a firm offer to the Town which cannot be withdrawn for the number of calendar days indicated in the Notice Inviting Bids from and after the Bid opening, or until a Contract for the Work is fully executed by the Town and a third party, whichever is earlier.

The successful bidder hereby agrees to sign the Contract and furnish the necessary bonds and certificates of insurance within ten (10) working days after the Town provides the successful bidder with the Notice of Award.

Upon receipt of the signed Contract and other required documents, the Contract will be executed by the Town, after which the Town will prepare a letter giving Contractor Notice to Proceed. The official starting date shall be the date of the Notice to Proceed, unless otherwise specified. The undersigned agrees to begin the Work within ten (10) working days of the date of the Notice to Proceed, unless otherwise specified.

The undersigned has examined the location of the proposed work and is familiar with the Drawings and Specifications and the local conditions at the place where work is to be done.

If awarded the Contract, the undersigned agrees that there shall be paid by the undersigned and by all subcontractors to all laborers, workers and mechanics employed in the execution of such Contract no less than the prevailing wage rate within San Mateo County for each craft, classification, or type of worker needed to complete the Work contemplated by this Contract as established by the Director of the Department of Industrial Relations. A copy of the prevailing rate of per diem wages are on file at the Town's Administration Office and shall be made available to interested parties upon request.

The bidder furthermore agrees that in case of bidder's default in executing said Contract and furnishing required bonds and certificates of insurance, the cash, bidder's bond, or cashier's or certified check accompanying this proposal and the money payable thereon shall become and shall remain the property of the Town of Colma.



Bidder is an individual \_\_\_\_\_, or corporation \_\_\_\_\_, or partnership \_\_\_\_\_, organized under the laws of the State of \_\_\_\_\_.

Bidder confirms license(s) required by California State Contractor's License Law for the performance of the subject project are in full effect and proper order. The following are the Bidder's applicable license number(s), with their expiration date(s) and class of license(s):

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If the Bidder is a joint venture, each member of the joint venture must include the required licensing information.

Sureties that will furnish the Faithful Performance Bond and the Labor and Material Payment Bond, in the form specified herein, in an amount equal to one hundred percent (100%) of the contract price within ten (10) working days from the date the Town provides the successful bidder the Notice of Award. Sureties must meet all of the State of California bonding requirements, as defined in California Code of Civil Procedure Section 995.120 and must be authorized by the State of California.

The insurance company or companies to provide the insurance required in the Contract documents must have a Financial Strength Rating of not less than "A-" and a Financial Size Category of not less than "Class VII" according to the latest Best Key Rating Guide. At the sole discretion of the Town, the Town may waive the Financial Strength Rating and the Financial Size Category classifications for Workers' Compensation insurance.

(signatures continued on next page)

I hereby certify under penalty of perjury under the laws of the State of California that all of the information submitted in connection with this Bid and all of the representations made herein are true and correct.

Executed at \_\_\_\_\_, on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(Bidders Name – Print or Type)

\_\_\_\_\_  
(Name and Title)

(Corporate Seal)

\_\_\_\_\_  
(Signature)

Names of individual members of firm or names and titles of all officers of corporation and their addresses are listed below:

Name \_\_\_\_\_ Title \_\_\_\_\_

Complete Address \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Complete Address \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Complete Address \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Complete Address \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

1.2 Bid Bond

**[Note: Not required when other form of Bidder's Security, e.g. cash, certified check or cashier's check, accompanies bid.]**

The makers of this bond are, \_\_\_\_\_, as Principal, and \_\_\_\_\_, as Surety and are held and firmly bound unto the Town of Colma, hereinafter called the Town, in the penal sum of TEN PERCENT (10%) OF THE TOTAL BID PRICE of the Principal submitted to Town for the work described below, for the payment of which sum in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted the accompanying bid dated \_\_\_\_\_, 20\_\_\_\_, for **2018 Street Maintenance Project – Colma Boulevard**.

If the Principal does not withdraw its Bid within the time specified in the Contract; and if the Principal is awarded the Contract and provides all documents to the Town as required by the Contract; then this obligation shall be null and void. Otherwise, this bond will remain in full force and effect.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract shall in affect its obligation under this bond, and Surety does hereby waive notice of any such changes.

In the event a lawsuit is brought upon this bond by the Town and judgment is recovered, the Surety shall pay all litigation expenses incurred by the Town in such suit, including reasonable attorneys' fees, court costs, expert witness fees and expenses.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the name and corporate seal of each corporation.

(Corporate Seal)

\_\_\_\_\_  
Contractor/ Principal

By \_\_\_\_\_

Title \_\_\_\_\_

(Corporate Seal)

\_\_\_\_\_  
Surety

By \_\_\_\_\_

Attorney-in-Fact

(Attach Attorney-in-Fact Certificate)

Title \_\_\_\_\_

# Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA  
 COUNTY OF \_\_\_\_\_

On \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally  
Date Name And Title Of Officer (e.g. "Jane Doe, Notary Public")  
 appeared \_\_\_\_\_, who proved to me on the basis of satisfactory  
Name(s) of Signer(s)

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

\_\_\_\_\_  
 Signature of Notary Public

### OPTIONAL

*Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.*

#### CAPACITY CLAIMED BY SIGNER

#### DESCRIPTION OF ATTACHED DOCUMENT

- Individual
- Corporate Officer

\_\_\_\_\_  
Title(s)

\_\_\_\_\_  
Title or Type of Document

- Partner(s)  Limited
- Attorney-In-Fact  General

\_\_\_\_\_  
Number of Pages

- Trustee(s)
- Guardian/Conservator
- Other:

\_\_\_\_\_  
Date of Document

Signer is representing:  
 Name Of Person(s) Or Entity(ies)

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Signer(s) Other Than Named Above

NOTE: This acknowledgment is to be completed for Contractor/Principal.

**1.3 List of Subcontractors**

In compliance with the Subletting and Subcontracting Fair Practices Act Chapter 4 (commencing at Section 4100), Part 1, Division 2 of the Public Contract Code of the State of California and any amendments thereof, Bidder shall set forth below: (a) the name and the location of the place of business, (b) the California contractor license number, (c) the DIR public works contractor registration number unless exempt pursuant to Labor Code Sections 1725.5 and 1771.1, and (d) the portion of the work which will be done by each subcontractor who will perform work or labor or render service to the Bidder in or about the construction of the work or improvement to be performed under this Contract in an amount in excess of one-half of one percent (0.5%) of the Bidder's Total Bid Price. Notwithstanding the foregoing, if the work involves the construction of streets and highways, then the Bidder shall list each subcontractor who will perform work or labor or render service to the Bidder in or about the work in an amount in excess of one-half of one percent (0.5%) of the Bidder's Total Bid Price or \$10,000, whichever is greater. No additional time shall be granted to provide the below requested information.

If a Bidder fails to specify a subcontractor or if a contractor specifies more than one subcontractor for the same portion of work, then the Bidder shall be deemed to have agreed that it is fully qualified to perform that portion of work and that it shall perform that portion itself.

<b>Work to be done by Subcontractor</b>	<b>Name of Subcontractor</b>	<b>Location of Business</b>	<b>CSLB Contractor License No.</b>	<b>DIR Registration Number</b>	<b>% of Work</b>

Work to be done by Subcontractor	Name of Subcontractor	Location of Business	CSLB Contractor License No.	DIR Registration Number	% of Work

(Attach additional sheets if necessary)

Name of Bidder \_\_\_\_\_

Signature \_\_\_\_\_

Name and Title \_\_\_\_\_

Dated \_\_\_\_\_

Sterling Park Playground Improvement Project

25977.00100\29559505.1

1.4 Bidder Information and Experience Form

**INFORMATION ABOUT BIDDER**

(Indicate not applicable (“N/A”) where appropriate.)

**NOTE:** Where Bidder is a joint venture, pages shall be duplicated and information provided for all parties to the joint venture.

1.0 Name of Bidder: \_\_\_\_\_

2.0 Type, if Entity: \_\_\_\_\_

3.0 Bidder Address: \_\_\_\_\_

\_\_\_\_\_

Facsimile Number

Telephone Number

\_\_\_\_\_

Email Address

4.0 How many years has Bidder’s organization been in business as a Contractor?

\_\_\_\_\_

5.0 How many years has Bidder’s organization been in business under its present name? \_\_\_\_\_

5.1 Under what other or former names has Bidder’s organization operated?

\_\_\_\_\_

6.0 If Bidder’s organization is a corporation, answer the following:

6.1 Date of Incorporation: \_\_\_\_\_

6.2 State of Incorporation: \_\_\_\_\_

6.3 President’s Name: \_\_\_\_\_

6.4 Vice-President’s Name(s): \_\_\_\_\_

\_\_\_\_\_

6.5 Secretary’s Name: \_\_\_\_\_

6.6 Treasurer’s Name: \_\_\_\_\_

7.0 If an individual or a partnership, answer the following:

7.1 Date of Organization: \_\_\_\_\_

7.2 Name and address of all partners (state whether general or limited partnership):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8.0 If other than a corporation or partnership, describe organization and name principals:

\_\_\_\_\_  
\_\_\_\_\_

9.0 List other states in which Bidder's organization is legally qualified to do business.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10.0 What type of work does the Bidder normally perform with its own forces?

\_\_\_\_\_  
\_\_\_\_\_

11.0 Has Bidder ever failed to complete any work awarded to it? If so, note when, where, and why:

\_\_\_\_\_  
\_\_\_\_\_

12.0 Within the last five years, has any officer or partner of Bidder's organization ever been an officer or partner of another organization when it failed to complete a contract? If so, attach a separate sheet of explanation:

\_\_\_\_\_  
\_\_\_\_\_

13.0 List Trade References:

\_\_\_\_\_  
\_\_\_\_\_



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14.0 List Bank References (Bank and Branch Address):

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15.0 Name of Bonding Company and Name and Address of Agent:

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**[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]**

**LIST OF CURRENT PROJECTS (BACKLOG)**

[\*\*Duplicate Page if needed for listing additional current projects.\*\*]

Project	Description of Bidder's Work	Completion Date	Cost of Bidder's Work

### **LIST OF COMPLETED PROJECTS – LAST THREE YEARS**

[\*\*Duplicate Page if needed for listing additional completed projects.\*\*]

Please include only those projects which are similar enough to demonstrate Bidder's ability to perform the required Work.

Project	Description of Bidder's Work	Completion Date	Cost of Bidder's Work

## EXPERIENCE AND TECHNICAL QUALIFICATIONS QUESTIONNAIRE

### ***Personnel:***

The Bidder shall identify the key personnel to be assigned to this project in a management, construction supervision or engineering capacity.

1. List each person's job title, name and percent of time to be allocated to this project:

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2. Summarize each person's specialized education:

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3. List each person's years of construction experience relevant to the project:

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4. Summarize such experience:

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Bidder agrees that personnel named in this Bid will remain on this Project until completion of all relevant Work, unless substituted by personnel of equivalent experience and qualifications approved in advance by the Town.

### ***Changes Occurring Since Prequalification***

If any substantive changes have occurred since Bidder submitted its prequalification package To Town of Colma, Bidder shall list them below. If none are listed, Bidder certifies that no substantive changes have occurred.

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**Additional Bidder's Statements:**

If the Bidder feels that there is additional information which has not been included in the questionnaire above, and which would contribute to the qualification review, it may add that information in a statement here or on an attached sheet, appropriately marked:

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**VERIFICATION AND EXECUTION**

These Bid Forms shall be executed only by a duly authorized official of the Bidder:

I declare under penalty of perjury under the laws of the State of California that the foregoing information is true and correct:

Name of Bidder\_\_\_\_\_

Signature\_\_\_\_\_

Name\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

Contractor License No.\_\_\_\_\_

DIR Contractor Registration No.\_\_\_\_\_

1.5 Non-Collusion Declaration

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing Bid.

The Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Bid is genuine and not collusive or sham. The Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid. The Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or to refrain from bidding. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Bid Price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the Bid Price, or of that of any other Bidder. All statements contained in the Bid are true. The Bidder has not, directly or indirectly, submitted his or her Bid Price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_ [date], at \_\_\_\_\_ [city], \_\_\_\_\_ [state].

Name of Bidder \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

1.6 Iran Contracting Act Certification.  
(Public Contract Code section 2200 et seq.)

As required by California Public Contract Code Section 2204, the Contractor certifies subject to penalty for perjury that the option checked below relating to the Contractor's status in regard to the Iran Contracting Act of 2010 (Public Contract Code Section 2200 *et seq.*) is true and correct:

- The Contractor is not:
- (1) identified on the current list of person and entities engaged in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code Section 2203; or
  - (2) a financial instruction that extends, for 45 days or more, credit in the amount of \$20,000,000 or more to any other person or entity identified on the current list of persons and entities engaging in investment activities in Iran prepared by the California Department of General Services in accordance with subdivision (b) of Public Contract Code Section 2203, if that person or entity uses or will use the credit to provide goods or services in the energy sector in Iran.
- The Town has exempted the Contractor from the requirements of the Iran Contracting Act of 2010 after making a public finding that, absent the exemption, the Town will be unable to obtain the goods and/or services to be provided pursuant to the Contract.
- The amount of the Contract payable to the Contractor for the Project does not exceed \$1,000,000.

Signature: \_\_\_\_\_

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

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

Firm Name: \_\_\_\_\_

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

Note: In accordance with Public Contract Code Section 2205, false certification of this form shall be reported to the California Attorney General and may result in civil penalties equal to the greater of \$250,000 or twice the Contract amount, termination of the Contract and/or ineligibility to bid on contracts for three years.

1.7 Contractor's Certificate Regarding Workers' Compensation.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

Name of Bidder \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Dated \_\_\_\_\_

**END OF INSTRUCTIONS TO BIDDERS**



**TOWN OF COLMA  
CONSTRUCTION CONTRACT**

**STERLING PARK PLAYGROUND IMPROVEMENT PROJECT**

**1. PARTIES AND DATE.**

This Contract is made and entered into this [\*\*\*INSERT DAY\*\*\*] day of [\*\*\*INSERT MONTH\*\*\*], [\*\*\*INSERT YEAR\*\*\*] by and between the Town of Colma, a public agency and public corporation of the State of California (“Town”) and [\*\*\*INSERT NAME\*\*\*], a [\*\*\*INSERT TYPE OF ENTITY - CORPORATION, PARTNERSHIP, SOLE PROPRIETORSHIP OR OTHER LEGAL ENTITY\*\*\*] with its principal place of business at [\*\*\*INSERT ADDRESS\*\*\*] (“Contractor”). Town and Contractor are sometimes individually referred to as “Party” and collectively as “Parties” in this Contract.

**2. RECITALS.**

2.1 Town. Town is a public agency organized under the laws of the State of California, with power to contract for services necessary to achieve its purpose.

2.2 Contractor. Contractor desires to perform and assume responsibility for the provision of certain construction services required by the Town on the terms and conditions set forth in this Contract. Contractor represents that it is duly licensed and experienced in **Supplying and Installing Playground Equipment and Related Site Work** related construction services to public clients, that it and its employees or subcontractors have all necessary licenses and permits to perform the services in the State of California, and that it is familiar with the plans of Town. The following license classifications are required for this Project: [\*\*\*INSERT LICENSE CLASSIFICATIONS\*\*\*]

2.3 Project. Town desires to engage Contractor to render such services for the **Sterling Park Playground Improvement Project** (“Project”) as set forth in this Contract.

2.4 Project Documents & Certifications. Contractor has obtained, and delivers concurrently herewith, a performance bond, a payment bond, and all insurance documentation, as required by the Contract.

**3. TERMS**

3.1 Incorporation of Documents. This Contract includes and hereby incorporates in full by reference the following documents, including all exhibits, drawings, specifications and documents therein, and attachments and addenda thereto:

- Services/Schedule (Exhibit “A”)
- Plans and Specifications (Exhibit “B”)
- Special Conditions (Exhibit “C”)
- Contractor’s Certificate Regarding Workers’ Compensation (Exhibit “D”)
- Public Works Contractor Registration Certification (Exhibit “E”)
- Payment and Performance Bonds (Exhibit “F”)
- Addenda

- Change Orders executed by the Town
- Notice Inviting Bids
- Instructions to Bidders
- Contractor's Bid

3.2 Contractor's Basic Obligation; Scope of Work. Contractor promises and agrees, at its own cost and expense, to furnish to the Town all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately complete the Project, including all structures and facilities necessary for the Project or described in the Contract (hereinafter sometimes referred to as the "Work"), for a Total Contract Price as specified pursuant to this Contract. All Work shall be subject to, and performed in accordance with the above referenced documents, as well as the exhibits attached hereto and incorporated herein by reference. The plans and specifications for the Work are further described in Exhibit "B" attached hereto and incorporated herein by this reference. Special Conditions, if any, relating to the Work are described in Exhibit "C" attached hereto and incorporated herein by this reference.

3.2.1 Change in Scope of Work. Any change in the scope of the Work, method of performance, nature of materials or price thereof, or any other matter materially affecting the performance or nature of the Work shall not be paid for or accepted unless such change, addition or deletion is approved in writing by a valid change order executed by the Town. Should Contractor request a change order due to unforeseen circumstances affecting the performance of the Work, such request shall be made within five (5) business days of the date such circumstances are discovered or shall waive its right to request a change order due to such circumstances. If the Parties cannot agree on any change in price required by such change in the Work, the Town may direct the Contractor to proceed with the performance of the change on a time and materials basis.

3.2.2 Substitutions/"Or Equal". Pursuant to Public Contract Code Section 3400(b), the Town may make a finding that designates certain products, things, or services by specific brand or trade name. Unless specifically designated in this Contract, whenever any material, process, or article is indicated or specified by grade, patent, or proprietary name or by name of manufacturer, such Specifications shall be deemed to be used for the purpose of facilitating the description of the material, process or article desired and shall be deemed to be followed by the words "or equal."

Contractor may, unless otherwise stated, offer for substitution any material, process or article which shall be substantially equal or better in every respect to that so indicated or specified in this Contract. However, the Town may have adopted certain uniform standards for certain materials, processes and articles. Contractor shall submit requests, together with substantiating data, for substitution of any "or equal" material, process or article no later than thirty-five (35) days after award of the Contract. To facilitate the construction schedule and sequencing, some requests may need to be submitted before thirty-five (35) days after award of Contract. Provisions regarding submission of "or equal" requests shall not in any way authorize an extension of time for performance of this Contract. If a proposed "or equal" substitution request is rejected, Contractor shall be responsible for providing the specified material, process or article. The burden of proof as to the equality of any material, process or article shall rest with Contractor.

The Town has the complete and sole discretion to determine if a material, process or article is an "or equal" material, process or article that may be substituted. Data required to substantiate requests for substitutions of an "or equal" material, process or article data shall include a signed affidavit from Contractor stating that, and describing how, the substituted "or equal"

material, process or article is equivalent to that specified in every way except as listed on the affidavit. Substantiating data shall include any and all illustrations, specifications, and other relevant data including catalog information which describes the requested substituted "or equal" material, process or article, and substantiates that it is an "or equal" to the material, process or article. The substantiating data must also include information regarding the durability and lifecycle cost of the requested substituted "or equal" material, process or article. Failure to submit all the required substantiating data, including the signed affidavit, to the Town in a timely fashion will result in the rejection of the proposed substitution.

Contractor shall bear all of the Town's costs associated with the review of substitution requests. Contractor shall be responsible for all costs related to a substituted "or equal" material, process or article. Contractor is directed to the Special Conditions (if any) to review any findings made pursuant to Public Contract Code section 3400.

3.3 Period of Performance and Liquidated Damages. Contractor shall perform and complete all Work under this Contract within **98 working days**, beginning the effective date of the Notice to Proceed ("Contract Time"). Contractor shall perform its Work in strict accordance with any completion schedule, construction schedule or project milestones developed by the Town. Such schedules or milestones may be included as part of Exhibits "A" or "B" attached hereto, or may be provided separately in writing to Contractor. Contractor agrees that if such Work is not completed within the aforementioned Contract Time and/or pursuant to any such completion schedule, construction schedule or project milestones developed pursuant to provisions of the Contract, it is understood, acknowledged and agreed that the Town will suffer damage. Pursuant to Government Code Section 53069.85, Contractor shall pay to the Town as fixed and liquidated damages the sum of **One Hundred Dollars (\$100) per day** for each and every calendar day of delay beyond the Contract Time or beyond any completion schedule, construction schedule or Project milestones established pursuant to the Contract.

3.4 Standard of Performance; Performance of Employees. Contractor shall perform all Work under this Contract in a skillful and workmanlike manner, and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Work. Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Work assigned to them. Finally, Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Work, including any required business license, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Contractor shall perform, at its own cost and expense and without reimbursement from the Town, any work necessary to correct errors or omissions which are caused by Contractor's failure to comply with the standard of care provided for herein. Any employee who is determined by the Town to be uncooperative, incompetent, a threat to the safety of persons or the Work, or any employee who fails or refuses to perform the Work in a manner acceptable to the Town, shall be promptly removed from the Project by Contractor and shall not be re-employed on the Work.

3.5 Control and Payment of Subordinates; Contractual Relationship. Town retains Contractor on an independent contractor basis and Contractor is not an employee of Town. Any additional personnel performing the work governed by this Contract on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages,

salaries, and other amounts due such personnel in connection with their performance under this Contract and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance.

3.6 Town's Basic Obligation. Town agrees to engage and does hereby engage Contractor as an independent contractor to furnish all materials and to perform all Work according to the terms and conditions herein contained for the sum set forth above. Except as otherwise provided in the Contract, the Town shall pay to Contractor, as full consideration for the satisfactory performance by Contractor of the services and obligations required by this Contract, the below-referenced compensation in accordance with compensation provisions set forth in the Contract.

### 3.7 Compensation and Payment.

3.7.1 Amount of Compensation. As consideration for performance of the Work required herein, Town agrees to pay Contractor the Total Contract Price of \_\_\_\_\_ Dollars (\$\_\_\_\_\_.00) ("Total Contract Price") provided that such amount shall be subject to adjustment pursuant to the applicable terms of this Contract or written change orders approved and signed in advance by the Town.

3.7.2 Payment of Compensation. If the Work is scheduled for completion in thirty (30) or less calendar days, Town will arrange for payment of the Total Contract Price upon completion and approval by Town of the Work. If the Work is scheduled for completion in more than thirty (30) calendar days, Town will pay Contractor on a monthly basis as provided for herein. On or before the fifth (5th) day of each month, Contractor shall submit to the Town an itemized application for payment in the format supplied by the Town indicating the amount of Work completed since commencement of the Work or since the last progress payment. These applications shall be supported by evidence which is required by this Contract and such other documentation as the Town may require. The Contractor shall certify that the Work for which payment is requested has been done and that the materials listed are stored where indicated. Contractor may be required to furnish a detailed schedule of values upon request of the Town and in such detail and form as the Town shall request, showing the quantities, unit prices, overhead, profit, and all other expenses involved in order to provide a basis for determining the amount of progress payments.

3.7.3 Prompt Payment. Town shall review and pay all progress payment requests in accordance with the provisions set forth in Section 20104.50 of the California Public Contract Code. However, no progress payments will be made for Work not completed in accordance with this Contract. Contractor shall comply with all applicable laws, rules and regulations relating to the proper payment of its employees, subcontractors, suppliers or others.

3.7.4 Contract Retentions. From each approved progress estimate, five percent (5%) will be deducted and retained by the Town, and the remainder will be paid to Contractor. All Contract retention shall be released and paid to Contractor and subcontractors pursuant to California Public Contract Code Section 7107.

3.7.5 Other Retentions. In addition to Contract retentions, the Town may deduct from each progress payment an amount necessary to protect Town from loss because of: (1) liquidated damages which have accrued as of the date of the application for payment; (2) any sums

expended by the Town in performing any of Contractor's obligations under the Contract which Contractor has failed to perform or has performed inadequately; (3) defective Work not remedied; (4) stop notices as allowed by state law; (5) reasonable doubt that the Work can be completed for the unpaid balance of the Total Contract Price or within the scheduled completion date; (6) unsatisfactory prosecution of the Work by Contractor; (7) unauthorized deviations from the Contract; (8) failure of Contractor to maintain or submit on a timely basis proper and sufficient documentation as required by the Contract or by Town during the prosecution of the Work; (9) erroneous or false estimates by Contractor of the value of the Work performed; (10) any sums representing expenses, losses, or damages as determined by the Town, incurred by the Town for which Contractor is liable under the Contract; and (11) any other sums which the Town is entitled to recover from Contractor under the terms of the Contract or pursuant to state law, including Section 1727 of the California Labor Code. The failure by the Town to deduct any of these sums from a progress payment shall not constitute a waiver of the Town's right to such sums.

3.7.6 Substitutions for Contract Retentions. In accordance with California Public Contract Code Section 22300, the Town will permit the substitution of securities for any monies withheld by the Town to ensure performance under the Contract. At the request and expense of Contractor, securities equivalent to the amount withheld shall be deposited with the Town, or with a state or federally chartered bank in California as the escrow agent, and thereafter the Town shall then pay such monies to Contractor as they come due. Upon satisfactory completion of the Contract, the securities shall be returned to Contractor. For purposes of this Section and Section 22300 of the Public Contract Code, the term "satisfactory completion of the contract" shall mean the time the Town has issued written final acceptance of the Work and filed a Notice of Completion as required by law and provisions of this Contract. Contractor shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon. The escrow agreement used for the purposes of this Section shall be in the form provided by the Town.

3.7.7 Title to Work. As security for partial, progress, or other payments, title to Work for which such payments are made shall pass to the Town at the time of payment. To the extent that title has not previously been vested in the Town by reason of payments, full title shall pass to the Town at delivery of the Work at the destination and time specified in this Contract. Such transferred title shall in each case be good, free and clear from any and all security interests, liens, or other encumbrances. Contractor promises and agrees that it will not pledge, hypothecate, or otherwise encumber the items in any manner that would result in any lien, security interest, charge, or claim upon or against said items. Such transfer of title shall not imply acceptance by the Town, nor relieve Contractor from the responsibility to strictly comply with the Contract, and shall not relieve Contractor of responsibility for any loss of or damage to items.

3.7.8 Labor and Material Releases. Contractor shall furnish Town with labor and material releases from all subcontractors performing work on, or furnishing materials for, the Work governed by this Contract prior to final payment by Town.

3.7.9 Prevailing Wages. Contractor is aware of the requirements of California Labor Code Section 1720 et seq., and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. Since the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. Town shall provide

Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Contract. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at Contractor's principal place of business and at the project site. Contractor shall defend, indemnify and hold the Town, its officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. Contractor and any subcontractor shall forfeit a penalty of up to \$200 per calendar day or portion thereof for each worker paid less than the prevailing wage rates.

3.7.10 Apprenticeable Crafts. When Contractor employs workmen in an apprenticeable craft or trade, Contractor shall comply with the provisions of Section 1777.5 of the California Labor Code with respect to the employment of properly registered apprentices upon public works. The primary responsibility for compliance with said section for all apprenticeable occupations shall be with Contractor. The Contractor or any subcontractor that is determined by the Labor Commissioner to have knowingly violated Section 1777.5 shall forfeit as a civil penalty an amount not exceeding \$100 for each full calendar day of noncompliance, or such greater amount as provided by law.

3.7.11 Hours of Work. Contractor is advised that eight (8) hours labor constitutes a legal day's work. Pursuant to Section 1813 of the California Labor Code, Contractor shall forfeit a penalty of \$25.00 per worker for each day that each worker is permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week, except when payment for overtime is made at not less than one and one-half (1-1/2) times the basic rate for that worker.

3.7.12 Payroll Records. Contractor and each subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. The payroll records shall be certified and shall be available for inspection at all reasonable hours at the principal office of Contractor in the manner provided in Labor Code section 1776. In the event of noncompliance with the requirements of this section, Contractor shall have 10 days in which to comply subsequent to receipt of written notice specifying in what respects such Contractor must comply with this section. Should noncompliance still be evident after such 10-day period, Contractor shall, as a penalty to Town, forfeit not more than \$100.00 for each calendar day or portion thereof, for each worker, until strict compliance is effectuated. The amount of the forfeiture is to be determined by the Labor Commissioner. A contractor who is found to have violated the provisions of law regarding wages on Public Works with the intent to defraud shall be ineligible to bid on Public Works contracts for a period of one to three years as determined by the Labor Commissioner. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, such penalties shall be withheld from progress payments then due. The responsibility for compliance with this section is on Contractor. The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

3.7.13 Contractor and Subcontractor Registration. Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of

Industrial Relations. No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. Contractor is directed to review, fill out and execute the Public Works Contractor Registration Certification attached hereto as Exhibit "E" prior to contract execution. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

3.7.14 Labor Compliance; Stop Orders. This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be the Contractor's sole responsibility to evaluate and pay the cost of complying with all labor compliance requirements under this Contract and applicable law. Any stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor that affect Contractor's performance of Work, including any delay, shall be Contractor's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Contractor caused delay subject to any applicable liquidated damages and shall not be compensable by the Town. Contractor shall defend, indemnify and hold the Town, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor.

### 3.8 Performance of Work; Jobsite Obligations.

#### 3.8.1 Water Quality Management and Compliance.

3.8.1.1 Water Quality Management and Compliance. Contractor shall keep itself and all subcontractors, staff, and employees fully informed of and in compliance with all local, state and federal laws, rules and regulations that may impact, or be implicated by the performance of the Work including, without limitation, all applicable provisions of the Federal Water Pollution Control Act (33 U.S.C. §§ 1300); the California Porter-Cologne Water Quality Control Act (Cal Water Code §§ 13000-14950); local ordinances regulating discharges of storm water; and any and all regulations, policies, or permits issued pursuant to any such authority regulating the discharge of pollutants, as that term is used in the Porter-Cologne Water Quality Control Act, to any ground or surface water in the State.

3.8.1.2 Compliance with the Statewide Construction General Permit. Contractor shall comply with all conditions of the most recent iteration of the National Pollutant Discharge Elimination System General Permit for Storm Water Discharges Associated with Construction Activity, issued by the California State Water Resources Control Board ("Permit"). It shall be Contractor's sole responsibility to file a Notice of Intent and procure coverage under the Permit for all construction activity which results in the disturbance of more than one acre of total land area or which is part of a larger common area of development or sale. Prior to initiating work, Contractor shall be solely responsible for preparing and implementing a Storm Water Pollution Prevention Plan (SWPPP) as required by the Permit. Contractor shall be responsible for procuring, implementing and complying with the provisions of the Permit and the SWPPP, including the standard provisions, and monitoring and reporting requirements as required by the Permit. The Permit requires the SWPPP to be a "living document" that changes as necessary to meet the conditions and requirements of the job site as it progresses through difference phases of

construction and is subject to different weather conditions. It shall be Contractor's sole responsibility to update the SWPPP as necessary to address conditions at the project site.

3.8.1.3 Other Water Quality Rules Regulations and Policies. Contractor shall comply with the lawful requirements of any applicable municipality, drainage Town, or local agency regarding discharges of storm water to separate storm drain systems or other watercourses under their jurisdiction, including applicable requirements in municipal storm water management programs.

3.8.1.4 Cost of Compliance. Storm, surface, nuisance, or other waters may be encountered at various times during construction of The Work. Therefore, the Contractor, by submitting a Bid, hereby acknowledges that it has investigated the risk arising from such waters, has prepared its Bid accordingly, and assumes any and all risks and liabilities arising therefrom.

3.8.1.5 Liability for Non-Compliance. Failure to comply with the Permit is a violation of federal and state law. Pursuant to the indemnification provisions of this Contract, Contractor hereby agrees to defend, indemnify and hold harmless the Town and its officials, officers, employees, volunteers and agents for any alleged violations. In addition, Town may seek damages from Contractor for any delay in completing the Work in accordance with the Contract, if such delay is caused by or related to Contractor's failure to comply with the Permit.

3.8.1.6 Reservation of Right to Defend. Town reserves the right to defend any enforcement action brought against the Town for Contractor's failure to comply with the Permit or any other relevant water quality law, regulation, or policy. Pursuant to the indemnification provisions of this Contract, Contractor hereby agrees to be bound by, and to reimburse the Town for the costs (including the Town's attorney's fees) associated with, any settlement reached between the Town and the relevant enforcement entity.

3.8.1.7 Training. In addition to the standard of performance requirements set forth in paragraph 3.4, Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Work assigned to them without impacting water quality in violation of the laws, regulations and policies described in paragraph 3.8.1. Contractor further warrants that it, its employees and subcontractors will receive adequate training, as determined by Town, regarding the requirements of the laws, regulations and policies described in paragraph 3.8.1 as they may relate to the Work provided under this Agreement. Upon request, Town will provide the Contractor with a list of training programs that meet the requirements of this paragraph.

3.8.2 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. Contractor shall comply with the requirements of the specifications relating to safety measures applicable in particular operations or kinds of work. In carrying out its Work, Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the Work and the conditions under which the Work is to be performed. Safety precautions as applicable shall include, but shall not be limited to, adequate life protection and lifesaving equipment; adequate illumination for underground and night operations; instructions in accident prevention for all employees, such as machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection and other safety devices, equipment and wearing apparel as are necessary



or lawfully required to prevent accidents or injuries; and adequate facilities for the proper inspection and maintenance of all safety measures. Furthermore, Contractor shall prominently display the names and telephone numbers of at least two medical doctors practicing in the vicinity of the Project, as well as the telephone number of the local ambulance service, adjacent to all telephones at the Project site.

3.8.3 Laws and Regulations. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Contract or the Work, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Work. If Contractor observes that the drawings or specifications are at variance with any law, rule or regulation, it shall promptly notify the Town in writing. Any necessary changes shall be made by written change order. If Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the Town, Contractor shall be solely responsible for all costs arising therefrom. Town is a public entity of the State of California subject to certain provisions of the Health & Safety Code, Government Code, Public Contract Code, and Labor Code of the State. It is stipulated and agreed that all provisions of the law applicable to the public contracts of a municipality are a part of this Contract to the same extent as though set forth herein and will be complied with. Contractor shall defend, indemnify and hold Town, its officials, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Contract, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.8.4 Permits and Licenses. Contractor shall be responsible for securing Town permits and licenses necessary to perform the Work described herein, including, but not limited to, any required business license. While Contractor will not be charged a fee for any Town permits, Contractor shall pay the Town's business license fee, if any. Any ineligible contractor or subcontractor pursuant to Labor Code Sections 1777.1 and 1777.7 may not perform work on this Project.

3.8.5 Trenching Work. If the Total Contract Price exceeds \$25,000 and if the Work governed by this Contract entails excavation of any trench or trenches five (5) feet or more in depth, Contractor shall comply with all applicable provisions of the California Labor Code, including Section 6705. To this end, Contractor shall submit for Town's review and approval a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer.

3.8.6 Hazardous Materials and Differing Conditions. As required by California Public Contract Code Section 7104, if this Contract involves digging trenches or other excavations that extend deeper than four (4) feet below the surface, Contractor shall promptly, and prior to disturbance of any conditions, notify Town of: (1) any material discovered in excavation that Contractor believes to be a hazardous waste that is required to be removed to a Class I, Class II or Class III disposal site; (2) subsurface or latent physical conditions at the site differing from those indicated by Town; and (3) unknown physical conditions of an unusual nature at the site, significantly different from those ordinarily encountered in such contract work. Upon notification, Town shall promptly investigate the conditions to determine whether a change order is appropriate. In the event of a dispute, Contractor shall not be excused from any scheduled completion date and

shall proceed with all Work to be performed under the Contract, but shall retain all rights provided by the Contract or by law for making protests and resolving the dispute.

3.8.7 Underground Utility Facilities. To the extent required by Section 4215 of the California Government Code, Town shall compensate Contractor for the costs of: (1) locating and repairing damage to underground utility facilities not caused by the failure of Contractor to exercise reasonable care; (2) removing or relocating underground utility facilities not indicated in the construction drawings; and (3) equipment necessarily idled during such work. Contractor shall not be assessed liquidated damages for delay caused by failure of Town to provide for removal or relocation of such utility facilities.

3.8.8 Air Quality. Contractor must fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing services, including, but not limited to, emissions limits and permitting requirements imposed by the California Air Resources Board (CARB). Although CARB limits and requirements are more broad, Contractor shall specifically be aware of their application to "portable equipment", which definition is considered by CARB to include any item of equipment with a fuel-powered engine. Contractor shall indemnify Town against any fines or penalties imposed by CARB, or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Contractor, its subcontractors, or others for whom Contractor is responsible under its indemnity obligations provided for in this Agreement.

3.8.9 State Recycling Mandates. Contractor shall comply with State Recycling Mandates. Any recyclable materials/debris collected by the contractor that can be feasibly diverted via reuse or recycling must be hauled by the appropriate handler for reuse or recycling.

3.9 Completion of Work. When Contractor determines that it has completed the Work required herein, Contractor shall so notify Town in writing and shall furnish all labor and material releases required by this Contract. Town shall thereupon inspect the Work. If the Work is not acceptable to the Town, the Town shall indicate to Contractor in writing the specific portions or items of Work which are unsatisfactory or incomplete. Once Contractor determines that it has completed the incomplete or unsatisfactory Work, Contractor may request a reinspection by the Town. Once the Work is acceptable to Town, Town shall pay to Contractor the Total Contract Price remaining to be paid, less any amount which Town may be authorized or directed by law to retain. Payment of retention proceeds due to Contractor shall be made in accordance with Section 7107 of the California Public Contract Code.

3.10 Claims; Government Code Claim Compliance.

3.10.1 Intent. Effective January 1, 1991, Section 20104 et seq., of the California Public Contract Code prescribes a process utilizing informal conferences, non-binding judicial supervised mediation, and judicial arbitration to resolve disputes on construction claims of \$375,000 or less. Effective January 1, 2017, Section 9204 of the Public Contract Code prescribes a process for negotiation and mediation to resolve disputes on construction claims. The intent of this Section is to implement Sections 20104 et seq. and Section 9204 of the California Public Contract Code. This Section shall be construed to be consistent with said statutes.

3.10.2 Claims. For purposes of this Section, "Claim" means a separate demand by the Contractor, after a change order duly requested in accordance with the terms of this Contract has been denied by the Town, for (A) a time extension, (B) payment of money or damages arising

from Work done by or on behalf of the Contractor pursuant to the Contract, or (C) an amount the payment of which is disputed by the Town. Claims governed by this Section may not be filed unless and until the Contractor completes all procedures for giving notice of delay or change and for the requesting of a time extension or change order, including but not necessarily limited to the change order procedures contained herein, and Contractor's request for a change has been denied in whole or in part. Claims governed by this Section must be filed no later than the date of final payment. The claim shall be submitted in writing to the Town and shall include on its first page the following in 16 point capital font: "THIS IS A CLAIM." Furthermore, the claim shall include the documents necessary to substantiate the claim. Nothing in this Section is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims, including all requirements pertaining to compensation or payment for extra Work, disputed Work, and/or changed conditions. Failure to follow such contractual requirements shall bar any claims or subsequent lawsuits for compensation or payment thereon.

3.10.3 Supporting Documentation. The Contractor shall submit all claims in the following format:

- 3.10.3.1 Summary of claim merit and price, reference Contract Document provisions pursuant to which the claim is made
- 3.10.3.2 List of documents relating to claim:
  - (A) Specifications
  - (B) Drawings
  - (C) Clarifications (Requests for Information)
  - (D) Schedules
  - (E) Other
- 3.10.3.3 Chronology of events and correspondence
- 3.10.3.4 Analysis of claim merit
- 3.10.3.5 Analysis of claim cost
- 3.10.3.6 Time impact analysis in CPM format

3.10.4 Town's Response. Upon receipt of a claim pursuant to this Section, Town shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the Contractor a written statement identifying what portion of the claim is disputed and what portion is undisputed. Any payment due on an undisputed portion of the claim will be processed and made within 60 days after the public entity issues its written statement.

3.10.4.1 If Town needs approval from its governing body to provide the Contractor a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, Town shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the Contractor a written statement identifying the disputed portion and the undisputed portion.

3.10.4.2 Within 30 days of receipt of a claim, Town may request in writing additional documentation supporting the claim or relating to defenses or claims Town may have against the Contractor. If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of Town and the Contractor.

3.10.4.3 Town's written response to the claim, as further documented, shall be submitted to the Contractor within 30 days (if the claim is less than \$50,000, within 15 days) after receipt of the further documentation, or within a period of time no greater than that taken by the Contractor in producing the additional information or requested documentation, whichever is greater.

3.10.5 Meet and Confer. If the Contractor disputes Town's written response, or Town fails to respond within the time prescribed, the Contractor may so notify Town, in writing, either within 15 days of receipt of Town's response or within 15 days of Town's failure to respond within the time prescribed, respectively, and demand an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand, Town shall schedule a meet and confer conference within 30 days for settlement of the dispute.

3.10.6 Mediation. Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, Town shall provide the Contractor a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after Town issues its written statement. Any disputed portion of the claim, as identified by the Contractor in writing, shall be submitted to nonbinding mediation, with Town and the Contractor sharing the associated costs equally. Town and Contractor shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing, unless the parties agree to select a mediator at a later time.

3.10.6.1 If the Parties cannot agree upon a mediator, each Party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each Party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator.

3.10.6.2 For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the Parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

3.10.6.3 Unless otherwise agreed to by Town and the Contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

3.10.6.4 The mediation shall be held no earlier than the date the Contractor completes the Work or the date that the Contractor last performs Work, whichever is earlier. All unresolved claims shall be considered jointly in a single mediation, unless a new unrelated claim arises after mediation is completed.

3.10.7 Procedures After Mediation. If following the mediation, the claim or any portion remains in dispute, the Contractor must file a claim pursuant to Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time the Contractor submits his or her written claim

pursuant to subdivision (a) until the time the claim is denied, including any period of time utilized by the meet and confer conference or mediation.

3.10.8 Civil Actions. The following procedures are established for all civil actions filed to resolve claims subject to this Section:

3.10.8.1 Within 60 days, but no earlier than 30 days, following the filing or responsive pleadings, the court shall submit the matter to non-binding mediation unless waived by mutual stipulation of both parties or unless mediation was held prior to commencement of the action in accordance with Public Contract Code section 9204 and the terms of these procedures. The mediation process shall provide for the selection within 15 days by both parties of a disinterested third person as mediator, shall be commenced within 30 days of the submittal, and shall be concluded within 15 days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court.

3.10.8.2 If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1114.11 of that code. The Civil Discovery Act of 1986 (Article 3 (commencing with Section 2016) of Chapter 3 of Title 3 of Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.

3.10.8.3 In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, (A) arbitrators shall, when possible, be experienced in construction law, and (B) any party appealing an arbitration award who does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, also pay the attorney's fees on appeal of the other party.

3.10.9 Government Code Claims. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Contractor must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the Town. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Contractor. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Contractor shall be barred from bringing and maintaining a valid lawsuit against the Town. A Government Code claim must be filed no earlier than the date the work is completed or the date the Contractor last performs work on the Project, whichever occurs first. A Government Code claim shall be inclusive of all unresolved claims unless a new unrelated claim arises after the Government Code claim is submitted.

3.10.10 Non-Waiver. Town's failure to respond to a claim from the Contractor within the time periods described in this Section or to otherwise meet the time requirements of this Section shall result in the claim being deemed rejected in its entirety. Town's failure to respond shall not waive Town's rights to any subsequent procedures for the resolution of disputed claims.

3.11 Loss and Damage. Except as may otherwise be limited by law, Contractor shall be responsible for all loss and damage which may arise out of the nature of the Work agreed to herein,

or from the action of the elements, or from any unforeseen difficulties which may arise or be encountered in the prosecution of the Work until the same is fully completed and accepted by Town. In the event of damage proximately caused by an Act of God, as defined by Section 7105 of the Public Contract Code, the Town may terminate this Contract pursuant to Section 3.17.3; provided, however, that the Town needs to provide Contractor with only one (1) day advanced written notice.

### 3.12 Indemnification.

3.12.1 Scope of Indemnity. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold the Town, its officials, employees, agents and authorized volunteers free and harmless from any and all claims, demands, causes of action, suits, actions, proceedings, costs, expenses, liability, judgments, awards, decrees, settlements, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, (collectively, "Claims") in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Contractor, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Contractor's services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. Notwithstanding the foregoing, to the extent required by Civil Code section 2782, Contractor's indemnity obligation shall not apply to liability for damages for death or bodily injury to persons, injury to property, or any other loss, damage or expense arising from the sole or active negligence or willful misconduct of the Town or the Town's agents, servants, or independent contractors who are directly responsible to the Town, or for defects in design furnished by those persons.

3.12.2 Additional Indemnity Obligations. Contractor shall defend, with counsel of Town's choosing and at Contractor's own cost, expense and risk, any and all Claims covered by this section that may be brought or instituted against Town or its officials, employees, agents and authorized volunteers. In addition, Contractor shall pay and satisfy any judgment, award or decree that may be rendered against Town or its officials, employees, agents and authorized volunteers as part of any such claim, suit, action or other proceeding. Contractor shall also reimburse Town for the cost of any settlement paid by Town or its officials, employees, agents and authorized volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for Town's attorney's fees and costs, including expert witness fees. Contractor shall reimburse Town and its officials, employees, agents and authorized volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Town, its officials, employees, agents and authorized volunteers.

### 3.13 Insurance.

3.13.1 Time for Compliance. Contractor shall not commence Work under this Contract until it has provided evidence satisfactory to the Town that it has secured all insurance required under this section. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the Town that the subcontractor has secured all insurance required under this section. Failure to provide and maintain all required insurance shall be grounds for the Town to terminate this Contract for cause.

3.13.2 Minimum Requirements. Contractor shall, at its expense, procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by Contractor, its agents, representatives, employees or subcontractors. Contractor shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Contract. Such insurance shall meet at least the following minimum levels of coverage:

3.13.2.1 Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability:* Insurance Services Office Commercial General Liability coverage (occurrence form CG 00 01) OR Insurance Services Office Owners and Contractors Protective Liability Coverage Form (CG 00 09 11 88) (coverage for operations of designated contractor); (2) *Automobile Liability:* Insurance Services Office Business Auto Coverage form number CA 00 01, code 1 (any auto); and (3) *Workers' Compensation and Employer's Liability:* Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance. Policies shall not contain exclusions contrary to this Contract.

3.13.2.2 Minimum Limits of Insurance. Contractor shall maintain limits no less than: (1) *General Liability:* \$5,000,000 per occurrence and \$5,000,000 aggregate for bodily injury, personal injury and property damage; (2) *Automobile Liability:* \$5,000,000 per accident for bodily injury and property damage; and (3) *Workers' Compensation and Employer's Liability:* Workers' compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 each accident, policy limit bodily injury or disease, and each employee bodily injury or disease. Defense costs shall be available in addition to the limits. Notwithstanding the minimum limits specified herein, any available coverage shall be provided to the parties required to be named as additional insureds pursuant to this Contract.

3.13.3 Insurance Endorsements. The insurance policies shall contain the following provisions, or Contractor shall provide endorsements (amendments) on forms supplied or approved by the Town to add the following provisions to the insurance policies:

3.13.3.1 General Liability. (1) Such policy shall give the Town, its officials, employees, agents and authorized volunteers additional insured status using ISO endorsements CG20 10 10 01 plus CG20 37 10 01, or endorsements providing the exact same coverage, with respect to the Work or operations performed by or on behalf of Contractor, including materials, parts or equipment furnished in connection with such work; (2) all policies shall waive or shall permit Contractor to waive all rights of subrogation which may be obtained by the Contractor or any insurer by virtue of payment of any loss or any coverage provided to any person named as an additional insured pursuant to this Contract, and Contractor agrees to waive all such rights of subrogation; and (3) the insurance coverage shall be primary insurance as respects the Town, its officials, employees, agents and authorized volunteers, or if excess, shall stand in an unbroken chain of coverage excess of Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the Town, its officials, employees, agents and authorized volunteers shall be excess of Contractor's insurance and shall not be called upon to contribute with it.

3.13.3.2 Automobile Liability. (1) Such policy shall give the Town, its officials, employees, agents and authorized volunteers additional insured status with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or

borrowed by Contractor or for which Contractor is responsible; (2) all policies shall waive or shall permit Contractor to waive all rights of subrogation which may be obtained by the Contractor or any insurer by virtue of payment of any loss or any coverage provided to any person named as an additional insured pursuant to this Contract, and Contractor agrees to waive all such rights of subrogation; and (3) the insurance coverage shall be primary insurance as respects the Town, its officials, employees, agents and authorized volunteers, or if excess, shall stand in an unbroken chain of coverage excess of Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the Town, its officials, employees, agents and authorized volunteers shall be excess of Contractor's insurance and shall not be called upon to contribute with it in any way.

3.13.3.3 Workers' Compensation and Employer's Liability Coverage.

The insurer shall agree to waive all rights of subrogation against the Town, its officials, employees, agents and authorized volunteers for losses paid under the terms of the insurance policy which arise from work performed by Contractor.

3.13.3.4 All Coverages.

Each insurance policy required by this Contract shall be endorsed to state that: (1) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Town; and (2) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the Town, its officials, employees, agents and authorized volunteers.

3.13.4 Separation of Insureds; No Special Limitations.

All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the Town, its officials, employees, agents and authorized volunteers.

3.13.5 Deductibles and Self-Insurance Retentions.

Any deductibles or self-insured retentions must be declared to and approved by the Town. Contractor shall guarantee that, at the option of the Town, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officials, employees, agents and authorized volunteers; or (2) the Contractor shall procure a bond or other financial guarantee acceptable to the Town guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

3.13.6 Acceptability of Insurers.

Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VII, licensed to do business in California, and satisfactory to the Town. Exception may be made for the State Compensation Insurance Fund when not specifically rated.

3.13.7 Verification of Coverage.

Contractor shall furnish Town with original certificates of insurance and endorsements effecting coverage required by this Contract on forms satisfactory to the Town. The certificates 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 supplied or approved by the Town. All certificates and endorsements must be received and approved by the Town before work commences. The Town reserves the right to require complete, certified copies of all required insurance policies, at any time.



3.13.8 Subcontractors. All subcontractors shall meet the requirements of this Section before commencing Work. Contractor shall furnish separate certificates and endorsements for each subcontractor. Subcontractor policies of General Liability insurance shall name the Town, its officials, employees, agents and authorized volunteers as additional insureds using form ISO 20 38 04 13 or endorsements providing the exact same coverage. All coverages for subcontractors shall be subject to all of the requirements stated herein except as otherwise agreed to by the Town in writing.

3.13.9 Reporting of Claims. Contractor shall report to the Town, in addition to Contractor's insurer, any and all insurance claims submitted by Contractor in connection with the Work under this Contract.

### 3.14 Bond Requirements.

3.14.1 Payment Bond. If required by law or otherwise specifically requested by Town in Exhibit "B" attached hereto and incorporated herein by reference, Contractor shall execute and provide to Town concurrently with this Contract a Payment Bond in an amount required by the Town and in a form provided or approved by the Town. If such bond is required, no payment will be made to Contractor until the bond has been received and approved by the Town.

3.14.2 Performance Bond. If specifically requested by Town in Exhibit "B" attached hereto and incorporated herein by reference, Contractor shall execute and provide to Town concurrently with this Contract a Performance Bond in an amount required by the Town and in a form provided or approved by the Town. If such bond is required, no payment will be made to Contractor until the bond has been received and approved by the Town.

3.14.3 Bond Provisions. Should, in Town's sole opinion, any bond become insufficient or any surety be found to be unsatisfactory, Contractor shall renew or replace the effected bond within (ten) 10 days of receiving notice from Town. In the event the surety or Contractor intends to reduce or cancel any required bond, at least thirty (30) days prior written notice shall be given to the Town, and Contractor shall post acceptable replacement bonds at least ten (10) days prior to expiration of the original bonds. No further payments shall be deemed due or will be made under this Contract until any replacement bonds required by this Section are accepted by the Town. To the extent, if any, that the Total Contract Price is increased in accordance with the Contract, Contractor shall, upon request of the Town, cause the amount of the bond to be increased accordingly and shall promptly deliver satisfactory evidence of such increase to the Town. If Contractor fails to furnish any required bond, the Town may terminate the Contract for cause.

3.14.4 Surety Qualifications. Only bonds executed by an admitted surety insurer, as defined in California Code of Civil Procedure Section 995.120, shall be accepted. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with Section 995.660 of the California Code of Civil Procedure, and proof of such is provided to the Town.

3.15 Warranty. Contractor warrants all Work under the Contract (which for purposes of this Section shall be deemed to include unauthorized work which has not been removed and any non-conforming materials incorporated into the Work) to be of good quality and free from any defective or faulty material and workmanship. Contractor agrees that for a period of one year (or the period of time specified elsewhere in the Contract or in any guarantee or warranty provided by

any manufacturer or supplier of equipment or materials incorporated into the Work, whichever is later) after the date of final acceptance, Contractor shall within ten (10) days after being notified in writing by the Town of any defect in the Work or non-conformance of the Work to the Contract, commence and prosecute with due diligence all Work necessary to fulfill the terms of the warranty at its sole cost and expense. Contractor shall act sooner as requested by the Town in response to an emergency. In addition, Contractor shall, at its sole cost and expense, repair and replace any portions of the Work (or work of other contractors) damaged by its defective Work or which becomes damaged in the course of repairing or replacing defective Work. For any Work so corrected, Contractor's obligation hereunder to correct defective Work shall be reinstated for an additional one year period, commencing with the date of acceptance of such corrected Work. Contractor shall perform such tests as the Town may require to verify that any corrective actions, including, without limitation, redesign, repairs, and replacements comply with the requirements of the Contract. All costs associated with such corrective actions and testing, including the removal, replacement, and reinstatement of equipment and materials necessary to gain access, shall be the sole responsibility of Contractor. All warranties and guarantees of subcontractors, suppliers and manufacturers with respect to any portion of the Work, whether express or implied, are deemed to be obtained by Contractor for the benefit of the Town, regardless of whether or not such warranties and guarantees have been transferred or assigned to the Town by separate agreement and Contractor agrees to enforce such warranties and guarantees, if necessary, on behalf of the Town. In the event that Contractor fails to perform its obligations under this Section, or under any other warranty or guaranty under this Contract, to the reasonable satisfaction of the Town, the Town shall have the right to correct and replace any defective or non-conforming Work and any work damaged by such work or the replacement or correction thereof at Contractor's sole expense. Contractor shall be obligated to fully reimburse the Town for any expenses incurred hereunder upon demand.

### 3.16 Employee/Labor Certifications.

3.16.1 Contractor's Labor Certification. By its signature hereunder, Contractor certifies that he is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Work. A certification form for this purpose, which is attached to this Contract as Exhibit "D" and incorporated herein by reference, shall be executed simultaneously with this Contract.

3.16.2 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

3.16.3 Verification of Employment Eligibility. By executing this Contract, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subcontractors and sub-subcontractors to comply with the same.

### 3.17 General Provisions.

3.17.1 Town's Representative. The Town hereby designates the General Manager, or his or her designee, to act as its representative for the performance of this Contract ("Town's Representative"). Town's Representative shall have the power to act on behalf of the Town for all purposes under this Contract. Contractor shall not accept direction or orders from any person other than the Town's Representative or his or her designee.

3.17.2 Contractor's Representative. Before starting the Work, Contractor shall submit in writing the name, qualifications and experience of its proposed representative who shall be subject to the review and approval of the Town ("Contractor's Representative"). Following approval by the Town, Contractor's Representative shall have full authority to represent and act on behalf of Contractor for all purposes under this Contract. Contractor's Representative shall supervise and direct the Work, using his best skill and attention, and shall be responsible for all construction means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Contract. Contractor's Representative shall devote full time to the Project and either he or his designee, who shall be acceptable to the Town, shall be present at the Work site at all times that any Work is in progress and at any time that any employee or subcontractor of Contractor is present at the Work site. Arrangements for responsible supervision, acceptable to the Town, shall be made for emergency Work which may be required. Should Contractor desire to change its Contractor's Representative, Contractor shall provide the information specified above and obtain the Town's written approval.

3.17.3 Termination. This Contract may be terminated by Town at any time, either with or without cause, by giving Contractor three (3) days advance written notice. In the event of termination by Town for any reason other than the fault of Contractor, Town shall pay Contractor for all Work performed up to that time as provided herein. In the event of breach of the Contract by Contractor, Town may terminate the Contract immediately without notice, may reduce payment to Contractor in the amount necessary to offset Town's resulting damages, and may pursue any other available recourse against Contractor. Contractor may not terminate this Contract except for cause. In the event this Contract is terminated in whole or in part as provided, Town may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated. Further, if this Contract is terminated as provided, Town may require Contractor to provide all finished or unfinished documents, data, diagrams, drawings, materials or other matter prepared or built by Contractor in connection with its performance of this Contract.

3.17.4 Contract Interpretation. Should any question arise regarding the meaning or import of any of the provisions of this Contract or written or oral instructions from Town, the matter shall be referred to Town's Representative, whose decision shall be binding upon Contractor.

3.17.5 Anti-Trust Claims. This provision shall be operative if this Contract is applicable to California Public Contract Code Section 7103.5. In entering into this Contract to supply goods, services or materials, Contractor hereby offers and agrees to assign to the Town all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code) arising from purchases of goods, services, or materials pursuant to the Contract. This assignment shall be made and become effective at the time the Town tender final payment to Contractor, without further acknowledgment by the Parties.

3.17.6 Notices. All notices hereunder and communications regarding interpretation of the terms of the Contract or changes thereto shall be provided by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

**CONTRACTOR:**

[\*\*\*INSERT CONTRACTOR NAME AND ADDRESS\*\*\*]  
Attn: [\*\*\*INSERT CONTRACTOR REP. NAME AND TITLE\*\*\*]

**TOWN:**

Town of Colma  
1198 El Camino Real  
Colma, CA 94014  
Attn: City Manager

Any notice so given shall be considered received by the other Party three (3) days after deposit in the U.S. Mail as stated above and addressed to the Party at the above address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.17.7 Time of Essence. Time is of the essence in the performance of this Contract.

3.17.8 Assignment Forbidden. Contractor shall not, either voluntarily or by action of law, assign or transfer this Contract or any obligation, right, title or interest assumed by Contractor herein without the prior written consent of Town. If Contractor attempts an assignment or transfer of this Contract or any obligation, right, title or interest herein, Town may, at its option, terminate and revoke the Contract and shall thereupon be relieved from any and all obligations to Contractor or its assignee or transferee.

3.17.9 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.17.10 Laws, Venue, and Attorneys' Fees. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Mateo, State of California.

3.17.11 Counterparts. This Contract may be executed in counterparts, each of which shall constitute an original.

3.17.12 Successors. The Parties do for themselves, their heirs, executors, administrators, successors, and assigns agree to the full performance of all of the provisions contained in this Contract.

3.17.13 [Reserved]

3.17.14 Solicitation. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Contract. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent

upon or resulting from the award or making of this Contract. For breach or violation of this warranty, Town shall have the right to terminate this Contract without liability.

3.17.15 Conflict of Interest. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, Town shall have the right to rescind this Agreement without liability. For the term of this Contract, no official, officer or employee of Town, during the term of his or her service with Town, shall have any direct interest in this Contract, or obtain any present or anticipated material benefit arising therefrom. In addition, Contractor agrees to file, or to cause its employees or subcontractors to file, a Statement of Economic Interest with the Town's Filing Officer as required under state law in the performance of the Work.

3.17.16 Certification of License.

3.17.16.1 Contractor certifies that as of the date of execution of this Contract, Contractor has a current contractor's license of the classification indicated below under Contractor's signature.

3.17.16.2 Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four (4) years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten (10) years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

3.17.17 Authority to Enter Contract. Each Party warrants that the individuals who have signed this Contract have the legal power, right and authority to make this Contract and bind each respective Party.

3.17.18 Entire Contract; Modification. This Contract contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Contract may only be modified by a writing signed by both Parties.

3.17.19 Non-Waiver. None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is specifically specified in writing.

3.17.20 Town's Right to Employ Other Contractors. Town reserves right to employ other contractors in connection with this Project or other projects.

**[SIGNATURES ON NEXT PAGE]**

**SIGNATURE PAGE FOR CONSTRUCTION CONTRACT**

**BETWEEN THE TOWN OF COLMA  
AND [\*\*\*INSERT CONTRACTOR NAME\*\*\*]**

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the [\*\*\*INSERT DAY\*\*\*] day of [\*\*\*INSERT MONTH\*\*\*], [\*\*\*INSERT YEAR\*\*\*].

TOWN OF COLMA

[INSERT NAME OF CONTRACTOR]

By: \_\_\_\_\_  
[INSERT NAME]  
[INSERT TITLE]

By: \_\_\_\_\_

Its: \_\_\_\_\_

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

ATTEST:

By: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
City Attorney

**EXHIBIT "A"**

**SERVICES / SCHEDULE**

**[INSERT SCOPE OF SERVICES]**

**EXHIBIT "B"**  
**PLANS AND SPECIFICATIONS**



The Sterling Park Playground Improvement Project technical specification contained herein have been prepared by or under the direction of the following Registered Persons.

Civil

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REGISTERED CIVIL ENGINEER



# TECHNICAL SPECIFICATIONS

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## SECTION 100

### DEFINITION OF BID ITEMS

#### PART 1 - GENERAL

The bid items listed in the Bid Schedule of the proposal are not intended to be exclusive and comprehensive descriptions of all the work categories and scope necessary to complete the project. As such, the Contractor shall determine, segregate and include in his pricing for each bid item the cost for furnishing and installing all labor, materials, tools, equipment and other incidentals necessary to complete all of the contract work involved in the project, as described by the Contract Documents, complete in place.

Unless otherwise noted, estimated quantities on the bid schedule are believed to be accurate; however, the Contractor should self-verify the quantities as it relates to ordering sufficient material and scheduling work. Actual field measured quantities, complete in place, not the quantities listed in the bid schedule, will govern final payment.

#### PART 2 - BID ITEM DESCRIPTIONS

##### **A. Mobilization (Bid Item No. 1)**

Mobilization shall be measured and paid by lump sum and shall include all preparatory work and operations, including, but not limited to, those necessary for the movement of personnel, equipment, supplies and incidentals to the project site; establishment of any temporary offices, buildings and other facilities necessary for work on the project; and for all other work and operations which must be performed or costs incurred prior to beginning work on the various contract items.

##### **B. Clearing and Grubbing and Implementation of Construction BMPs (Bid Item No. 2)**

The contract price paid for clearing and grubbing and implementation of construction best management practices (BMPs) shall include full compensation for performing the scope of work specified in the Section 20 "General Requirement" of Standard Specifications, and as shown on the plan, including all labor, materials, tools, equipment and incidentals, and for doing all the work involved in clearing and grubbing and implementation of construction BMPs, including materials and waste management, equipment management and spill control, earthmoving, concrete management and dewatering, paving and asphalt work and painting and paint removal, and no additional compensation will be allowed.

Payment for complying with the provisions for clearing and grubbing and implementation of construction BMPs shall be paid by lump sum. Payments for the lump sum item shall be determined based on the percentage of the bid item work completed as determined by the Engineer at the time the progress payment is prepared.

##### **C. Construction Staking and Surveys (Bid Item No. 3)**

The contract price paid for construction staking shall include full compensation for performing the scope of work specified in the Section 20 "General Requirement" of Standard Specifications, including full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work involved for preparation of cut sheet, construction staking, associated and incidental field work, and no additional compensation will be allowed.

“Construction Staking and Surveys” shall be paid by lump sum. Payments for the lump sum item shall be determined based on the percentage of the bid item work completed as determined by the Engineer at the time the progress payment is prepared.

**D. Remove Concrete Curb (Bid Item No. 4)**

Remove Concrete curb shall be measured and paid by linear foot and the contract price paid shall include full compensation for performing the work including, but not limited to, sawcutting of existing concrete along score lines, removal and disposal of existing material, excavation, subgrade preparation, and compaction.

**E. Remove Concrete Sidewalk (Bid Item No.5)**

Remove Concrete Sidewalk shall be measured and paid by Square foot and the contract price paid shall include full compensation for performing the work including, but not limited to, sawcutting of existing concrete along score lines, removal and disposal of existing material, excavation, subgrade preparation, and compaction.

**F. Remove Playground Equipment (Bid Item No.6)**

Remove Playground Equipment shall be measured and paid by lump sum and the contract price paid shall include full compensation for performing the work including, but not limited to, removal and disposal of existing playground equipment and footing, playground sign and footing as shown on construction plans, excavation, backfill, and compaction.

**G. Remove Bollard (Bid Item No.7)**

Remove Bollard shall be measured and paid per each and the contract price paid shall include full compensation for performing the work including, but not limited to, removal and disposal of existing bollard and footing, excavation, backfill, and compaction.

**H. Remove Protective Surface (Bid Item No.8)**

Remove Protective Surface shall be measured and paid by square foot and the contract price paid shall include full compensation for performing the work to remove and disposal of existing rubberized playground surface.

**I. Remove Permeable Material (Bid Item No.9)**

Remove Permeable Material shall be measured and paid by square foot and the contract price paid shall include full compensation for performing the work to remove and disposal of existing permeable material under existing rubberized playground surface and Bocce court.

**J. Remove Inlet (Bid Item No.10)**

Remove Inlet shall be measured and paid per each and the contract price paid shall include full compensation for performing the work including, but not limit to, removal and disposal of existing inlet, excavation, backfill and compaction.

**K. Remove 6” Polyvinyl Chloride (PVC) Pipe and 4” Perforated Pipe (Bid Item No. 11 and 12)**

Remove 6" PVC Pipe and 4" Perforated Pipe shall be measured and paid by linear foot and the contract price paid shall include full compensation for performing the work including, but not limit to, removal and disposal of existing pipe, excavation, backfill and compaction.

**L. Salvage Bench (Bid Item No. 13)**

Salvage Bench shall be measured and paid per each and the contract price paid shall include full compensation for performing the work including, but not limit to, removal and disposal concrete pad, protect and delivery the bench to the designated facility, excavation, backfill, and compaction.

**M. Drinking Fountain (Bid Item No. 14)**

Drinking Fountain shall be measured and paid per each and the contract price paid shall include full compensation for performing the work including, but not limit to, removal and disposal of bench, drinking fountain, concrete pad and pipe, excavation, backfill, and compaction.

**N. Temporary Construction Fence (Bid Item No. 15)**

Temporary Construction Fence shall be measured and paid by linear foot and the contract price paid shall include full compensation for furnishing all labor, material, tools, equipment and incidentals require for the installation and removal of the temporary construction fence.

**O. Import Fill (Bid Item No. 16)**

Import Fill shall be measured and paid by cubic yard and the contract price paid shall include full compensation for performing the scope of work specified in Section 22 of Standard Specification, including, as appropriate, but not limit to, compacting the ground to be filled, furnishing fill material, excavating and disposal of cut material, and all other work necessary to construction fills and excavation, complete in place and as specified.

**P. 6" Polyvinyl Chloride (PVC) Pipe, 6" Perforated PVC Pipe and 2" Schedule 40 PVC Conduit (Bid Item No. 17 to 19)**

6" PVC Pipe, 6" Perforated PVC Pipe and 2" Schedule 40 PVC Conduit shall be measured and paid by linear foot and the contract price paid shall include full compensation for performing the work including, but no limit to, trench excavation, placement of bedding material, pipe installation, backfill with specific materials, restoration and compaction.

**Q. 8" Irrigation Sleeve (Bid Item No. 20)**

8" Irrigation sleeve shall be measured and paid by linear foot and the contract price paid shall include full compensation for furnishing all labor, material, tools, equipment, and incidentals, and for doing all the work involved in irrigation sleeve, complete in place, as shown on the plans.

**R. Area Drain (V05 Drain Box or Approved Equal) (Bid Item No. 21)**

Area Drain shall be measured and paid per each and the contract price paid shall include full compensation for performing the work involved in storm drainage inlet work, and related incidental work including excavation, inlet installation, backfill with specific materials, restoration and compaction.

**S. Drainage Inlet (V64 Drain Box or Approved Equal) (Bid Item No. 22)**

Drainage Inlet shall be measured and paid per each and the contract price paid shall include full compensation for performing the work involved in storm drainage inlet work, and related incidental work including excavation, inlet installation, backfill with specific materials, restoration and compaction.

**T. Storm Drain Cleanout (G03 Box or approved Equal) (Bid Item No. 23)**

Storm Drain Cleanout shall be measured and paid per each and the contract price paid shall include full compensation for performing the work involved in storm drainage inlet work, and related incidental work including excavation, cleanout installation, backfill with specific materials, restoration and compaction.

**U. No. 3-1/2 Pull Box (Bid Item No. 24)**

No. 3-1/2 Pull Box shall be measure and paid per each and the contract price paid shall include full compensation for installing the pull box including, but not limit to, furnishing and delivery the pull box, excavation, pull box installation, backfill, restoration and compaction.

**V. Adjust Inlet to Grade (Bid Item No. 25)**

Adjust Inlet to Grade shall be measured and paid per each and the contract price paid shall include full compensation for performing the work involved in adjust inlet to grade, and related incidental work including excavation, box extension installation, backfill, restoration and compaction.

**W. Adjust Light Post to Grade (Bid Item No. 26)**

Adjust Light Post to Grade shall be measured and paid per each and the contract price paid shall include full compensation for performing the work involved in adjust Light Post to grade, and related incidental work including excavation, box extension installation, backfill, restoration and compaction.

**X. Permeable Material (Bid Item No. 27)**

Permeable Material shall be measured and paid by cubic yard and the contract price paid shall include full compensation for performing the work involved in permeable material, and related incidental work including grading and compact the ground to be filled, furnish and install liner furnishing permeable material, spreading material, and compaction.

**Y. Decomposed Granite (Bid Item No. 28)**

Decomposed Granite shall be measured and paid by cubic yard and the contract price paid shall include full compensation for performing the work involved in decomposed granite, and related incidental work including compact the ground to be filled, furnishing decomposed granite, spreading material and compaction.

**Z. Concrete Curb (Bid Item No. 29)**

Concrete curb shall be measured and paid by linear foot and the contract price paid shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals require for the construction on a prepared subgrade in conformance with the plans details and these specifications. The cost of joints, reinforcement, aggregate base,

curing and protection shall be included in the prices paid and no extra compensation will be paid therefore.

**AA. Concrete Sidewalk with Concrete Curb and Concrete Pad (Bid Item No. 30 and 30)**

Concrete Sidewalk with Concrete Curb and Concrete Pad shall be measured and paid by square foot and the contract price paid shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals require for the construction on a prepared subgrade in conformance with the plans details and these specifications. The cost of joints, reinforcement, aggregate base, curing and protection shall be included in the prices paid and no extra compensation will be paid therefore.

**BB. 3' High Guardrail Fence (Green Color) (Bid Item No. 32)**

3' High Guardrail Fence shall be measured and paid by linear foot and the contract price paid shall include full compensation for furnishing all labor, material, tools, equipment and incidentals require for the construction in conformance with the plans and these specifications.

**CC. 5' Wide Guardrail Gate (Green Color) (Bid Item No. 33)**

5' Wide Guardrail Gate shall be measured and paid per each and the contract price paid shall include full compensation for furnishing all labor, material, tools, equipment and incidentals require for the construction in conformance with the plans and these specifications.

**DD. Playground Equipment (Bid Item No. 34)**

Playground Equipment shall be measured and paid per lump sum and the contract price paid shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and for doing all the work involved in purchase, storage, delivery, transportation, and installation including, but not limited to all necessary excavation, backfill, concrete, installation of footing and any related incidental work.

**EE. Fitness Apparatuses (Bid Item No. 35)**

Fitness Apparatuses shall be measured and paid per lump sum and the contract price paid shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and for doing all the work involved in purchase, storage, delivery, transportation, and installation including, but not limited to all necessary excavation, backfill, concrete, installation of footing and any related incidental work.

**FF. Playground Protective Surface (Bid Item No.36)**

Playground Protective Surfacing shall be measured and paid per square foot and the contract price paid shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and for doing all the work involved in purchase, storage, delivery, transportation, and installation including, but not limited to all necessary excavation, backfill, concrete, and any related incidental work.

**GG.Park Bench (Bid Item No. 37)**

Bench shall be measured and paid per each and the contract price paid shall include full



compensation for furnishing all labor, materials, tools, equipment, and incidentals, and for doing all the work involved in purchase, storage, delivery, transportation, and installation including, but not limited to all necessary excavation, backfill, concrete, footing and any related incidental work.

**HH. Picnic Table (6' Single Pedestal/ 46" Square Table ADA with 3 Seats or Approved Equal) (Bid Item No. 38 and 39)**

Picnic Table shall be measured and paid per each and the contract price paid shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and for doing all the work involved in purchase, storage, delivery, transportation, and installation including, but not limited to all necessary excavation, backfill, concrete, footing and any related incidental work.

**II. Barbecue Grill (Bid Item No. 40)**

Barbecue Grill shall be measured and paid per each and the contract price paid shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and for doing all the work involved in purchase, storage, delivery, transportation, and installation including, but not limited to all necessary excavation, backfill, concrete, footing and any related incidental work.

**JJ. Drinking Fountain (Bid Item No. 41)**

Drinking Fountain shall be measured and paid per each and the contract price paid shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and for doing all the work involved in purchase, storage, delivery, transportation, and installation including, but not limited to all necessary excavation, backfill, concrete, and any related incidental work, extending existing water service and sanitary sewer connection.

**END OF SECTION**

## SECTION 101

### GENERAL REQUIREMENTS

#### PART 1 - GENERAL

##### 1.01 WORK INCLUDED

All work shall conform to the applicable provisions of the Town of Colma's Standard Specifications (Standard Specification), the 2015 State of California, Department of Transportation's Standard Specifications (Caltrans Standard Specification); and the project plans and technical specifications.

No work shall be performed on Saturdays and Sundays for the duration of this project.

Implementation of Construction Best Management Practices (BMPs) will be required for this project.

##### 1.02 PROJECT SITE MAINTENANCE

Throughout all phases of construction until final acceptance, including any periods of work suspension, the site shall be kept clean and free from rubbish and debris.

Dust control shall consist of applying either water or dust palliative, or both, for the alleviation or prevention of dust nuisance. Dust resulting from the Contractor's performance of the work, either inside or outside the right of way, shall be controlled by the Contractor in conformance with the provisions in Section 12, "Responsibilities to the Public" of the Standard Specifications.

Excess excavated materials from any source shall be removed from the site immediately. Forms and lumber shall be removed the day of form removal. Materials and equipment shall be removed from the site as soon as they are no longer necessary.

Before the final inspection, the site shall be cleared of equipment, unused materials, and rubbish so as to present a satisfactory clean and neat appearance. All pavement areas shall be swept with a street sweeper immediately prior to the final inspection. All concrete areas shall be broom cleaned. All topsoil areas shall be raked. All cleanup costs shall be included in the Contractor's bid. In the event that the Contractor fails to perform this final cleanup, the Agency may remove and/or dispose of the articles or materials at the Contractor's expense.

Care shall be taken to prevent spillage on haul routes. Any such spillage shall be removed immediately and the area cleaned.

The Contractor is advised that the disposal of solid waste sewage, industrial waste or other polluted waters into public storm drain system is prohibited. Any fines or penalties levied against the Contractor for violation of the above and related regulation are the sole responsibility of the Contractor.

##### 1.04 SANITARY FACILITIES

The Contractor shall provide and maintain enclosed, portable restrooms for the use of personnel engaged in the work. These accommodations shall be maintained in a neat and sanitary condition, and shall comply with all applicable laws, ordinances, and regulations

pertaining to public health and sanitation.

#### 1.05 STAGING & STORING

The Contractor shall store all equipment and materials in a manner which does not interfere with public right of way. No equipment will be allowed to be parked overnight within the limits of the public right-of-way. Contractor may make arrangements with local property owners for temporary staging areas; however, the location shall first be brought to the attention of the Town Engineer for approval. Contractor will also be required to provide proof in writing from the property owner that the Property is allowed for use as a temporary staging area.

Contractor shall take adequate measures to secure all equipment and materials at the staging area after the completion of work each day. The City will not be responsible for any damage or loss incurred on Contractor's equipment or materials.

#### 1.06 PROTECTION AND RESTORATION OF EXISTING IMPROVEMENTS

The Contractor shall be responsible for the protection of public and private property adjacent to the work and shall exercise due caution to avoid damage to such property.

The Contractor shall repair or replace all existing improvements within the right-of-way or on adjacent private property which are not designated for removal, but that are damaged or removed as a result of its operations. Repairs and replacements shall be at least equal to existing improvements and shall match them in finish and dimension.

#### 1.07 PRE-CONSTRUCTION DOCUMENTATION

Contractor shall submit a video on DVD of the construction area prior to beginning work. This video shall be the existing condition record of the job site. The taping shall be done by the Contractor and a copy of the DVD shall be furnished to the Town Engineer at the beginning of the Work. The Town Engineer may participate during the videotaping task. Contractor shall provide a written log noting defects or irregularities in the existing pavement area.

#### 1.08 PUBLIC NOTIFICATION AND OUTREACH

Two weeks prior to beginning any work on the project, the Contractor shall deliver written notice to all adjoining residents, businesses, and tenants. Notice shall be given for general construction activity in an area as well as specific activities that will, in any way, inconvenience residents/property owners/tenants or affect their operations or access to their property. Such notices shall include the expected date for start of construction, a general description of the construction activity to take place, expected duration, and the name, address, and contact number of the Contractor's superintendent and of the Town Engineer. The written notification shall be approved by the Town Engineer.

#### 1.10 CONSTRUCTION STAKING AND SURVEYS

Construction staking and surveys for line and grade shall be the responsibility of the Contractor.

All work shall conform to section 8 "Layout and Stakes" of the Standard Specification.

### 1.11 TREE AND ROOT PROTECTION

Due care shall be taken when working near trees, public or private. For all phases of the work, Contractor is responsible for protecting trees and Contractor will replace any trees judged damaged by the Town.

Trees situated in a tree well or sidewalk planting strip shall be wrapped with 4 layers of orange plastic fencing as padding from the ground to the first branch with 1-inch thick wooden slats bound securely on the outside. During installation of the wood slats, caution shall be used to avoid damaging any bark or branches. Major scaffold limbs may also require protection as directed by the Town Engineer to a height of 12 feet above the ground. Contractor shall make every effort to keep deleterious materials associated with project construction from contacting any part of the trees.

For all phases of work, Contractor shall not cut any roots greater than 2-inches in diameter. When roots greater than 2-inches in diameter are encountered, Contractor shall notify the Town Engineer and allow 3 business days to cut the roots. No compensation shall be given to the Contractor for any time for the Town root cutting. Contractor shall not scrape, skin, or pull on roots. Any root cutting shall be done with clean and sharp blades/tools.

Should tree, root, and/or bush pruning be required to construct the improvements shown on the plans, specified in these Specifications, and as directed by the Town Engineer, Contractor shall notify the Town Engineer and allow 3 business days before pruning. All pruning shall be done as directed by the Town Arborist and in the presence of the Town Arborist.

Contractor shall make every effort to avoid damaging any Town owned property, including (roots, trunk and canopy of) Town maintained trees. If damages to trees are found to be as part of Contractor negligence, Contractor shall be responsible for as follows:

- a. Contractor will provide full reparation to include: removal of irreparable tree and replacement with similar approved species. Contractor will perform this work themselves (at Contractor's expense) under supervision of Town forestry personnel, and/or,
- b. Contractor will reimburse Town for Town expenses incurred in the related reparation work, consisting of but not limited to, site inspections, corrective pruning, tree removal, and tree replacement.

### 1.12 MEASUREMENT AND PAYMENT

Payment for work required under the General Requirements shall be included in the prices bid for the individual items of work and no additional compensation will be allowed therefore unless specifically noted otherwise.

**END OF SECTION**

## **SECTION 102**

### **MOBILIZATION**

#### **PART 1 - GENERAL**

Mobilization shall consist of preparatory work and operations, including, but not limited to, those necessary for the movement of personnel, equipment, supplies, and incidentals to the project site; for the establishment of all offices, buildings and other facilities necessary for work on the project; and for all other work and operations which must be performed, or costs incurred prior to beginning work on the various contract items on the project site.

#### **PART 2 - MEASUREMENT AND PAYMENT**

Included in Section 100 of these Technical Specifications.

**END OF SECTION**

## **SECTION 103**

### **DEMOLITION, REMOVAL AND SALVAGE**

#### **PART 1 - GENERAL**

The work includes those areas designated in the plans for demolition, clearing & grubbing, salvage and removal. The Contractor shall remove existing concrete sidewalk, concrete curb, shrub, bollard, protective surface, permeable material, underdrain, drainage inlet, drainage pipes drinking fountain and salvage bench as shown on construction plans.

#### **PART 2 - EXECUTION**

##### **2.01 GENERAL**

All work shall conform to the applicable provisions of Standard Specification and Section 15 of Caltrans Standard Specification.

Existing bench to be salvaged shall be removed, clean, protected and delivered to Town of Colma Corporation Yard, Address: 601 F Street, Colma, CA 94014.

##### **2.02 PROTECTION OF EXISTING FACILITIES**

The Contractor shall work around and protect all existing improvements to remain including but not limited to existing utilities, sewer facilities, storm drainage facilities, concrete sidewalk, concrete curb, buildings, fencing, playground equipment posts, park benches, picnic tables, barbecue grill, lighting poles, signage, landscaping, irrigation system and appurtenances that are within or adjacent to the construction areas. The Contractor shall notify Underground Service Alert (USA) prior to beginning any work.

All existing utility lines and irrigation system may not be shown on the plans and those shown on the plans may not be located exactly as depicted. The Contractor is responsible for locating and field verifying the locations of all existing utilities prior to all construction activities, and protecting all facilities during construction.

#### **PART 3 - MEASUREMENT AND PAYMENT**

Full compensation for furnishing all labor, materials, tools, equipment, and incidentals for doing all the work in demolition and removal shall be paid as per each bid item shown on the bid item list by the unit of measure shown for that bid item.

**END OF SECTION**

## **SECTION 104**

### **EARTHWORK**

#### **PART 1 - GENERAL**

This work consists of excavation for improvements, construction of cuts and fills, furnishing suitable fill material from on or off site, removal and disposal of all surplus material that may result from the grading operations, and all subsidiary work necessary to complete the grading to conform with the lines, grades and slopes shown on the plans.

#### **PART 2 - MATERIAL AND EQUIPMENT**

The material to be used for import fill shall be approved by the Town Engineer. Imported fill shall be non-toxic and free of foreign matter, perishable material, lumps and rocks larger than six (6") inches in diameter and have a sand equivalent of at least 10.

Decomposed Granite shall conform to the section 20 of Caltrans Standard Specification. Decomposed granite must be uniformed tan color.

Drainage Material, see Section 105 "Drainage Facilities".

#### **PART 3 - EXECUTION**

##### **3.01 GENERAL**

All work shall conform to section 22 of Standard Specification.

All excavations must be inspected and approved by the Town Engineer prior to placement of fill. All fill materials shall be properly keyed into firm soil or bedrock materials as determined by the Town Engineer. When work is interrupted by heavy rain, fill operations shall not be resumed until the Town Engineer indicates that the moisture content and density of the previously placed fill are as specified.

All fills shall be compacted to at least ninety percent (90%) of the maximum dry density as determined by the ASTM designated D1557-00 test procedure. The upper six inches (6") of sub-grade shall be completed to ninety-five percent (95%) of the maximum dry density. All fill materials shall be placed in level, uniform lifts which when compacted, shall not exceed eight inches (8") in thickness. Fill materials shall be moisture conditioned so they are placed within zero (0%) to three percent (3%) over the optimum water content as determined by the same test. Each lift shall be thoroughly mixed during the spreading to obtain uniformity of moisture in each layer. The Contractor shall be responsible for providing moisture to meet this specification.

#### **PART 4 - MEASUREMENT AND PAYMENT**

Included in Section 100 of these Technical Specifications.

**END OF SECTION**

## SECTION 105

### DRAINAGE FACILITIES

#### PART 1 - GENERAL

This work consists of furnishing and installing pipes, boxes, structures, permeable material, liner and appurtenances in the construction of storm drain at the locations and the lines, grades and dimension shown on the plans and details.

#### PART 2 - MATERIAL AND EQUIPMENT

Precast concrete drain inlets shall be as indicated on the plans.

All storm drain pipe shall be PVC schedule 40, solid wall or perforated with smooth interior wall, as indicated on the plans.

Irrigation sleeve shall be PVC plastic pipe and must be schedule 40 complying with ASTM D1785.

Drainage inlet, area drain and cleanout shall be OldCastle V64 Drain Box with cast iron grate or approved equal.

Area drain shall be OldCastle V05 Drain Box with ADA-compliant cast iron grate or approved equal.

Cleanout shall be OldCastle F08 Utility & Valve Box with fibrelyte lid or approved equal.

Liner shall be high-density polyethylene (HDPE) or polyvinyl chloride (PVC) 30 mil liner.

Permeable Material in place must comply with the gradation requirements shown in the following table:

Permeable Material Gradation Requirements:

Sieve Size	Percentage passing by Weight
1"	90-100
5/8"	50-80
1/4"	30-50
#4	15-35
#8	10-30
#30	3-5
#200	0-3

#### PART 3 - EXECUTION

##### 3.01 GENERAL

Modify existing structure as shown on plans. Pipe shall be installed to the lines and grades as shown on the plans. Perforated pipe shall be laid with the perforations facing down. Trench backfill shall conform to the Town Standard. Backfill materials shall be placed in  
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lifts not to exceed eight inches (8") in uncompacted thickness and compacted to ninety percent (90%) by mechanical means only.

The permeable material must be thoroughly compacted by using a tamper, vibration plate, roller, or combination of each to a 95% Standard Proctor Compaction. The grade of the permeable material shall be conformed to the grade as shown prior to the installation of playground surface. The base shall be sloped minimum 2% toward the perforated pipe as shown on the plans.

### 3.02 AS-BUILT

The Contractor shall keep an accurate dimensioned record of the as-built location and depth.

Irrigation sleeve shall be installed where shown on the plans and not less than 1.5 below finished grade measured to the top of the sleeve. Sleeves shall extend 6 inches beyond paving. The end of the sleeve shall be capped until use.

## **PART 4 - MEASUREMENT AND PAYMENT**

Included in Section 100 of these Technical Specifications.

**END OF SECTION**

**SECTION 106**  
**ELECTRICAL FACILITIES**

**PART 1 - GENERAL**

This work consists of constructing and installing electrical equipment and materials at the locations as shown on the plans.

**PART 2 - MATERIAL**

Conduit and fittings must comply with the requirement of section 86-1.02B of the Caltrans Standard Specification.

Pull box shall conform to provision of section 86-1.02C of the Caltrans Standard Specification.

**PART 3 - EXECUTION**

**3.01 CONDUIT INSTALLATION**

The installation of conduit includes installing caps, brushings, and pull tape and terminating the conduit in pull boxes.

Limit the number of bends in a conduit run to no more than 360 degrees between pull points.

A larger size conduit than specified could be used for the entire length between termination point. Do not use a reducing coupling.

Install pull tape with at least 2 feet of slack in each end of the conduit that will remain empty. Attach the tape's ends to the conduit.

Terminate conduit installed through the bottom of a nonmetallic pull box 2 inches above the bottom and 2 inches from the wall closest to the direction of the run.

Install conduit at minimum 24" below the finished grade.

**3.02 INSTALLATION OF PULL BOXES**

Install a pull box on a bed of crushed rock and grout it before installing conductors. The grout must be from 0.5 to 1 inch thick and sloped toward the drain hole. Place a layer of roofing paper between the grout and the crushed rock sump. Make a 1-inche drain hole through the grout at the center of the pull box.

Set the pull box such that the top is 1-1/4 inches above the surrounding grade in unpaved areas and leveled with the finished grade in sidewalks and other paved areas.

Grout around conduit that are installed through the sides of the pull box.

Bond and ground the metallic conduit before installing conductor and cables in the conduit.

Bond metallic in a nonmetallic pull box using bonding bushings and bonding jumpers.

**PART 4 - MEASUREMENT AND PAYMENT**

Included in Section 100 of these Technical Specifications.

**END OF SECTION**

## **SECTION 107**

### **CONCRETE IMPROVEMENTS**

#### **PART 1 - GENERAL**

This work consists of constructing concrete curbs, sidewalk and pad on a prepared subgrade, at the locations and to the lines, grades and dimensions shown on the plans and details.

##### **1.01 COORDINATION**

Contractor shall notify the Town 48 hours in advance of concrete removal.

##### **1.02 SUBMITTALS**

The Contractor shall furnish a concrete mix design to the Town Engineer at least ten (10) working days prior to the start of the work.

#### **PART 2 - MATERIAL AND EQUIPMENT**

Concrete shall conform to the provisions of Section 90 of the Caltrans Standard Specifications. Steel bar reinforcement, dowels, and wire mesh reinforcement shall conform to the requirement of section 52 of the Caltrans Standard Specifications.

##### **2.01 CONCRETE MIX DESIGN**

The Contractor shall furnish a concrete mix design to the Town's Engineer at least ten (10) working days prior to the start of the work, based on the following guidelines:

All concrete facilities shall be constructed with Class B, 5 Sack mix which meets the following requirements:

Compressive Strength: 3000 psi @ 28 days (2500 psi min in 48 hrs for commercial driveways)

Maximum Slump: 4 inches

In addition, Polypropylene fiber reinforcement shall be added at the following rate:

General Concrete Facilities including curb, gutter, sidewalk, access ramps, residential driveways, etc. - 1.5 lbs/cy (0.01% by volume), 3/4 inch min. length

Heavy Vehicular Facilities including cross gutters, spandrels, swales, commercial driveways, and alley entrances - 3.0 lbs/cy (0.02% by volume), 1-1/2 inches min. length

The Contractor shall be responsible for all costs associated with the required mix design.

#### **PART 3 - EXECUTION**

##### **3.01 GENERAL**

All work shall conform to the provisions of Section 73 of the Caltrans Standard Specifications.

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Concrete removal work shall conform to the provisions in Section 15-1.03B, "Removing Concrete," of the Caltrans Standard Specifications and these Technical Specifications. The existing concrete shall be sawcut full depth prior to removal. Any concrete broken due to the Contractor's failure to comply with these requirements shall be removed and replaced at the Contractor's expense. All concrete removed shall become the property of the contractor to be disposed of outside the right of way, each day work occurs.

The line and grade of the replaced facilities shall conform to the existing facilities. In most instances, this will consist of a straight line between existing facilities.

The Contractor shall flow line water test all repaired curbs and gutters, cross gutters, and other repaired drainage facilities in the presence of the Town's Engineer.

### 3.02 PROTECTION OF EXISTING FACILITIES

The contractor shall protect existing facilities from damage, and discoloration from concrete splash. Adjacent concrete facilities shall be covered during concrete placement to prevent concrete splash and excess concrete from staining the adjacent concrete. After initial placement, strikeoff and finishing, the protection shall be removed and the adjacent concrete cleaned.

Vertical existing facilities such as light poles, walls, etc. shall be protected with plastic extending a minimum of three feet above the concrete surface. After initial placement, strikeoff and finishing, the protection shall be removed and the vertical surfaces cleaned.

Protect existing drain inlet and hood as specified on the plans. If damaged by the construction activities, the Contractor shall replace the drain inlet and hood in kind and no additional cost to the City.

### 3.03 SUBGRADE

After the sub-grade is prepared, moisture conditioned, and compacted to 95% relative compaction at zero to three percent over optimum moisture content, the Contractor shall continuously maintain the sub-grade in a uniform condition at the moisture content obtained during sub-grade compaction until the concrete is placed.

In locations where existing concrete improvements are being replaced, existing base material may be re-compacted and used without over excavation and placement of additional baserock.

### 3.04 FORMING

Wooden forming shall be of two inch nominal thickness staked at two foot intervals. The maximum gap at the bottom of the forms shall be 1-3/4 inches.

### 3.05 TOLERANCES

The maximum variation from design elevation shall not exceed +/- 0.02 feet. In some instances, particularly in critical drainage areas, tolerances may be reduced to zero. Concrete facilities shall be installed to maintain or provide positive drainage. Questions regarding applicable tolerances shall be directed to the Town's Engineer forty-eight hours in advance of the work.

When shown on the drawings, the concrete shall be set at the design elevations. When existing facilities are to be removed and replaced, they shall conform to the existing elevations and grades. Generally, this will be at a straight line between the start and end points of the removal.

### 3.06 PLACING AND FINISHING

The concrete shall be deposited on a moist grade in such a manner as to require as little re-handling as possible. Workmen shall not be allowed to walk in the freshly mixed concrete with boots or shoes coated with earth or foreign substances.

In general, adding water to the surface of the concrete to assist in finishing operations shall not be permitted.

Before final finishing is completed and before the concrete has taken its initial set, the edges shall be carefully finished with the radius shown on the plans or a radius to match the existing construction.

Concrete shall be thoroughly consolidated against and along the faces of all forms and adjacent concrete. After the forms are removed, excess concrete below the form surface shall be removed to be flush with the form face.

All new concrete shall match existing facilities in texture, color, and appearance. Surfaces shall be broom finished transversely to the line of pedestrian traffic. The Contractor shall clean at his expense all discolored concrete. The concrete may be cleaned by abrasive blast cleaning or other methods approved by the Engineer. Repairs shall be made by removing and replacing the entire unit between scoring lines or joints.

### 3.07 CONCRETE PROTECTION

The Contractor shall always have materials available to protect the surface of the fresh concrete against rain. These materials shall consist of burlap, curing paper, or plastic sheeting. If plastic sheeting is used, it shall not be allowed to contact finished concrete surfaces.

The Contractor shall also protect the concrete against traffic and vandalism. If the concrete is damaged or vandalized, the Contractor shall make the necessary repairs at its own expense. The repair procedure for damaged or vandalized concrete shall be approved in advance by the Engineer.

### 3.08 CURING

Concrete shall be cured by protecting it against loss of moisture, rapid temperature change, and mechanical injury for at least three days after placement. White or clear liquid membrane compound shall be used. After finishing operations have been completed, the entire surface of the newly placed concrete shall be covered by the curing medium. The edges of the concrete exposed by the removal of forms shall be protected immediately to provide these surfaces with continuous curing treatment.

### 3.9 JOINTS

Control joints shall be placed at a maximum spacing of ten feet.

Control joints in all PCC facilities, except sidewalks, shall be formed by tooling a deep joint or by using expansion joint material. If expansion joint material is used, a minimum of two 1/2 inch by 18 inch dowels shall be used with additional dowels placed every 24 inches.

Control joints in sidewalks may be made using a tooled joint which shall extend a minimum of 1/4 of the depth of the concrete and shall not be less than 1-1/2 inches in depth.

Expansion joints shall be required at a maximum of forty foot intervals on curbs and sidewalks. Expansion joints shall also be required on all corners of curbs and sidewalks, at the outside boundary of access ramps, and other locations with discontinuities or reentrant corners which may cause cracking.

### 3.10 CLEANUP

After the concrete is placed, cured, and the forms have been removed, the Contractor shall clean the site of all concrete and forming debris.

## **PART 4 - MEASUREMENT AND PAYMENT**

Included in Section 100 of these Technical Specifications.

**END OF SECTION**

## **SECTION 108**

### **FENCING AND GATE**

#### **PART 1 - GENERAL**

This work consists of constructing guardrail fence and gate, and temporary construction fence at the locations and dimensions shown on the plans and details.

The Contractor shall furnish, install and maintain temporary construction fence along the construction area for public safety. The temporary fence shall conform to the Section 80 of Caltrans Standard Specification.

Provide a complete, installed guardrail fence and gate including all components (fence panels, post, hardware and footings) defined herein.

##### **1.01 QUALITY ASSURANCE**

Provide laborers and supervisors who are thoroughly familiar with the type of construction involved and materials and techniques specified.

##### **1.02 SUBMITTALS**

1. Accepted shop drawings shall become the basis for the factory-finished surfaces and must therefore be submitted before installation.
2. Submit vendor information for 8-stage corrosion-resistant powder coating.
3. Submit manufacturer's warranty

##### **1.03 DELIVERY, STORAGE AND HANDLING**

Deliver materials to the job site in good condition and providing proper protection from damage to factory-finished surfaces. Materials will be stored with a covering of protective material in a clean-dry location in such a way as to avoid damage, especially damage caused by the dust, chemicals and moisture found in the air. Materials shall also be stored in such a manner to ensure proper ventilation and drainage, and to air. Materials shall also be stored in such a manner to ensure proper ventilation and drainage, and to protect against damage, weather, vandalism and theft.

#### **PART 2 - MATERIALS**

All materials shall be fabricated from round tube steel stock, except as noted on plans.

Pickets, rail, and post shall be manufactured from iron tubing, meeting the requirements of ASTM A 500-93 with an in-line hot dipped galvanized exterior zinc coating and clear organic exterior coating and gray interior rust preventing coating. This material must have a minimum yield of 46,000 psi.

Minimum gauge/wall thickness shall be as follows:

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1. 1" pickets shall have a minimum gauge of 14.
2. 2" pickets shall have a minimum gauge of 11.
3. 2" rail shall have a minimum gauge of 11.
4. 3" post shall have a minimum gauge of 3/16".

Finish shall be an eight stage pre-treatment and a four stage corrosion resistant powder coating process. The finish shall conform to local environmental air quality standards. Color shall be as green or equal. Submit 40 sq. inch sample to Town's Engineer for acceptance prior to fabrication.

### **PART 3 - EXECUTION**

#### **3.01 PREPARATION**

Layout the fence in accordance with the fence construction plans and shop drawings. Place post in accordance with the fence construction drawings. Verify and grade any changes or surface irregularities. Any discrepancies between accepted shop drawings and field conditions must be approved prior to proceeding with installation.

#### **3.02 INSTALLATION**

Guardrail fence post shall be set according to the spaces shown on the drawings. All posts shall be set plumb and level.

Guardrail fence panels shall be welded or bolted to the posts. All field welding, or rail to post, shall be a complete 360 degree (all four sides) weld and shall be of the same size as indicated on the drawings. The same day as the welding is done, all welds shall be cleaned and coated with a zinc-rich primer coating and color-matching finish coat. Any bolts and tabs used for connections shall be of the same size indicated on the drawings. Bolt threads shall be peened after tightening of bolt.

Any abrasions or field welds that cause damage to factory coatings shall be thoroughly cleaned reprimed and touched up by the contractor. The paint used must be of the same quality, color and gloss, in order to provide a match to the manufacturer's finish.

### **PART 2 - MEASUREMENT AND PAYMENT**

Included in Section 100 of these Technical Specifications.

**END OF SECTION**

## SECTION 109

### PLAYGROUND EQUIPMENT AND FITNESS APPARATUS

#### PART 1- GENERAL

##### 1.01 SECTION INCLUDES

- A. The work specified in this section is the provision of all material, labor, equipment, and services necessary for furnishing and installing items, as shown on the Drawings and specified herein. The work includes but is not limited to:
  - 1. Playground Equipment and Fitness Apparatus
- B. The play structures shall be PipeLine Playground Equipment similar to Drawing No. P-18004-A2 dated 01-19-18, as shown on the Plans, manufactured by Columbia Cascade Company, 1300 SW Sixth Avenue Suite 310, Portland OR 97201-3464 U.S.A.

##### 1.02 QUALITY ASSURANCE

- A. Workmanship and materials: All workmanship and materials within this Section shall conform strictly to the manufacturer's specifications, installation instructions, and guarantees.

##### 1.03 SUBMITTALS

- A. Submit the following:
  - 1. Within 14 calendar days of Notice to Proceed, submit proof of order of all play equipment and fitness apparatuses.
  - 2. Playground Equipment and Fitness Apparatuses: Manufacturer's literature, specifications, colors, installation, footing instructions and warranties.
  - 3. Paint: Four-inch square, or linear (where applicable) samples of each specified color, including powder coated metal colors.
- B. Shop Drawings:
  - 1. Horizontal and vertical layout of play equipment; plan and section drawings to scale.

##### 1.04 INSTALLER QUALIFICATIONS

- A. Engage experienced subcontractors, with minimum 3 years of experience, for play equipment installation. Approved subcontractors must have a proven record of installing play equipment and safety surfacing similar in material, design, and extent to that indicated for this Project and with a record of successful in-service performance. Submit a list of at least 5 installations for each playground with associated reference point of contact and phone number for each, and in service for a minimum of 2 years.

## 1.05 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Play equipment shall be delivered in good condition in original unopened packages with labels intact and unloaded at job site in such a manner that no damage occurs to the product during hauling, handling or unloading at the job site.
- B. Protect material from adverse weather.

## 1.06 WARRANTY

- A. All materials and workmanship of all materials specified in this Section are subject to warranty requirements. Warranty shall apply for a minimum period of two years from the date of Substantial Completion, perform to the complete satisfaction of the Town. During and at the end of this period, all required repairs and adjustments, including replacement of defective material, shall be made including all repairs to other work made necessary thereby, without additional expense to the Town.

## **PART 2- PRODUCTS**

### 2.1 GENERAL

- A. The play area layout and design as shown on the Plans are based on products currently available from the manufacturer Columbia Cascade. Products of any other manufacturers will be not be considered.
- B. Provide play equipment as follows:
  - 1. PipeLine Playground Equipment
    - a. Replacement Parts similar to drawing No. P-18004-A2 dated 01-19-18, as shown on the Plans, two standard color CASPAX-7 powder-coated finishes, BROWN Thermoplastic-coated Perforated Steel SofDecks, TAN or YELLOW plastic components.
    - b. Allow 60 days for order delivery from the manufacturer.
  - 2. PipeLine Fitness Cluster Group B (Model No. 9700-2-B)
    - a. 9700-02-B Group-B Apparatus, standard color CASPAX-7 powder-coated finish, Cedar colored 100% postconsumer HDPE recycled plastic benches, WHITE graphics on BLUE or GREEN background porcelain enamel on steel sign panel, to include Model No. 9700-BS Group B Sign.

### 2.2 METAL MATERIALS

#### **2.2.1 Posts and Beams**

All steel posts and beams shall be 4-1/2" (o.d.) schedule 40 steel pipe with a minimum wall thickness of 7/32" in accordance with ASTM A-53, Type E, Grade A. *Thin wall tubing is not acceptable.* Posts and Beams and their end caps shall be CASPAX-7™ finished in accordance with Section 2.3.3.

#### **2.2.1.1 End Treatment**

Exposed ends of posts shall be fitted with a cast aluminum (384 alloy) hemi-dome end cap permanently adhered in place. Easily vandalized plastic and/or friction fit end caps are not permitted.

#### **2.2.1.2 Post Embedment**

Static posts shall be embedded 2'-0" and dynamic posts shall be embedded 3'-9" below compacted subgrade in concrete footings as depicted on the erection drawings. Actual concrete footing sizes can vary and depend on job site and climatic conditions. Consult project engineer/owner for exact requirements. Posts shall include through holes to receive two No. 4 reinforcing bars (to be supplied by installing contractor).

#### **2.2.2 Arches**

All steel arches shall be 4-1/2" (o.d.) schedule 40 steel pipe with a minimum wall thickness of 7/32". Thin wall tubing is not acceptable. Arches shall have 2'-0" radius continuous, smooth curve. Uneven or flat top arches are unacceptable. All arches include 4" (o.d.) schedule 40 steel pipe sleeves for attachment to support posts. Arches shall be CASPAX-7 finished in accordance with Section 2.3.

#### **2.2.3 Collars**

Cast aluminum (384 alloy) two-piece attachment collars shall be provided in sufficient quantity to connect all accessories, decks, and rails to support posts. Collars must be formed to recess bolt fastener. Each collar set shall include two vandal-resistant socket-head cap screws with nuts and two 1/4" aluminum hammer-drive rivets. Collars shall be CASPAX-7 finished in accordance with Section 2.3.

#### **2.2.4 Straight and Curved Rails**

Unless otherwise noted, all steel Straight and Curved Rails shall be 1-5/16" (o.d.) schedule 40 steel pipe in accordance with ASTM A-53, Type E, Grade A. Straight and Curved Rails shall be CASPAX-7 finished in accordance with Section 2.3.

#### **2.2.5 Fabrication**

All welds shall comply with AWS standard D1.1. All edges, ends, and welds shall be ground smooth by hand to a maximum grit of 36 and shotblasted to a uniform surface texture.

### **2.2.6 Quality Control**

Inspectors shall examine metal components for correct fabrication, fastener hole alignment, and smoothness.

### **2.2.7 Additional Hardware**

Additional hardware shall be provided in sufficient quantity to complete assembly of the PipeLine play equipment. All hardware shall be non-ferrous, or color finished with CASPAX-7, or galvanized, or electrostatic zinc plated in accordance with the manufacturer's standard.

## **2.3 METAL FINISH**

All metal parts other than those galvanized or stainless steel shall be finished with CASPAX-7, a colorful, tough, opaque, exterior use powder coating. Liquid, epoxy, or lead-containing powder coatings are not acceptable. The CASPAX-7 color shall be the manufacturer's standard or as selected by the Town Engineer and designated on the project plans and/or specifications.

### **2.3.1 Cleaning**

Substrate preparation shall consist first of mechanical cleaning to remove heavy mill scale, rust, varnish, grease, etc., then chemical cleaning in accordance with TT-C-490C, Methods I and III.

### **2.3.2 Phosphate Application**

After cleaning, the metal substrate shall receive a corrosion-inhibiting iron phosphate coating in accordance with TT-C-490C, Type II, before application of the final color coat.

### **2.3.3 Powder Application**

The coating powder shall be uniformly applied by the electrostatic method to a minimum thickness of six mils. Promptly after the application of the powder, the coating shall be oven-cured at 400 degrees Fahrenheit to chemically bond the finish to the substrate and to render the color coated surface resistant to abrasion, impact, household chemicals, weathering and rusting.

### **2.3.4 Chronological Importance**

For a corrosion-inhibiting agent to be effective, all fabrication including cutting, coping, grinding, and welding *must be completed before application of the corrosion-inhibiting agent*. Corrosion-inhibiting agents applied prior to fabrication are not acceptable.

### **2.3.5 Quality Control**

The applicator shall test the finish of each lot for correct millage, chemical resistance, hardness, and internal bond in accordance with established industry standard test methods. Records of this quality control procedure shall be made and retained for two years.

## 2.4 TIMBER MATERIALS

All play equipment wood components shall be manufactured from Playground Equipment Grade Douglas fir timbers, selected by the equipment manufacturer for strength, durability, and appearance.

### 2.4.1 Playground Equipment Grade

Timber posts, beams, and walls shall be Coastal Douglas fir (Pseudo-tsuga menziesii), free-of-heart-center (F.O.H.C.). To assure long, useful life, timbers containing the heart center or pith of the log shall not be accepted.

### 2.4.2 Timber Characteristics

All timbers shall be fine-grained, with at least 80 percent of the pieces possessing eight annular rings to the inch, the remainder having at least six rings to the inch. There shall be no loose knots, knotholes, shake, unsound wood, white specks or honeycomb allowed. To eliminate slivering, timbers shall be free of wane, and planer skips are not allowed in dressing. Except as noted, other characteristics and limiting provisions are in accordance with Paragraph 131-A "Standard Grading Rules for West Coast Lumber".

### 2.4.3 Chronological Importance

To effectively receive pressure preservative treatment of the timber materials, all fabrication, including sawing, notching, drilling, incising and kerfing, must be completed prior to preservative treatment.

### 2.4.4 Wood Preservation

All wood components shall be pressure-preservatively treated with a non-toxic formulation designed for use on playground equipment. Preservatives containing arsenic, pentachlorophenol, creosote or similar toxic chemicals as their active ingredient shall not be used.

#### 2.4.4.1 Composition

The preservative solution shall be homogeneous and capable of deep penetration, not merely an emulsion. The treatment shall not materially change the color of the wood to which it is applied.

#### 2.4.4.2 Application

Wood shall be pressure impregnated by the closed cylinder, vacuum pressure method as prescribed by the latest standards for the American Wood Preservers'

Association. The preservative carrier shall conform to AWPA Standard C1 (latest edition).

#### **2.4.4.3 Verification**

Conformance to the requirements of this specification shall be monitored by an independent inspection agency in accordance with established industry quality control and inspection procedures.

#### **2.4.5 Quality Control**

Inspectors shall examine each timber component for correct fabrication, fastener hole alignment, and for smooth end, edge, and face treatment.

### **2.5 POLYETHYLENE MATERIALS**

Polyethylene shall be linear medium density with the maximum ultraviolet degradation inhibitors and may be specified in yellow or tan. Plastic Spiral Slide Chutes, Wide Chutes, and Tunnel Crawls shall have a minimum wall thickness of 3/8". Double-walled panels and graphic cylinders shall have a minimum wall thickness of 1/4".

#### **2.5.1 Fabrication**

Plastic components shall be one-piece, rotationally molded polyethylene. Each component shall be free of burrs, warpage, cupping, and other irregularities. Mold parting lines and all edges shall be trimmed and finished smooth.

#### **2.5.2 Finish**

Exterior surfaces shall be textured to camouflage any scratches or markings. Surfaces intended for passage or sliding shall be finished smooth.

#### **2.5.3 Quality Control**

Inspectors shall examine each plastic component for correct fabrication including: wall thickness, cure, texture, fastener hole alignment, and color uniformity.

### **2.6 INSTALLATION INSTRUCTIONS AND AIDS**

To guide installation, each PipeLine structure shall be accompanied by bills of materials, written instructions, and an erection plan view drawing to be furnished prior to or with the delivery of the play structure. To facilitate assembly, each part shall be indelibly stenciled with an easily-read identification number keyed to the bills of materials and erection drawings. All components shall be shipped unitized, protectively wrapped, banded for mechanical handling and ready for assembly.

### **2.7 DECKS AND ACCESSORIES**

#### **Brown Thermoplastic-Coated Perforated Steel SofDeks**

Thermoplastic-coated Perforated Steel SofDecks shall be manufactured of 11 gauge (.125" thick) perforated mild steel plate. Each deck unit shall be reinforced with 1/4 inch thick mild steel bar as necessary to insure structural integrity. Corners of each deck shall fit closely with support posts and allow for attachment to posts with supplied collar sets (Paragraph 2.2.3). No sharp metal edges shall be exposed.

All fabricated metal components to be plastic coated shall have edges and ends deburred and ground smooth prior to being finished. Preparation of the steel substrate shall incorporate mechanical cleaning to remove heavy mill scale, varnish, rust, grease, etc.; then a prime coat shall be applied. The ultra-violet stabilized thermoplastic coating shall be applied by the electrostatic process to pre-heated substrate to a thickness of approximately 30 mils then allowed to cure before handling. Final Durometer (hardness) shall be 52 on the D Shore scale in accordance with ASTM D 2240.

#### **1000-01 Welcome/Age Appropriate/Playground Rules Sign**

Welcome/Age Appropriate/Playground Rules sign structure shall be factory assembled and consist of pipe frame and graphic panel. Pipe frame shall be one piece of 1-5/16" o.d. schedule 80 steel pipe bent in a "U" shape. It shall bury 3'-6" below finished grade and have a 3/8" hole in each leg for #4 rebar (by others). Pipe shall be ground smooth, deburred and CASPAX-7 powder-coated in conformance with Section 2.4.

Graphic panels shall be 18 gauge steel, coated on both sides with porcelain enamel. The porcelain enamel process fuses a layer of glass to the metal substrate at temperatures exceeding 1,500°F (815°C). To assure adhesion, special glasses are employed possessing thermal expansion qualities slightly lower than those of the steel plate. Colors are permanent and extremely weather-resistant.

The four corners are boldly rounded to a radius of one inch and both sides of the sign panel are porcelainized. Predrilled holes accommodate factory attachment to the sign structure.

Each panel shall contain written "welcome" and age appropriate instructions on one side and playground rules on the reverse side. Graphics shall be applied in porcelain enamel. Panel background is colored Safety Blue and words are black and white. Panels shall be permanently installed to the sign structure prior to delivery to the site.

#### **1605 Talk Tubes, Pair**

Talk Tubes shall consist of two talk tubes and attachment hardware.

Talk Tube shall consist of tube assembly and attachment hardware. Talk Tube assembly shall be 1-7/8" (o.d.) schedule 40 curved steel pipe permanently welded to 1/4" mild steel plate receivers. The mouth pieces shall have 21 speaker holes each being 1/8" diameter. After fabrication, Talk Tube shall be ground smooth,



deburred, and CASPAX-7 finished in accordance with Section 2.3

Attachment hardware shall conform to paragraphs 2.2.3 and 2.2.7.

Connecting pipe shall be by others.

#### **1607-20 Convex/Flat Mirror Panel**

Mirror Panel shall consist of plastic panel with hole, mirrors, two horizontal rails and attachment hardware.

Panel shall consist of rotationally-molded, ultraviolet protected polyethylene in accordance with Section 2.4. Panel shall have a wall thickness of .25 inches and overall panel thickness shall be 3-3/4" thick. Each panel face shall have a relieved radial patterned surface. Panel shall include a 24" diameter hole, at centerline, through panel, to accept a mirror. Plastic color shall be Yellow or Tan.

Convex Mirror shall be molded of impact-resistant 1/4" thick polycarbonate formed into a hemisphere 23" in diameter X 4" deep. The concave face of the polycarbonate shall receive a metallic finish rendering the exterior, convex face highly reflective. The mirror shall be attached to the panel with twelve stainless steel, vandal-resistant button head hex socket cap screws.

The flat mirror shall be constructed of 16 gauge polished stainless steel and attached to the panel with its reflective surface facing away from the convex mirror, i.e. the installed Convex Mirror Panel can be used from both sides.

Rails shall be constructed of 1-5/16" o.d. schedule 40 steel pipe CASPAX-7 finished in accordance with Section 2.3. Attachment hardware shall be in accordance with Paragraph 2.2.7. Top of installed Convex Mirror Panel shall be 38" in height.

#### **1613 Baluster Wall**

Baluster Wall consists of a one piece enclosure and four collar sets.

Baluster Wall enclosure shall be 1'-5/16" (o.d.) schedule 40 steel pipe permanently welded to nine equally spaced 5/8" diameter solid steel balusters. When assembled baluster wall shall be at least 39" in height above top of deck.

Baluster Wall shall be CASPAX-7 finished in accordance with Section 2.3.

Attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

#### **1614-45 Gear Panel**

Gear Panel shall consist of panel, three knobs, two straight rails, and attachment hardware.

Panel shall be 3/4" thick UHMW. Knobs shall be 2" diameter black plastic and

shall move freely within grooves of UHMW panel.

Top and bottom support rails shall be 1" i.d. schedule 40 steel pipe. Straight rails shall have 4 steel tabs permanently welded in place for attachment to UHMW panel.

Straight rails shall be CASPAX-7 finished in accordance with Section 2.3.

Attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

#### **1614-46 Abacus**

Abacus shall include three horizontal rails, 30 abacus beads and attachment hardware.

Horizontal rail shall be manufactured from 1-5/16" o.d. schedule 40 steel pipe.

Each abacus bead shall be made of a UHMW bushing with tapered sides and a center hole that allows the bead to pass freely across the straight rail.

Horizontal rails shall be CASPAX-7 finished in accordance with Section 2.3.

Attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

#### **1614-48 Chime Wall**

Chime Wall shall consist of one chime wall assembly and attachment hardware.

Chime Wall assembly shall include two 1-5/16" o.d. schedule 40 steel pipe horizontal rails with 5/8" diameter solid steel baluster bars welded to the two horizontal rails. Eight chimes constructed from stainless steel tubing shall be suspended from the top baluster bars and UHMW bushings with stainless steel hardware. The stainless steel chime tubes shall be of different lengths to achieve separate tones.

Horizontal rails and baluster bars shall be CASPAX-7 finished in accordance with Section 2.3.

Attachment hardware shall conform to Paragraph 2.2.3 and 2.2.7.

#### **1614-53 Store Front Panel with Baluster Wall**

Store Front Panel shall consist of Baluster wall, steel counter top assembly, and attachment hardware.

Baluster wall assembly shall be 1-5/16" (o.d.) schedule 40 steel pipe permanently welded to nine equally spaced 5/8" diameter solid steel balusters to make a one-piece assembly.

Steel counter top assembly shall consist two 1-5/16" o.d. schedule 40 steel pipe

framework supports permanently welded to 3/16" thick steel plate counter top.

Baluster wall and counter top assembly shall be welded into a single unit and shall be CASPAX-7 finished in accordance with Section 2.3.

Attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

#### **1643-65 Wide Chute, Stainless Steel, with 6" Center Rail**

Wide chute with 6" Center Rail shall consist of a stainless steel bedway assembly, enclosure assembly, deck connection bracket, front pipe brace assembly, and attachment hardware.

Stainless steel bedway assembly shall consist of a 36" wide single sheet of 16-gauge T430 bright annealed stainless steel, side rails, center rail and safety handrails. *No laps or seams are permitted.* The bedway shall be permanently attached to the side rails and center rail with "monobolts", and shall be reinforced from underneath by 16-gauge galvanized steel battens spaced no further than 4" on center.

Each side rail and center rail shall be aluminum "D" rail, shall extend 6" above the slide bedway, and have ends closed with the end caps permanently riveted in place.

Deck Connection bracket shall be 1/4" thick steel that is ground smooth and deburred after fabrication. The bracket, enclosure and rails shall be CASPAX-7 finished in accordance with Section 2.3.

Front pipe brace assembly shall include 1" Schedule 40 galvanized steel tube and a hinged bracket with slotted holes to allow adjustability during assembly process.

Wide Chute with 6" Center Rail shall slope approximately 30 degrees when properly installed. In the exit area (bottom), side rails, center rail and assembly shall be curved to parallel grade as closely as possible, thereby slowing the player for safe discharge.

Attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

#### **1647-91 Spiral Slide Chute, Plastic with Baluster Walls**

Spiral Chute shall consist of one each entrance section and enclosure, mid-section(s), one each exit section, one each exit support, one each center support post, and attachment hardware.

Slide sections shall be rotationally-molded, ultraviolet (U.V.) protected polyethylene in accordance with Section 2.4 with a minimum wall thickness of 3/8". *Thinner wall thickness is not acceptable.* Galvanized "T"-nuts shall be securely molded into each section. Matching holes for fastening sections shall be drilled. Contiguous sections shall fasten securely, joints shall be tight fitting, smooth, and even.

Entrance platform deck shall be a one-piece assembly of formed 1/8" thick diamond-plate steel and 1-5/16" (o.d.) schedule 40 steel pipe barrier walls with 5/8" diameter solid steel balusters. The baluster walls shall be at least 39" above the entry platform deck surface.

Exit support shall be 1-5/16" (o.d.) schedule 40 steel pipe permanently welded to 1/4" steel plate and allow for attachment to the exit section with supplied hardware.

Center support post shall be in accordance with Paragraphs 2.2.1 through 2.2.1.2.

All color-coated metal components shall be CASPAX-7 finished in accordance with Section 2.3.

Attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

#### **1648-95 CrossClimb Cargo Net**

CrossClimb Cargo Net Climber shall consist of black plastisol-coated cargo net assembly with two horizontal beam assemblies and attachment hardware.

The cargo net assembly consists of hardened and plastisol-coated chain formed into a 12" grid with all intersections permanently joined. *Ordinary proof coil chain is not permitted.*

Horizontal beam assembly shall be 4-1/2" (o.d.) schedule 40 steel pipe with 4" diameter (o.d.) schedule 40 steel pipe inserts and pivot tabs permanently welded in place

Horizontal beam assembly shall be CASPAX-7 finished in accordance with Section 2.3.

The cargo net assembly shall be factory attached to the horizontal beam assembly after powder coating.

Attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

#### **1656-8-84 Suspension Bridge, Steel with Baluster Walls**

Suspension Bridge shall consist of steel treads, two end connection brackets, two baluster walls, and attachment hardware.

Steel treads shall be 11 gauge steel tread formed to be 8" wide by 3' 11" long by 2" thick with ends enclosed. Each steel tread will be connected together with 1/4" steel plate and connection hardware to allow treads to hinge about the adjoining tread(s).

The top surface of each tread shall have a non-skid coating, factory applied. Nominal length of Clatter Bridge shall be eight feet.

Suspension Bridge shall include two curved baluster walls consisting of a one-

piece enclosure and attachment. Baluster Wall shall be 1'-5/16" (o.d.) schedule 40 steel pipe permanently welded to 22 equally spaced 5/8" diameter solid steel balusters.

Steel treads, Curved Baluster Walls and connection brackets shall be CASPAX-7 finished in accordance with Section 2.3.

Attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

#### **1675-41 Climbing Ramp**

Climbing ramp shall consist of rope assembly, straight rail, ramp assembly, frame assembly, and attachment hardware.

Rope assembly shall consist of 1" diameter rope with one end spliced to a 1" thimble and secured to the top straight rail with a shaft collar. The lower end of the rope assembly shall have length sufficient for embedment in concrete.

Ramp panel shall be manufactured of 1/4" thick steel plate. Step blocks shall have a trapezoidal cross-section and be made from recycled plastic. They shall be attached to the panel with stainless steel hardware.

All metal components shall be CASPAX-7 finished in accordance with Section 2.3.

Attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

#### **1675-71 Vertical Block Climber**

Vertical Block Climber shall consist of straight rail, corner handles, wall panel assembly, frame assembly, and attachment hardware.

Wall panel shall be 1/8" thick steel with corners and edges rounded and CASPAX-7 powder-coated. Step blocks shall be recycled plastic and be attached to the panel.

Two corner handles shall each consist of a 1-5/16" o.d. schedule 40 curved steel pipe.

All metal components shall be CASPAX-7 finished in accordance with Section 2.3.

Attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

#### **1679 Coil Climber**

Coil Climber shall consist of one pole assembly, one enclosure, two corner handles and attachment hardware.

Pole assembly shall be 1-5/16" (o.d.) schedule 40 coiled and straight steel pipe manufactured to include a through hole for acceptance of one No. 4 reinforcing bar (supplied by installing contractor). Distance between 360 degree turns of coil shall

be 12" and inside diameter of coil shall be no less than 9". Distance from deck to coil shall be 1'-2".

Post bracket assembly shall be 1-5/16" (o.d.) schedule 40 steel pipe manufactured to connect with coil climber assembly.

All metal components shall be CASPAX-7 finished in accordance with Section 2.3.

Attachment hardware shall conform to Paragraphs 1.3 and 1.7.

#### **1679-11 Vertical Loop Climber**

Vertical Loop Climber shall consist of one pole assembly, one each enclosure assembly, and attachment hardware.

Pole assembly shall be 1-5/16" (o.d.) schedule 40 steel pipe manufactured to include a through hole for acceptance of one No. 4 reinforcing bar (supplied by installing contractor).

Vertical loop climber shall be CASPAX-7 finished in accordance with Section 2.3.

Attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

#### **1685-109 Lookout Platform, Baluster Wall with Ship's Wheel**

Lookout Platform, Baluster Wall with Ship's Wheel shall consist of lookout deck assembly, baluster wall handrail assembly modified to include one No. 1604 ship's wheel assembly, four collar sets, and attachment hardware.

Lookout deck assembly shall include a perforated steel walkway manufactured from 11 gauge (.125" thick) perforated mild steel plate reinforced with 1/4 inch thick mild steel bar as necessary to insure structural integrity. Corners of balcony deck assembly shall fit closely with support posts and allow for attachment to posts. No sharp metal edges shall be exposed.

Handrail assembly shall consist of one-piece enclosure. Enclosure top, bottom, and side rails shall be 1-5/16" (o.d.) schedule 40 steel pipe permanently welded to equally spaced 5/8" diameter solid steel balusters. Handrail assembly shall be furnished complete with four collar sets. When properly installed, the top of the baluster wall shall be at least 39" in height above the top of the deck surface.

Ship's Wheel shall rotate freely using a supplied UHMW bushing. Wheel shall be attached to the baluster wall without protrusion.

Lookout deck assembly, baluster wall handrail assembly, and ships' wheel shall be CASPAX-7 finished in accordance with Section 2.3.

Attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

#### **1691-8 Overhead Ladder**

Overhead Ladder shall consist of a ladder assembly, sleeved post brackets and attachment hardware.

Ladder assembly shall consist of two 1-7/8" (o.d.) schedule 80 steel pipe side rails and shall have six evenly-spaced 1-5/16" (o.d.) x 2'-8" schedule 40 steel pipe rungs permanently welded in place to form a one-piece assembly. Overhead Ladder shall connect to support posts by means of attachment hardware.

Overhead Ladder shall be CASPAX-7 finished in accordance with Section 2.3.

Attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

#### **1694 Kid's Bench (Beneath deck)**

Kid's Bench shall consist of a welded wire bench and attachment hardware.

Bench assembly frames shall be fabricated from 1-5/16" o.d. schedule 40 steel pipe. Seats shall be fabricated from 1/8" diameter steel welded wire mesh in a 1" x 1" pattern.

Kid's Bench assembly shall be CASPAX-7 finished in accordance with Section 2.3.

Attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

#### **1697-16-81 Accessible Transfer Station, 8" Riser**

Transfer Platform with Stair shall consist of a platform assembly, two handrails and attachment hardware.

Platform assembly shall be thermoplastic-coated steel manufactured from 11 gauge (.125" thick) perforated mild steel plate. Corners of platform shall fit closely with support posts and allow for attachment to posts. No sharp metal edges shall be exposed.

Platform assembly shall be thermoplastic-coated in accordance with Section 2.6.

Handrails shall be fabricated from 1-5/16" o.d. schedule 40 steel curved pipe and shall each have a flattened area for screw attachment to bottom platform.

Handrails shall be CASPAX-7 finished in accordance with Section 2.3.

All other attachment hardware shall conform to Paragraphs 2.2.3 and 2.2.7.

### **PART 3- EXECUTION**

#### **3.01 LAYOUT OF PLAY EQUIPMENT**

- A. Layout: Layout play equipment are shown on the drawings and per manufacturer's requirements.

- B. Adjustments: The Town Engineer reserves the right to make adjustments in the locations of Fitness Apparatus without additional cost to the Town.
- C. Final Layout: Final layout shall meet contract drawings and manufacturer's requirements in regard to fall zones and safety requirements.

### 3.02 PROTECTION

- A. Protect play equipment during the construction period to prevent damage and wear.

### 3.03 REPLACEMENT

- A. Replace all defective or damaged play equipment prior to acceptance.

### 3.04 INSTALLATION

- A. Installation procedures shall be according to manufacturer's directions.
- B. All components of the equipment shall be installed accurately to produce true plumb and level installation.
- C. Clean-up: Prior to final inspection and acceptance, remove all rubbish and excess material for disposal as approved, and leave area in a neat, satisfactory condition.

## **PART 4 - MEASUREMENT AND PAYMENT**

Included in Section 100 of these Technical Specifications.

**END OF SECTION**



## SECTION 110

### PLAYGROUND PROTECTIVE SURFACING

#### PART 1 - GENERAL

##### 1.01 WORK INCLUDED

- A. This section includes the specifications for furnishing and installing poured-in-place Protective Surface at the locations shown on the plans.

##### 1.02 SUBMITTALS

- A. Product Data: Submit manufacturer's product data and installation instructions.
- B. Verification Samples: Submit manufacturer's standard verification samples of 9" x 9" minimum.
- C. Quality Assurance/Control Submittals: Submit the following:
  - 1. Certificate of qualifications of the surfacing installer.
- D. Closeout Submittals: Submit the following:
  - 1. Warranty documents specified herein.
  - 2. Maintenance documents recommended by the manufacturer.

##### 1.03 SAFETY AND TESTING

- A. ASTM D412 Standard Test Methods for Vulcanized Rubber and Thermoplastic Rubbers and Thermoplastic Elastomers-Tension.
- B. ASTM D624 Standard Test Method for Tear Strength of Conventional Vulcanized Rubber and Thermoplastic Elastomers.
- C. ASTM D2047 Standard Test Method for Static Coefficient of Friction of Polish-Coated Floor Surfaces as Measured by the James Machine.
- D. ASTM D2859 Standard Test Method for Flammability of Finished Textile Floor Covering Materials.
- E. ASTM E303 Standard Test Method for Measuring Surface Frictional Properties Using the British Pendulum Tester.
- F. ASTM F1292 Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment
- G. ASTM F1951 Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment.

#### 1.04 PERFORMANCE REQUIREMENTS

1.04.1 Shock attenuation (ASTM F1292) Gmax - Less than 200

1.04.2 Head injury criteria - Less than 1000

1.04.3 Flammability (ASTM D2859): Pass.

1.04.4 Tensile Strength (ASTM D412): 60 psi (413 kPa).

1.04.5 Tear Resistance (ASTM D624): 140%.

1.04.6 Water Permeability: 0.4 gal/yd<sup>2</sup>/second.

1.04.7 Accessibility: Comply with requirements of ASTM F1951.

1.04.8 Dry Static Coefficient of Friction (ASTM D2047): 1.0.

1.04.9 Wet Static Coefficient of Friction (ASTM D2047): 0.9.

1.04.10 Dry Skid Resistance (ASTM E303): 89.

1.04.11 Wet Skid Resistance (ASTM E303): 57.

#### 1.05 QUALITY ASSURANCE

- A. Utilize an installer trained and approved by the manufacturer, having experience with other projects of the scope and scale of the work described in this section.

#### 1.06 DELIVERY & STORAGE

- A. Deliver materials in manufacturer's original, unopened, undamaged containers with identification labels intact.
- B. Store materials protected from exposure to harmful environmental conditions and at a minimum temperature of 40 degrees F and a maximum temperature of 90 degrees F.

#### 1.07 PROJECT SITE CONDITIONS

- A. Install surfacing on a dry sub-surface with no prospect of rain within initial drying period, and within 40 degrees F and 90 degrees F.
- B. Installations may be performed over 95% crushed aggregate/stone base, typical thickness of 4-6" to allow for proper compaction rates.

#### 1.08 LIMITATIONS

Some chemicals may cause damage to the playground surface and should be avoided. They include disinfectants, concentrated chlorine bleach, gasoline, diesel fuel, hydraulic

and lubricating oils, acids and organic solvents. Though not commonly used in water play areas, pool surrounds and similar applications, dissolved minerals and other chemicals (hydrochlorides) may cause surface discoloration over time. This condition, should it occur, is not considered to be a product failure.

Contractors should use an aliphatic binder, which does not produce a yellowish shading on the top layer. Consult manufacturer for more information.

#### 1.09 WARRANTY

Playground surface shall maintain required impact attenuation characteristics and be guaranteed against defects in workmanship and materials for a period of no less than (5) Five Years from date of completion of work. Typical wear, abuse, or neglect will be excepted. Maintenance requirements must be maintained for duration of warranty period.

### **PART 2 – PRODUCTS**

- A. Playground surface shall consist of synthetic materials meeting the requirements of this specification. The surface should be Playpour™ components manufactured by ECORE International™, or approved equal and must be IPEMA certified.
- B. Playground Surface shall be 2-layer poured in place, seamless system comprised of a base layer of 100% post-consumer recycled SBR rubber & polyurethane binder and a top layer of EPDM rubber and polyurethane binder. The porous system is field- applied in any configuration and dimension to achieve required fall heights.

#### 2.01 BASE LAYER

- A. Playpour Primer: Polyurethane.
- B. Playpour Poured In Place Base: Blend (86% rubber & 14% polyurethane) of strand and granular 100% recycled SBR (styrene butadiene rubber) and polyurethane. Based on ASTM F1292 requirements for critical fall height of six (6') feet, the base layer thickness should be of minimum 2.0".
- C. Color: Black

#### 2.02 TOP LAYER

- A. Playpour Primer: Polyurethane.
- B. Playpour Poured-In-Place Top: Blend (82% rubber & 18% polyurethane) of recycled EPDM (ethylene propylene diene monomer) and polyurethane. Nominal thickness of 0.5", with a minimum 0.325" and a maximum 0.625".
- C. Color Mix Composition:
  - 1. 40% royal blue, 40% sky blue, 20% light gray

2. 40% beige, 40% egg shell, 20% brown
3. 100% pearl

### **PART 3 – EXECUTION**

Comply with the instructions and recommendations of the protective surfacing manufacturer.

#### **3.01 EXAMINATION**

- A. Verification of Site Conditions: Verify that substrate conditions are suitable for installation of the poured in place surfacing. Do not proceed with installation until unsuitable conditions are corrected.
- B. Drainage: Proper drainage is critical to the longevity of the protective surfacing system. Inadequate drainage will cause premature breakdown of the poured system in affected areas; and void the warranty.

#### **3.02 PREPARATION**

- A. Existing Substrate Preparation: Remove any loose or delaminated material that would be deleterious to application of the new surface. Fill cracks in existing concrete with cementitious patching compound.
- B. Surface Preparation: Using a brush or short nap roller, apply primer to the substrate perimeter and any adjacent vertical barriers (such as playground equipment) at the rate of 300 ft<sup>2</sup>/gal.

#### **3.03 INSTALLATION**

- A. Do not proceed with playground surfacing installation until all applicable site work, including substrate preparation, fencing, playground equipment installation, sign installation and other relevant work, has been completed.
- B. Base Layer Installation:
  1. Using screeds and hand trowels, install the base layer at a consistent density of 29 pounds, 1 ounce per cubic foot to the specified thickness (2.0").
  2. Allow base layer to cure for sufficient time so that indentations are not left in the base layer from applicator foot traffic or equipment.
  3. Do not allow foot traffic or use of the base layer surface until it is sufficiently cured.
  4. Primer Application: Using a brush or short nap roller, apply primer to the base layer perimeter and any adjacent vertical barriers that will contact the surfacing system at the rate of 300 ft<sup>2</sup>/gal.

C. Top Layer Installation:

1. Using a hand trowel, install top layer at a consistent density of 58 pounds, 9 ounces per cubic foot to a nominal thickness of 0.5".
2. Allow top layer to cure for a minimum of 48 hours.
3. At the end of the minimum curing period, verify that the surface is sufficiently dry and firm to allow foot traffic and use without damage to the surface.
4. Do not allow foot traffic or use of the surface until it is sufficiently cured.

3.04 PROTECTION

Protect the installed surface from damage resulting from subsequent construction activity on the site.

**END OF SECTION**

## SECTION 111

### SITE FURNISHING

#### PART 1 - GENERAL

##### 1.01 WORK INCLUDED

This section includes the specifications for furnishing and installing Benches, Picnic Tables, Barbecue Grill, and Drinking Fountain at the locations shown on the plans.

##### 1.02 SUBMITTALS

Submit product data for products specified and the manufacturer's installation and assembly instruction.

#### PART 2 – PRODUCTS

##### 2.01 PARK BENCHES

- A. Six (6') feet Bench with back, Gray color, 4" Slat pattern, heavy duty 2 3/8" OD steel tubing black color, surface mount, manufactured by Wabash Valley (Contemporary Series – Model No. CN420S), or approved equal.

##### 2.02 PICNIC TABLES

- A. Six (6') feet Picnic Table, 4" single pedestal, inground mount, diamond pattern, green color, manufactured by Wabash Valley (Signature Series – Model No. SG201D) or approved equal.
- B. 46" ADA Accessible Square Picnic Table with three (3) Seats, 4" single pedestal, surface mount, diamond pattern, green color, manufactured by Wabash Valley (Signature Series – Model No. SG234D), or approved equal.

##### 2.03 BARBECUE GRILL

- A. Barbecue Grill - 20" W X 15" D X 10" H, minimum 600 square inches cooking space (two single grills), with 4 level adjustable cooking grate and flipable back for easier fire starting and clean out. The grill should be fabricated of 1/2" steel bars welded on 1" centers with non-removable heavy-duty cool spring handles designed for public use. Non-toxic, heat and rust-resistant black enamel finish, rounded corners, drain holes and 360-degree rotation on a 2 3/8 inch O.D. x 41 inch long galvanized pedestal in ground, manufactured by Wabash Valley (Model No. GR100N), or approved equal.

##### 2.04 DRINKING FOUNTAIN

- A. Outdoor Drinking Fountain and Bottle Filling Station, Tubular Pedestal, ADA, Non-Refrigerate, Single bottle filler in upper location with drinking fountain basin at lower position, Standard Evergreen color, manufactured by Elkay

(Model LK4420BF1U), or approved equal.

**PART 3 - EXECUTION**

Install the site furnishing equipment in accordance to the manufacturer's specification and instruction.

**PART 4 - MEASUREMENT AND PAYMENT**

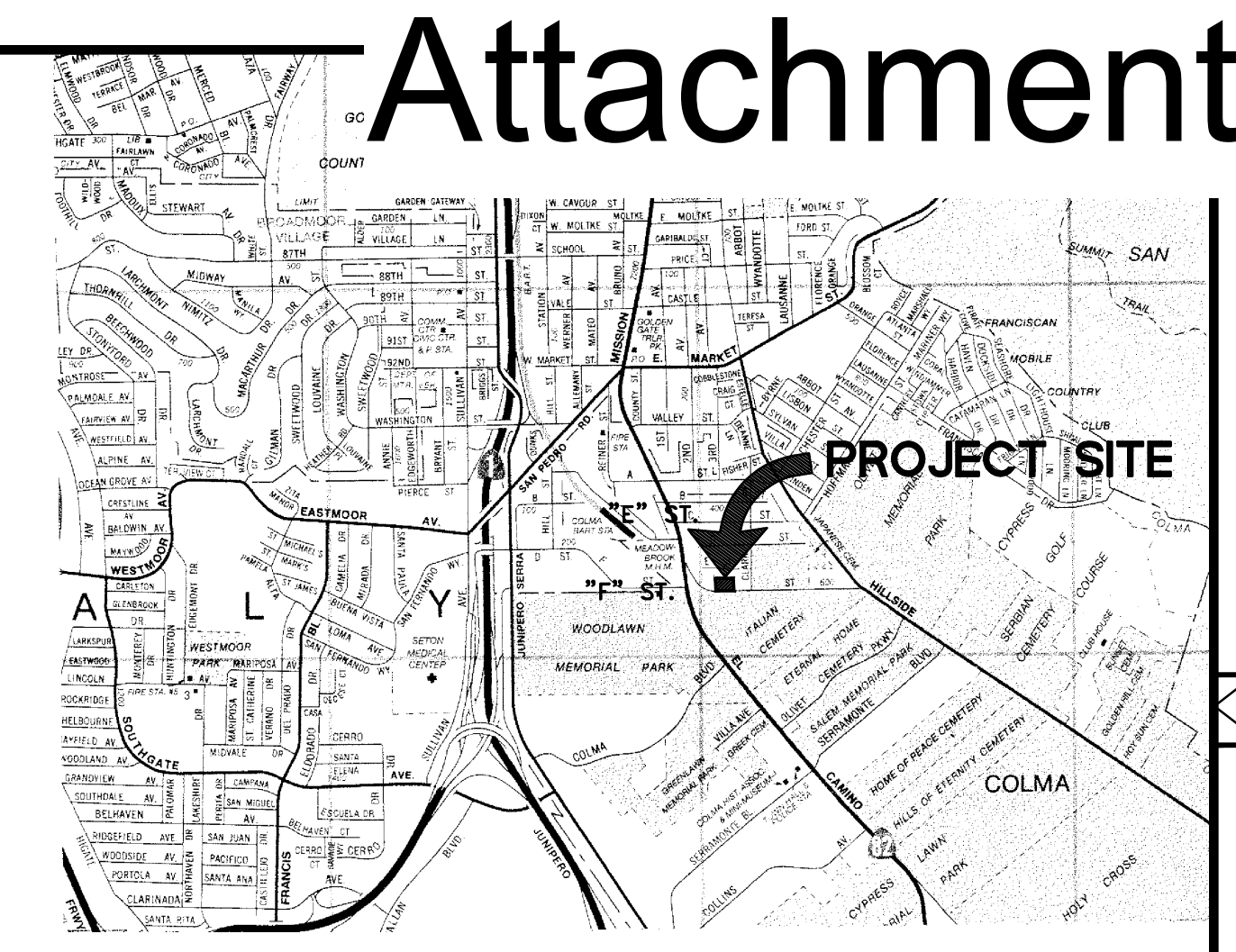
Included in Section 100 of these Technical Specifications.

**END OF SECTION**





## STERLING PARK PLAYGROUND IMPROVEMENT TOWN OF COLMA, SAN MATEO COUNTY, CALIFORNIA



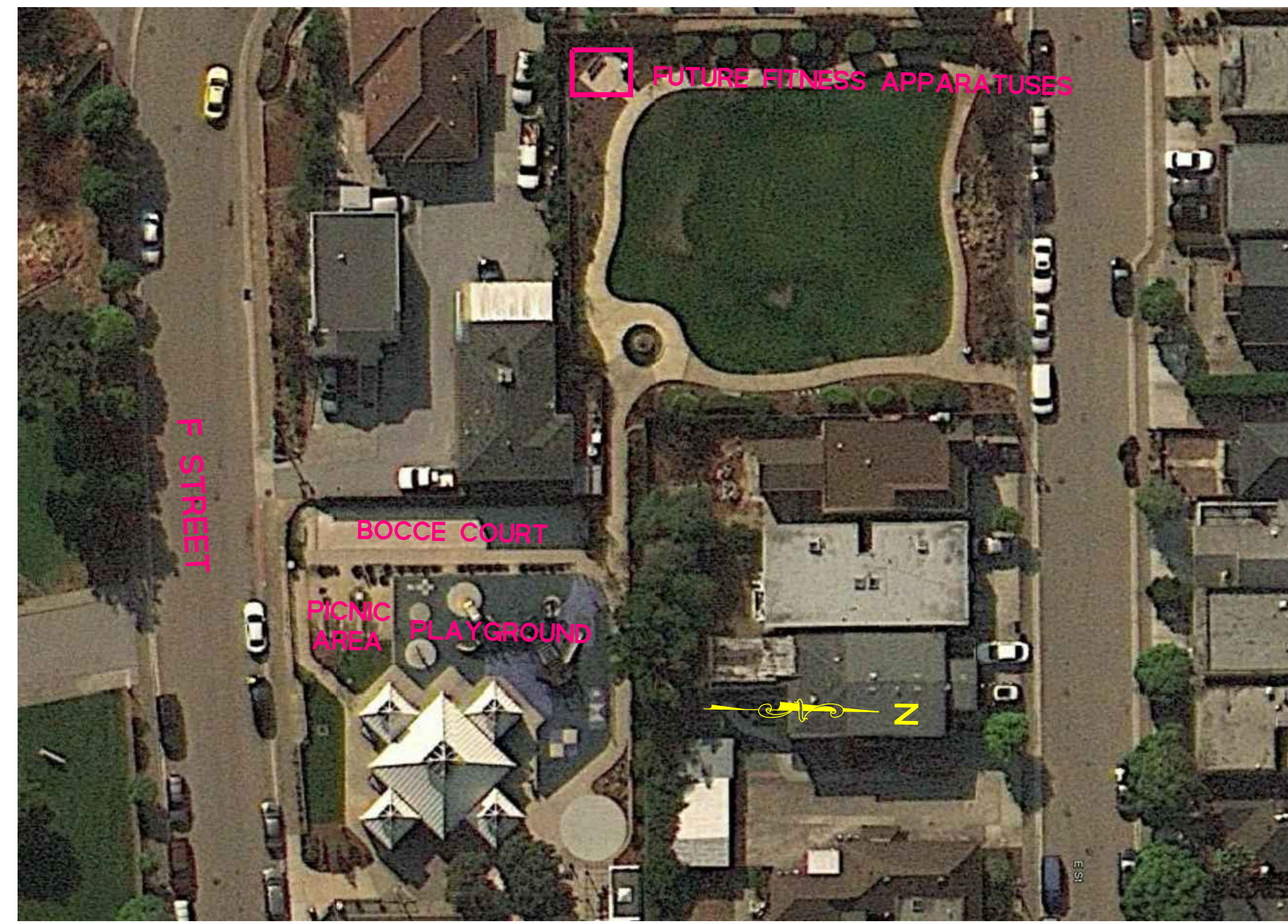
VICINITY MAP  
N.T.S.

### SHEET NUMBERS AND TITLES

CIVIL PLANS	
1	TITLE SHEET WITH GENERAL NOTES
2	EXISTING SITE CONDITION AND SURVEY
3	DEMOLITION PLAN
4	IMPROVEMENT PLAN
5	GRADING PLAN
6	DRAINAGE & UTILITY PLAN
7	CONSTRUCTION DETAILS
8	CONSTRUCTION BEST MANAGEMENT PRACTICE

PLAYGROUND AND FITNESS EQUIPMENT	
9	NEW PIPELINE PLAYGROUND EQUIPMENT (P-18004-A2)
10	PLAYGROUND FOOTING PLAN
11	NEW PIPELINE PLAYGROUND EQUIPMENT (RENDERING)
1	FITNESS CLUSTER PLAN (E-9700-02-B)
13-15	PLAYGROUND EQUIPMENT CONSTRUCTION DETAIL
16-17	FITNESS CLUSTER CONSTRUCTION DETAIL



**PROJECT SITE**  
427 F STREET, COLMA, CA 94014  
N.T.S.

### GENERAL NOTES

- THE ENGINEER ASSUMES NO RESPONSIBILITY BEYOND ADEQUACY OF THE DESIGN CONTAINED HEREIN.
- CONTRACTOR AGREES TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY, THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD THE TOWN AND TOWN ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE TOWN OR TOWN ENGINEER.
- THE CONTRACTOR SHALL PROVIDE ALL LIGHTS, SIGNS, BARRICADES, FLAGMEN, OR OTHER DEVICES NECESSARY TO PROVIDE FOR PUBLIC SAFETY AND WORKER SAFETY IN ACCORDANCE WITH CALTRANS, MUTCD, AND CAL-OSHA SPECIFICATIONS.
- THE CONTRACTOR IS RESPONSIBLE FOR HAVING A COMPLETE AND CURRENT COPY OF THE APPROVED PLAN ON THE JOB SITE AT ALL TIMES.
- THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ANY FIELD CHANGES MADE WITHOUT WRITTEN AUTHORIZATION FROM THE TOWN ENGINEER.
- THE CONTRACTOR IS RESPONSIBLE FOR MATCHING EXISTING FEATURES, SURROUNDING LANDSCAPE, AND ALL OTHER EXISTING CONDITIONS WITH A SMOOTH TRANSITION IN PAVING, CURBS, GUTTERS, SIDEWALKS, GRADING, ETC., AND TO AVOID ANY ABRUPT OR APPARENT CHANGES IN GRADES OR CROSS SLOPES, LOW SPOTS, AND HAZARDOUS CONDITIONS.
- THE LOCATION OF SURFACE UTILITIES SHOWN ON THESE PLANS IS APPROXIMATE ONLY. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY EXACT LOCATION. THIS VERIFICATION SHALL BE COORDINATED BY THE CONTRACTOR WITH THE APPROPRIATE UTILITY COMPANY AS REQUIRED. [CALL U.S.A. (UNDERGROUND SERVICE ALERT) FOR UTILITY LOCATION QUESTIONS AT LEAST 24 HOURS BEFORE DIGGING. PHONE 1-800-642-2444 (OR DIAL 811)].
- ANY IMPACTED SURFACE UTILITIES, SUCH AS MANHOLES, VALVES, MONUMENTS, DRAIN INLETS AND DETECTOR HANDHOLES, UTILITY BOXES SHOWN TO BE WITHIN CONSTRUCTION LIMITS SHALL BE ADJUSTED IN ELEVATION TO MATCH THE FINISHED SURFACE OR CONCRETE IMPROVEMENTS. UTILITY COVERS SHALL NOT BE STRIPED OVER.
- ALL EXISTING SURFACE FEATURES (MANHOLES, CLEAN-OUTS, MONUMENTS, STRIPING, PAVEMENT MARKINGS, ETC.) SHALL BE REFERENCED BY THE CONTRACTOR PRIOR TO START OF ANY WORK.
- CONTRACTOR TO PROVIDE A TWO (2) WEEK ADVANCE NOTICE AND 48-HOUR ADVANCE NOTICE TO PROPERTY OWNERS AND RESIDENTS PRIOR TO COMMENCING CONSTRUCTION WORK. NOTIFICATION TO BE BY LETTER AND SHALL BE APPROVED BY THE TOWN ENGINEER.
- DUST CONTROL- THE CONTRACTOR SHALL CONTROL DUST TO THE MAXIMUM EXTENT PRACTICABLE, MEETING OR EXCEEDING REQUIREMENTS ESTABLISHED BY THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT, AND AS REQUIRED IN THE PROJECT SPECIFICATIONS.
- CONTRACTOR SHALL POST 24-HOUR EMERGENCY TELEPHONE NUMBERS FOR PUBLIC WORKS, POLICE DEPARTMENT AND FIRE DEPARTMENT AND EMERGENCY MEDICAL SERVICE ON SITE PRIOR TO START OF CONSTRUCTION.
- UNLESS THE CITY ENGINEER APPROVED AND ISSUES A PERMIT FOR SPECIAL OFF HOUR WORK, CONSTRUCTION WORK SHALL BE LIMITED TO NORMAL WORKING HOURS OF THE TOWN'S PUBLIC WORKS DEPARTMENT INSPECTION AND MAINTENANCE PERSONNEL. CONTRACTOR SHALL BE RESPONSIBLE FOR PAYING ANY ADDITIONAL FEES REQUIRED BY THE TOWN FOR PERFORMING WORK BEYOND THE NORMAL WORKING HOURS. CONTRACTOR SHALL CONFORM TO ALL REQUIREMENT OF THE TOWN NOISE ORDINANCE WHEN WORKING IN THE TOWN. TOWN OF COLMA WORK HOURS ARE MONDAY THROUGH FRIDAY FROM 8AM TO 5PM, EXCLUDING HOLIDAYS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR THE CARE AND PROTECTION OF ADJOINING PREMISES, TREES, LANDSCAPING, FENCES, UTILITIES, SIDEWALKS AND STREETS FROM DAMAGE BY HIS OPERATIONS. CONTRACTOR SHALL REPAIR, REPLACE OR CLEAN ANY PART OF THE ABOVE MENTIONED TO THE SATISFACTION OF THE TOWN ENGINEER, AT NO ADDITIONAL COST TO THE TOWN, OR THE ADJACENT PROPERTY OWNERS.
- ELEVATIONS AND LOCATIONS OF ALL EXISTING UTILITIES AND CONNECTION POINT SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO START OF ANY CONSTRUCTION AFFECTION SAID LINES.

- TOP SOIL, ROOTS, VEGETABLE MATTER, TRASH, DEBRIS AND ANY OTHER DELETERIOUS MATERIAL SHALL NOT BE CONSIDERED ACCEPTABLE FILL MATERIAL.
- ANY FILL MATERIAL REQUIRED TO ATTAIN THE DESIGN GRADES SHOWN ON THESE PLANS SHALL BE IMPORTED FROM OFF-SITE SOURCES. OFF-SITE IMPORTED FILL SHALL BE APPROVED BY THE ENGINEER PRIOR TO DISTRIBUTION OVER THE SITE.
- ALL ELECTRICAL CONDUIT AND FITTINGS SHALL BE U.L APPROVED AND MINIMUM RADIUS BENDS SHALL BE 18". PROVIDE PULL WIRE IN ALL EMPTY CONDUIT.
- THE ELECTRICAL PULL BOX SHALL BE NO. 3-1/2 STATE TYPE WITH LID AND BRASS HOLDDOWN BOLTS (SEE CALTRANS DETAIL ES-8A) AND THE MINIMUM DEPTH FOR ELECTRICAL CONDUIT SHALL BE 24".

### LEGEND

EXISTING	PROPOSED	
—e—	—C—	SCHEDULE 40 PVC CONDUIT
—SS—	—	ELECTRICAL LINE
—SD—	—SD—	SANITARY SEWER LINE
□	□	STORM DRAIN LINE
□	□	DRAINAGE INLET
□	□	BACKFLOW PREVENTER
□	□	ELECTRICAL PULL BOX
□	□	AREA DRAIN
□	□	LIGHT POST
□	□	DRINKING FOUNTAIN
□	□	BENCH
—x—x—x—	—x—x—x—	CHAIN LINK FENCE
—x—x—x—	—x—x—x—	SUBSURFACE DRAIN PATTERN
—x—x—x—	—x—x—x—	CONTROL POINT
—x—x—x—	—x—x—x—	IRRIGATION SLEEVE

### ABBREVIATION

BC	BEGIN CURVE	PVC	POLYVINYL CHLORIDE
Conc	CONCRETE	RWALL	RETAINING WALL
Elev	ELEVATION	S	SLOPE
EC	END CURVE	SDCO	STORM DRAIN CLEANOUT
EX.	EXISTING	SW	SIDEWALK
FOC	FACE OF CURB	TC	TOP OF CURB
G	GROUND	TG	TOP OF GRATE
H.P	HIGH POINT	TYP	TYPICAL
INV	INVERT	UTIL	UTILITY
L.P	LOW POINT		
Min	MINIMUM		
O.C	ON CENTER		
PCC	PORTLAND CEMENT CONCRETE		

TOWN OF COLMA

DATE:

BY:  
BRAD DONOHUE, DIRECTOR OF PUBLIC WORKS

DATE:

PREPARED UNDER MY SUPERVISION

WAI CHEE CHO R.C.E. 74774, EXPIRES 12/31/19



TITLE SHEET WITH GENERAL NOTES  
STERLING PARK PLAYGROUND IMPROVEMENT  
TOWN OF COLMA CALIFORNIA

SHEET 1  
OF 17

DATE: 06/29/18  
JOB#: -

PREPARED BY:  
CSG Consultants, Inc.  
550 Pilgrim Drive  
Foster City, CA 94040  
Phone (650) 522-2500  
Fax (650) 522-2599

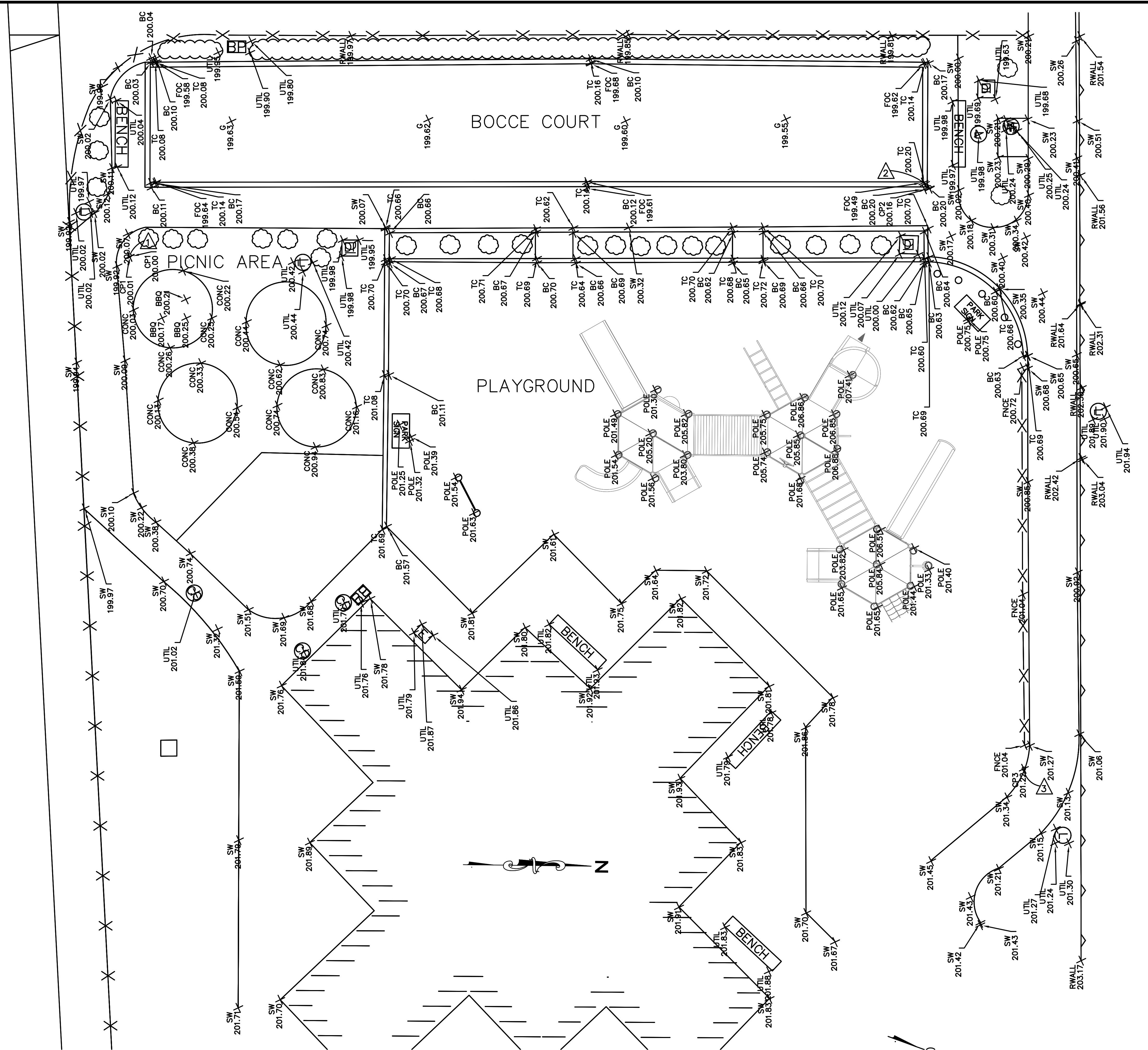
PREPARED FOR:  
TOWN OF COLMA  
1198 EL CAMINO REAL  
COLMA, CA. 94014

DESIGNED:	TC
DRAWN:	TC
APPROVED:	-

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Plotted on: 07/01/18 @ 03:05:21 PM

F STREET



- SITE CONTROL:**
- ① MAG NAIL IN SHINER ON DIRT GROUND.  
ELEVATION = 200.00
  - ② MAG NAIL IN SHINER ON CONCRETE.  
ELEVATION = 200.16
  - ③ MAG NAIL IN SHINER ON CONCRETE.  
ELEVATION = 201.22



SCALE  
1"=5'

DATE : 06/29/18  
JOB# : -



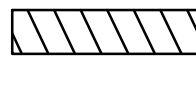



EXISTING SITE CONDITION AND SURVEY  
STERLING PARK PLAYGROUND IMPROVEMENT  
TOWN OF COLMA CALIFORNIA

PREPARED FOR:  
TOWN OF COLMA  
1198 EL CAMINO REAL  
COLMA, CA. 94014

PREPARED BY:  
CSG Consultants, Inc.  
550 Pilgrim Drive  
Foster City, CA 94404  
Phone (650) 522-2500  
Fax (650) 522-2599

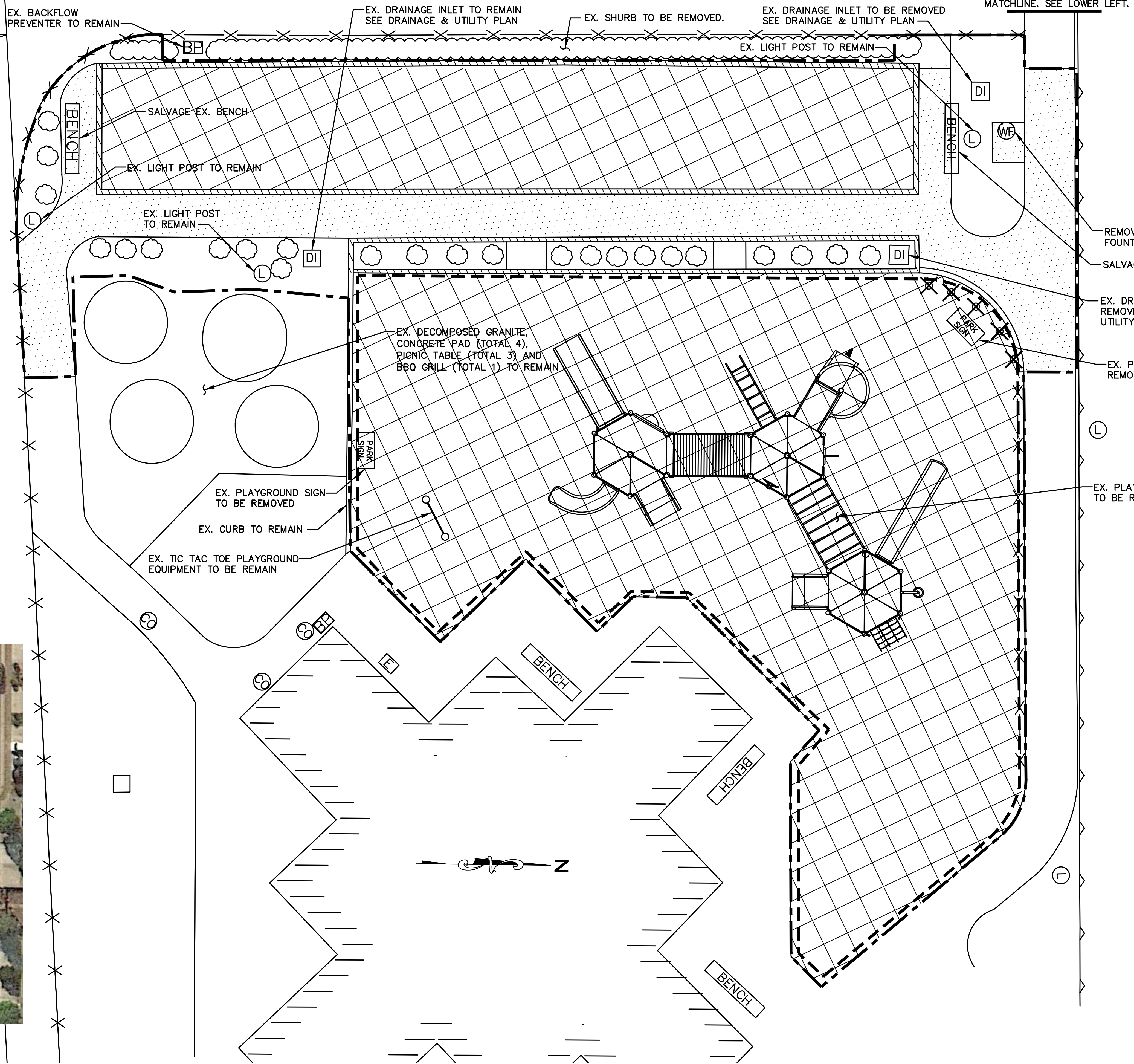
DESIGNED: TC	NO.	REVISIONS	DATE
DRAWN: TC			
APPROVED: -			

**DEMOLITION LEGEND**

-  REMOVE PERMEABLE MATERIAL AND PROTECTIVE SURFACE
-  REMOVE CONCRETE SIDEWALK/PAD
-  REMOVE CONCRETE CURB
-  REMOVE BOLLARD
-  REMOVE PROTECTIVE SURFACE/LIMIT OF EXISTING PLAYGROUND
-  LIMIT OF WORK

**NOTES:**

1. CONTRACTOR SHALL COORDINATE WITH TOWN ENGINEER FOR DEMOLITION AND PROTECTION OF THE EXISTING IRRIGATION AND ELECTRICAL CONDUIT.
2. SEE SHEET 6--DRAINAGE AND UTILITY PLAN FOR EXISTING STORM DRAIN PIPE TO BE REMOVED.



F STREET



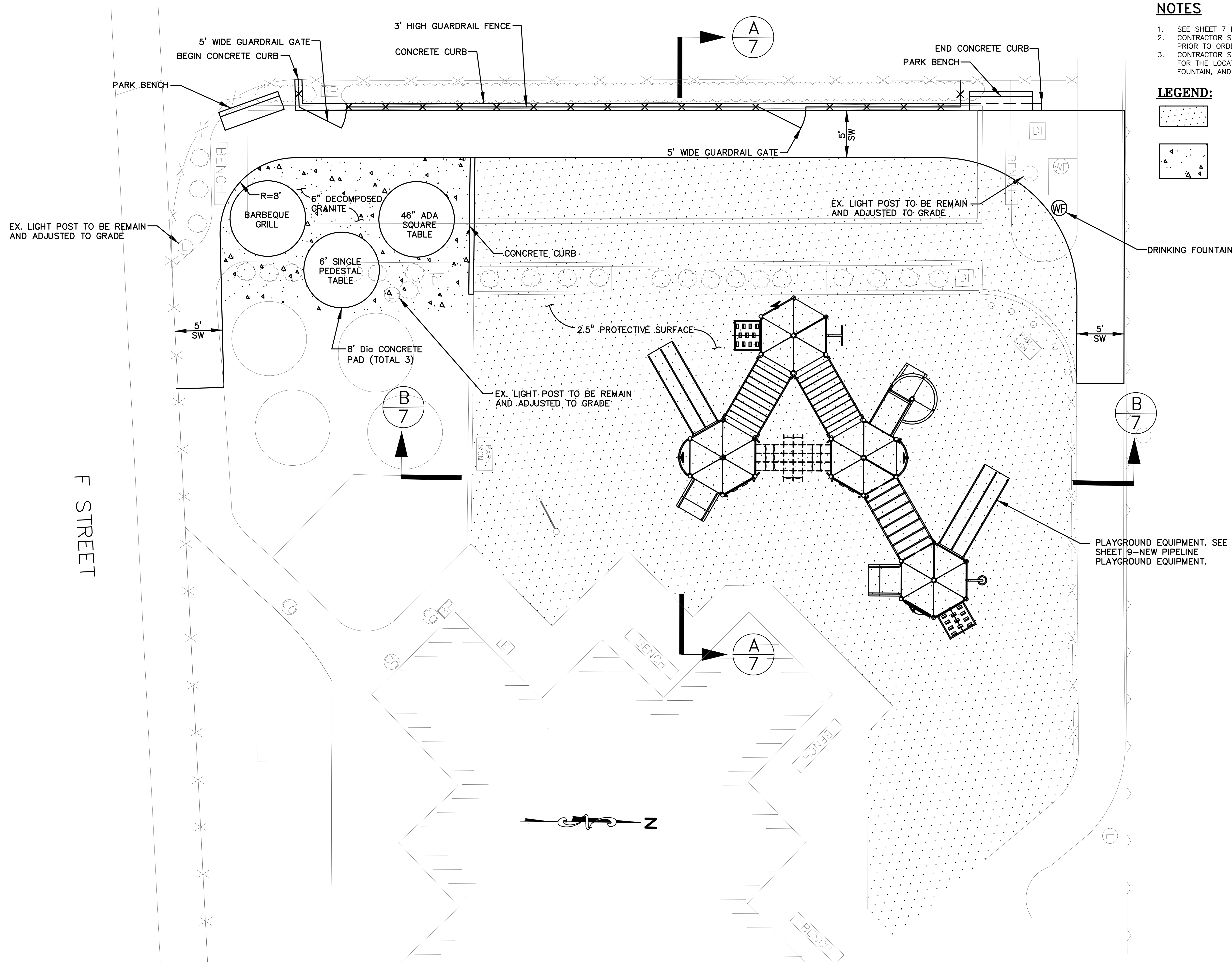
SCALE: N.T.S



	DATE
	REVISIONS
	NO.
DESIGNED: TC	TC
DRAWN: TC	TC
APPROVED: -	-
PREPARED BY: <b>CSG Consultants, Inc.</b> 550 Pilgrim Drive Foster City, CA 94044 Phone (650) 522-2500 Fax (650) 522-2599	
PREPARED FOR: <b>TOWN OF COLMA</b> 1198 EL CAMINO REAL COLMA, CA. 94014	
DEMOLITION PLAN STERLING PARK PLAYGROUND IMPROVEMENT TOWN OF COLMA CALIFORNIA	
SHEET 3 OF 17	
DATE : 06/29/18	
JOB# : -	
SCALE 1"=5'	

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Plotted on: 07/01/18 @ 03:07:55 PM



### NOTES

- SEE SHEET 7 FOR CONSTRUCTION DETAILS.
- CONTRACTOR SHALL VERIFY ALL DIMENSION IN THE FIELD PRIOR TO ORDER AND FABRICATE ANY EQUIPMENT.
- CONTRACTOR SHALL COORDINATE WITH TOWN ENGINEER FOR THE LOCATION OF PICNIC TABLES, DRINKING FOUNTAIN, AND BBQ PIT.

### LEGEND:

- PROTECTIVE SURFACE
- DECOMPOSED GRANITE

DESIGNED: TC	NO.	REVISIONS	DATE
DRAWN: TC			
APPROVED: -			
PREPARED BY: <b>CSG Consultants, Inc.</b> 550 Pilgrim Drive Foster City, CA 94404 Phone (650) 522-2500 Fax (650) 522-2599			
PREPARED FOR: <b>TOWN OF COLMA</b> 1198 EL CAMINO REAL COLMA, CA. 94014			
IMPROVEMENT PLAN <b>STERLING PARK PLAYGROUND IMPROVEMENT</b> TOWN OF COLMA CALIFORNIA			
<b>SHEET 4</b> OF <b>17</b>			
DATE : 06/29/18 JOB# : -			

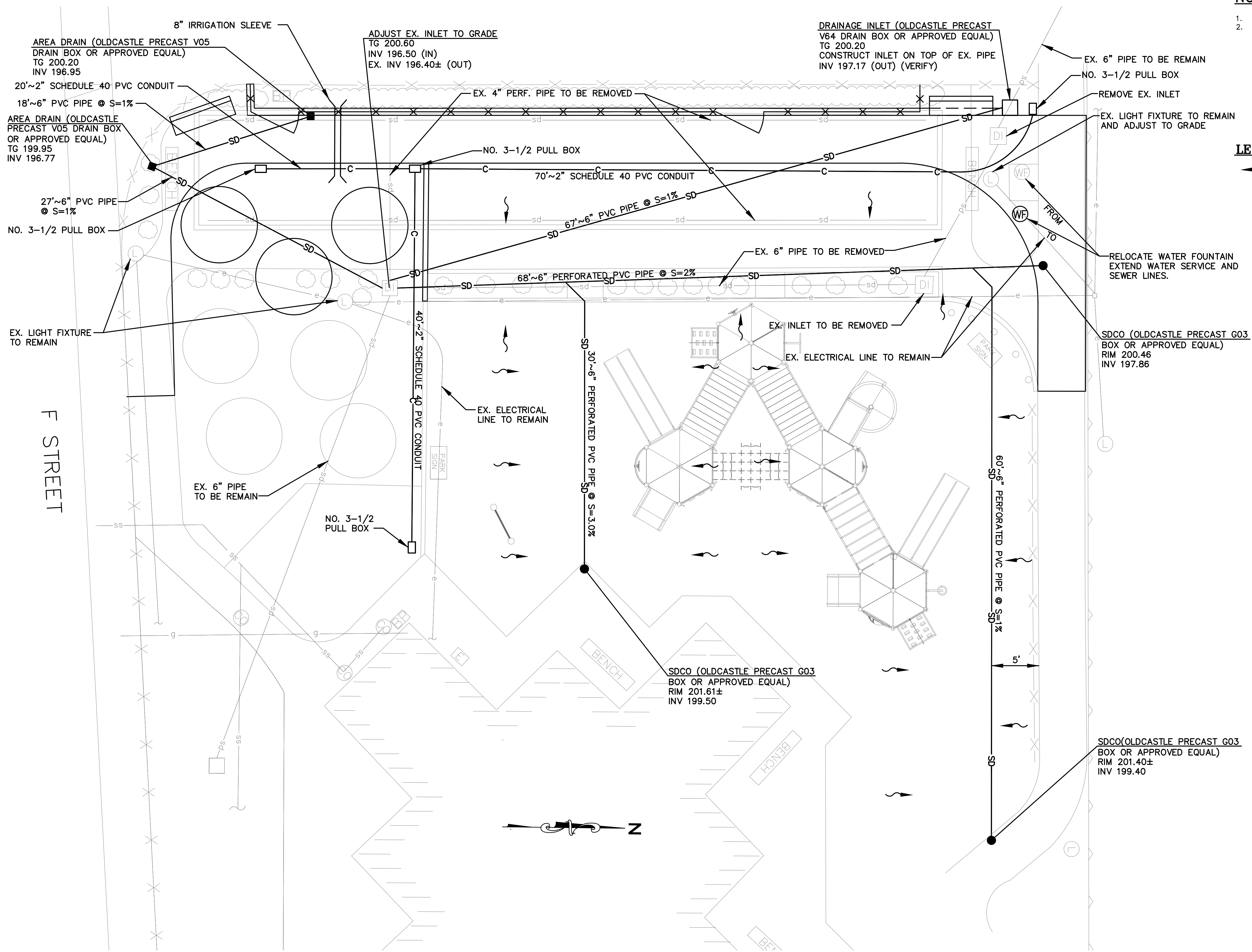


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Plotted on: 07/01/18 @ 03:09:35 PM



**NOTES:**

- SEE SHEET 7 FOR CONSTRUCTION DETAILS.
- LOCATION OF EXISTING DRAINAGE PIPE AND UTILITY FACILITIES SHOWN ON THIS PLAN IS APPROXIMATELY AND SHALL BE VERIFY BY THE CONTRACTOR PRIOR TO CONSTRUCTION.

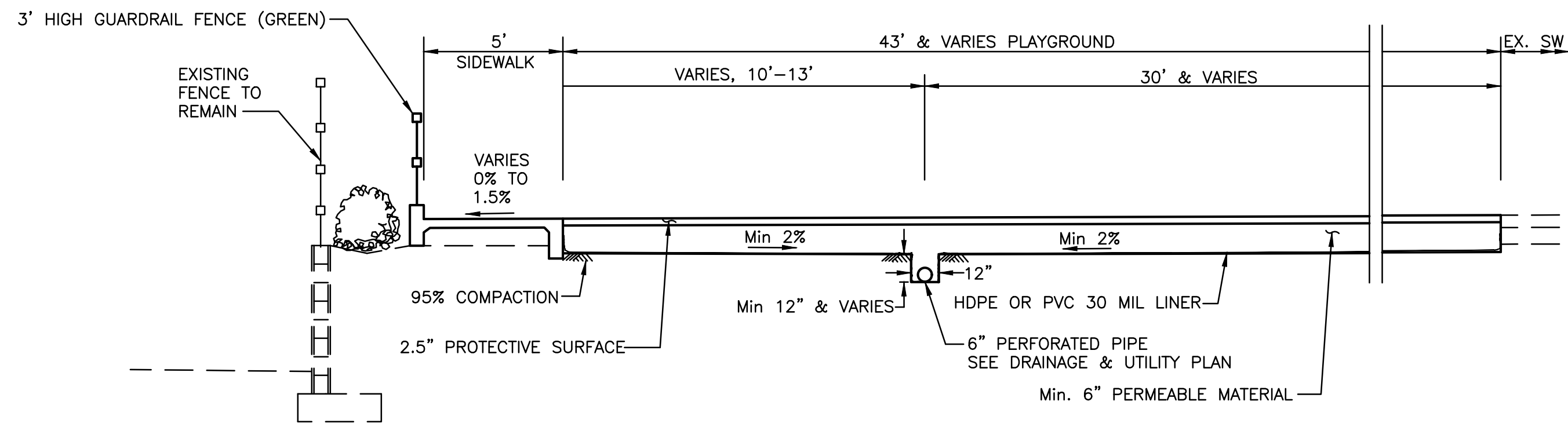
**LEGEND**



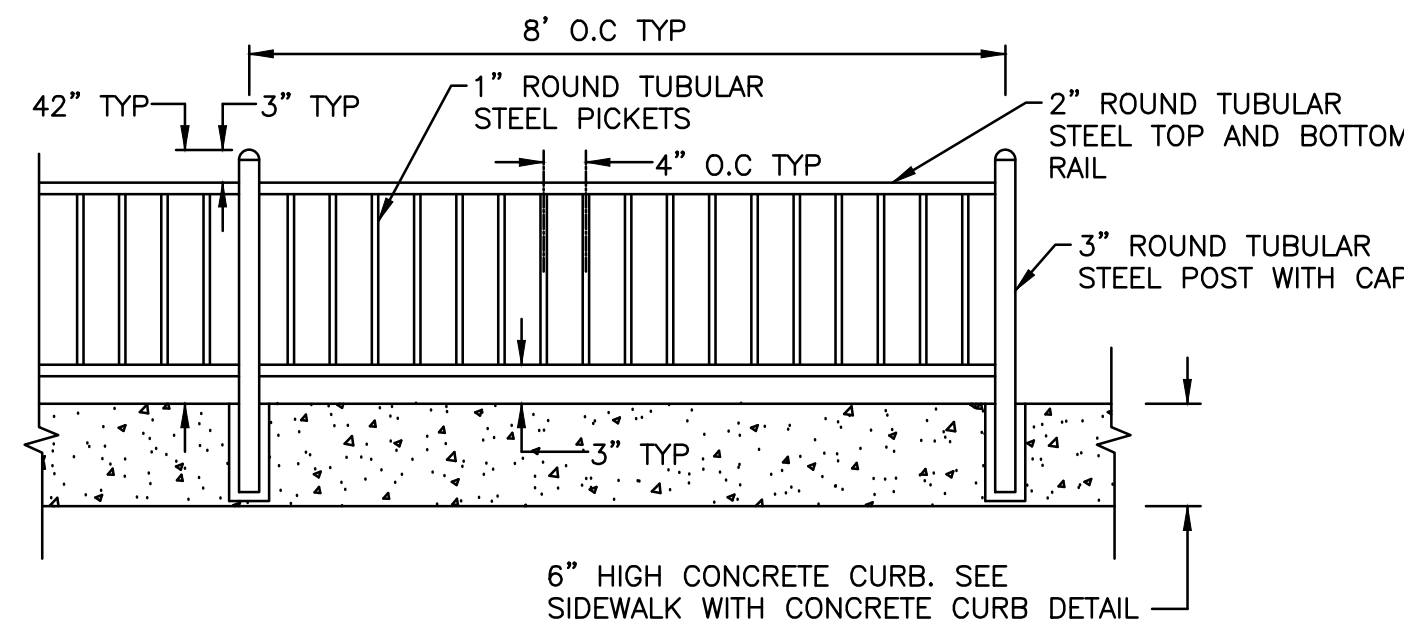
DESIGNED: TC	DRAWN: TC	APPROVED: -
PREPARED BY: <b>CSG Consultants, Inc.</b> 550 Pilgrim Drive Foster City, CA 94404 Phone (650) 522-2500 Fax (650) 522-2599		
PREPARED FOR: <b>TOWN OF COLMA</b> <b>1198 EL CAMINO REAL</b> <b>COLMA, CA. 94014</b>		
<b>DRAINAGE AND UTILITY PLAN</b> <b>STERLING PARK PLAYGROUND IMPROVEMENT</b> <b>TOWN OF COLMA CALIFORNIA</b>		
<b>SHEET 6</b> <b>of</b> <b>17</b>		
DATE : 06/29/18 JOB# : -		



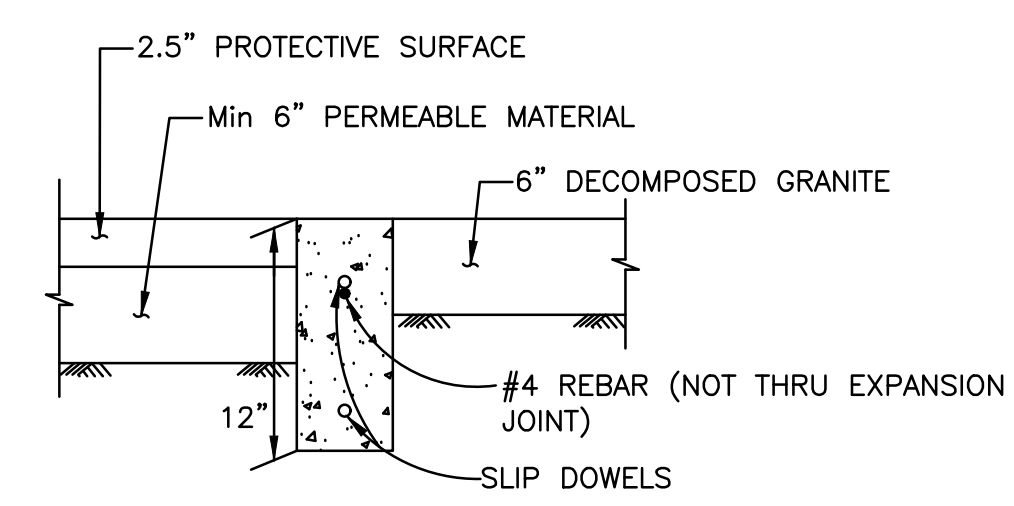
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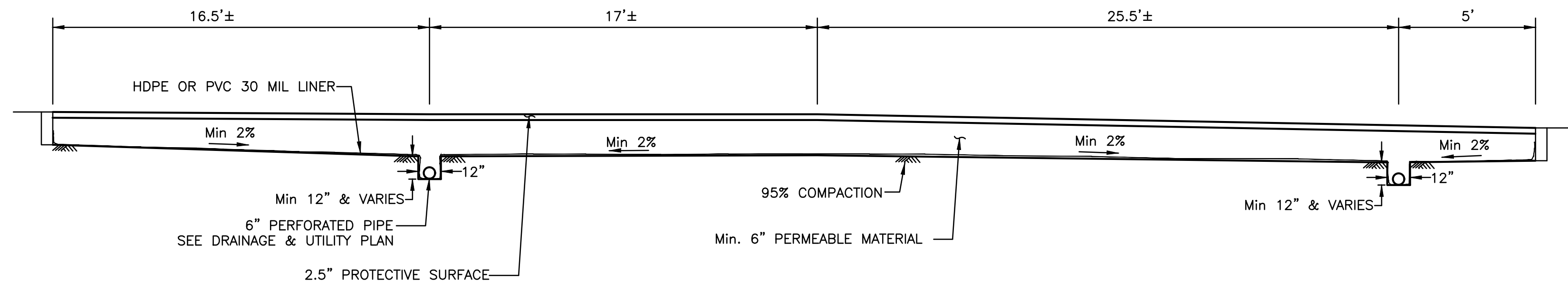
**SECTION A-A**  
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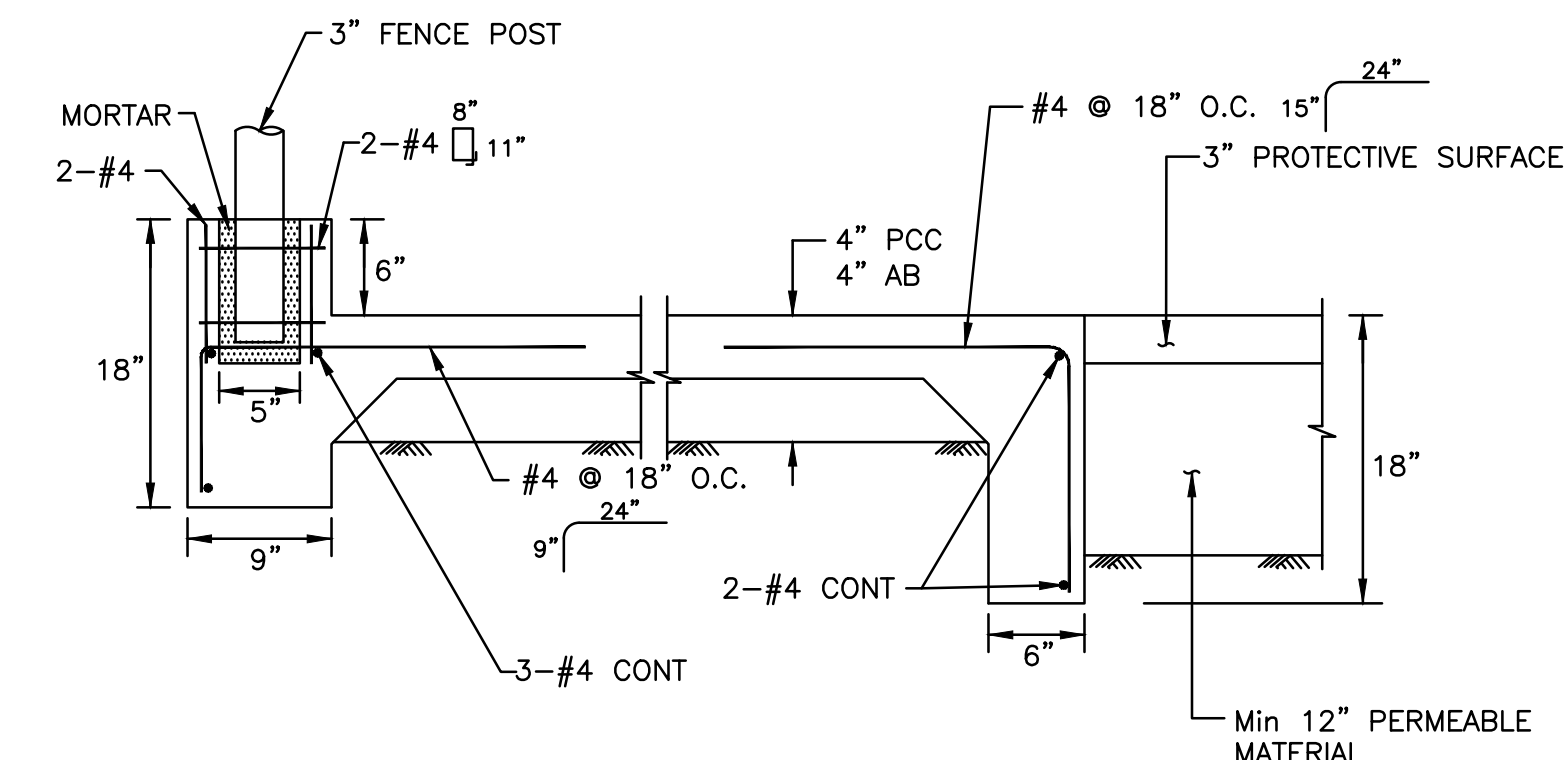
**3' HIGH GUARDRAIL FENCE**  
NOT TO SCALE



**CONCRETE CURB**  
NOT TO SCALE



**SECTION B-B**  
NOT TO SCALE



**SIDEWALK WITH CONCRETE CURB**  
NOT TO SCALE

**Cast Iron Grate**  
No. V64-71C  
32 lbs.

**Drain Box**  
No. V64 BOX  
194 lbs.

This concrete drain box has a cast in galvanized frame and is specifically engineered for drainage in medium areas such as parking lots, school grounds, walkways, etc. Its design permits final grading material to "lock in" and finish clean. Knock-outs accommodate up to 8" O.D. pipe. Approximate dimensions and weight shown. ADA approved grates available upon request.

Oldcastle Ordering Code	Item	Approx. Shipping Weight	Description
V64BOX	BOX	194 lbs.	V64 Drain Box (18 3/8" x 18 3/8") - 12 per pallet
V64-71C	LID	32 lbs.	Cast Iron Grate
V64X12	EXTENSION	152 lbs.	12" Reinforced Concrete - 12 per pallet

**V64 DRAIN BOX**  
18-3/8" x 18-3/8"

Oldcastle Enclosure Solutions  
FILE NAME: V64\_ISO  
ISSUE DATE: January, 2011  
www.oldcastleprecast.com

- Elched polypropylene face
- Face anchored in concrete
- Ultra-violet inhibitor
- Exceeds ASTM-D1693 Standards for Environmental Stress Cracking Resistance

**Reinforced Concrete Lid**  
No. F08R  
8 lbs.

**Curb Valve Box**  
No. F08 BOX  
34 lbs.

A high density reinforced concrete box with non-setting shoulders positioned to maintain grade and facilitate back filling. Approximate dimensions and weight shown.

Oldcastle Ordering Code	Item	Approx. Shipping Weight	Description
F08BOX	BOX	34 lbs.	F08 Curb Valve Box (8" I.D. x 12" High) - 48 per pallet
F08R	LID	8 lbs.	Reinforced Concrete Lid with Plastic Ring
F08C	LID	8 lbs.	Cast Iron Lid
FLO8D	LID	2 lbs.	Fibrelyte Lid, Non-Concrete
V01-71C	LID	12 lbs.	Cast Iron Grate ADA-Compliant

**F08 BOX**  
FILE NAME: F08\_ISO  
ISSUE DATE: January, 2011  
www.oldcastleprecast.com

**F08 CURB VALVE BOX**  
8" I.D. x 12"

Oldcastle Enclosure Solutions  
FILE NAME: F08\_ISO  
ISSUE DATE: January, 2011  
www.oldcastleprecast.com

**Traffic Valve Box**  
No. G05T BOX  
58 lbs.

**Traffic Bolt Down Grate**  
No. V05CT  
15 lbs.

**Locking Grade Ring**

The largest throat diameter for an box in its size range permits quick, easy valve adjustments. The large throat also makes this unit highly adaptable as a survey monument box. Unique locking grade rings assure permanence and quality of surface grades when streets are re-paved. The carefully engineered cast iron lid and ring includes machined surfaces and bolting features reducing the danger of lid "pop-out" in high traffic areas. Bolt down recommended for high traffic areas. Approximate dimensions and weight shown.

Oldcastle Ordering Code	Item	Approx. Shipping Weight	Description
G05TBOX	BOX	58 lbs.	G05T Traffic Valve Box (10 3/8" I.D. x 12" high) - 36 per pallet - (Includes 2" x 20" x 1" bolts)
V05-71CT	LID	15 lbs.	Cast Iron Grate (Includes holes for bolt down feature) ADA Compliant
G05X12	EXTENSION	38 lbs.	12" reinforced concrete for the G05 & G08 boxes - 36 per pallet
G05T010	GRADE RING	10 lbs.	1" High cast iron
G05T015	GRADE RING	14 lbs.	1 1/2" High cast iron
G05T020	GRADE RING	18 lbs.	2" High cast iron

**V05 BOX**  
FILE NAME: V05\_ISO  
ISSUE DATE: January, 2011  
www.oldcastleprecast.com

**V05 DRAIN BOX**  
10-3/8" I.D. x 12"

Oldcastle Enclosure Solutions  
FILE NAME: V05\_ISO  
ISSUE DATE: January, 2011  
www.oldcastleprecast.com



DESIGNED BY: TC	DATE
DRAWN BY: TC	REVISIONS
APPROVED BY: -	NO.
PREPARED BY: CSG Consultants, Inc.	
550 Pilgrim Drive Foster City, CA 94404 Phone (650) 522-2500 Fax (650) 522-2599	
PREPARED FOR: TOWN OF COLMA 1198 EL CAMINO REAL COLMA, CA. 94014	
CONSTRUCTION DETAILS STERLING PARK PLAYGROUND IMPROVEMENT TOWN OF COLMA CALIFORNIA	
SHEET 7 OF 17	
DATE: 06/29/18	
JOB#: -	

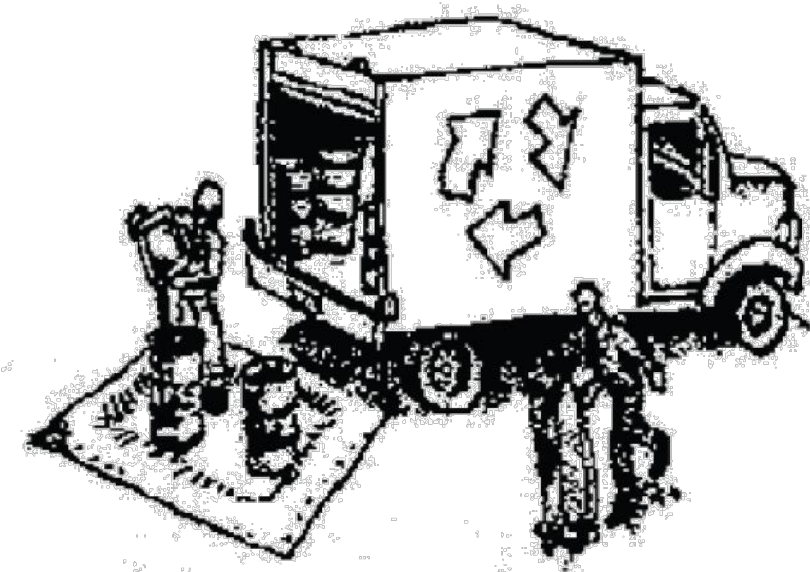
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SCALE  
1"=5'

# Construction Best Management Practices (BMPs)

Construction projects are required to implement the stormwater best management practices (BMP) on this page, as they apply to your project, all year long.

## Materials & Waste Management



### Non-Hazardous Materials

- Berm and cover stockpiles of sand, dirt or other construction material with tarps when rain is forecast or if not actively being used within 14 days.
- Use (but don't overuse) reclaimed water for dust control.

### Hazardous Materials

- Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, county, state and federal regulations.
- Store hazardous materials and wastes in water tight containers, store in appropriate secondary containment, and cover them at the end of every work day or during wet weather or when rain is forecast.
- Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
- Arrange for appropriate disposal of all hazardous wastes.

### Waste Management

- Cover waste disposal containers securely with tarps at the end of every work day and during wet weather.
- Check waste disposal containers frequently for leaks and to make sure they are not overfilled. Never hose down a dumpster on the construction site.
- Clean or replace portable toilets, and inspect them frequently for leaks and spills.
- Dispose of all wastes and debris properly. Recycle materials and wastes that can be recycled (such as asphalt, concrete, aggregate base materials, wood, gyp board, pipe, etc.)
- Dispose of liquid residues from paints, thinners, solvents, glues, and cleaning fluids as hazardous waste.

### Construction Entrances and Perimeter

- Establish and maintain effective perimeter controls and stabilize all construction entrances and exits to sufficiently control erosion and sediment discharges from site and tracking off site.
- Sweep or vacuum any street tracking immediately and secure sediment source to prevent further tracking. Never hose down streets to clean up tracking.

## Equipment Management & Spill Control



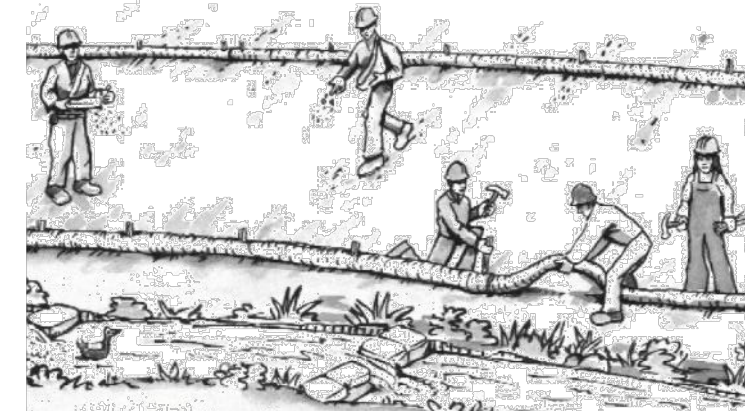
### Maintenance and Parking

- Designate an area, fitted with appropriate BMPs, for vehicle and equipment parking and storage.
- Perform major maintenance, repair jobs, and vehicle and equipment washing off site.
- If refueling or vehicle maintenance must be done onsite, work in a bermed area away from storm drains and over a drip pan or drop cloths big enough to collect fluids. Recycle or dispose of fluids as hazardous waste.
- If vehicle or equipment cleaning must be done onsite, clean with water only in a bermed area that will not allow rinse water to run into gutters, streets, storm drains, or surface waters.
- Do not clean vehicle or equipment onsite using soaps, solvents, degreasers, or steam cleaning equipment.

### Spill Prevention and Control

- Keep spill cleanup materials (e.g., rags, absorbents and cat litter) available at the construction site at all times.
- Inspect vehicles and equipment frequently for and repair leaks promptly. Use drip pans to catch leaks until repairs are made.
- Clean up spills or leaks immediately and dispose of cleanup materials properly.
- Do not hose down surfaces where fluids have spilled. Use dry cleanup methods (absorbent materials, cat litter, and/or rags).
- Sweep up spilled dry materials immediately. Do not try to wash them away with water, or bury them.
- Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
- Report significant spills immediately. You are required by law to report all significant releases of hazardous materials, including oil. To report a spill: 1) Dial 911 or your local emergency response number, 2) Call the Governor's Office of Emergency Services Warning Center, (800) 852-7550 (24 hours).

## Earthmoving

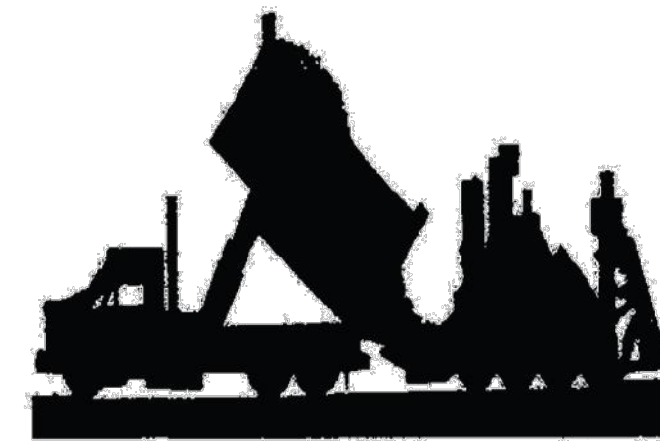


- Schedule grading and excavation work during dry weather.
- Stabilize all denuded areas, install and maintain temporary erosion controls (such as erosion control fabric or bonded fiber matrix) until vegetation is established.
- Remove existing vegetation only when absolutely necessary, and seed or plant vegetation for erosion control on slopes or where construction is not immediately planned.
- Prevent sediment from migrating offsite and protect storm drain inlets, gutters, ditches, and drainage courses by installing and maintaining appropriate BMPs, such as fiber rolls, silt fences, sediment basins, gravel bags, berms, etc.
- Keep excavated soil on site and transfer it to dump trucks on site, not in the streets.

### Contaminated Soils

- If any of the following conditions are observed, test for contamination and contact the Regional Water Quality Control Board:
  - Unusual soil conditions, discoloration, or odor.
  - Abandoned underground tanks.
  - Abandoned wells
  - Buried barrels, debris, or trash.

## Paving/Asphalt Work

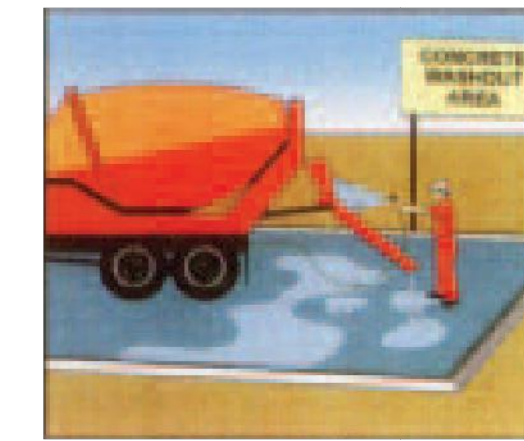


- Avoid paving and seal coating in wet weather or when rain is forecast, to prevent materials that have not cured from contacting stormwater runoff.
- Cover storm drain inlets and manholes when applying seal coat, tack coat, slurry seal, fog seal, etc.
- Collect and recycle or appropriately dispose of excess abrasive gravel or sand. Do NOT sweep or wash it into gutters.
- Do not use water to wash down fresh asphalt concrete pavement.

### Sawcutting & Asphalt/Concrete Removal

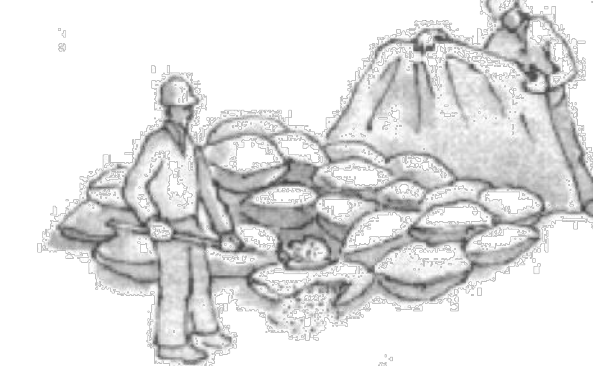
- Protect nearby storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
- Shovel, absorb, or vacuum saw-cut slurry and dispose of all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner!).
- If sawcut slurry enters a catch basin, clean it up immediately.

## Concrete, Grout & Mortar Application



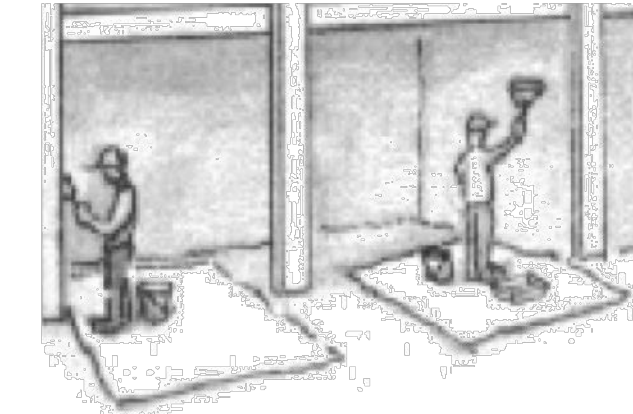
- Store concrete, grout, and mortar away from storm drains or waterways, and on pallets under cover to protect them from rain, runoff, and wind.
- Wash out concrete equipment/trucks offsite or in a designated washout area, where the water will flow into a temporary waste pit, and in a manner that will prevent leaching into the underlying soil or onto surrounding areas. Let concrete harden and dispose of as garbage.
- When washing exposed aggregate, prevent washwater from entering storm drains. Block any inlets and vacuum gutters, hose washwater onto dirt areas, or drain onto a bermed surface to be pumped and disposed of properly.

## Landscaping



- Protect stockpiled landscaping materials from wind and rain by storing them under tarps all year-round.
- Stack bagged material on pallets and under cover.
- Discontinue application of any erodible landscape material within 2 days before a forecast rain event or during wet weather.

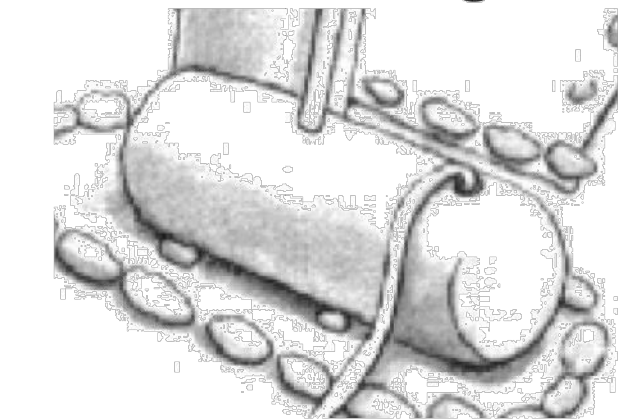
## Painting & Paint Removal



### Painting Cleanup and Removal

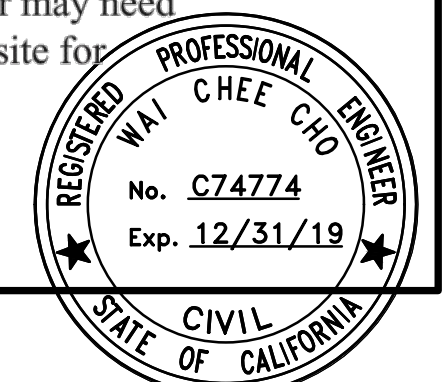
- Never clean brushes or rinse paint containers into a street, gutter, storm drain, or stream.
- For water-based paints, paint out brushes to the extent possible, and rinse into a drain that goes to the sanitary sewer. Never pour paint down a storm drain.
- For oil-based paints, paint out brushes to the extent possible and clean with thinner or solvent in a proper container. Filter and reuse thinners and solvents. Dispose of excess liquids as hazardous waste.
- Paint chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.
- Chemical paint stripping residue and chips and dust from marine paints or paints containing lead, mercury, or tributyltin must be disposed of as hazardous waste. Lead based paint removal requires a state-certified contractor.

## Dewatering



- Discharges of groundwater or captured runoff from dewatering operations must be properly managed and disposed. When possible send dewatering discharge to landscaped area or sanitary sewer. If discharging to the sanitary sewer call your local wastewater treatment plant.
- Divert run-on water from offsite away from all disturbed areas.
- When dewatering, notify and obtain approval from the local municipality before discharging water to a street gutter or storm drain. Filtration or diversion through a basin, tank, or sediment trap may be required.
- In areas of known or suspected contamination, call your local agency to determine whether the ground water must be tested. Pumped groundwater may need to be collected and hauled off-site for treatment and proper disposal.

**Storm drain polluters may be liable for fines of up to \$10,000 per day!**



DESIGNED BY: TC	NO.	REVISIONS	DATE
DRAWN BY: TC			
APPROVED BY: -			
PREPARED BY: <b>CSG Consultants, Inc.</b> 550 Pilgrim Drive Foster City, CA 94404 Phone (650) 522-2500 Fax (650) 522-2599			
PREPARED FOR: <b>TOWN OF COLMA</b> <b>1198 EL CAMINO REAL</b> <b>COLMA, CA. 94014</b>			
<b>CONSTRUCTION BMP</b> <b>STERLING PARK PLAYGROUND IMPROVEMENT</b> <b>CALIFORNIA</b>			
<b>TOWN OF COLMA</b>			
<b>SHEET 8</b> <b>OF</b> <b>17</b>			
DATE : 06/29/18 JOB# : -			



- NOTE:**
1. ALL DECKS SHALL BE BROWN PLASTIC-COATED PERFORATED STEEL.
  2. ● DESIGNATES NEW POSTS REQUIRING FOOTINGS AT LOCATIONS SHOWN.
  3. ▲ DESIGNATES MODEL NO. 91-100-12 12" POST EXTENSION.  
SEE DRAWING E-91-100-00 FOR INSTALLATION INSTRUCTIONS.
  4. ■ DESIGNATES MODEL NO. 91-100-24 24" POST EXTENSION.  
SEE DRAWING E-91-100-00 FOR INSTALLATION INSTRUCTIONS.
  5. ALL EXISTING POST FOOTINGS SHOULD REMAIN IN PLACE. ADD POST EXTENSIONS TO EXISTING POSTS AS SHOWN.

**CONSTRUCTION AND INSTALLATION NOTE:**

1. CONTRACTOR SHALL INSTALL THE ADDITIONAL POST AND FOOTING FOR THE NEW PLAYGROUND EQUIPMENT. FIELD VERIFY AND MARK THE NEW POST AND FOOTING LOCATION PRIOR TO THE CONSTRUCTION. MAKE ANY FIELD ADJUSTMENT TO ACHIEVE THE OVERALL DESIGN LAYOUT.
2. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSION PRIOR TO CONSTRUCTION. NOTIFY TOWN ENGINEER AND MANUFACTURER FOR ANY DISCREPANCY.
3. SEE SHEET 11-PIPELINE EQUIPMENT FOOTING PLAN FOR ADDITIONAL POST AND FOOTING FOR THE NEW PLAYGROUND EQUIPMENT.

**WARNING**

Metal playing surfaces can become dangerously hot when exposed to direct sunlight. Owner/operators must warn users that serious burns may result when bare skin comes in contact with hot metal.

As recommended by the U.S. Consumer Products Safety Commission, the owner must provide and place beneath and around all play apparatus a forgiving surfacing material that conforms to ASTM specification F 1292 to reduce the risk of serious injury to players. Under no circumstances should playground equipment be placed in service upon hard, unyielding surfaces such as concrete, asphalt or compacted earth.

Similarly, an appropriately wide and unobstructed safe play use zone, covered with forgiving surfacing material must always surround playground equipment.

Before accepting the playground equipment from the contractor, the owner's representative must assure that all fasteners are tight, protruding bolts are trimmed flush and peened, filling smooth any resultant sharp metal edges.

After commencement of play, it is vital that the owner inspect the playground equipment at least monthly; more frequently with observed heavy usage, exposure to vandalism or a corrosive environment. Pay particular attention to moving accessories and assure that they are in good, safe working order. Should concern for safe play be noted or expressed, remove the equipment from service until all safety concerns are satisfied.

**IMPORTANT DRAWING NOTES**

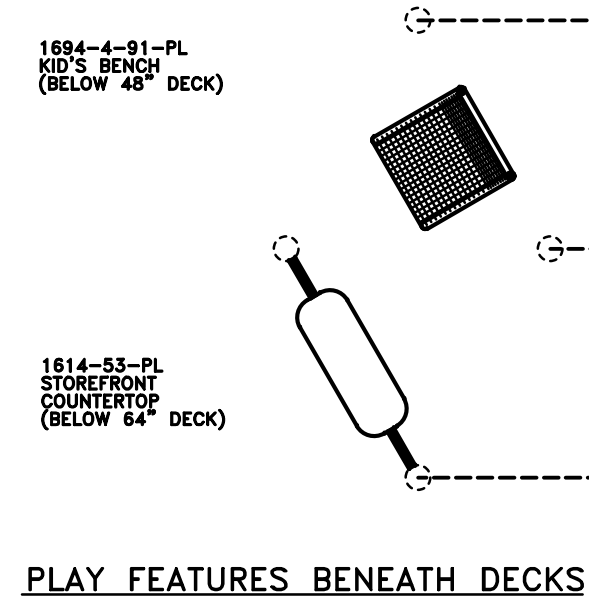
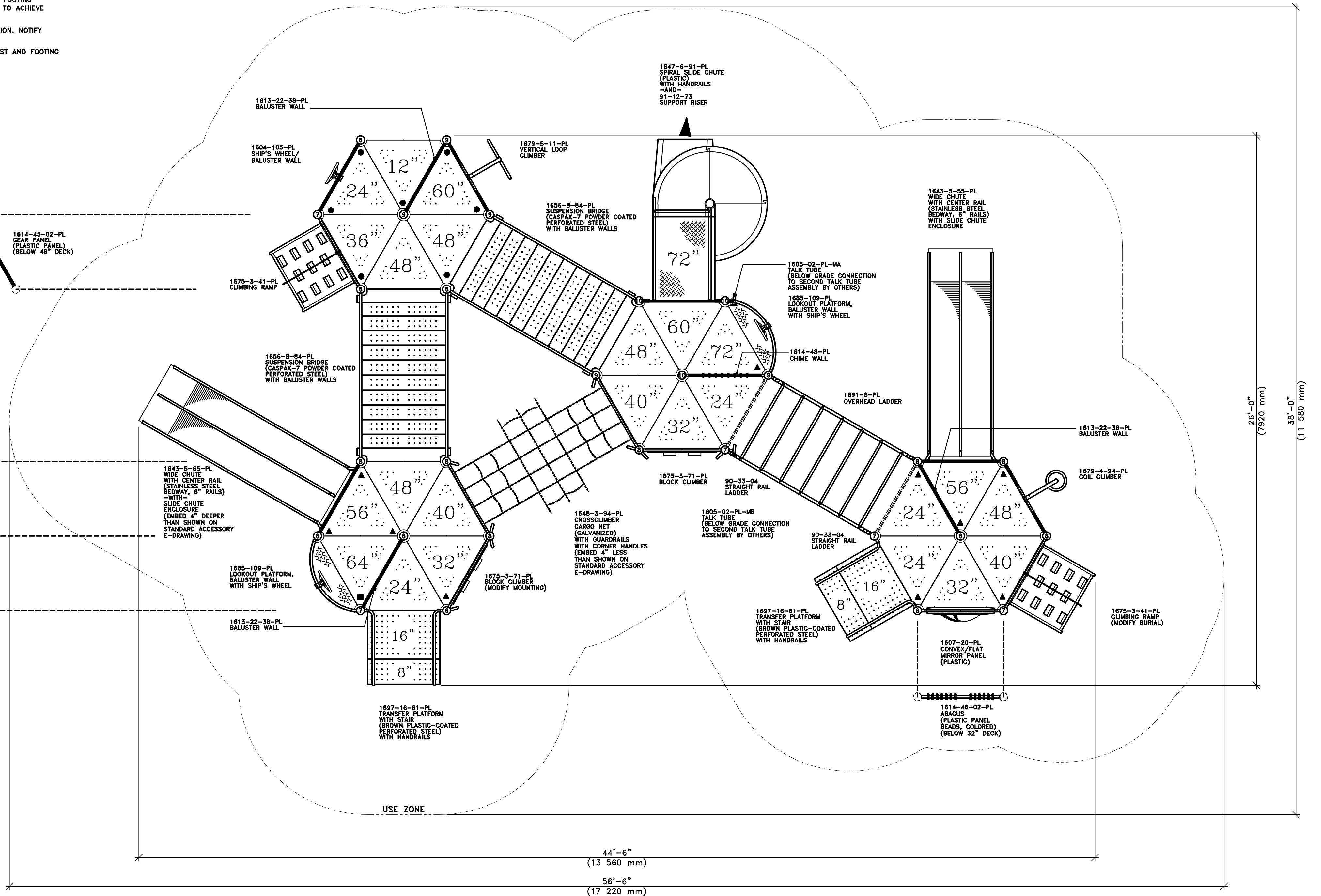
Deck and rail heights are dimensioned from finished grade, allowing for 1'-0" (300 mm) of safety surfacing (by others) to be added after assembly.

Dimensions on this area drawing take precedence over generic accessory erection drawings, if noted and/or different.

Deck heights are to the top of the deck, while rail heights are to the center of the rail (unless otherwise noted). These connecting patterns have been developed to eliminate entrapment areas and must not be varied.

Overall dimensions of equipment are outside to outside measurements and do not include the necessary additional safe play use zone.

Use this Area Drawing in conjunction with the Accessory Erection Drawings and Installation Guidelines (as applies).

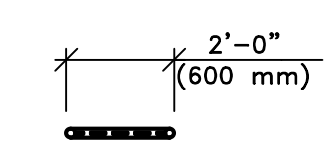


44'-6"  
(13 560 mm)

56'-6"  
(17 220 mm)

26'-0"  
(7920 mm)

36'-0"  
(11 580 mm)



1000-02  
WELCOME/PLAYGROUND  
RULES SIGN  
(5-12 YEARS OF AGE,  
EXACT LOCATION  
BY OWNER)

Date	Revision	By
06-14-18	PER CUSTOMER	Ian/CL
01-19-18		
01-19-18		

Scale: 3/8"=1'-0"  
 Drawn by: AT  
 CK'd by: CL

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 TimberForm®-2 and GyCloop® Products.

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 Portland, Oregon 97201-3464 Facsimile 503/223-4530  
 U.S.A.

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Title: NEW PIPELINE PLAYGROUND EQUIPMENT  
 STERLING PARK RETROFIT - CONCEPT "B"  
 COLMA, CA

PARKPACIFIC, INC.

Drawing No. P-18004-A2  
 Sheet 9 of 17

**WARNING**

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Similarly, an appropriately wide and unobstructed safe play use zone, covered with forgiving surfacing material must always surround playground equipment.

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**IMPORTANT DRAWING NOTES**

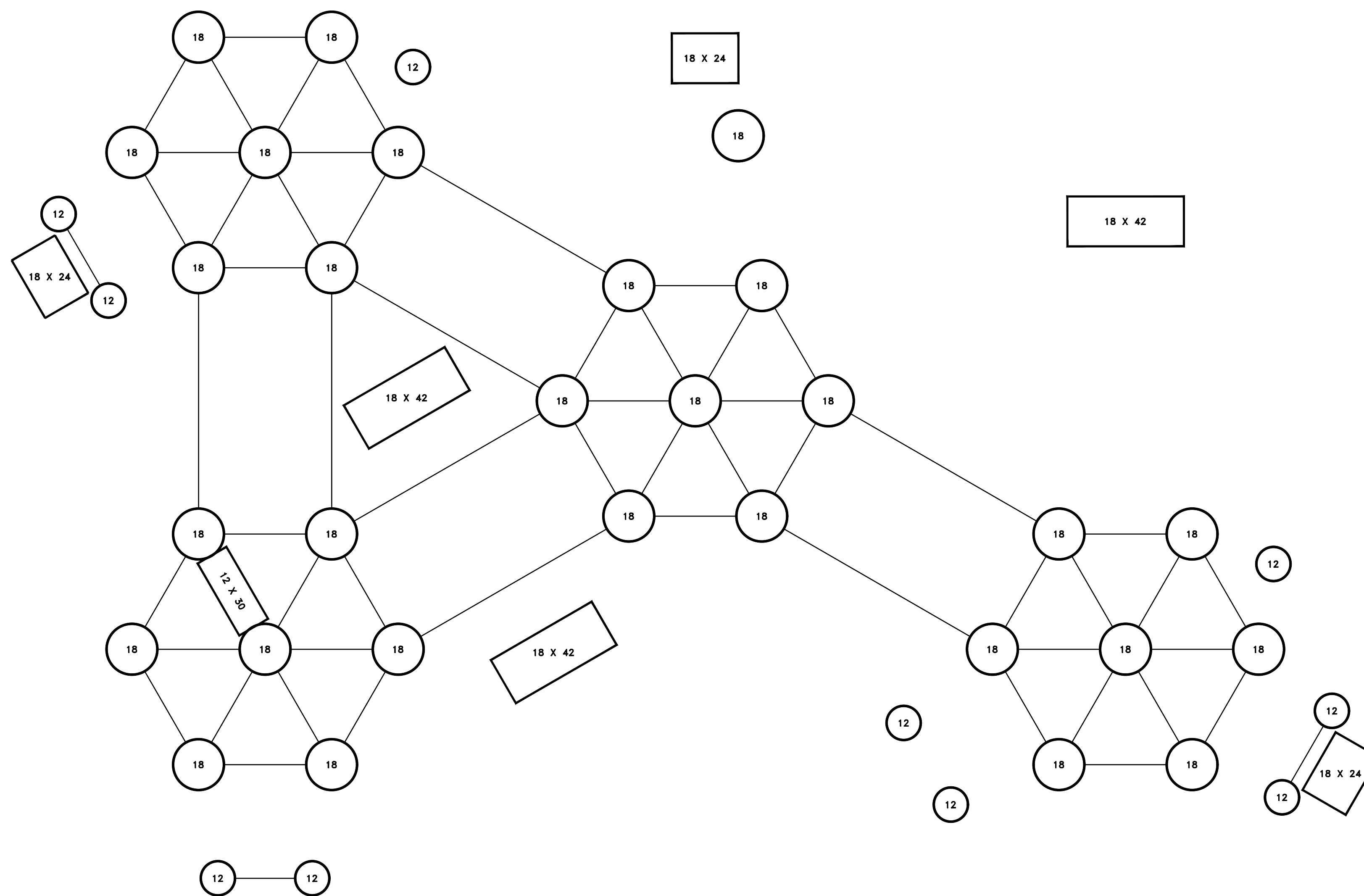
Deck and rail heights are dimensioned from finished grade, allowing for 1'-0" (300 mm) of safety surfacing (by others) to be added after assembly.

Dimensions on this area drawing take precedence over generic accessory erection drawings, if noted and/or different.

Deck heights are to the top of the deck, while rail heights are to the center of the rail (unless otherwise noted). These connecting patterns have been developed to eliminate entrapment areas and must not be varied.

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Use this Area Drawing in conjunction with the Accessory Erection Drawings and Installation Guidelines (as applies).



**LEGEND:**

○ NEW POST & FOOTING

□ NEW FOOTING

FOOTING LAYOUT

**CONSTRUCTION NOTE:**

1. CONTRACTOR SHALL INSTALL THE ADDITIONAL POST AND FOOTING FOR THE NEW PLAYGROUND EQUIPMENT. FIELD VERIFY AND MARK THE NEW POST AND FOOTING LOCATION PRIOR TO THE CONSTRUCTION. MAKE ANY FIELD ADJUSTMENT TO ACHIEVE THE OVERALL DESIGN LAYOUT.
2. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSION PRIOR TO CONSTRUCTION. NOTIFY TOWN ENGINEER AND MANUFACTURER FOR ANY DISCREPANCY.

Date	Revision	By
06-14-18	PER CUSTOMER	Ian/CL

Scale: 3/8"=1'-0"  
 Drawn by: AT  
 Ck'd by: CL

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 Portland, Oregon 97201-3464 Facsimile 503/223-4530  
 U.S.A.

Title: PLAYGROUND FOOTING PLAN  
 STERLING PARK RETROFIT - CONCEPT "B"  
 COLMA, CA  
 PARKPACIFIC, INC.  
 Drawing No. P-18004-A2  
 Sheet 10 of 17

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**WARNING**

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Overall dimensions of equipment are outside to outside measurements and do not include the necessary additional safe play use zone.

Use this Area Drawing in conjunction with the Accessory Erection Drawings and Installation Guidelines (as applies).

**NOTES:**

- ① MONKEY BAR SHOWN SHALL BE REPLACED WITH OVERHEAD LADDER STRUCTURE
- ② SUSPENSION BRIDGE SHOWN SHALL BE REPLACED WITH CROSSCLIMB CARGO NET CLIMBER



**Columbia Cascade Company**

1300 S.W. Sixth Avenue  
Suite 310  
Portland, OR 97201-3464  
U.S.A.

Tel.: 503/223-1157  
Fax: 503/223-4530  
E-mail: HQ@timberform.com

www.timberform.com

Makers of TimberForm®, PipeLine®, RePlay®, TimberForm-2®, InterPlay®, CycLoops®, & CycLocker® Products.

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PipeLine Playground Equipment  
Sterling Park Retrofit - Concept "B"  
Colma, CA

ParkPacific, Inc. - Walnut Creek, CA

Dwg. No.: P-18004-A  
Date: 01-11-2018

Drawn by: AT  
Rev. by:  
Date:

Scale: None  
Sheet: 4 of 4

Date	Revision	By

Scale: \_\_\_\_\_  
Drawn by: \_\_\_\_\_  
Ck'd by: \_\_\_\_\_

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Portland, Oregon 97201-3464 Facsimile 503/223-4530  
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Title: NEW PIPELINE PLAYGROUND EQUIPMENT (RENDERING)  
COLMA, CA

PARKPACIFIC, INC.

Drawing No. \_\_\_\_\_  
Sheet 11 of 17

\\server2.esg.local\Clients\DESIGN\7.4XX - Colma Sterling Park Rec.Center\CAD\12\Fitness Cluster Plans.dwg@ 03/28/18 03:28:56 PM



REMOVE EXISTING CONCRETE PAD AND  
CONSTRUCT 27' x 27' DECOMPOSED GRANITE (6')  
FITNESS CLUSTER AREA WITH CONCRETE CURB  
AROUND THE AREA.

E STREET

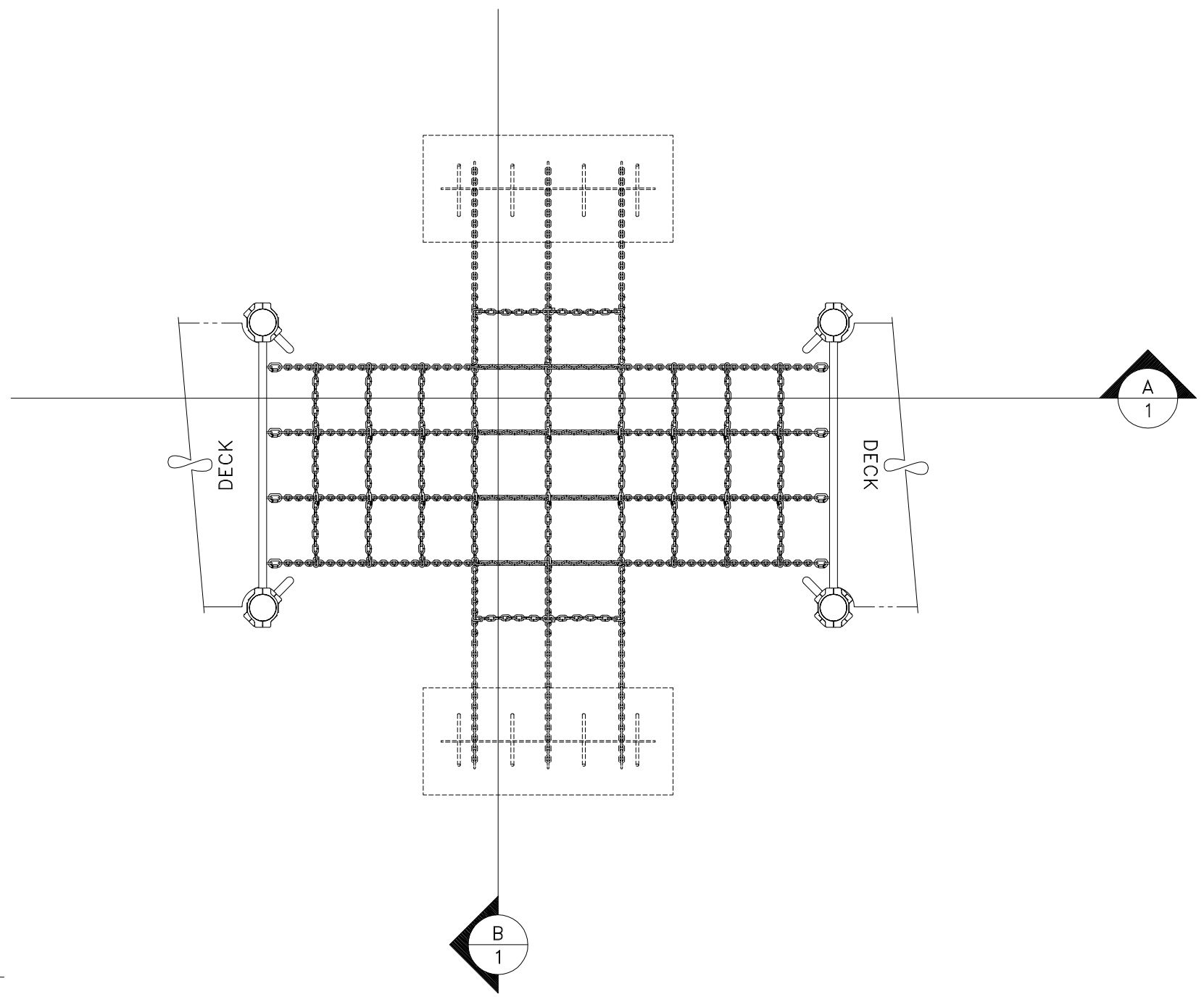


**NOTES**

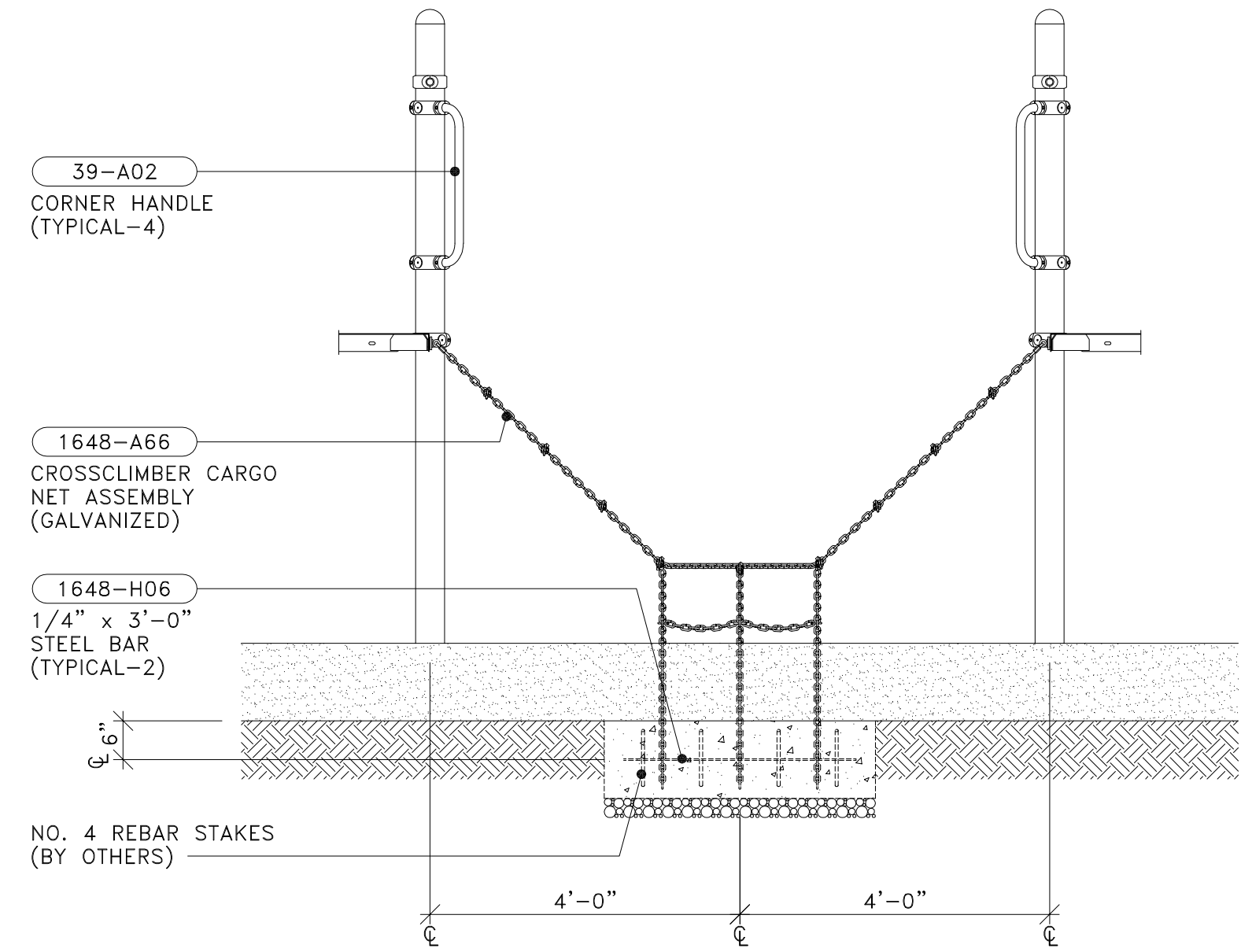
1. CONTRACTOR SHALL REMOVE EXISTING CONCRETE PAD, REGRADE THE AREA FOR POSITION DRAINAGE, REMOVE EXISTING TREES AND UNDERGROUND PIPES FOR THE FITNESS CLUSTER AREA.
2. CONTRACTOR SHALL COORDINATE WITH TOWN ENGINEER FOR THE EXACT LOCATION OF THE FITNESS CLUSTER AREA AND THE LOCATION OF THE FITNESS EQUIPMENTS.
3. CONTRACTOR SHALL COORDINATE WITH TOWN ENGINEER FOR ANY UNDERGROUND UTILITIES AND IRRIGATION TO BE DISRUPTED BY THE CONSTRUCTION OF FITNESS CLUSTER AREA.
4. COORDINATE WITH TOWN ENGINEER FOR THE RELOCATION OF THE EXISTING BENCH.
5. SEE SHEET 16-FITNESS CLUSTER PLAN FOR FITNESS EQUIPMENT DETAILS.

DESIGNED: -	TC	NO.	REVISIONS	DATE
DRAWN: -	-			
APPROVED: -	-			
PREPARED BY:				
PREPARED FOR:		TOWN OF COLMA 1198 EL CAMINO REAL COLMA, CA. 94014		
FITNESS CLUSTER PLAN		STERLING PARK PLAYGROUND IMPROVEMENT		
TOWN OF COLMA		CALIFORNIA		
SHEET 12		OF 17		
DATE : 06/25/18		JOB# : -		
SCALE N.T.S				

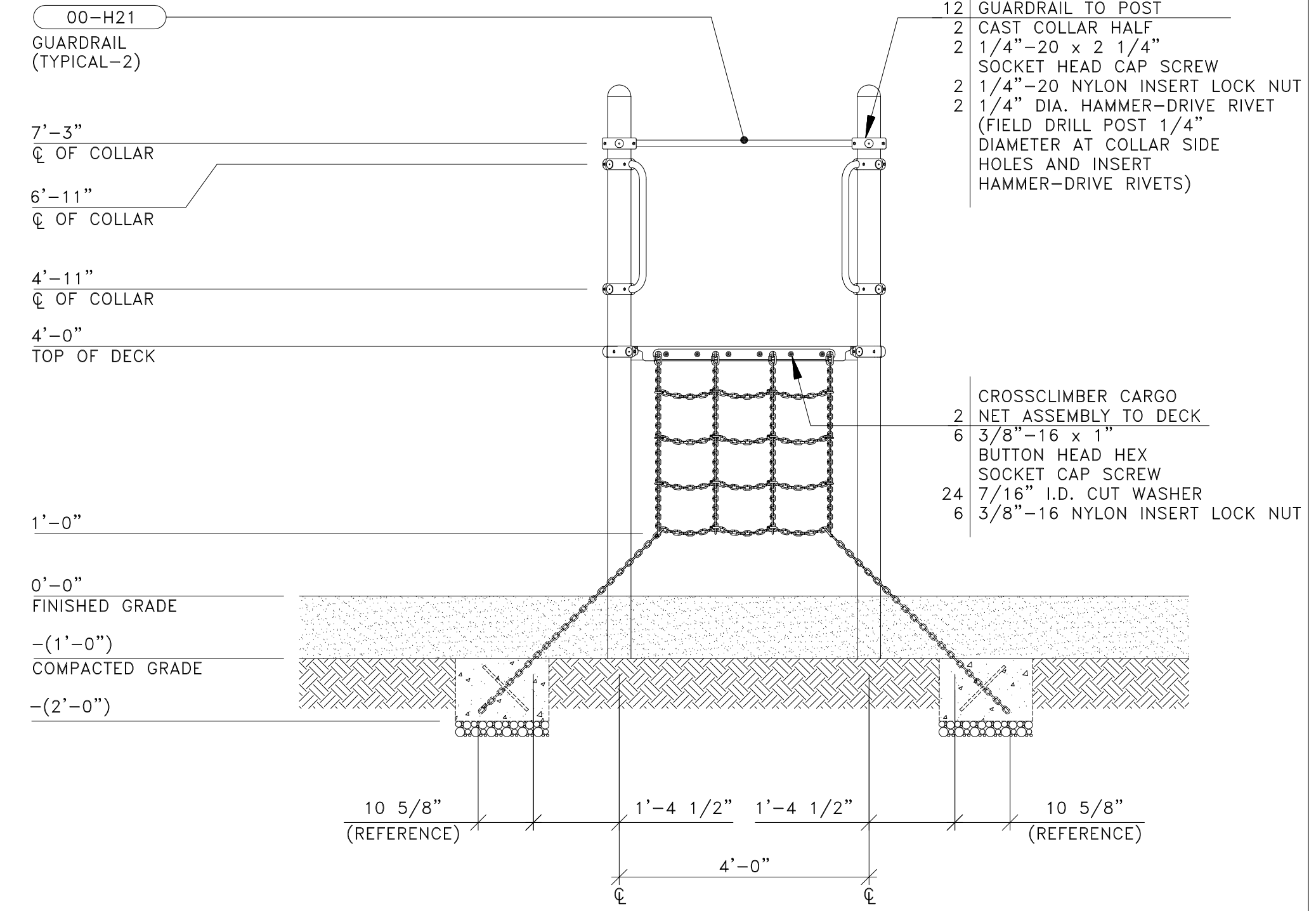
- INSTALLATION INSTRUCTIONS:**
1. DIG FOOTING HOLES REQUIRED, SEE FOOTING LOCATION PLAN.
  2. ATTACH CROSSCLIMBER CARGO NET ASSEMBLY TO DECKS AS SHOWN.
  3. THREAD 1/4" STEEL BARS THROUGH CHAIN AT BOTTOM OF NET.
  4. PULL NET TIGHT PER DIMENSION SHOWN, THEN SECURE TEMPORARILY.
  5. ATTACH CORNER HANDLES AND GUARDRAILS.
  6. POUR CONCRETE FOOTING (BY OTHERS) PER LOCAL SOIL CONDITIONS, CONSULT PROJECT ENGINEER FOR EXACT REQUIREMENTS.
  7. AFTER CONCRETE CURES, BACKFILL AND INSTALL SAFETY SURFACING.



**PLAN VIEW**  
SCALE: 1/2"=1'-0"



**A SECTION**  
SCALE: 1/2"=1'-0"



**B SECTION**  
SCALE: 1/2"=1'-0"

**WARNING**  
SEE IMPORTANT SAFETY NOTES AND MAINTENANCE INSTRUCTIONS ON DRAWING NO. E-1000-L13

Date	Revision	By

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Portland, Oregon 97201-3464 Facsimile 503/223-4530 U.S.A.  
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Title: **PLAYGROUND EQUIPMENT CONSTRUCTION DETAIL**  
Drawing No. E-1648-4-94-PL  
Sheet 13 of 17

**WARNING**

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Similarly, an appropriately wide and unobstructed safe play use zone, covered with forgiving surfacing material must always surround playground equipment.

Before accepting the playground equipment from the contractor, the owner's representative must assure that all fasteners are tight, protruding bolts are trimmed flush and peneled, filing smooth any resultant sharp metal edges.

After commencement of play, it is vital that the owner inspect the playground equipment at least monthly; more frequently with observed heavy usage, exposure to vandalism or a corrosive environment. Pay particular attention to moving accessories and assure that they are in good, safe working order. Should concern for safe play be noted or expressed, remove the equipment from service until all safety concerns are satisfied.

**IMPORTANT DRAWING NOTES**

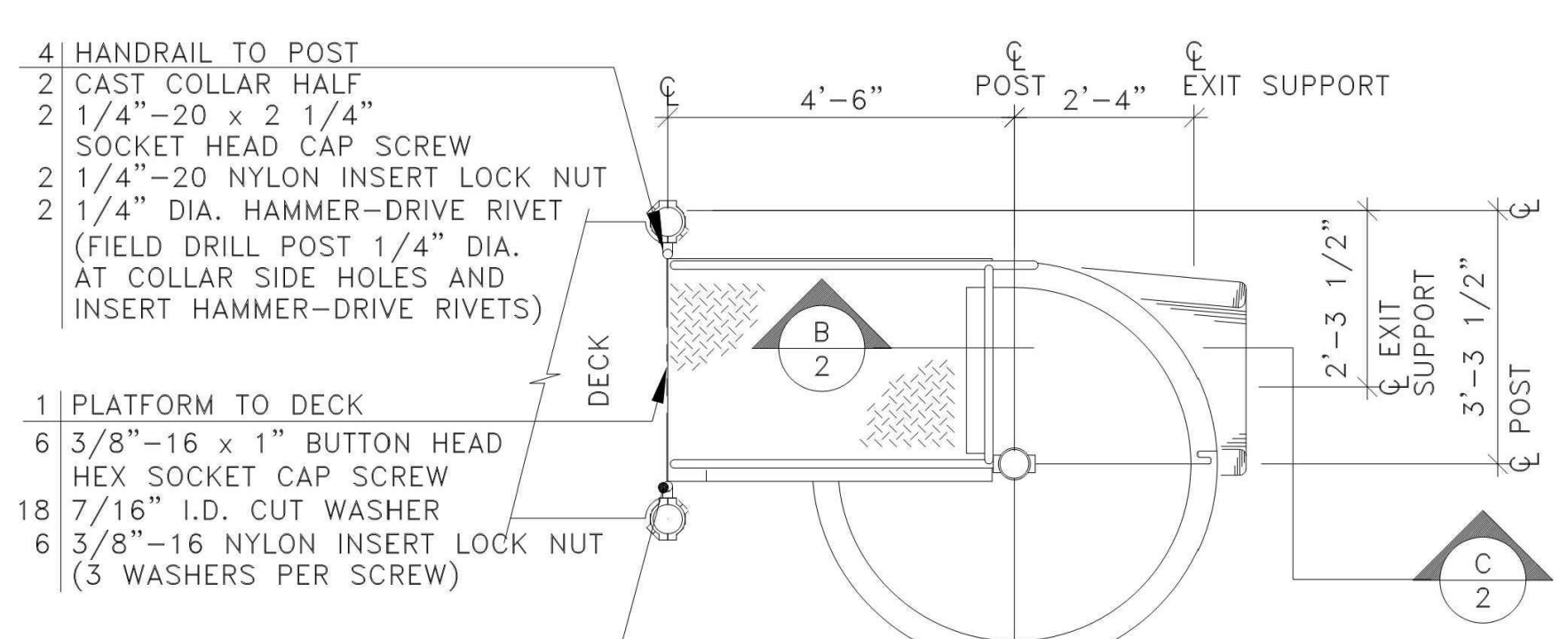
Deck and rail heights are dimensioned from finished grade, allowing for 1'-0" (300 mm) of safety surfacing (by others) to be added after assembly.

Dimensions on this area drawing take precedence over generic accessory erection drawings, if noted and/or different.

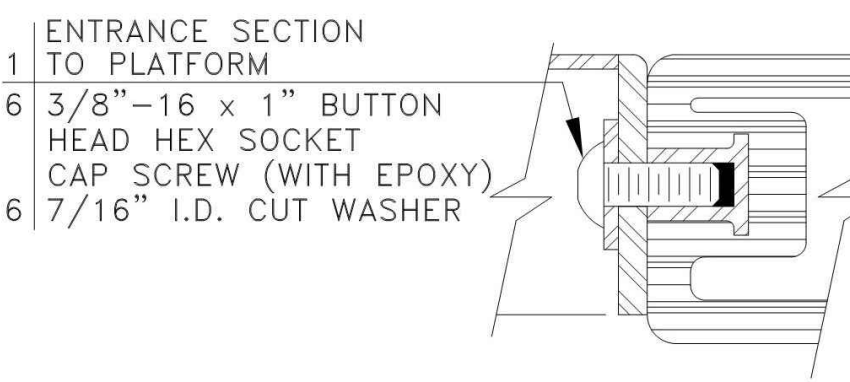
Deck heights are to the top of the deck, while rail heights are to the center of the rail (unless otherwise noted). These connecting patterns have been developed to eliminate entrapment areas and must not be varied.

Overall dimensions of equipment are outside to outside measurements and do not include the necessary additional safe play use zone.

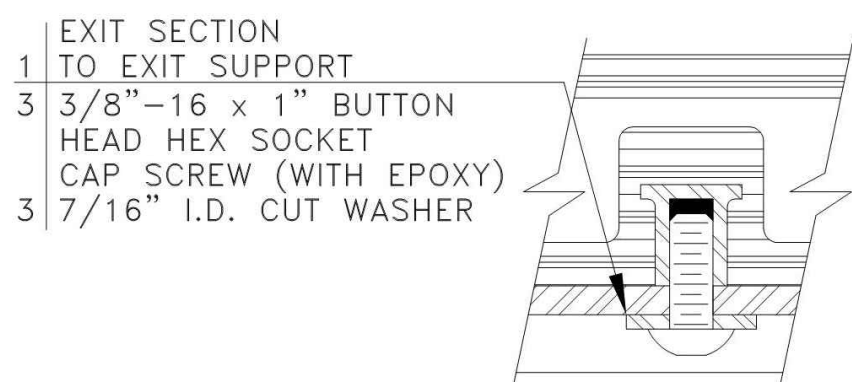
Use this Area Drawing in conjunction with the Accessory Erection Drawings and Installation Guidelines (as applies).



1647-A11 PIPELINE HANDRAIL (TYPICAL-2)  
A PLAN SCALE: 3/8" = 1'-0"



B TYPICAL CONNECTION DETAIL SCALE: HALF



C TYPICAL CONNECTION DETAIL SCALE: HALF

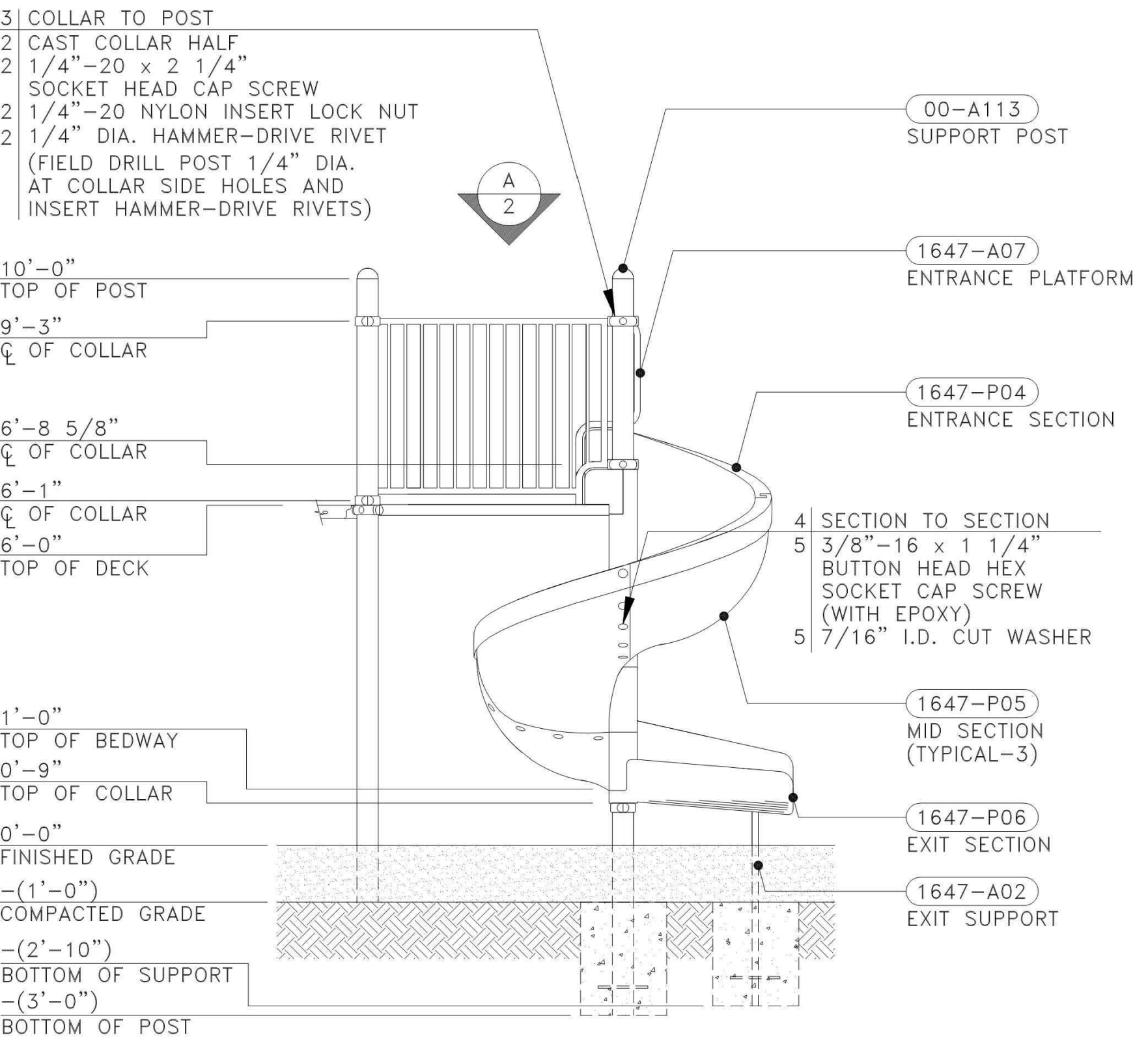
**INSTALLATION INSTRUCTIONS**

1. SLEEVE ENTRANCE SECTION ONTO BOTTOM OF SUPPORT POST UNTIL APPROXIMATELY 3'-3" FROM TOP OF POST.
2. SLEEVE MID SECTIONS ONTO SUPPORT POST IN NUMERICAL ORDER.
3. SLEEVE EXIT SECTION ONTO SUPPORT POST.
4. ATTACH A COLLAR SET TO SUPPORT POST WITH TOP OF COLLAR AT 3'-9" FROM BOTTOM OF POST.
5. SLIDE ALL SECTIONS TOWARDS COLLAR SET. INTERLOCK AND FASTEN SECTIONS TOGETHER.
6. ATTACH ENTRANCE PLATFORM TO ENTRANCE SECTION AS SHOWN ABOVE.
7. ATTACH ENTRANCE PLATFORM TO SUPPORT POST WITH 2 COLLAR SETS. NOTE: LOWER COLLAR SHOULD REST ON ENTRANCE SECTION WHEN INSTALLED PROPERLY.
8. ATTACH EXIT SUPPORT TO EXIT SECTION AS SHOWN.
9. ATTACH PIPELINE HANDRAILS TO POSTS AS SHOWN.
10. DIG REQUIRED FOOTING HOLES PER DIMENSIONS SHOWN.
11. INSERT RE-BAR (BY OTHERS) INTO SUPPORT POST AND EXIT SUPPORT. STAND SPIRAL SLIDE ASSEMBLY UP IN FOOTING HOLE AND POSITION ENTRANCE PLATFORM ON DECK PER DIMENSIONS SHOWN. PLUMB, LEVEL, AND BRACE PLATFORM. ATTACH PLATFORM TO DECK AS SHOWN.
12. MAKE CERTAIN ALL CONNECTIONS ARE FLUSH AND TIGHT AND SUPPORTS ARE BRACED SECURELY IN FOOTING HOLE PER DIMENSIONS SHOWN. THEN POUR CONCRETE. NOTE: KEEP CHILDREN OFF APPARATUS UNTIL ASSEMBLY IS COMPLETE AND CONCRETE IS CURED.
13. AFTER CONCRETE CURES, REMOVE BRACING AND BACK-FILL HOLE.

**WARNING**

SEE IMPORTANT SAFETY NOTES AND MAINTENANCE INSTRUCTIONS ON DRAWING NO. E-1000-L13.

Date	Revision	By	<p><b>COLUMBIA CASCADE COMPANY</b> Makers of TimberForm®, Pipeline®, RePlay®, TimberForm®-2 and CycLoops® Products. 1300 S.W. Sixth Avenue, Suite 310 Telephone 503/223-1157 Portland, Oregon 97201-3464 Facsimile 503/223-4530 U.S.A.</p>	<p>This drawing reveals the copyrighted intellectual property of Columbia Cascade Company. Not for use by others without our express, written authorization.</p>	<p>Drawing No. E-1647-6-91-PL</p>	<p>Sheet 2 of 2</p>
06-27-05	COLLAR CONNECTION	AT/IMP				
07-12-04	REV. INSTRUCTIONS	RT/CL				
04-26-04	ADD EPOXY NOTE	NR/JZB				
10-06-03	REV. FASTENERS	JZ/CL				
Scale	Drawn by: JCD	02-20-95				
NOTED	Ch'g by: JLH	02-20-95				

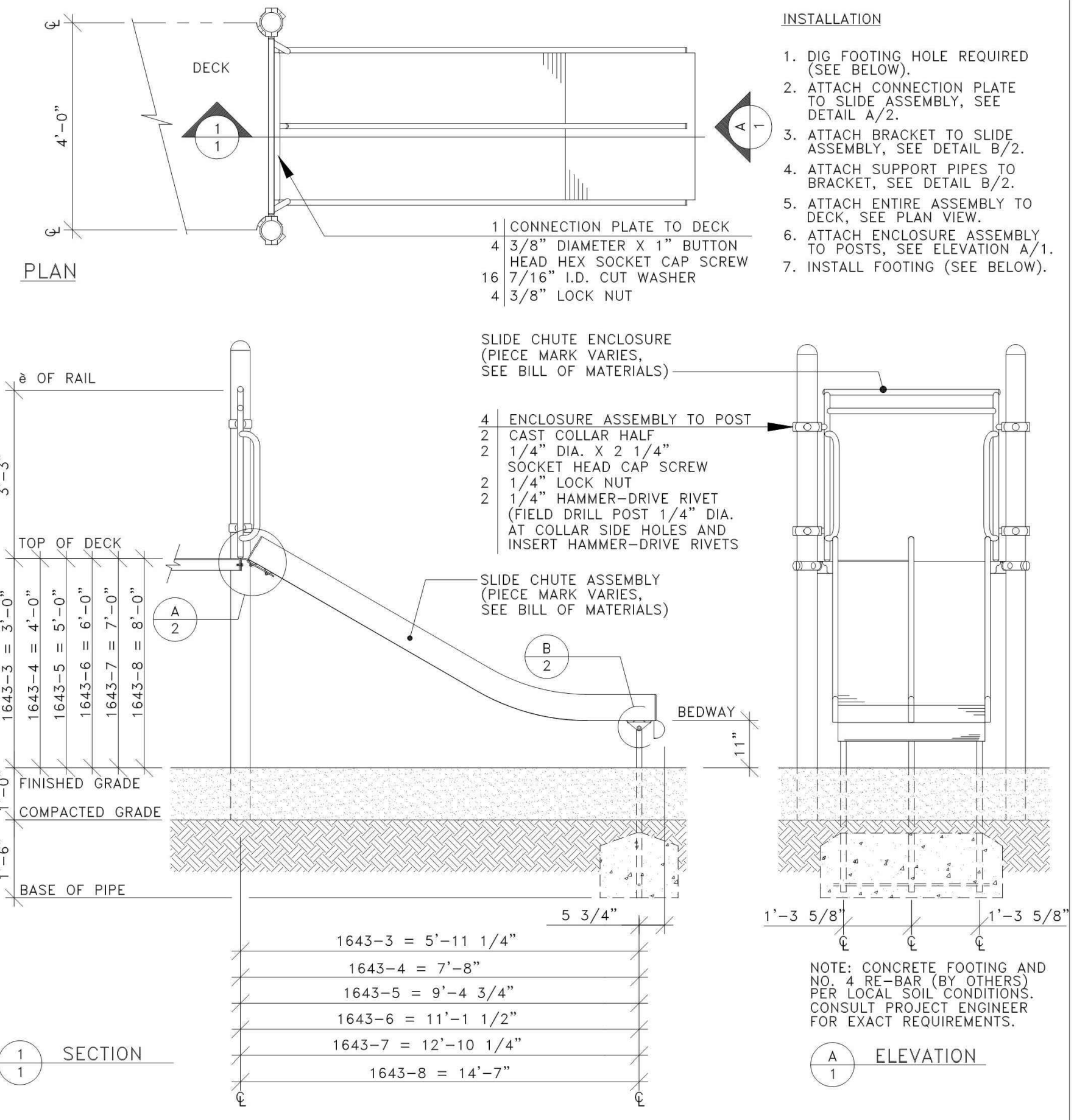


**ELEVATION**

**WARNING**

SEE IMPORTANT SAFETY NOTES AND MAINTENANCE INSTRUCTIONS ON DRAWING NO. E-1000-L13.

Date	Revision	By	<p><b>COLUMBIA CASCADE COMPANY</b> Makers of TimberForm®, Pipeline®, RePlay®, TimberForm®-2 and CycLoops® Products. 1300 S.W. Sixth Avenue, Suite 310 Telephone 503/223-1157 Portland, Oregon 97201-3464 Facsimile 503/223-4530 U.S.A.</p>	<p>This drawing reveals the copyrighted intellectual property of Columbia Cascade Company. Not for use by others without our express, written authorization.</p>	<p>Drawing No. E-1647-6-91-PL</p>	<p>Sheet 1 of 2</p>
06-27-05	COLLAR CONNECTION	AT/IMP				
04-26-04	1647-P01-3 TO P04-6	NR/JZB				
10-06-03	REV. LOCK NUT	JZ/CL				
05-17-96	TITLE BLOCK	BM/CL				
Scale	Drawn by: JCD	02-20-95				
3/8"=1'-0"	Ch'g by: JLH	02-20-95				



**WARNING**

SEE IMPORTANT SAFETY NOTES AND MAINTENANCE INSTRUCTIONS ON DRAWING NO. E-1000-L13.

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06-14-05	COLLAR CONNECTION	AT/CL				
04-06-04	ADD 1643-8	NR/IMP				
05-29-03	ADD 1643-7	RT/IMP				
02-14-11	UPDATE CHUTE ASSY.	CL				
Scale	Drawn by: KC	12-13-96				
NONE	Ch'g by: TB	12-13-96				

Date	Revision	By
Scale	Drawn by:	
	Ch'g by:	

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**PLAYGROUND EQUIPMENT CONSTRUCTION DETAILS**  
COLMA, CA  
PARKPACIFIC, INC.

Drawing No. \_\_\_\_\_ Sheet 14 of 17

**WARNING**

Metal playing surfaces can become dangerously hot when exposed to direct sunlight. Owner/operators must warn users that serious burns may result when bare skin comes in contact with hot metal.

As recommended by the U.S. Consumer Products Safety Commission, the owner must provide and place beneath and around all play apparatus a forgiving surfacing material that conforms to ASTM specification F 1292 to reduce the risk of serious injury to players. Under no circumstances should playground equipment be placed in service upon hard, unyielding surfaces such as concrete, asphalt or compacted earth.

Similarly, an appropriately wide and unobstructed safe play use zone, covered with forgiving surfacing material must always surround playground equipment.

Before accepting the playground equipment from the contractor, the owner's representative must assure that all fasteners are tight, protruding bolts are trimmed flush and peened, filing smooth any resultant sharp metal edges.

After commencement of play, it is vital that the owner inspect the playground equipment at least monthly; more frequently with observed heavy usage, exposure to vandalism or a corrosive environment. Pay particular attention to moving accessories and assure that they are in good, safe working order. Should concern for safe play be noted or expressed, remove the equipment from service until all safety concerns are satisfied.

**IMPORTANT DRAWING NOTES**

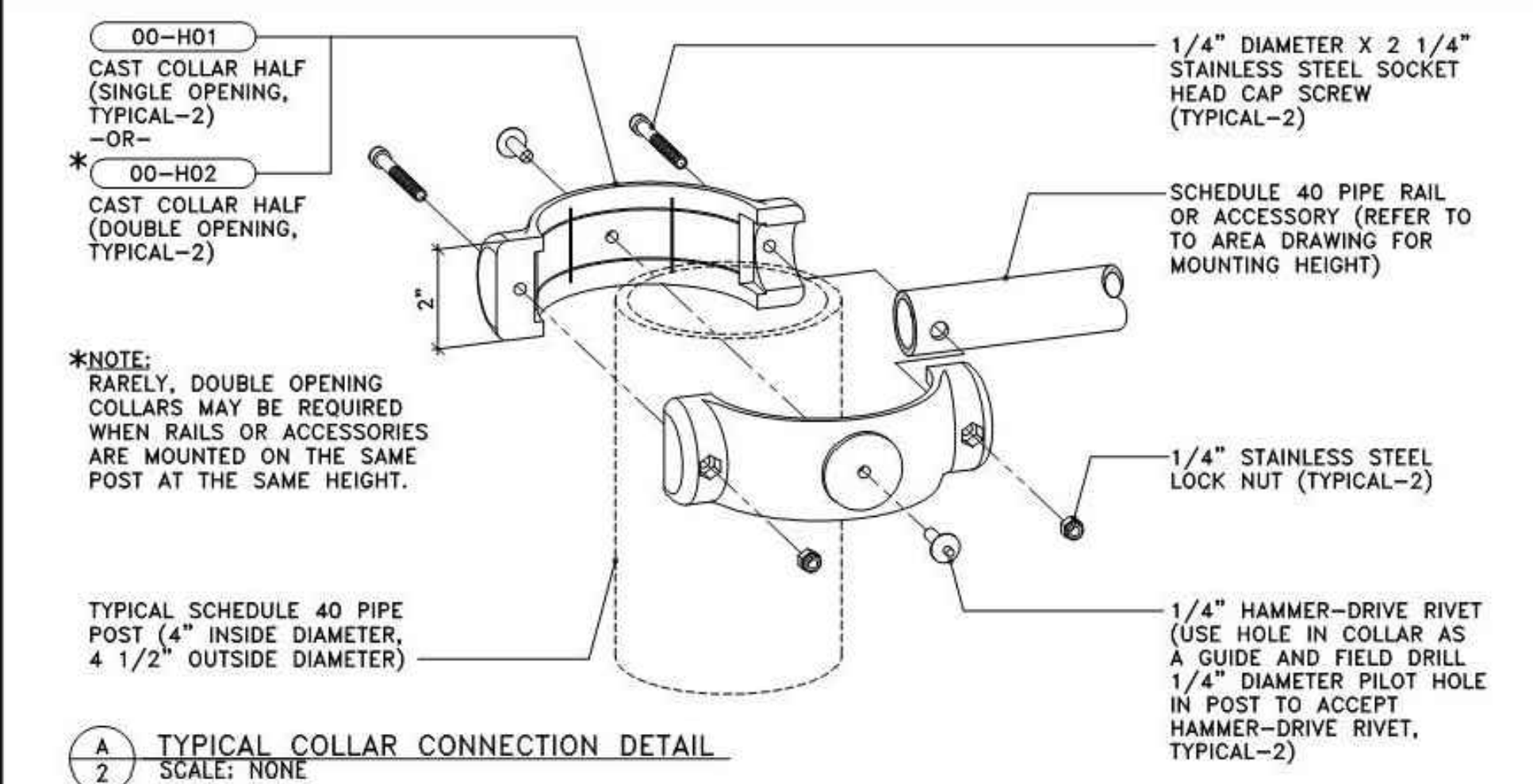
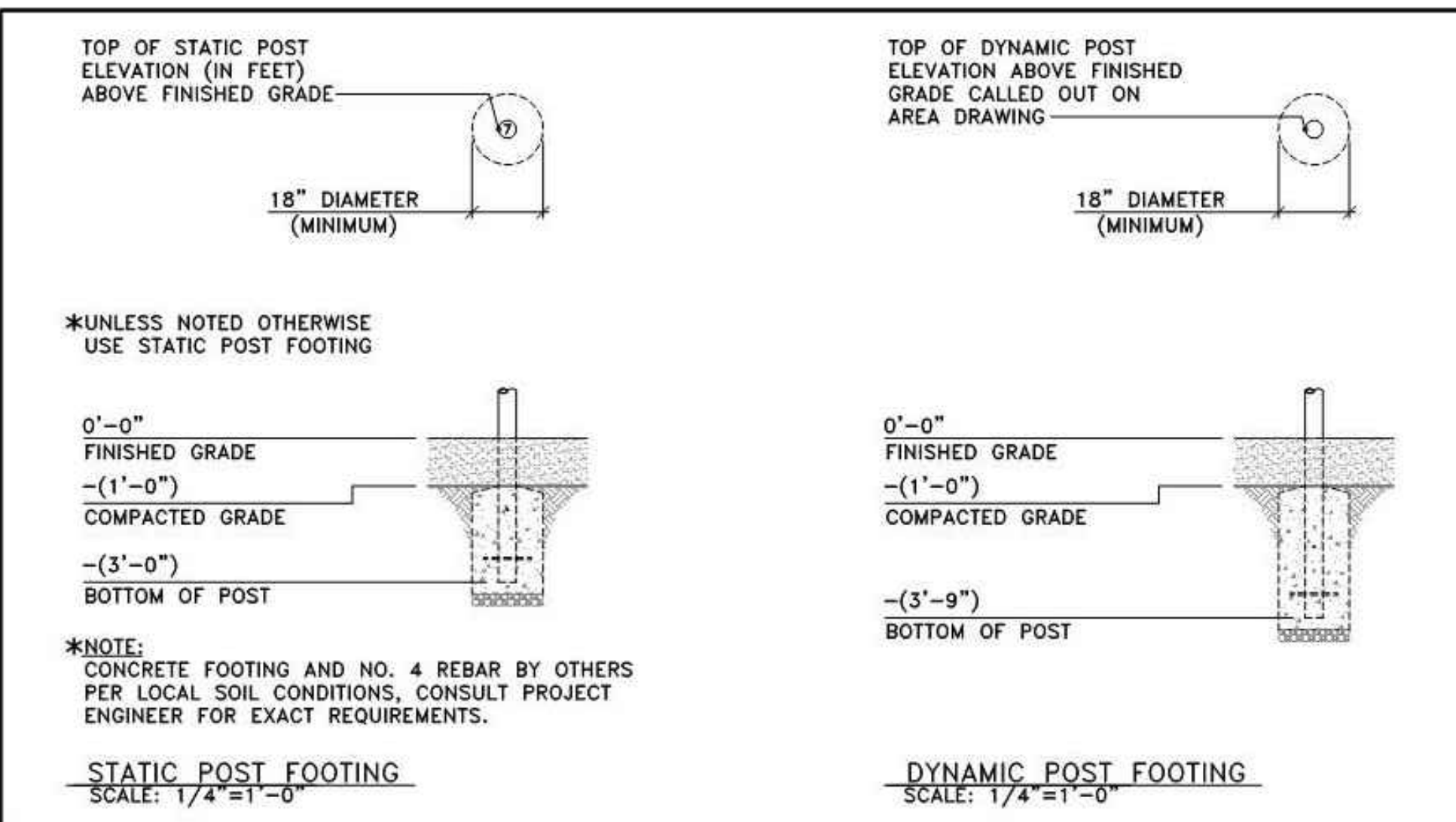
Deck and rail heights are dimensioned from finished grade, allowing for 1'-0" (300 mm) of safety surfacing (by others) to be added after assembly.

Dimensions on this area drawing take precedence over generic accessory erection drawings, if noted and/or different.

Deck heights are to the top of the deck, while rail heights are to the center of the rail (unless otherwise noted). These connecting patterns have been developed to eliminate entrapment areas and must not be varied.

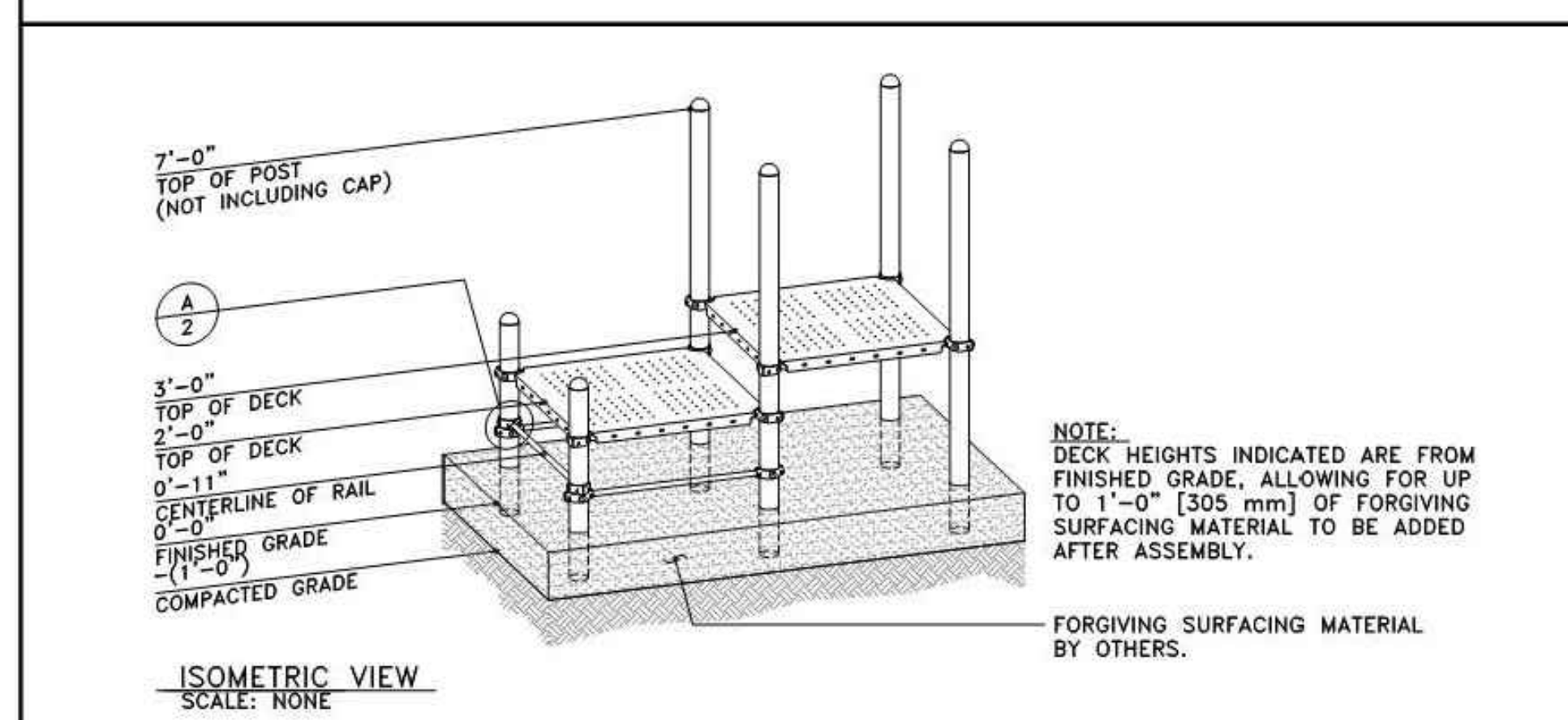
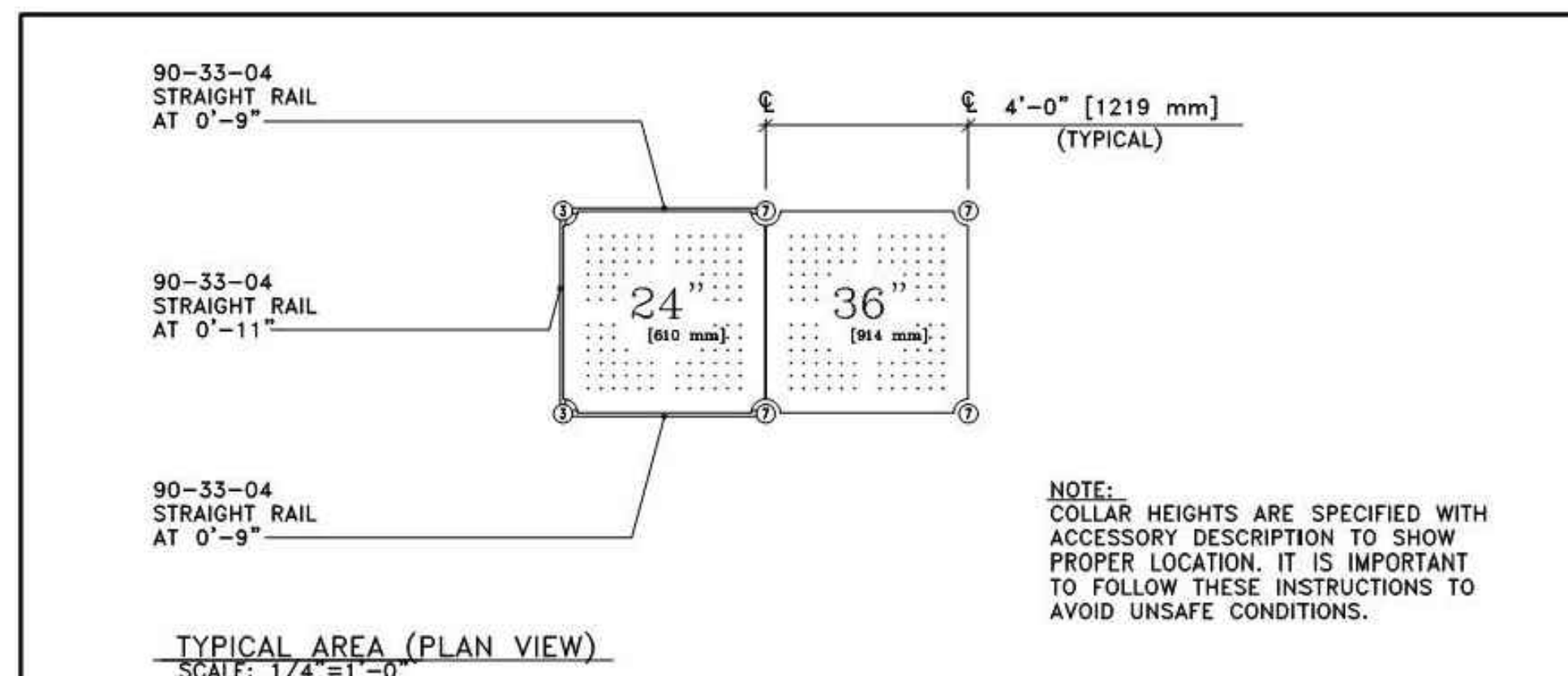
Overall dimensions of equipment are outside to outside measurements and do not include the necessary additional safe play use zone.

Use this Area Drawing in conjunction with the Accessory Erection Drawings and Installation Guidelines (as applies).



**WARNING**  
SEE IMPORTANT SAFETY NOTES AND MAINTENANCE INSTRUCTIONS ON DRAWING NO. E-1000-L13

Date	Revision	By	COLUMBIA CASCADE COMPANY		Title
07-14-09	C-SIZE TO A-SIZE	Ian/CL	Makers of TimberForm®, PipeLine®, RePlay®, TimberForm®-2 and CycLoops® Products.		PIPELINE TYPICAL CONSTRUCTION DETAILS
05-02-03	REV. FTG. DEPTH	CCS/CL	1300 S.W. Sixth Avenue, Suite 310 Telephone 503/223-1157 Portland, Oregon 97201-3464 Facsimile 503/223-4530 U.S.A.		
02-20-95	00-H02 NOTE	EJF/CL			
Scale			Drawn by: JLH	02-10-95	Drawing No. E-9100
NOTED			Ch'd by: CL	02-10-95	Sheet 2 of 2

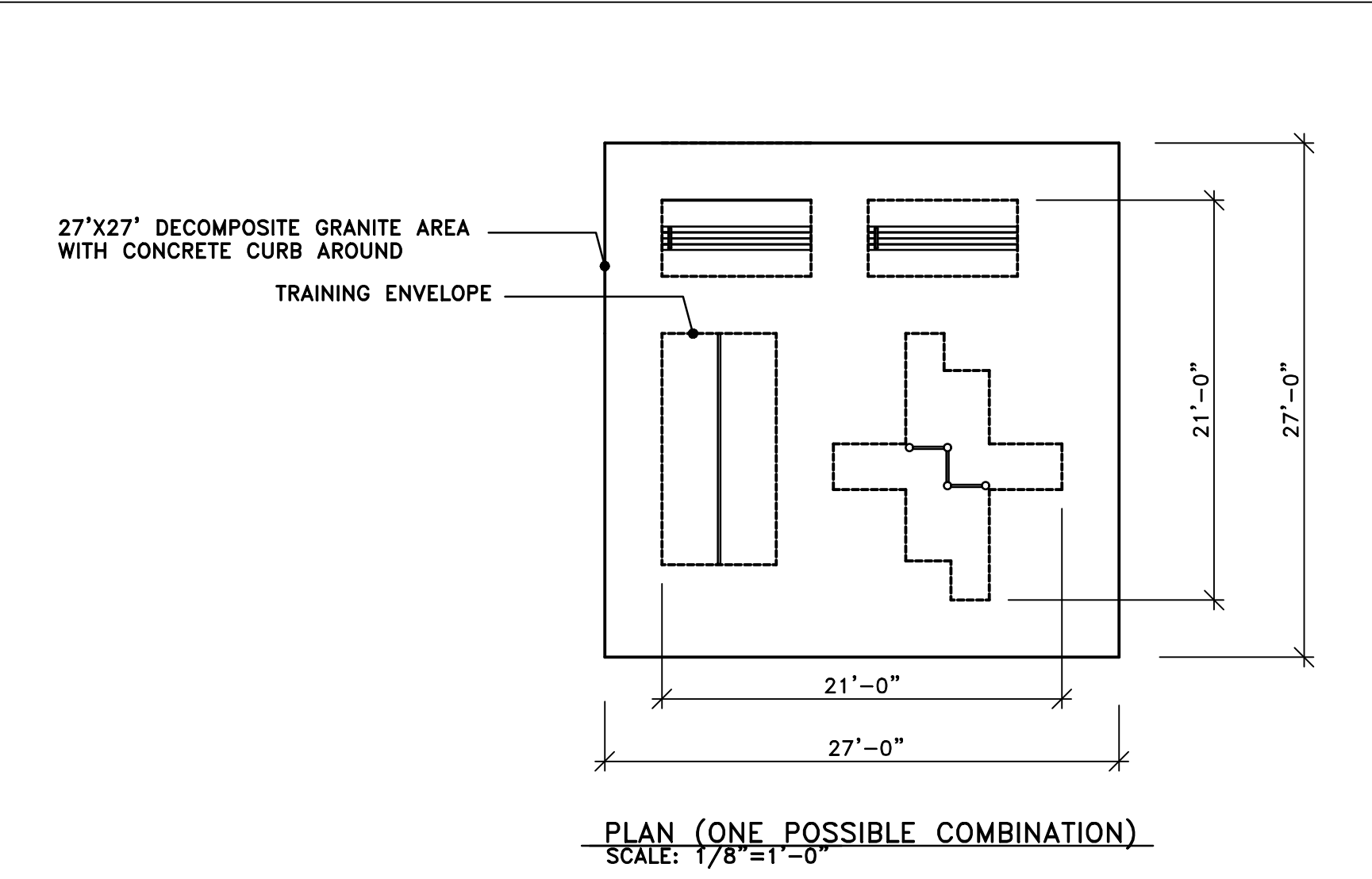
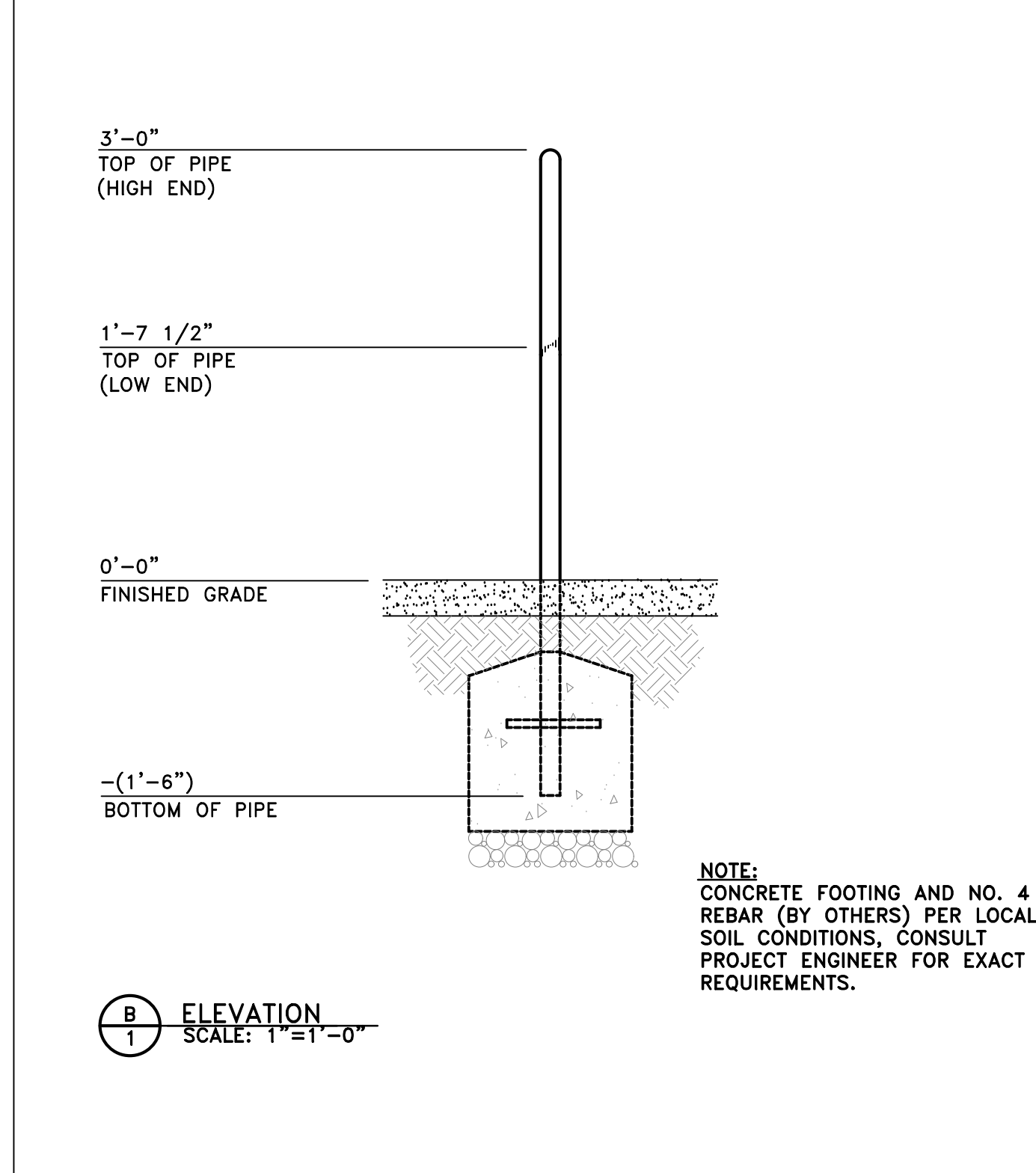
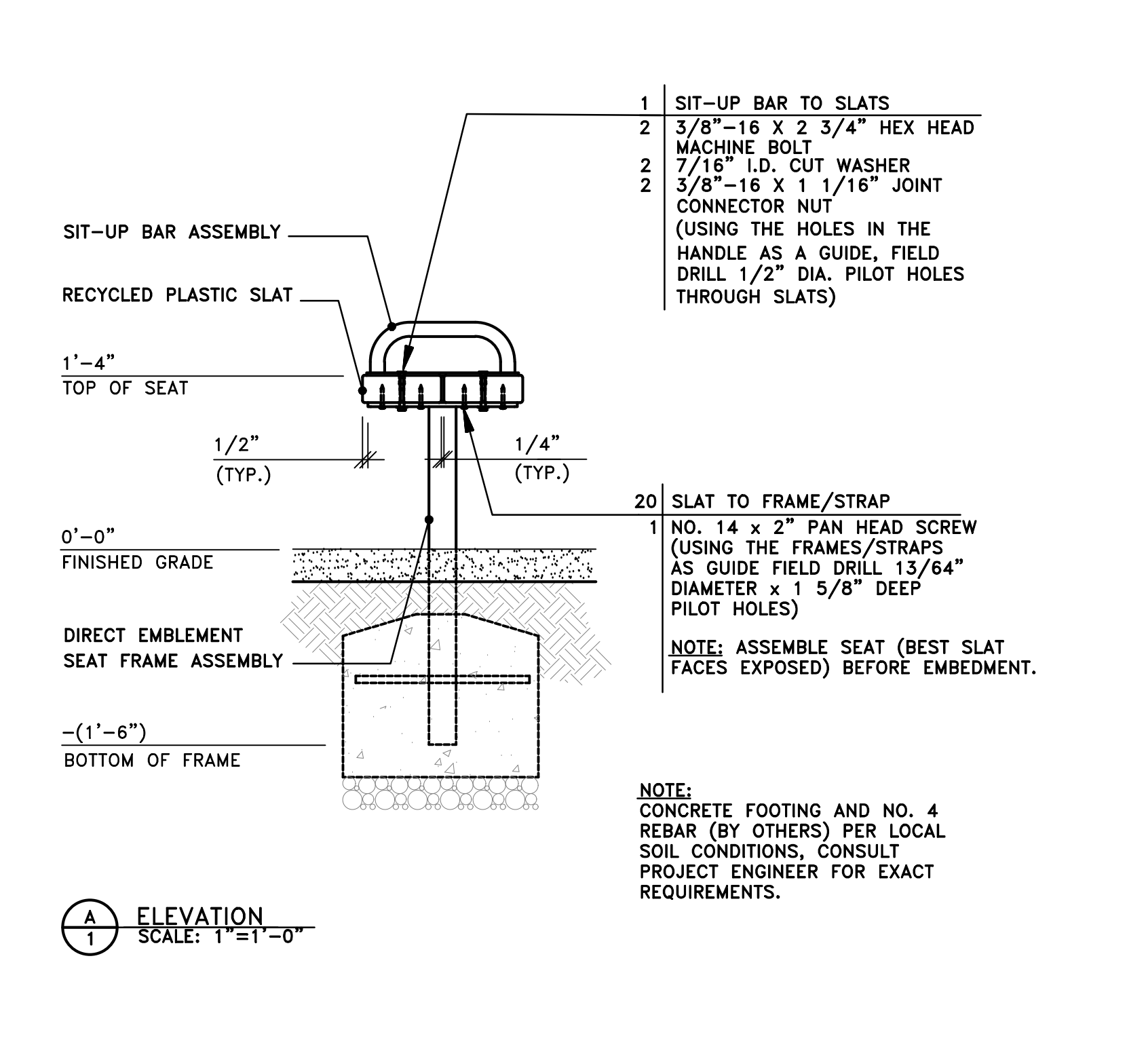
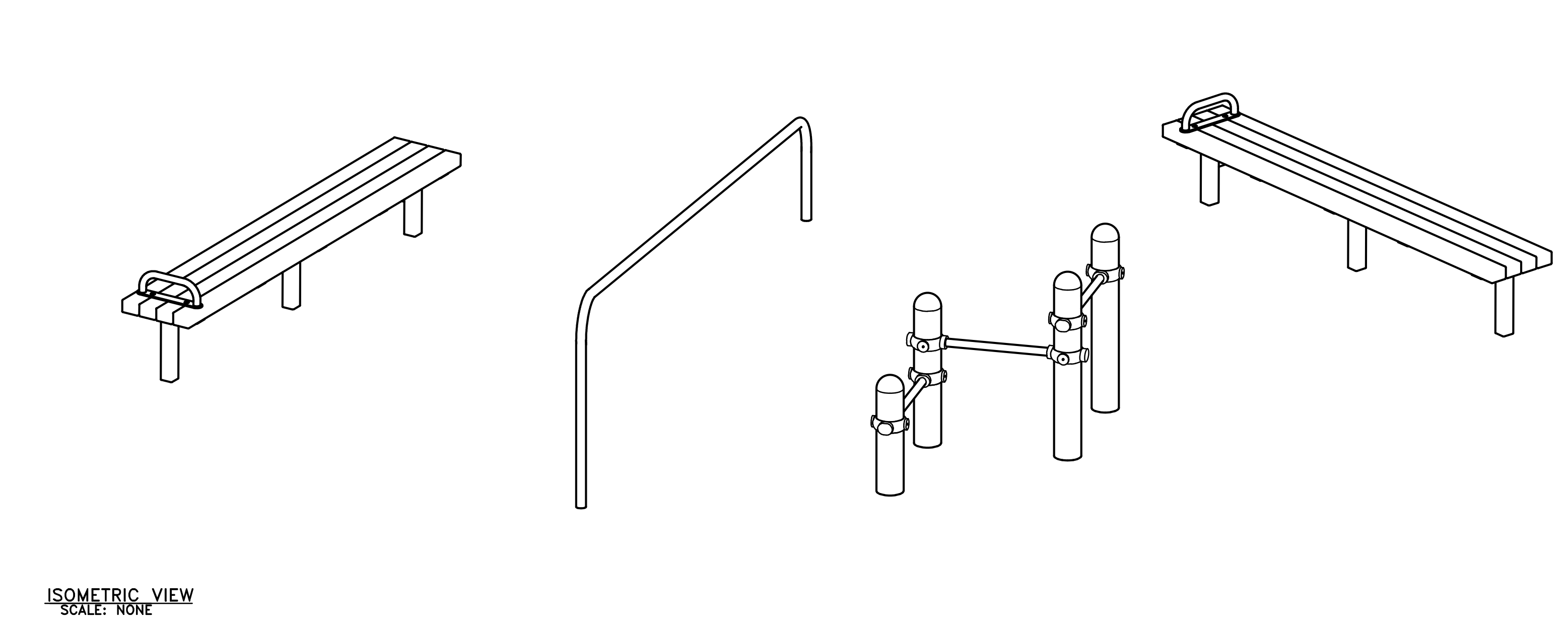
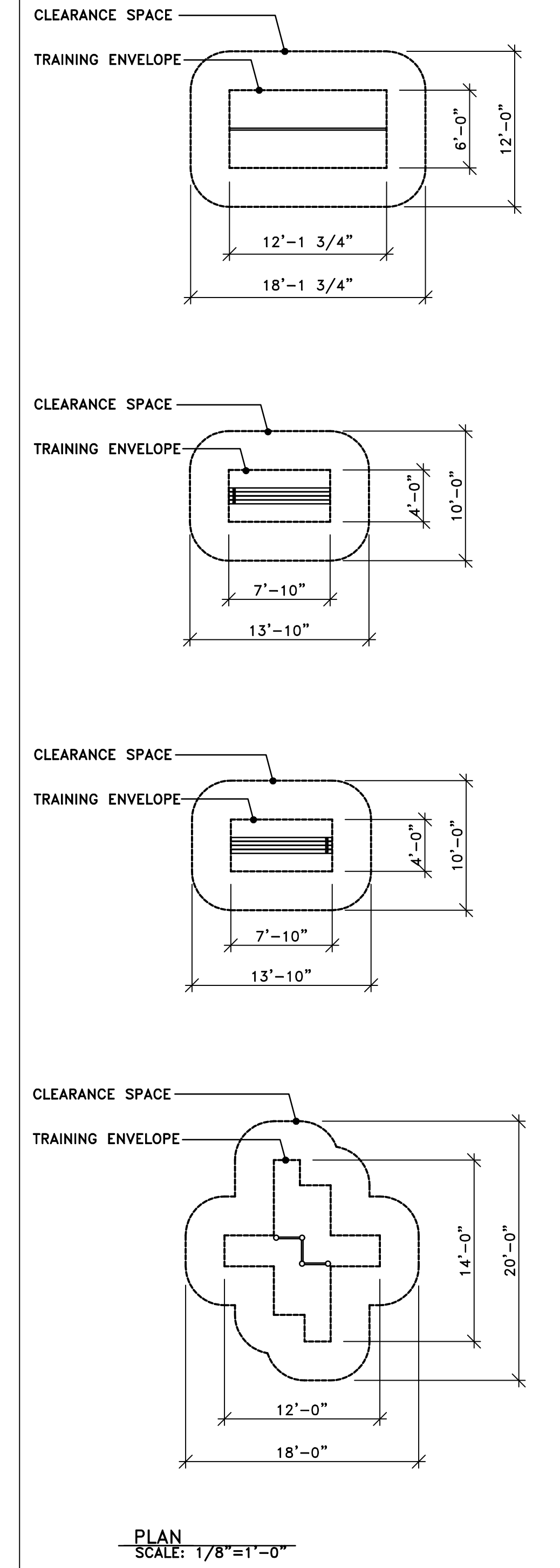
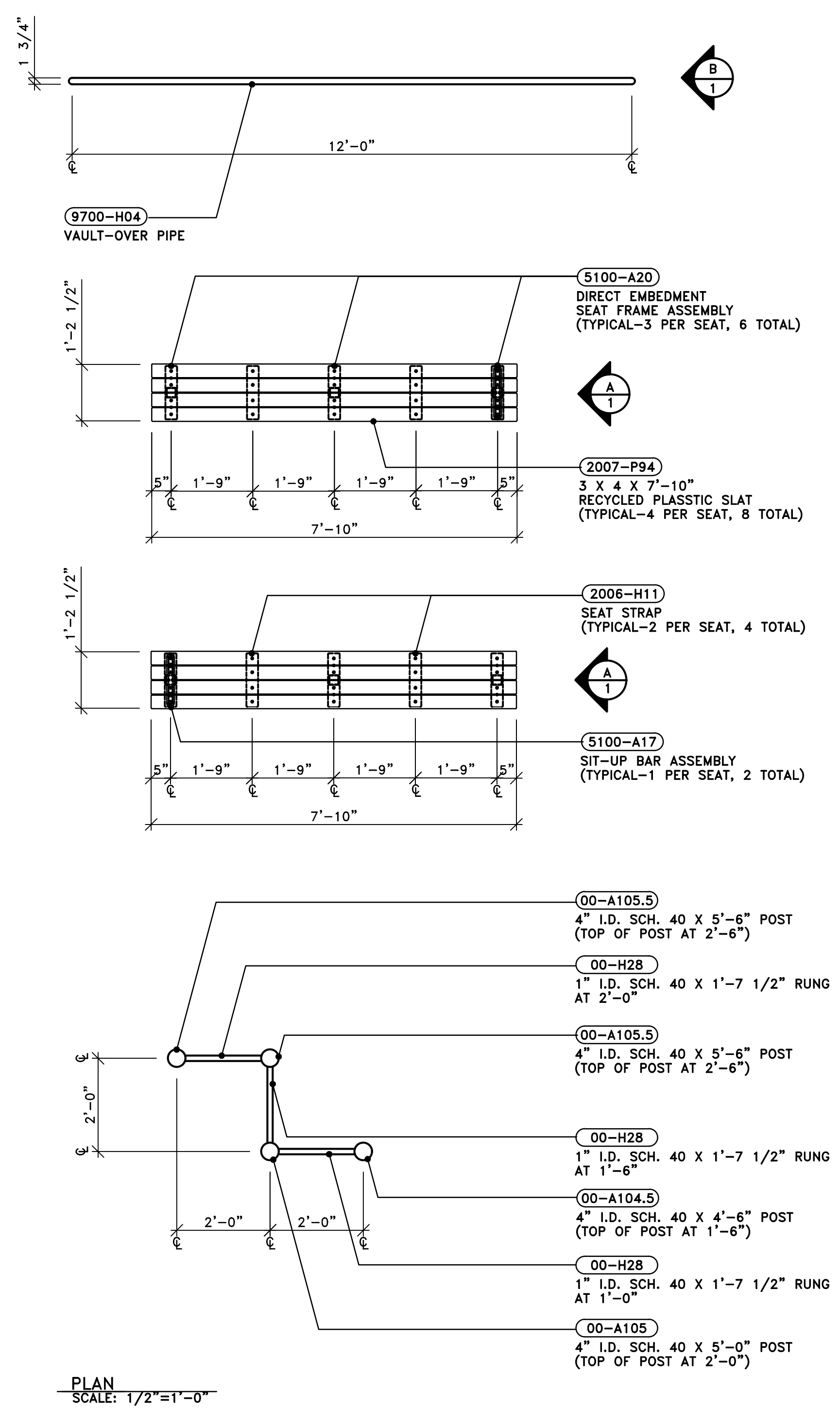


- GENERAL ERECTION NOTES:**
- INSTALLATION TIP: SET ONE POST PLUMB AND AT THE CORRECT HEIGHT IN CONCRETE AND LET CURE PRIOR TO INSTALLING THE REMAINING POSTS AND DECKS.
- USE THE FOOTING LOCATION PLAN AS A GUIDE AND DIG HOLES REQUIRED.
  - ATTACH ARCH CAPS AND/OR TEE FRAMES TO POSTS BEFORE PLACING IN FOOTING HOLES.
  - ATTACH DECKS AND ACCESSORIES TO POSTS.
  - COMPLETE ASSEMBLY OF ENTIRE STRUCTURE, KEEPING DECKS LEVEL AND POSTS PLUMB, THEN POUR CONCRETE.
  - AFTER CONCRETE CURES, BACKFILL FOOTING HOLES AND INSTALL FORGING SURFACING MATERIAL (BY OTHERS) TO FINISHED GRADE LEVEL.
- NOTE: KEEP CHILDREN OFF THE STRUCTURE UNTIL THE ASSEMBLY IS COMPLETE AND THE CONCRETE IS CURED.

**WARNING**  
SEE IMPORTANT SAFETY NOTES AND MAINTENANCE INSTRUCTIONS ON DRAWING NO. E-1000-L13

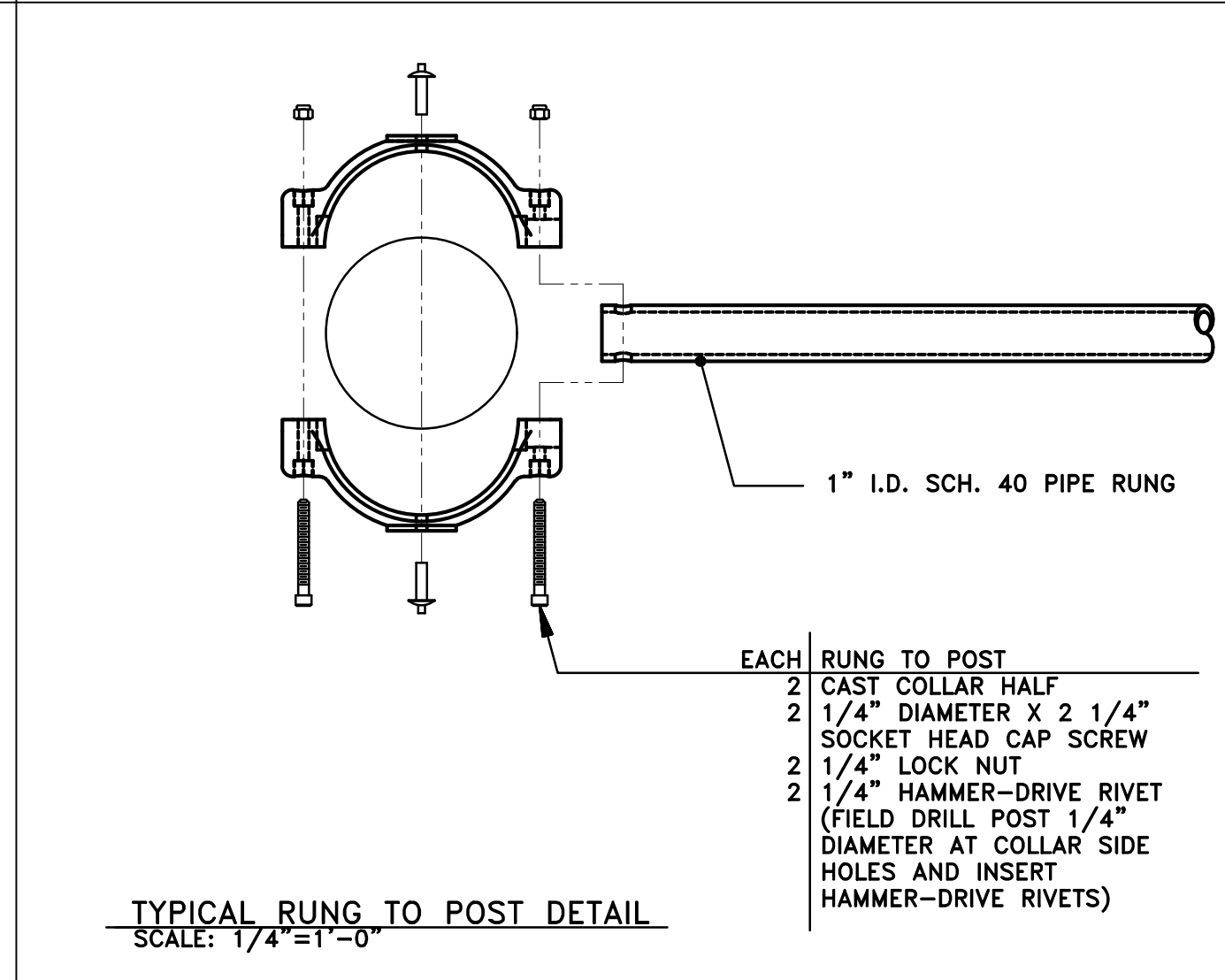
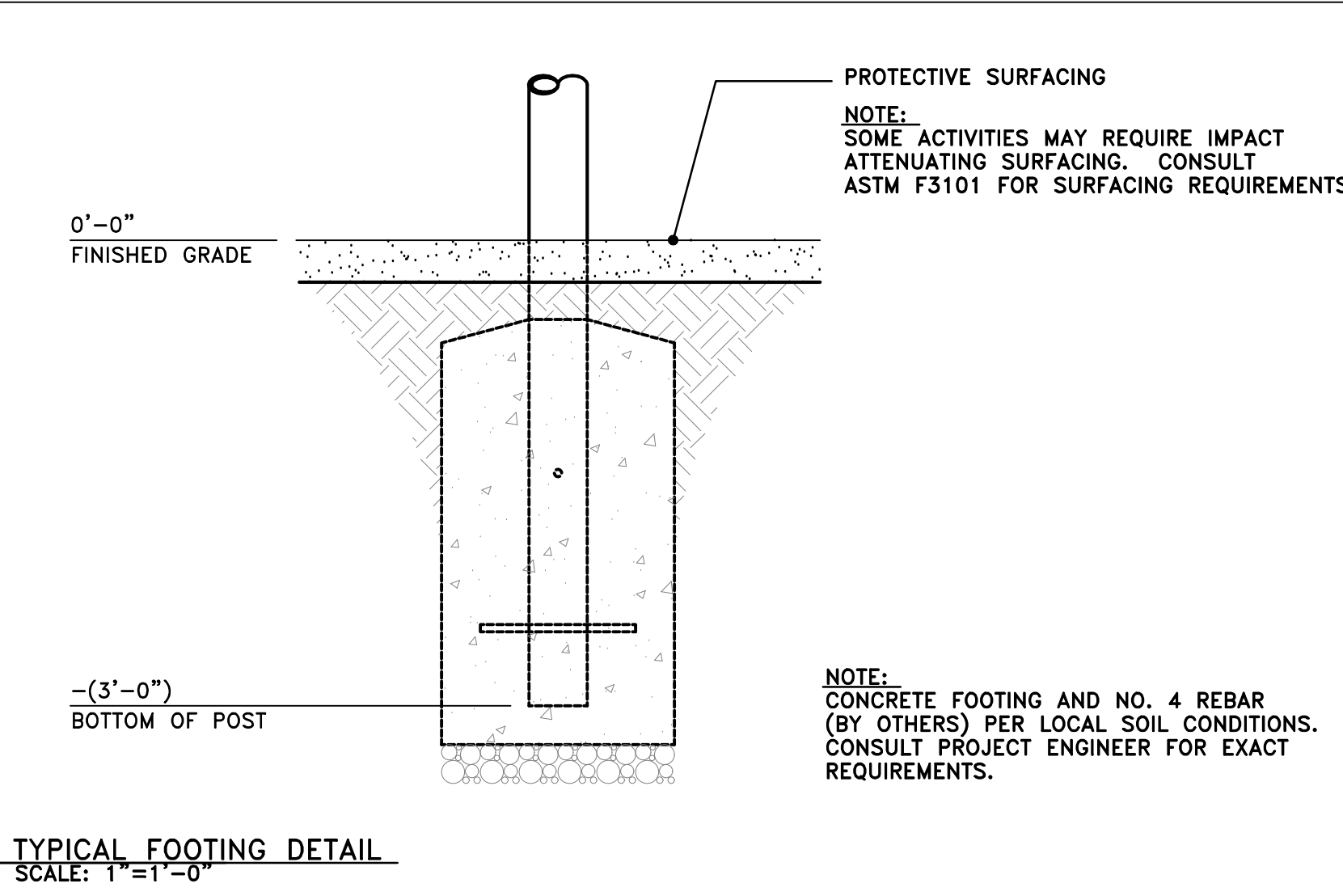
Date	Revision	By	COLUMBIA CASCADE COMPANY		Title
07-14-09	C-SIZE TO A-SIZE	Ian/CL	Makers of TimberForm®, PipeLine®, RePlay®, TimberForm®-2 and CycLoops® Products.		PIPELINE TYPICAL CONSTRUCTION DETAILS
06-14-05	WARNING NOTE	IMP/CL	1300 S.W. Sixth Avenue, Suite 310 Telephone 503/223-1157 Portland, Oregon 97201-3464 Facsimile 503/223-4530 U.S.A.		
05-26-05	ADD RIVET	IMP/CL			
11-20-02	REV. TEXT	RT/AT			
Scale			Drawn by: JLH	02-10-95	Drawing No. E-9100
NOTED			Ch'd by: CL	02-10-95	Sheet 1 of 2

Date	Revision	By	COLUMBIA CASCADE COMPANY		Title
			Makers of TimberForm®, PipeLine®, RePlay®, TimberForm®-2 and CycLoops® Products.		PLAYGROUND EQUIPMENT CONSTRUCTION DETAILS
			1300 S.W. Sixth Avenue, Suite 310 Telephone 503/223-1157 Portland, Oregon 97201-3464 Facsimile 503/223-4530 U.S.A.		COLMA, CA
					PARKPACIFIC, INC.
Scale			Drawn by:		Drawing No.
NOTED			Ch'd by:		Sheet 15 of 17



**NOTES:**

CONTRACTOR SHALL COORDINATE WITH TOWN ENGINEER FOR THE EXACT LOCATION OF THE FITNESS CLUSTER AREA AND THE LOCATION OF THE FITNESS EQUIPMENTS.



**IMPORTANT DRAWING NOTES:**

Post heights (not including top cap) are dimensioned from grade and buried 3'-0" (915 mm) below grade in concrete footing (by others). Consult project engineer for exact footing requirements. See TYPICAL FOOTING DETAIL (see sheet 2).

Rung heights are to the center of the collar connecting the rung to post and dimensioned from grade.

**EXERCISE ACTIVITIES**

- VAULT-OVER
- SIT-UP
- PUSH-OFF

**NOTES:**

- MODEL NO. 9700-BS GROUP B INSTRUCTIONAL SIGN INCLUDED (NOT SHOWN). SEE DRAWING E-9700-S.
- SEE IMPORTANT MAINTENANCE INSTRUCTIONS ON DRAWING NO. E-2000-L04.

Date	Revision	By
01-12-17	T. ENVELOPE DIMS.	CL
09-16-16	T. ENVELOPE	CL

Scale: NOTED  
Drawn by: AT  
Checked by: DS  
Date: 05-11-07  
Date: 05-11-07

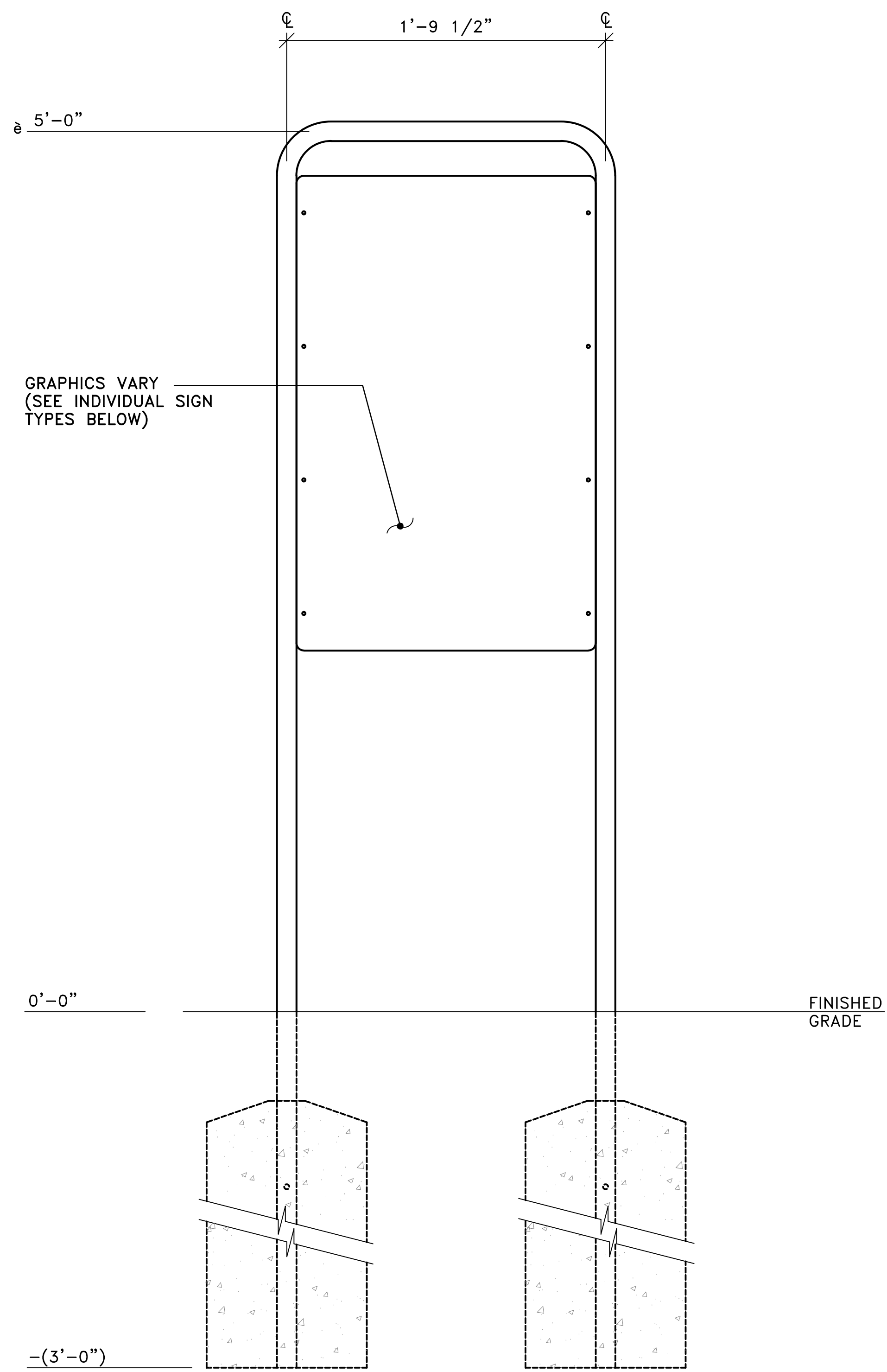
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**Notes:** FITNESS CLUSTER CONSTRUCTION DETAILS  
MODEL NO. 9700-02-B  
PIPELINE GROUP B  
(RECYCLED PLASTIC BENCH SLATS)

Drawing No. E-9700-02-B  
Sheet 16 of 17





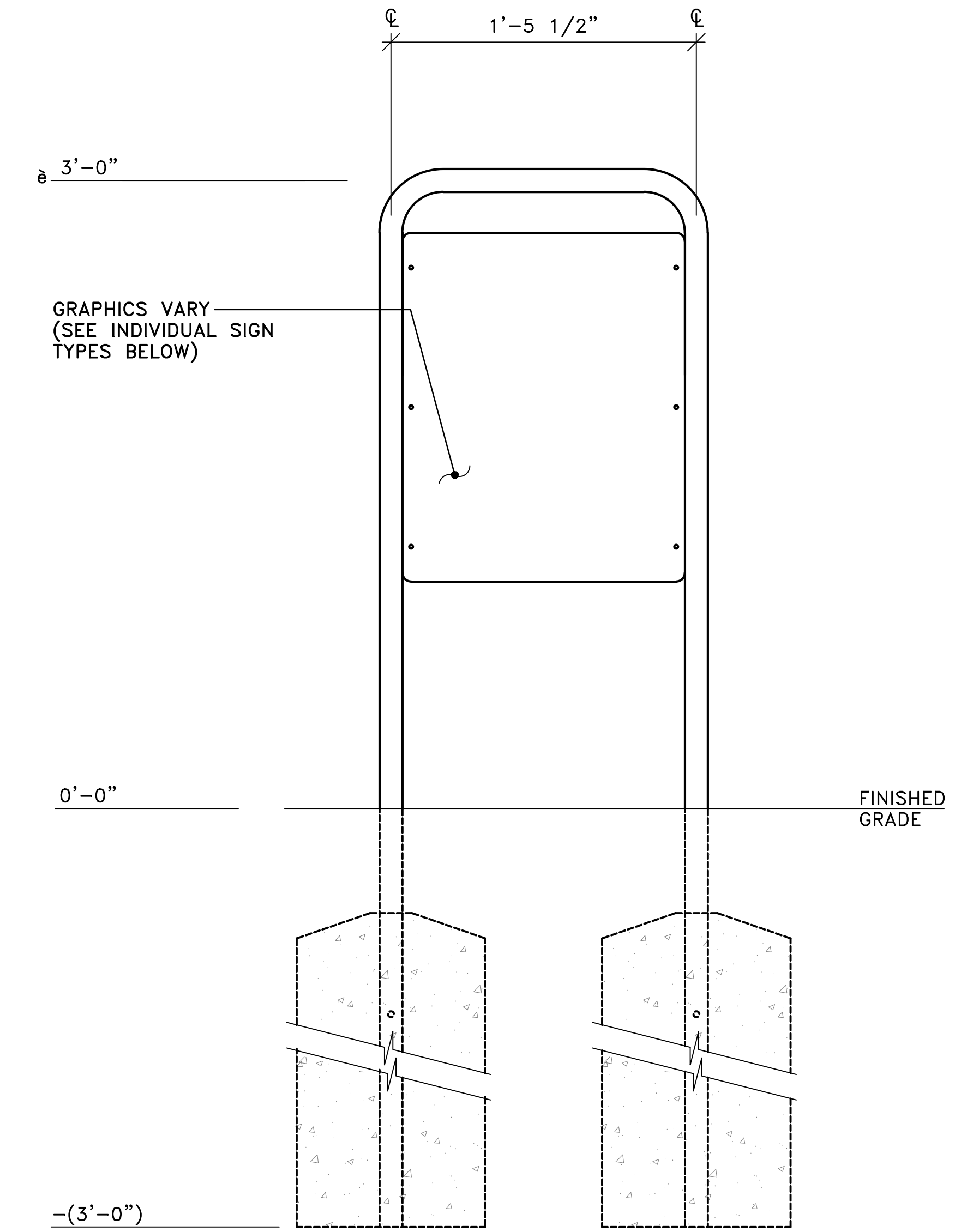
GRAPHICS VARY  
(SEE INDIVIDUAL SIGN  
TYPES BELOW)

**FITNESS CLUSTER SIGNAGE**

- MODEL NO. 9700-AS GROUP-A SIGN  
THIS SIGN IS INCLUDED WITH GROUP-A.
- 9700-BS GROUP-B SIGN  
THIS SIGN IS INCLUDED WITH GROUP-B.
- 9700-CS GROUP-C SIGN  
THIS SIGN IS INCLUDED WITH GROUP-C.
- 9700-DS GROUP-D SIGN  
THIS SIGN IS INCLUDED WITH GROUP-D.
- 9700-IH INTRODUCTION/HEART RATE SIGN.  
THIS SIGN STRUCTURE AND DOUBLE GRAPHIC  
PANEL IS INCLUDED ONLY WHEN THE COMPLETE  
SERIES (A-D) IS ORDERED.

**NOTE:**  
CONCRETE FOOTING AND NO. 4  
REBAR (BY OTHERS) PER LOCAL  
SOIL CONDITIONS. CONSULT  
PROJECT ENGINEER FOR EXACT  
SIZE AND REQUIREMENTS.

NOTE: SEE IMPORTANT MAINTENANCE INSTRUCTIONS ON DRAWING NO. E-2000-L04.



GRAPHICS VARY  
(SEE INDIVIDUAL SIGN  
TYPES BELOW)

**FITNESS ROUTE SIGNAGE**

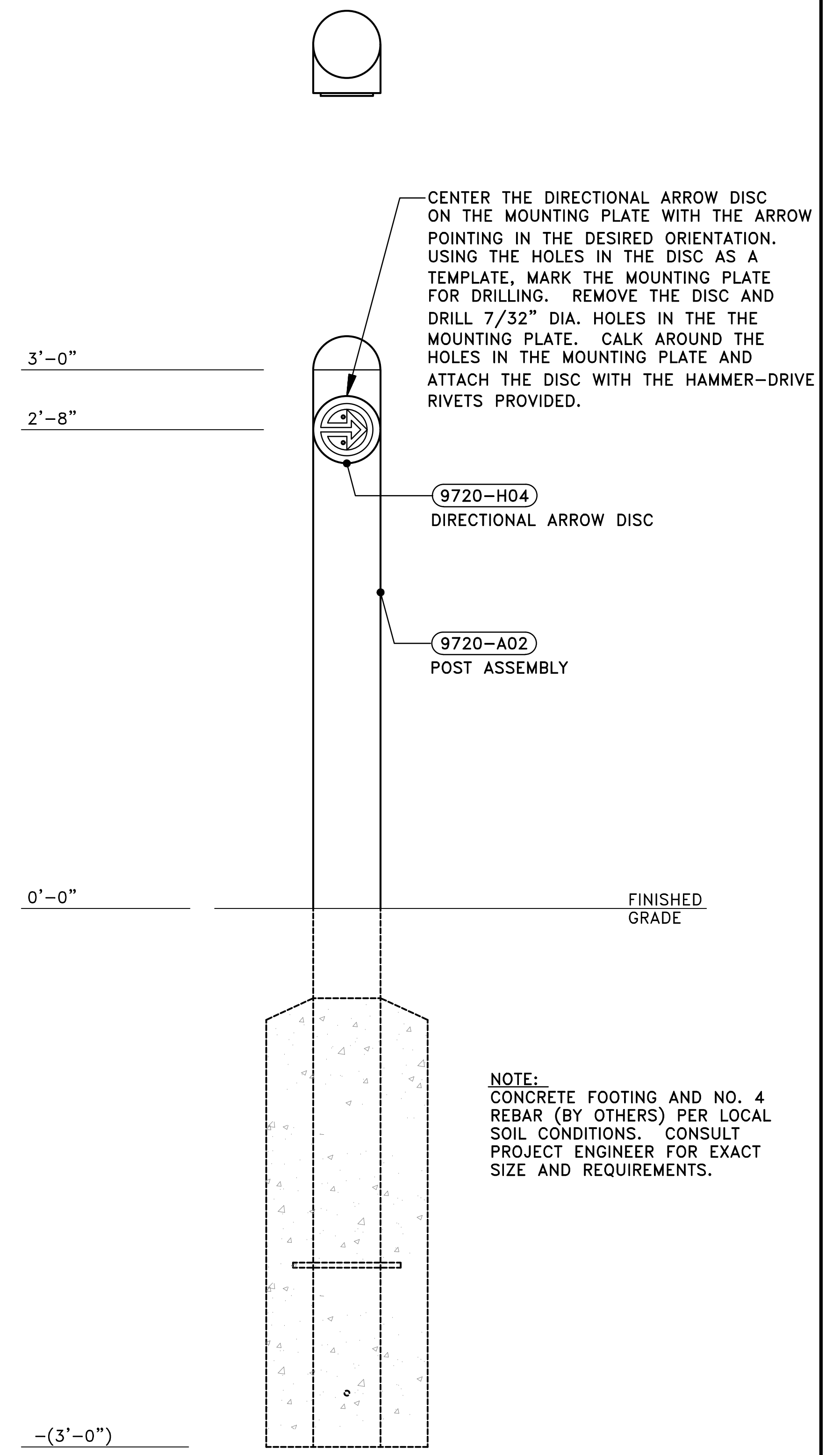
- MODEL NO. 9701-S HEEL-FLEX SIGN  
9702-S TOE-REACH SIGN  
9703-S TOE-TOUCH SIGN  
9704-S KNEE-GRIP SIGN  
9705-S STRADDLE-JUMP SIGN  
9706-S HOP-OVER SIGN  
9707-S LEG-FLEX SIGN  
9708-S ARM-STRETCH SIGN  
9709-S BODY-TUCK SIGN  
9710-S BODY-PULL SIGN  
9711-S LEG-KICK SIGN  
9712-S VAULT-OVER SIGN  
9713-S SIT-UP SIGN  
9714-S PUSH-OFF SIGN  
9715-S LEG-OVER SIGN  
9716-S ARM-WALK SIGN  
9717-S HIP-FLEX SIGN  
9718-S BEAM-WALK SIGN  
9719-S INTRODUCTION SIGN

**NOTE:**  
CONCRETE FOOTING AND NO. 4  
REBAR (BY OTHERS) PER LOCAL  
SOIL CONDITIONS. CONSULT  
PROJECT ENGINEER FOR EXACT  
SIZE AND REQUIREMENTS.

THE APPROPRIATE EXERCISE STATION SIGN  
(9701-S THROUGH 9718-S) IS INCLUDED  
WITH EACH EXERCISE STATION.

THE INTRODUCTION SIGN IS INCLUDED ONLY  
WHEN THE COMPLETE 18 STATION FITNESS  
ROUTE IS ORDERED.

WHEN ORDERING THIS SIGN SEPARATELY,  
SPECIFY MODEL NUMBER 9719-S.



CENTER THE DIRECTIONAL ARROW DISC  
ON THE MOUNTING PLATE WITH THE ARROW  
POINTING IN THE DESIRED ORIENTATION.  
USING THE HOLES IN THE DISC AS A  
TEMPLATE, MARK THE MOUNTING PLATE  
FOR DRILLING. REMOVE THE DISC AND  
DRILL 7/32" DIA. HOLES IN THE THE  
MOUNTING PLATE. CALC AROUND THE  
HOLES IN THE MOUNTING PLATE AND  
ATTACH THE DISC WITH THE HAMMER-DRIVE  
RIVETS PROVIDED.

**MODEL NO. 9720 DIRECTIONAL POST**

DIRECTIONAL POSTS ARE OPTIONAL WHEN  
ORDERING FITNESS CLUSTER GROUPS.

FIVE POSTS WITH DIRECTIONAL ARROWS  
ARE INCLUDED WHEN THE COMPLETE  
18-STATION FITNESS ROUTE IS ORDERED.

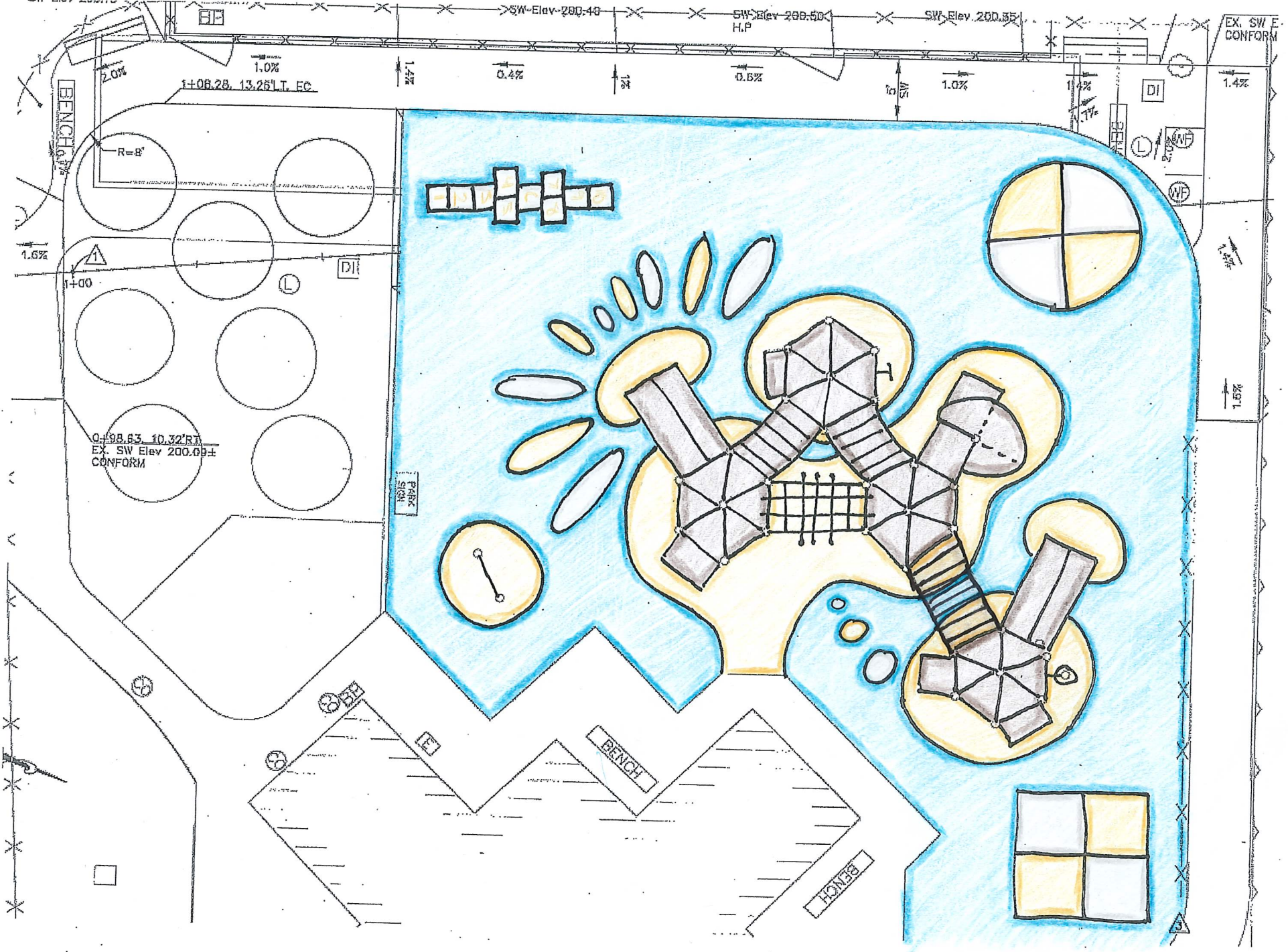
**NOTE:**  
CONCRETE FOOTING AND NO. 4  
REBAR (BY OTHERS) PER LOCAL  
SOIL CONDITIONS. CONSULT  
PROJECT ENGINEER FOR EXACT  
SIZE AND REQUIREMENTS.

Date	Revision	By
07-15-05	MAINTENANCE NOTE	IMP/TB
07-23-96	9720 MODEL NO.'S	KC/CWS
03-24-17	HAMMER-DRIVE RIVETS	CL
01-13-14	ADD 9720-H04	CL

Scale: 1 1/2"=1'-0"  
 Drawn by: AT 06-12-90  
 Ck'd by: CWS 06-12-90

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 U.S.A.  
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Title: FITNESS CLUSTER CONSTRUCTION DETAILS  
 MODEL NO. 9700  
 FITNESS ROUTE & CLUSTER GROUP  
 SIGNAGE  
 Drawing No. E-9700-S  
 Sheet 17 of 17



SW Elev. 200.40

SW Elev. 200.50  
H.P.

SW Elev. 200.35

EX. SW E.  
CONFORM

1+00.28, 13.25' L. EC.

2.0%

1.4%

0.4%

1%

0.6%

1.4%

1.0%

1.4%

1.4%

R=8'

1.5%

1+00

0+98.63, 10.32' RT  
EX. SW Elev 200.09±  
CONFORM

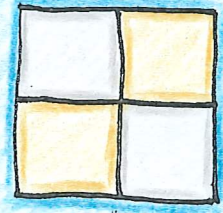
PARK  
SIGN

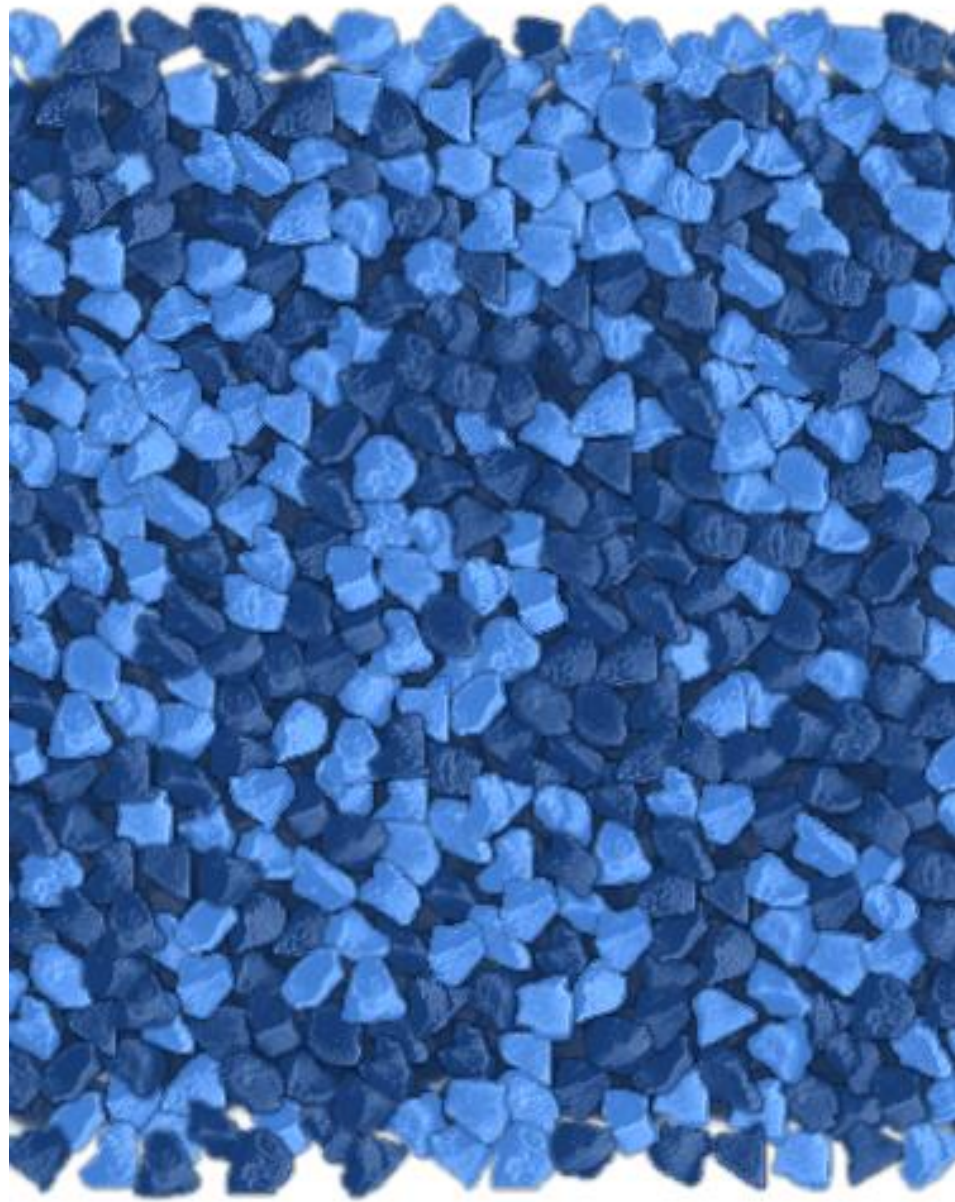
1.5%

BENCH

BENCH

BENCH





Proposed Colors

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# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Michael Laughlin AICP, City Planner  
 Abdulkader Hashem, Associate Engineer  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: July 11, 2018  
 SUBJECT: Serramonte Boulevard and Collins Avenue Master Plan Concept Review

## RECOMMENDATION

Staff seeks comments, questions, impressions and opinions from each Council member regarding the concepts that will be presented. Staff is requesting that the City Council adopt a

MOTION TO GIVE STAFF DIRECTION ON THE PREFERRED OPTION FOR EACH OF  
 THE ROADWAY SEGMENTS ON SERRAMONTE BOULEVARD AND COLLINS AVENUE.

## EXECUTIVE SUMMARY

The consultant team has completed several tasks, including the preparation of sketches of alternative treatments for Serramonte Boulevard and Collins Avenue (Preliminary Concepts). The purpose of this review is to allow the City Council to comment on the concepts preferred by stakeholders prior to the consultant further developing the concept drawings.

## FISCAL IMPACT

None.

## BACKGROUND AND ANALYSIS

The consultants have completed existing conditions mapping, a traffic analysis and an existing conditions economic analysis. Public outreach included a survey, focused stakeholder interviews and a stakeholder meeting to review and express preferences on the concepts developed. Attachments to this staff report include these work products. In addition, staff and City Manager personally met with representatives of businesses along Serramonte Boulevard and Collins Avenue to solicit input on ways to improve Serramonte Boulevard and Collins Avenue.

The study area for the Master Plan includes all of Serramonte Boulevard from Hillside Boulevard to Junipero Serra Boulevard; Junipero Serra Boulevard in the vicinity of the Serramonte Boulevard Intersection; all of Collins Avenue; and El Camino Real between Collins Avenue and

Serramonte Boulevard. The Master Plan improvements for both corridors are intended to address the following elements:

- **Economic Development Potential** to support and increase commercial business activities while creating a dynamic and sustainable business district which can respond to the changing market conditions.
- **Land Use and Urban Design** elements that sustain and enhance the function and unique identity of Serramonte Boulevard and Collins Avenue.
- **Streetscape and Traffic Improvements** to provide safe, accessible, attractive, and vibrant corridors with a cohesive design and aesthetic elements.
- **Sustainability** of design alternatives to promote sustainable development and green infrastructure along the corridor.

Dyett and Bhatia will be presenting the following information (a copy of the Preliminary Concepts is included as Attachment E):

- **Serramonte West Concepts.** For the roadway segment between El Camino Real and Junipero Serra Boulevard, two concepts were developed. The first concept shows an update to hardscape and lighting within the existing right-of-way while retaining two travel lanes in each direction. The second concept includes one travel lane in each direction for a portion of the roadway (west of El Camino Real and east of the Serra Center/Serramonte stop sign). This allows for wider sidewalks, landscaping, a protected crosswalk and landscape islands, but no bike lane can be dedicated within the existing right-of-way. The traffic analysis found that this concept would not significantly reduce traffic. Stakeholders overwhelmingly supported the second concept on the basis that the traffic assumptions are correct. The benefits of the second concept include: increased pedestrian safety, unification of the streetscape, high visual impact, and maintaining investment and business on the corridor.
- **Serramonte East Concepts.** For the roadway segment between El Camino Real and Hillside Boulevard, two concepts were developed. The first concept shows an update to hardscape and lighting within the existing right-of-way while retaining two travel lanes in each direction. The second concept includes one travel lane in each direction for a portion of the roadway (west of Hillside Boulevard and east of the El Camino Real). This allows for a wider sidewalk on the south side, landscaping, landscape islands and bike lanes. The traffic analysis found that this concept would not significantly increase traffic delays. A majority of stakeholders supported the second concept.
- **Collins Avenue Concepts.** The first concept shows traffic calming with pedestrian enhancements, including a sidewalk, where feasible, on the north side of the street. Traffic calming could be achieved by landscape areas serving to strategically narrow the roadway to reduce speeds. The second concept shows a dedicated bike lane going uphill (westbound), and share the road bikeway markings going downhill. The stakeholders unanimously supported the first concept, with the goals of maintaining or increasing parking, slowing speed, improving pedestrian use and accommodating car carriers.

- **Serramonte/Junipero Serra intersection modification.** The traffic consultants have suggested the removal of the dedicated slip lane from Serramonte Boulevard eastbound in favor of a gradual right turn. This modification has several benefits, including reducing conflicts of through traffic and left turns from Serramonte Boulevard onto Collins Avenue; slowing through traffic; creating space for improved gateway landscaping; and allowing for a crosswalk. Stakeholders almost unanimously supported this modification as long as it does not restrict any of the turning movements to and from Serramonte Boulevard. The idea for a “keep clear” zone on Serramonte westbound at the intersection of Serramonte Boulevard and Collins Avenue was also supported. An illustration for this concept is included in Attachment F.

After taking comments from the City Council, the next step for the consultants is to develop the preferred concepts into more detailed concept plans for the corridors. Once these plans have been prepared, a community meeting will be held to review the revised plans. After taking input from the community and stakeholders, the final concepts will be presented to the City Council.

The final work product is a Master Plan with one alternative Concept Design that the Town will be able to use to guide future improvements on Serramonte Boulevard and Collins Avenue.

### **Council Adopted Values**

The recommendation is consistent with the Council value of *responsibility* because it proactively addresses the need to improve Serramonte Boulevard and Collins Avenue in the future.

### **Sustainability Impact**

Future improvements to Serramonte Boulevard and Collins Avenue may have a positive sustainability impact by adding improvements that will encourage pedestrian and bicycle activity (thereby reducing vehicle trips). In addition, green infrastructure improvements will be considered which would improve stormwater quality.

### **Alternatives**

It is recommended that the City Council make a motion to accept Concept 1 or Concept 2 for each roadway segment listed below. If the City Council is undecided, the City Council has the option of requesting the consultant to return with additional information.

#### **Serramonte West**

1. Concept 1: Retain current 2 lanes in each direction, update hardscape and lighting within the existing right-of-way and explore opportunities for landscape easements on private property or right-of-way acquisitions.
2. Concept 2 (stakeholder preferred): Remove one travel lane for the portion of Serramonte Boulevard east of the stop sign at Serra Center and west of El Camino Real. This allows for one travel lane in each direction for a portion of the roadway. This allows for wider sidewalks, landscaping, a protected crosswalk and landscape islands, but no bike lane.

## Serramonte East

1. Concept 1: Retain current 2 lanes in each direction. Update hardscape and lighting within the existing right-of-way and explore opportunities for landscape easements on private property or right-of-way acquisitions.
2. Concept 2 (stakeholder majority): Remove one travel lane for the portion of Serramonte Boulevard east of the police station and west of Hillside Boulevard. This allows for one travel lane in each direction for a portion of the roadway. wider sidewalk on the south side, landscaping, landscape islands and bike lanes. The traffic analysis found that this concept would not significantly increase traffic delays.

## Collins Avenue

1. Concept 1 (stakeholder preferred): The first concept shows traffic calming with pedestrian enhancements, including a sidewalk, where feasible, on the north side of the street. Traffic calming could be achieved by landscape areas serving to strategically narrow the roadway to reduce speeds.
2. Concept 2: The second concept shows a dedicated bike lane going uphill (westbound), and share the road bikeway markings going downhill.

## Serramonte/Junipero Serra Intersection Modification

1. Concept 1 (stakeholder preferred): removal of the dedicated slip lane from Serramonte Boulevard eastbound in favor of a gradual right turn. This modification has several benefits, including reducing conflicts of through traffic and left turns from Serramonte Boulevard onto Collins Avenue; slowing through traffic; creating space for improved gateway landscaping; and allowing for a crosswalk.
2. Concept 2: Same as Concept 1, except restricting a left turn movement from Collins onto Serramonte and/or preventing left turns from Serramonte onto Collins Avenue.

## **CONCLUSION**

Staff recommends that the City Council listen to the presentation by Dyett and Bhatia and the consultant team, ask questions, and then make a motion to accept Concept 1 or Concept 2 associated with each roadway segment.

## **ATTACHMENTS**

- A. Stakeholder Interviews Memo (February 2018)
- B. Survey Report (April 2018)
- C. BAE Existing Market Conditions Memo (April 2018)
- D. Transportation Setting Report (April 2018)
- E. Preliminary Concepts
- F. Serramonte Boulevard and Collins Avenue Intersection Modification.



# Colma Serramonte Blvd. and Collins Ave. Master Plan



## Stakeholder Interviews Memo

February 2018

Prepared by

**DYETT & BHATIA**

Urban and Regional Planners





Colma Serramonte Blvd. and Collins Ave. Master Plan

# Stakeholder Interviews Report

February 2018

Prepared by

**DYETT & BHATIA**

Urban and Regional Planners





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# I Introduction

## I.1 Goals and Objectives of Project

---

Serramonte Boulevard is an east-west arterial street with two lanes in each direction that serves Colma's commercial area and is a thoroughfare that connects traffic to and from the Interstate 280 freeway, Daly City, Junipero Serra Boulevard, El Camino Real and Hillside Boulevard. Collins Avenue is a two-lane collector that connects El Camino Real and Serramonte Boulevard, and serves a retirement community, car dealerships and auto body shops, and a variety of light industrial activities. Due to incremental developments along both Corridors over the last few decades, both lack uniformity in mobility improvements, including safe pedestrian infrastructure, on-street parking, and turn lanes serving businesses, as well as appearance.

The Town of Colma is in the process of preparing a Master Plan for the Serramonte Boulevard and Collins Avenue Corridors. More specifically, the plan will outline a vision for this key commercial district and provide guidance for strategic improvements to circulation, streetscape, infrastructure, and aesthetics to improve the overall design and function of this important business center in the years to come. Specific objectives identified for the Master Plan include:

- **Streetscape and Traffic Improvements.** Carry out streetscape and traffic improvements to provide safe, accessible, attractive, and vibrant corridors with a cohesive design and aesthetic elements.
- **Economic Development.** Support and increase commercial business activities while fostering a dynamic and sustainable business district that can respond to changing market conditions.
- **Land Use and Urban Design.** Incorporate land use and urban design elements that sustain and enhance the function and unique identity of Serramonte Boulevard and Collins Avenue.
- **Sustainability.** Create design alternatives that promote sustainable development and green infrastructure along the corridor.

## **1.2 Purpose and Format of Stakeholder Interviews**

---

Stakeholder interviews are one tool by which the planning team learns from community members about the challenges facing the Corridors and the opportunities for the future. As part of the community outreach effort for the preparation of the Serramonte Boulevard and Collins Avenue Master Plan, the planning team interviewed 12 stakeholders on February 8, 2018. All interviews were conducted at the Colma Police Department. The interviews were conducted in groups of three to four, with one hour allotted for each interview session. Stakeholders included business owners and representatives and property owners.

The purpose of the interviews was to learn about stakeholders' experiences living, working, and owning businesses and property in the Corridor, and to learn from their perspectives about what is working well, and not so well, in the study area. Specifically, interviewees were asked about their priorities and vision for the Corridors. Stakeholders were asked how they would prioritize the accommodation of bike infrastructure, parking, and pedestrian facilities in the Serramonte Boulevard and Collins Avenue roadways. They were also asked what types of streetscape improvements and parking management strategies they would like to see. Business and property owners/managers were asked about the operational and logistical challenges they currently face and how public improvements to the Corridors could help mitigate them. In addition to these particular topics, interviewees were given the opportunity to discuss issues of significance to them.

It is important to recognize that the issues presented in this memo may not necessarily be representative of the community at large, or a comprehensive assessment of opportunities and challenges faced along the Corridors. While the stakeholders represented a diversity of business interests along the Corridors, the results cannot be generalized as the sentiments of the community at large. Resident and visitor opinions and comments are anticipated to be captured by the online survey. It is also important to recognize that information presented by the stakeholders included perception and opinion. Nonetheless, the valuable insight shared during the interviews greatly informs the planning process for the Serramonte Boulevard and Collins Avenue Master Plan.

The full list of discussion questions and prompts are included in Appendix A. The list of participants is included in Appendix B. The following summary presents the range of responses organized by topic area, without attributing any remarks to specific individuals.



## 2 Stakeholder Comments

### 2.1 Key Themes

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During the stakeholder interviews, several themes were identified. Those mentioned by many stakeholders are summarized below for quick reference. The following sections provide the varying individual perspectives on these topics as well as additional issues that were raised.

- Parking is a concern on both Corridors, particularly in terms of a shortage of employee parking.
- Serramonte Boulevard should be safer and easier to cross and more pleasant and attractive to walk along.
- Vehicular traffic and congestion is a significant concern; any streetscape improvements should manage or mitigate congestion in some fashion.
- Increasing the public's knowledge of Auto Row and other businesses in Colma through the use of monument signage would help to increase traffic and sales along the Corridors.
- Speeding is an issue on both Serramonte Boulevard and Collins Avenue.
- The Collins Avenue/ Serramonte Boulevard and Collins Avenue/ El Camino Real intersections are unsafe and lead to many close calls.

### 2.2 Stakeholder Comments

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A comprehensive summary of comments made by the stakeholders, organized by topic, follows.

#### **MOBILITY**

In general, stakeholders were concerned about pedestrian safety, a lack of parking, particularly for employees of Colma businesses, vehicular traffic, and certain unsafe intersections. Several stakeholders acknowledged that a shuttle from the BART station to businesses along the Corridors would be useful, and that cycling could be another way of connecting employees and visitors coming from BART to Colma businesses.

#### **Pedestrian Facilities**

- Safe crosswalks at various locations along Serramonte Boulevard are needed to facilitate efficient pedestrian mobility and to discourage jaywalking. Raised or signalized crosswalks could be considered. Crosswalk location suggestions include the following:

- Between the Ford property/ auto-dealerships and Vivana Fair. A fair number of people that wish to take an efficient route from the dealerships to go to Starbucks, Chipotle etc. can be observed crossing here.
- The intersection/crosswalk in front of Target should be lit up or signalized; it is currently not a crossing that feels safe.
- Between the Dollar Tree site and Lexus and Nissan sites.
- Some stakeholders wondered how many pedestrians actually walk along Serramonte Boulevard, and whether proposed pedestrian infrastructure investments would be worthwhile.
- Stakeholders' opinions regarding pedestrian infrastructure on Collins Avenue tended to reflect a desire for improvements to the existing sidewalk on the north side of the street while maintaining the south side of the street as space for parking.

### **Bicycle Facilities**

- While some support for a bicycle lane on Serramonte Boulevard existed among stakeholders, stakeholders were generally wary of supporting bicycle lanes if that meant reducing the number of lanes on Serramonte Boulevard.
- A Ford representative brought up the possible introduction of Ford Go-Bike bikeshare docks and bicycles in Colma.

### **Transit**

- Some stakeholders, particularly those that transport vehicle service customers, agreed that a coordinated shuttle service from BART to the Corridors would be a great addition given that people don't like walking from BART. Lucky Chances offers shuttles from the Colma BART station for patrons and employees. It was noted that there could be potential to align with Chariot or another such service.

### **Traffic**

- Some stakeholders agreed that traffic seems to be manageable at the moment, while others stated that congestion was the number one issue, especially along Serramonte Boulevard.
- Many stakeholders agreed that taking away one lane in either direction to accommodate a center turn lane on Serramonte Boulevard could alleviate congestion. Another suggestion to this end was to allow for right turns only out of businesses.
- Some stakeholders raised the concern that additional crosswalks along Serramonte Boulevard would impede the flow of traffic.
- The Collins Avenue and Serramonte Boulevard intersection (at Junipero Serra Boulevard) was seen by most as a problematic, unsafe intersection. Suggestions for improvements included the following:
  - Traveling westward along Collins should be right turn only onto Serramonte.

- For those turning left onto Collins from Serramonte, a flashing yield sign would help alert drivers that they must yield to eastbound traffic coming from Serramonte.
- In addition to other loading and unloading locations in the study area, car haulers use Collins Avenue to load and unload vehicles and it should be kept this way by giving specific instructions to car hauler operations. However, Collins Avenue gets tight as a result of these operations and traffic can pile up. If parts of Collins were widened or improved in some other manner for car haulers, auto dealers would benefit.
- Several stakeholders advocated for a stop light at El Camino and Collins; the number of screeching brakes heard all day is astounding.
- Speeding is an issue along both Corridors. Collins Avenue in particular would benefit from more prominent speed limit signs or speed humps to discourage speeding, especially at the curve located on the east section of the roadway.

### **Parking Requirements**

- Collins Avenue is in need of parking regulations that would prohibit parking between 2am and 5am, as some vehicles are parked there for weeks.
  - Permits could be issued for trucks loaded up overnight that will leave in the morning, as drivers are being ticketed.
- There are not enough parking spaces for other businesses because local car dealers are using Collins Avenue as their personal parking lot. Preference was expressed that more parking on the north side of Collin's Avenue would be more beneficial than a sidewalk.

### **Off-Street Parking**

- There is not enough off-street parking to accommodate demand; employees park very far away from their place of work.
- Some businesses' parking lots are underutilized (Kohl's and Christy Vaults mentioned); Kohl's has parking agreements with some businesses already.
- A public parking structure would be useful – it would increase business. Opportunity sites include the following:
  - Kohl's site
  - The backside of the Serra shopping center behind Aaron Brothers
  - Vacant lot on Collins near the flower shop

### **On-Street Parking**

- Not enough on-street parking along the Corridors; Collins Avenue is over-parked as a result.

## **ECONOMIC DEVELOPMENT**

Stakeholders were asked about prospects for growth and economic development, and how public investments in the Corridors could help businesses remain competitive and relevant. Several stakeholders highlighted that better interstate signage would help attract business. Auto-dealer representatives and some retail representatives reported that their utilization of their respective properties weren't likely to change much with the arrival and adoption of evolving technologies such as autonomous vehicles.

- The word needs to be put out there more about Auto Row and other stores – retail sales peaked last year and have slightly dropped since. Better interstate signage could help attract more traffic to the area. Similarly, coordination with Caltrans is required to trim the trees blocking the Target sign and Serra Center.
- An Auto Row association might help increase regional visibility of Colma auto dealers.
- Dealerships feel they may need more space once autonomous vehicles take off since they would essentially become fleet managers. Two dealers indicated that their companies have predicted that between now and 2030, automated features in cars will improve, and that fleets would not become fully autonomous until 2030.
- Target is unsure about the change in their property utilization given the arrival of new business ventures including a collaboration with Shipt, a same day home delivery service, though it is predicted that physical infrastructure needs will not grow as Target stores transition from traditional big box stores to a mixture of brick and mortar retail and online shopping fulfillment center. Target indicated that they may be requesting a separate entrance on the south end of the store, with a corresponding curb pick-up lane for customers picking up ordered merchandise.

## **STREETSCAPE**

Stakeholders were asked what streetscape improvements and amenities they would like to see along the Corridors. Some stakeholders suggested improvements to lighting, while others believed it wasn't an issue. Most stakeholders shared a desire to add aesthetic elements in order to make the Corridors more attractive.

### **Lighting**

- Midnight/2am lighting turns off at the dealerships. Coordination for timing could be useful.
- Auto dealerships are the main source of light, so when they go off it is very dark overall.
- Lighting on Collins is fine according to some, and very dark according to others. The overgrowth of trees was said to worsen this.

### **Aesthetics/Beautification**

- Light posts that are aligned and visually pleasing when you look down Serramonte.
- More greenery would be nice, but not if it would take up space on the roadway.

- Palm trees were a divisive topic.
- Urban progressive – the opposite of suburban – a modern look.
- More trashcans are needed to get rid of the problem of trash on streets.
- Large cement structure with “Colma” written on it using greenery – but this would need to be maintained.
- Brick sidewalk or roadway elements instead of concrete.
- Some stakeholders wondered whether beautifying the space would generate more foot traffic, given that their impression that it’s mostly employees who walk around.
- The word needs to be put out there more about Auto Row and other stores – retail sales peaked last year and have slightly dropped since. Need to attract more traffic to the area, which could be accomplished through an increase in freeway signage, billboards, and electric signs.
- Opportunity area for signage on south side of Serramonte Boulevard along Junipero Serra Boulevard (1500 Collins Avenue).

# Appendix A: Stakeholder Interview Questions

## Challenges and Opportunities

1. What's working well on Serramonte Boulevard and Collins Avenue today?
2. What do you think are the greatest challenges facing these Corridors today?
3. What are your biggest operational or logistical challenges?
4. What is your vision/ what are your priorities for how these Corridors should develop or change over the next 20 years? What do you think will be the key challenges along the Corridors in that time period?

## Transportation and Parking

1. Where would you say the majority of your employees and patrons are coming from?
2. Where do your employees park?
3. Where or how do you take delivery of vehicles?
4. There is limited space on the roadway to accommodate different features and modes of travel: vehicle/truck travel lanes, sidewalks, bicycles, parking, medians, turn lanes, and landscaping. Is the space allocated appropriately now? What changes would you like to see?
5. Where do you consider to be the most problematic "hot spots" within our study area? Think about safety (for people driving and on foot), congestion, and similar concerns. Show us on the map.
6. What types of streetscape improvements would you like to see along the Corridor? Think about elements that would contribute to the creation of a unique identity along the Corridor such as gateway elements, lighting, landscaping, street furniture etc.
7. What improvements are needed to improve connections to the Corridor from the surrounding area?
8. Are your property/ business's parking and loading needs currently being met?

## Economic Development

1. What is the current status of the regional auto sales market, and what are the major challenges that Colma auto dealers face to remain competitive in the coming years?
2. Where do you see your industry heading or evolving over the next 5 or 10 years?
3. Given the realities of the competitive market, what is a realistic percentage that overall auto sales in Colma could increase over the next 10 years, under favorable circumstances?

4. Thinking about the range of factors, including evolving technologies, such as autonomous cars, car sharing services, etc., and how those changes may affect traditional car dealers, how do dealers expect their local operations to change over time?
5. How will these changes affect the utilization of your property?
6. Given answers to prior question, what kinds of things can Colma do to help local auto dealers remain competitive and relevant?
  - a. Short term – next 1 to 5 years
  - b. Longer term – 6 years and beyond
7. What kinds of public improvements will generate the best return on investment in terms of supporting increased auto sales [or, for non-auto oriented businesses, general sales] over time?

### **Lighting**

1. Do we need to coordinate lighting along the two Corridors better? Are lights kept on all night?

### **Wrap-up**

1. Do you have any other ideas or concerns that we haven't asked about?

## Appendix B: Stakeholders Interviewed

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<i>Stakeholder</i>	<i>Affiliation</i>
Anthony Caprini	Precision Autobody
Arash Haidari	Subaru/Volkswagen
Bob Christiansen	Christy Vaults
Catherine Hughes	Serra Center
Dustin Chase	Lucky Chances
James Carlson	Home of Peace
John Saddi	Target
Lou Hanhan	Precision Autobody
Sohail Tabar	Ford
Tony Uccelli	480 Collins Avenue
Victor Hung	Vivana Fair

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**DYETT & BHATIA**  
Urban and Regional Planners

755 Sansome Street, Suite 400  
San Francisco, California 94111  
☎ 415 956 4300 📠 415 956 7315  
[www.dyettandbhatia.com](http://www.dyettandbhatia.com)

# Colma Serramonte Blvd. and Collins Ave. Master Plan



## Online Survey Summary Report

April 2018

Prepared by

**DYETT & BHATIA**

Urban and Regional Planners





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# I Introduction

In 2017, the Town of Colma began a master planning process for the Serramonte Boulevard and Collins Avenue corridors. The plan will outline a vision for this key commercial district and provide guidance for strategic improvements to circulation, streetscape, infrastructure, and aesthetics to improve the overall design and function of this important business center in the years to come.

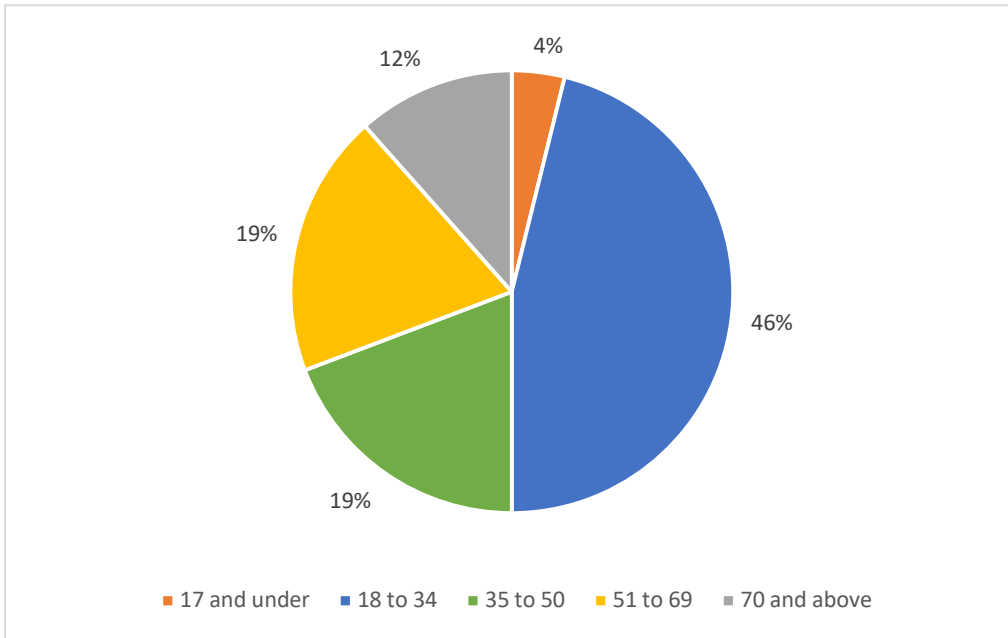
Community outreach represents a pivotal part of the master planning process, and an exciting opportunity for community members, visitors and employees of the area to envision the future of the two corridors and identify challenges and opportunities that will provide direction for their development. For more information on the Serramonte Boulevard and Collins Avenue Master Plan, please visit: <https://www.colma.ca.gov/current-projects/>.

The Serramonte Boulevard and Collins Avenue Survey focused on the community's overall impressions of the corridors and potential improvements that could be made to the corridors in terms of ameliorating aesthetics, multimodal access and safety and overall enjoyment of one's time spent in the area. The survey was developed using Maptionnaire, an online survey tool, and made available on the project website from February 2, 2018 to March 31, 2018. The survey was promoted through various sources: on the Town of Colma website, through flyers delivered to community members and left at employers and retailers throughout the area, through the Town of Colma business newsletter and resident newsletter, and by asking community members to complete hard copies of the survey at the Colma senior lunch. A total of 34 completed responses were received.

This report summarizes the feedback provided by the online survey. Feedback from the online survey, in addition to feedback from other outreach efforts and analysis in the Existing Conditions Report, will serve as a valuable reference to guide City staff, the Planning Commission, the City Council, the consultant team, and others in formulating design and policy concepts and options for the Serramonte Boulevard and Collins Avenue Master Plan.

Of the respondents that provided their zip code, almost half indicated Colma zip codes for their home addresses (94014 and 94080). The remaining respondents hailed from a range of Bay Area communities, including Pacifica, Daly City, San Bruno Redwood City, and San Francisco. Nearly half of respondents were between the ages 18 and 34, followed by equal numbers of respondents belonging to both the 35 to 50 age group and 51 to 69 group (Figure 1-1).

**Figure I-1: Question 9 - "How old are you?"**



## 2 Survey Results

Highlights of the online survey are discussed and summarized below. The full set of responses to open-ended questions is included in Appendix A.

### 2.1 Analysis of Survey Responses

---

Online survey participants were asked eight questions about their ideas, priorities, and concerns about the Serramonte Boulevard and Collins Avenue corridors. Some questions were open-ended while others provided multiple choices, prompting respondents to select one or multiple answers. Open-ended responses were synthesized and summarized to reveal broader patterns of responses.

The percentages below refer to the number of responses for that particular question, or named the given subject in their response to an open-ended question. In many cases, participants gave multiple responses or did not fully answer a question, thus totals may not add up, or may add to more than 100 percent.

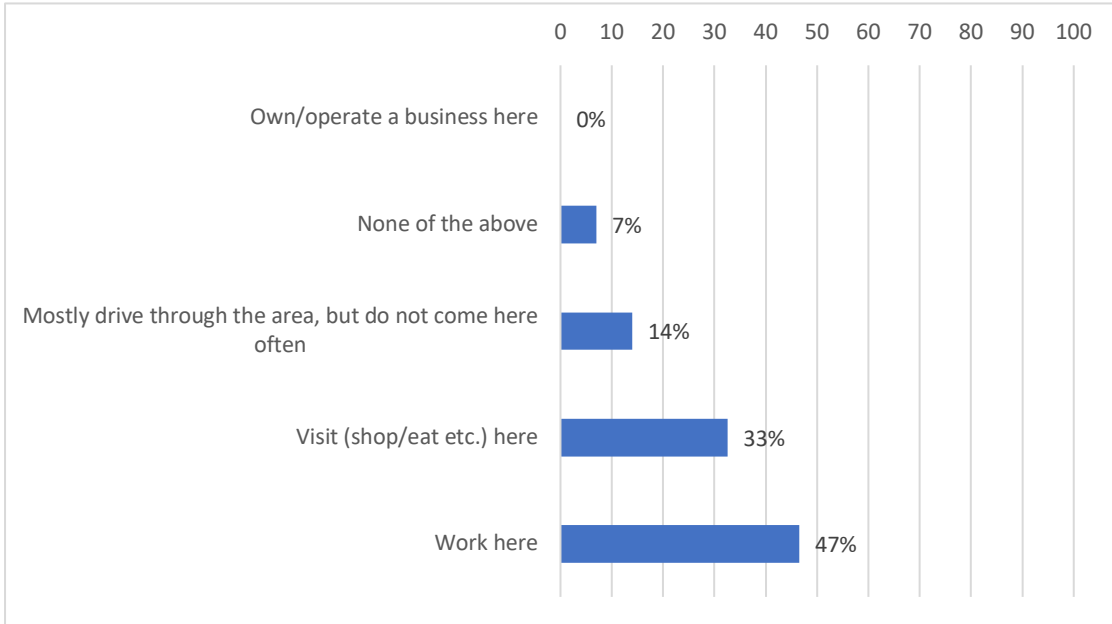
#### **INTERACTION WITH THE CORRIDORS**

The survey began with five questions that addressed the community's connection with and overall impression of the Corridors.

##### **Question 1: What is your connection to the Serramonte/Collins area?**

Nearly half of respondents work in the Serramonte/Collins area, while a little over 30 percent visit the Corridors to shop or eat. Almost 14 percent of respondents indicated that they tend to drive through the area occasionally. None of the survey participants owned or operated a business in the area, and just three people had a connection to the Serramonte/Collins area that was not listed as an option.

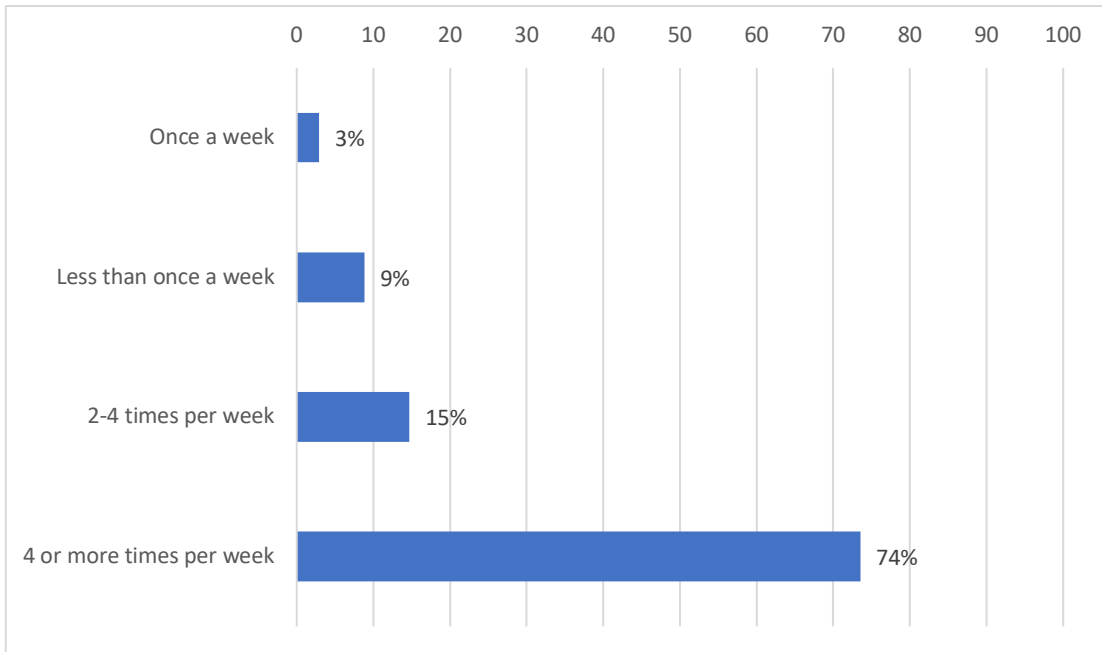
**Figure 2-1: Question 1 – “What is your connection to the Serramonte/Collins area?”**



**Question 2: How often do you come to the area?**

Almost three-quarters of respondents indicated that they come to the Corridors four or more times a week. A much smaller number of survey participants reported visiting the Colma/Serramonte area anywhere from once a week to 3 times per week.

**Figure 2-2: Question 2 - “How often do you come to the area?”**

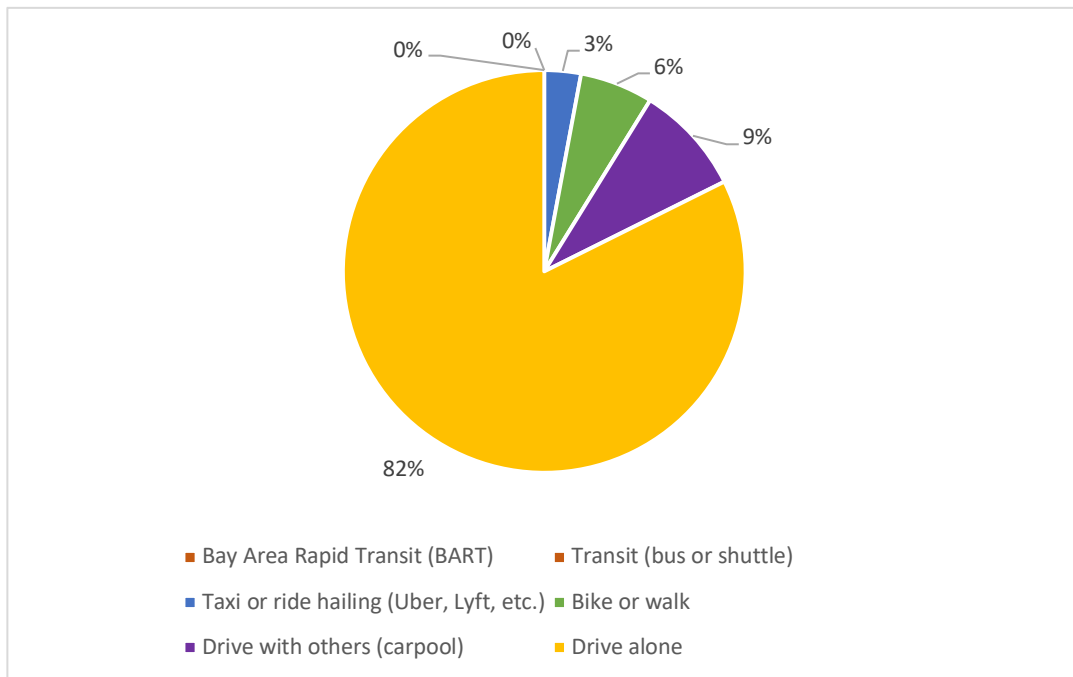


**Question 3: What mode of transportation do you most frequently use when coming to the area?**

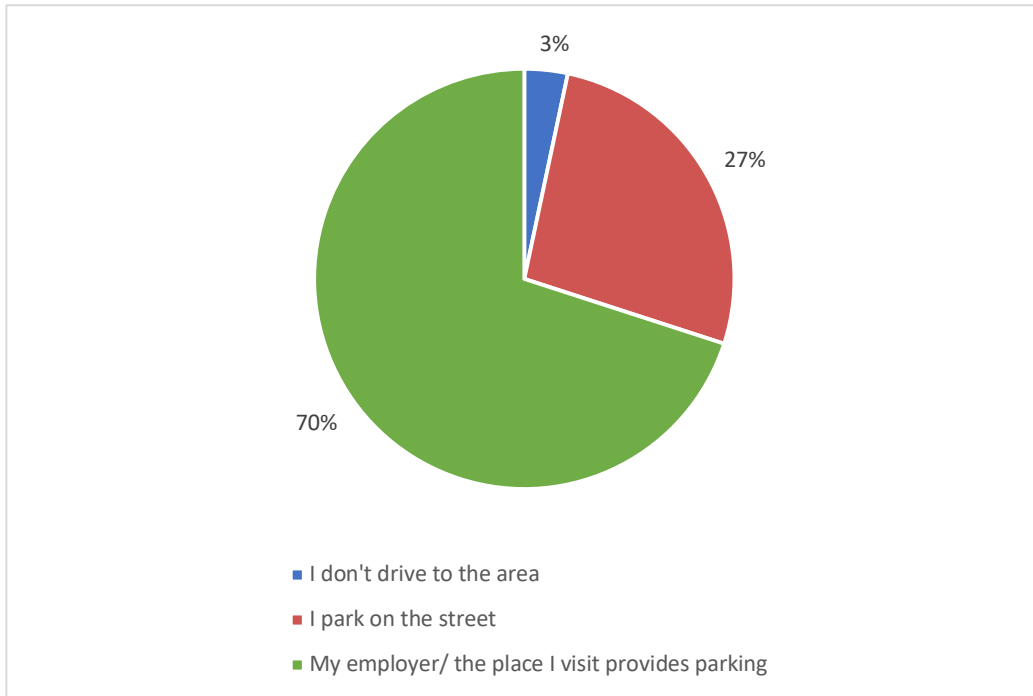
Out of the 34 respondents, 82 percent reported that they drive alone in order to access the Colma/Serramonte area; 22 individuals within this group also indicated that they come to the Corridors more than four times per week. Three of the 34 survey participants indicated that they carpool into the area, and just one person utilizes a taxi service. A follow up question on parking was asked of those that indicated they drove to access the corridors. The majority of these respondents reported that their employer provides parking; however more than a quarter indicated that they park on the street (Figure 2-4).

Nearly six percent of participants bike or walk to the area, and all of these respondents in this group indicated that they visit the area more than four days per week. None of the survey respondents reported using BART or another form of public transit to access the corridors.

**Figure 2-3: Question 3 - “What mode of transportation do you most frequently use when coming to the area?”**



**Figure 2-4: Question 4 - “If you drive to the area, select all that apply.”**



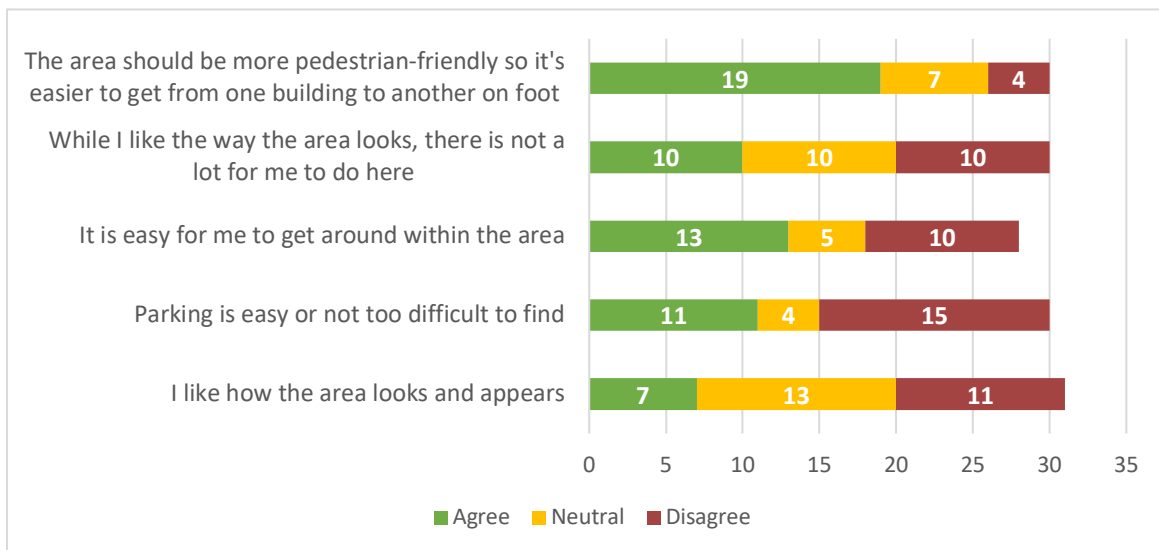
## IMPRESSION OF THE CORRIDORS

### Question 5: Do you agree or disagree on the following statements having to do with your general impression about Serramonte Boulevard and Collins Avenue?

In order to gauge respondents' overall impression of the corridors, respondents were instructed to mark their level of agreement with five statements involving the Serramonte Boulevard and Collins Avenue area's look, feel, and ease of access.

Participants were not required to respond to every statement, therefore totals do not add up to 34 for each statement. Most respondents agreed that the area needs to be more pedestrian-friendly to make walking between destinations easier. There were equal numbers of people in agreement, disagreement, and with neutral reactions in response to the statement indicating that the area looks nice, though it does not offer many activities or things to do. Participants were divided regarding the ease of getting around within the area. Half of respondents did not think parking is easy to find. Finally, most participants responded neutrally to a statement regarding the area's look and appearance, while about almost one third of those that responded to this statement indicated that they did not like it.

**Figure 2-5: Question 5 - "Do you agree or disagree on the following statements having to do with your general impression about Serramonte Boulevard and Collins Avenue?"**





## IMPROVEMENTS TO THE CORRIDORS

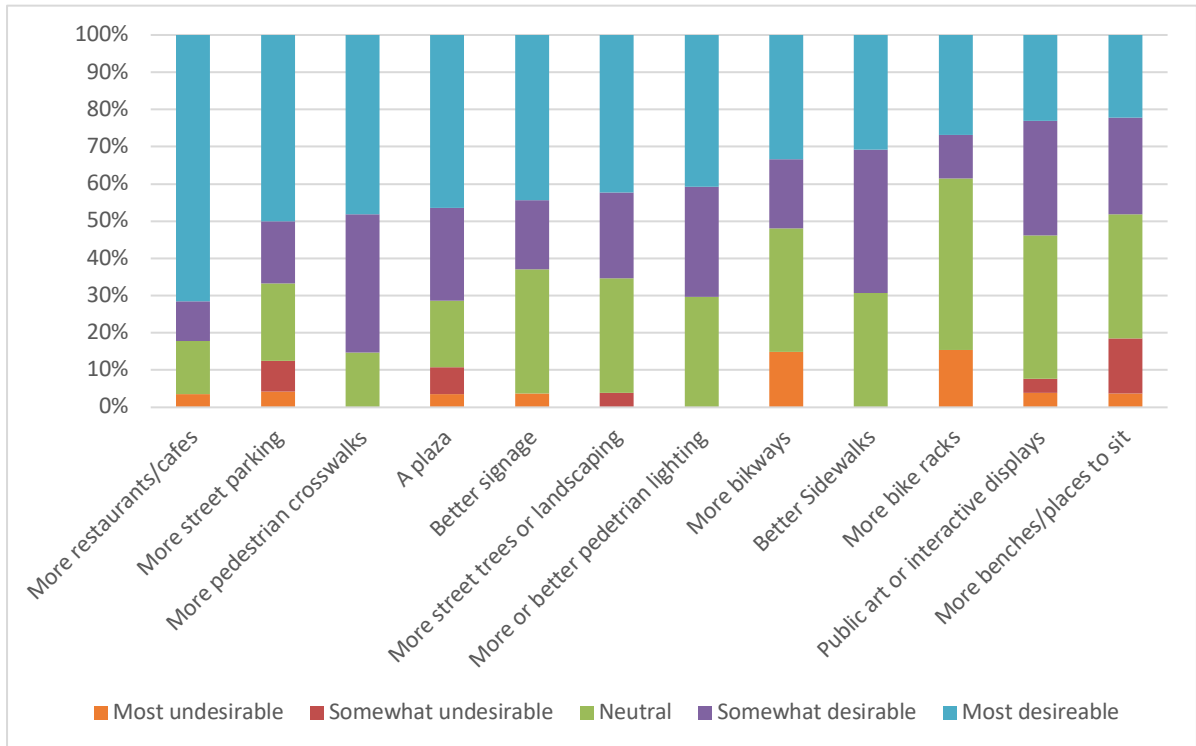
The last 3 questions in the survey addressed specific needs and improvements to the Corridors.

### Question 6: Please rate the desirability of the following amenities or attractions you would like to see in the area.

Respondents were asked to rate each amenity or attraction on a scale from “most undesirable” to “most desirable.” Out of all the categories, more bikeways and bike racks received the highest number of “most undesirable” ratings, though each of these amenities received higher numbers of neutral rankings.

The majority of respondents chose “most desirable” for over half of the categories, including more restaurants and cafés (71%), more street parking (50%), more pedestrian crosswalks (48%), a plaza (46%), better signage (46%), more trees and landscaping (42%), and better pedestrian lighting (41%).

**Figure 2-6: Question 6 - “Please rate the desirability of the following amenities or attractions you would like to see in the area.”**



**Question 7: Do you have any additional priorities, thoughts, or ideas about potential improvements to Serramonte Boulevard and Collins Avenue?**

Open-ended responses to this question tended to focus on employee parking, safety along both roadways, and uses along the corridors. The majority of respondents noted the need for more parking, particularly for employees. There was also support for carving out space for a turn lane on Serramonte Boulevard as a way to reduce the traffic that builds up due to the amount of turns being made to enter the dealerships. Concerns were raised regarding pedestrian safety and jaywalking along Serramonte Boulevard, and it was suggested that additional pedestrian crossings may be necessary. The Serramonte Boulevard and Collins Avenue intersection was flagged as an unsafe intersection by one respondent, and another indicated that Collins Avenue is faced with a perennial speeding issue. Finally, some respondents expressed a desire for more activity along Serramonte Boulevard. To this end, more dining and entertainment establishments, public art, a plaza, and better connectivity between retail destinations were proposed.

**Question 8: Please pin to the map the types of improvements that you believe should be made along Serramonte Boulevard and Collins Avenue.**

By far the largest number of pins was dedicated to crosswalks, shown in the figures below as turquoise pins. Although crosswalks pins were spread out across Serramonte Boulevard and Collins Avenue, there were a few key places in which people felt strongly about. Two respondents noted a need for a crosswalk in front of Enterprise Rent-A-Car. Three respondents pinned a crosswalk on Serramonte Boulevard in front of the Subaru dealership, which would be connected to the Nissan and Hyundai dealerships.

There were a number of respondents that pinned sidewalks to Collins Avenue, where the sidewalk is not continuous on the north side of the street. Two survey participants indicated the need for an intersection where the Kohl's parking lot meets Serramonte Boulevard, as people are often left waiting to exit for some time. Six respondents pinned bikeways, which were mostly spread out along Serramonte Boulevard.

Responses to this question were further broken down by participants' main interaction with the corridors as indicated in the first question of the survey. Visitors who shop and eat in the area pinned more intersections near the Ford dealership on Serramonte Boulevard than any other group (Figure 2-8). They also indicated a desire for more crosswalks strictly along Serramonte Boulevard, especially in front of the Subaru dealership, however those who work in Colma pinned crosswalks much more frequently along both Collins Avenue and Serramonte Boulevard (Figure 2-9). Five bikeways were pinned by employees, four of which were along Serramonte Boulevard.

**Figure 2-7: Question 8 - “Please pin to the map the types of improvements that you believe should be made along Serramonte Boulevard and Collins Avenue.”**

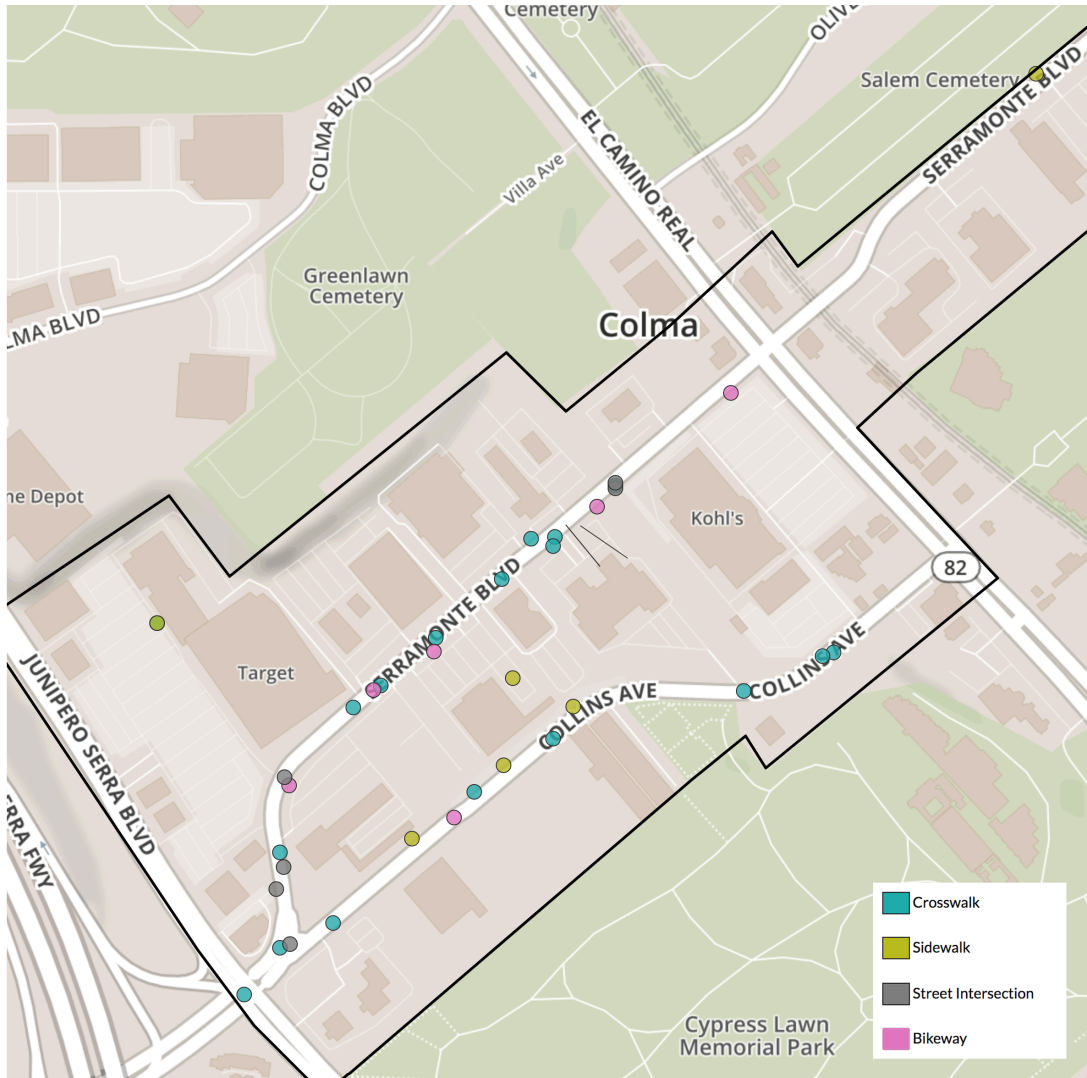


Figure 2-8: Visitor Responses to Question 8

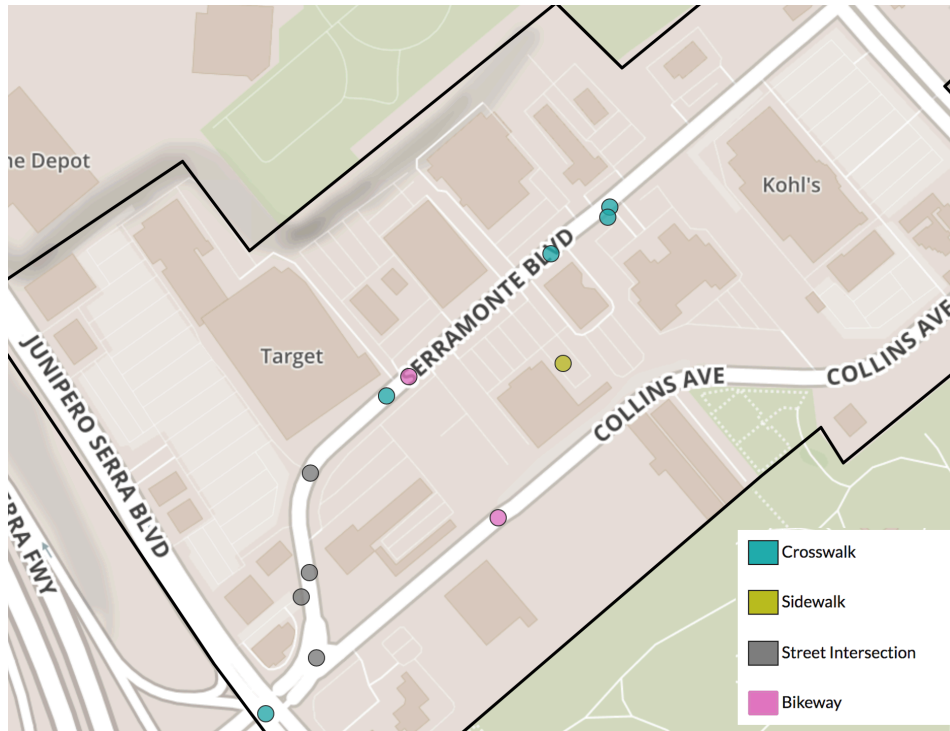
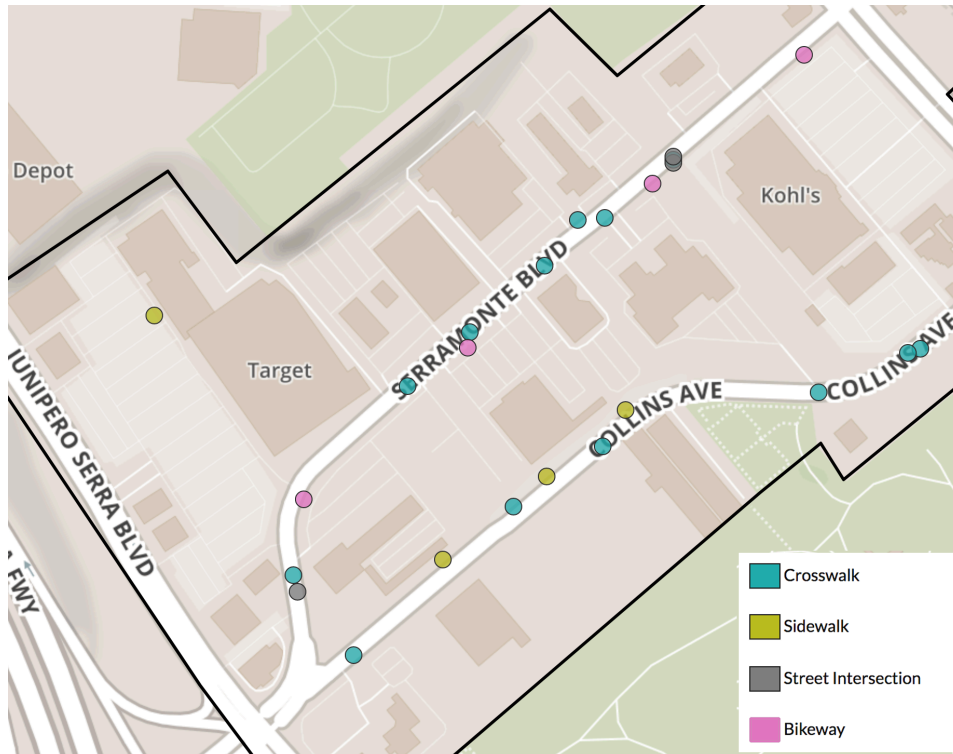


Figure 2-9: Worker Responses to Question 8



## 2.2 Next Steps

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Together with existing conditions research and input from other community outreach activities, the survey results will inform the development of preliminary roadway concept alternatives for both Serramonte Boulevard and Collins Avenue, and subsequent steps in the planning process. Alternatives will represent ways in which the overall design and function of this important commercial area could be improved in the years to come.

The Alternatives will be evaluated for their impacts on fiscal conditions and transportation. Results of this evaluation will be shared with the public, and Colma community members and stakeholders will have the opportunity to share which alternative or which aspects of various alternatives would be best for the corridors in the future. City Council will provide direction on a preferred concept design plan, which will serve as the foundation for the final Master Plan.

## Appendix A: Open-Ended Responses

### 7. Do you have any additional priorities, thoughts, or ideas about potential improvements to Serramonte Boulevard and Collins Avenue? (14 Responses Total)

1. A parking structure would be nice so we do not have to fight to find parking.
2. even out the dips on Serramonte Blvd, widen Collins Avenue. it would be great to have a bigger plaza with a small movie theater. Move Starbucks to different location, their drive through traffic is horrible.
3. Left turn on westbound Collins is an obvious problem. Parking shortage for Starbucks and Chipolte is a disaster as well as the driveway transition to Serramonte Blvd. This area needs traffic planning.
4. Love this area and all the businesses! Would be great to have more quick-casual eateries for families. But doing a great job already
5. More parking available for people that work in the area. More signs for Collins RD for drivers, people drive double the 25 MPH speed limit. Pedestrian crossing.
6. Parking is one of the main issues around Serramonte area when it comes to the employees that work around .
7. Please provide more parking
8. Special lane for all of the cars making left turns into dealerships. Many of these improvements depend on what is in the master plan. If there is a plaza and public art, then bike racks would be important. Don't need bike racks at dealerships. Don't need street parking for what is on the street now.
9. The focus on car dealerships is really heavy and dealerships are located on both sides of the street, often causing a build-up when visitors are trying to cross traffic to turn into a dealership.

Also, while it would be nice to have more connections between buildings, the retail stores are so far apart from each other it would be hard to connect them all. Additionally, I feel like the current retail offerings (Babies "R" Us, Dollar Tree, and Kohl's) are not exactly stores that people would want to casually browse or walk through like you would at the mall. Perhaps build a plaza connecting all of the stores together and add more desirable stores not already offered nearby? (though the Volkswagen/Subaru dealership is right in between Dollar Tree and Kohl's..)

10. The hills are too steep in that area to ever have much pedestrian traffic. Only people who absolutely need to walk will; you won't attract more walkers with benches or a plaza. Investing in pedestrian improvements doesn't seem like a priority for the area. However, I do think adding a crosswalk or two would help with the jaywalking issue.
11. The intersection at Serramonte and Collins feels dangerous
12. There absolutely needs to be better parking for us employees. I work at Serramonte Subaru and everyday we have to park in the Kohl's parking lot where we, everyday, have the possible circumstance of being towed. It is not good and this should be improved. We should have a safe spot to leave our vehicles for the work day.
13. There should be one stop sign between the Target at Junipero Serra Blvd and EL Camino Real on Serramonte Blvd, it's a very long street.

14. We have a lot of businesses here and it would be nice to have a parking lot/structure for us. I work at Serramonte VW and it would save me a lot of time to park close by. I also work until 8 pm, and the walk to my car can be a bit intimidating. So something close would be ideal . We have talked to stores that are closer by if we can share parking lots, although they agree, we get towed.

**10. What is your home zip code? (20 Responses Total)**

1. 94014
2. 94014
3. 94014
4. 94014
5. 94014
6. 94014
7. 94014
8. 94015
9. 94015
10. 94044
11. 94044
12. 94044
13. 94061
14. 94066
15. 94080
16. 94080
17. 94080
18. 94124
19. 94137
20. 95123

**11. Before you go, please let us know if you have any additional inputs about the project or comments about the survey itself. (6 Responses Total)**

1. I am happy to hear you are making improvements. Like I mentioned employee parking needs to be improved.
2. I would like to see: " Colma Riverwalk Plaza "Above and below the ground. Small boutique shops, fine dinning, coffee shops, children playground with movable sky sealing, art displays specially about Colma's History. On top floor: small plant botanical garden of California with nice coffee shop and few restaurant . Maybe a Cinema, or a small Theater for young artist, working with local schools. Actually that would be great to give a place for young adults a place to express their talent.  
Free transportation from the Colma Bart, so people can visit us from the City.



Create something that people would come to see from all over the World.

Let' put the City of the Soul on the World Map!

This is the most organized City I ever lived. I'm strongly believe you can create something extraordinary .

3. It was simply and fast.
4. MORE PARKING!!!
5. Please don't close any current businesses! My family and I use this shopping area as our main place to get things.
6. Please make Collins and Serramonte Blvd. safer

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**DYETT & BHATIA**  
Urban and Regional Planners

755 Sansome Street, Suite 400  
San Francisco, California 94111  
☎ 415 956 4300 📠 415 956 7315  
[www.dyettandbhatia.com](http://www.dyettandbhatia.com)

## Memorandum

**To:** Rajeev Bhatia, Dyett & Bhatia

**From:** Matt Kowta, Managing Principal

**Date:** April 5, 2018

**Re:** Updated Colma Serramonte and Collins Master Plan Existing Market Conditions Memo

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### Introduction

The purpose of this memo is to provide background information to support the preparation of the Serramonte and Collins Master Plan, for the Town of Colma. This memo provides analysis and review of demographic, economic, and real estate conditions for the Master Plan study area. It includes a focus on current retail sales volumes within the study area and changes since the 2012 Economic Development Strategy. This memo also includes a review of the Town’s major General Fund revenue trends, and implications of the demographic, economic, fiscal and real estate findings for the current project.

This version of the memo has been updated from the January 29, 2018 version of the memo, to reflect findings from the Stakeholder Interviews conducted in February. Modifications from the January 29 version of the memo can be found in new “Stakeholder Input” section and minor modifications to the “Implications for Serramonte and Collins Master Plan” section. Both of these sections can be found at the end of the memo.

### Demographic and Economic Trends

This section reviews and analyzes recent demographic and economic data to provide the market context for the Town’s Master Plan efforts. It provides a streamlined update of the analysis BAE conducted as part of the Town’s 2012 Economic Development Plan. The following data are drawn from the 2000 U.S. Census, the 2011-2015 American Community Survey, the State of California Department of Finance, the State Employment Development Department, and the Esri Business Analyst platform (a private demographic and economic data provider). Census data from 2010 are not used because they reflect an inaccurate count of Colma’s population and households.<sup>1</sup> As was done in the 2012 study, the Town of Colma is

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<sup>1</sup> The Census Bureau inaccurately included a 119-unit affordable housing complex outside the Town boundaries in Colma’s 2010 Census counts. The Town successfully challenged the 2010 counts, and the Census Bureau released corrected 2010 population and household counts in 2013. However, population and household characteristics data were not updated to correspond to the corrected counts. Because those data still reflect the inclusion of the affordable housing complex, their inclusion would significantly skew the demographic and economic profile of Colma.

compared to a larger Market Area defined to include the communities of Brisbane, Broadmoor, Colma, Daly City, Pacifica, San Bruno, and South San Francisco. Colma is also compared to the City and County of San Francisco and the nine-county Bay Area region (“the Region”) for benchmarking purposes.

**Population and Households**

The California Department of Finance estimates that Colma’s 2017 population is 1,506 residents and 430 households. It is the smallest incorporated city in the Bay Area by population. As indicated in Table 1, Colma’s population has grown 3.6 percent since 2010, an addition of 52 people. Colma’s rate of population growth since 2010 is significantly lower than that of the Market Area (6.3 percent), San Francisco (8.6 percent), and the Region (7.9 percent).

According to the Department of Finance, Colma added zero net new households over the same seven-year period. Because the Town’s population growth was absorbed within the same number of households, Colma experienced an increase in average household size, from 3.31 persons in 2010 to 3.49 persons in 2017. In both 2010 and 2017, Colma had a significantly larger average household size than the other comparison geographies. Colma’s 2017 average household size is the fourth highest of any Bay Area city, after East Palo Alto, Gilroy and Union City.

Table 2 describes household characteristics per the 2000 Census and the 2011-2015 American Community Survey. During the 2011-2015 sampling period, over two-thirds of Colma’s households were family households (i.e., groups of individuals sharing a dwelling who are related by birth, marriage, or adoption). This reflects a decline from 2000, when family households constituted nearly three-fourths of all Colma households. Despite the decline, Colma maintained a higher proportion of family households than San Francisco and the Region.

**Table 1: Population and Households, 2010-2017**

	<b>2010</b>	<b>2017</b>	<b>% Change 2010-2017</b>
<b>Town of Colma</b>			
Population	1,454	1,506	3.6%
Households	430	430	0.0%
Avg. Household Size	3.31	3.49	
<b>Market Area (a)</b>			
Population	248,788	264,385	6.3%
Households	82,936	83,774	1.0%
Avg. Household Size	2.98	3.13	
<b>San Francisco</b>			
Population	805,235	874,228	8.6%
Households	345,168	365,755	6.0%
Avg. Household Size	2.26	2.32	
<b>Bay Area (b)</b>			
Population	7,150,739	7,714,638	7.9%
Households	2,606,288	2,720,908	4.4%
Avg. Household Size	2.69	2.78	

Notes:

(a) The Market Area consists of Brisbane, Colma, Daly City, Pacifica, San Bruno, and South San Francisco. Data for Broadmoor were unavailable because it is an unincorporated area.

(b) The nine-county Bay Area consists of the following counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma.

Sources: California Department of Finance, 2010, 2017; BAE, 2017.

## Tenure

As shown in Table 2, 55.3 percent of Colma’s households owned their homes in the 2011-2015 period. While Colma had a lower percentage of owner households than the Market Area,

it significantly exceeded San Francisco and was slightly higher than the Region. Unlike the Market Area and Region, Colma’s proportion of owner households grew between 2000 and the 2011-2015 period.

**Table 2: Household Characteristics, 2000 and 2011-2015 Five-Year Sample**

Town of Colma	2000 (a)	2011-2015 (b)
<b>Household Type</b>		
Families (c)	74.5%	68.2%
Non-Families	25.5%	31.8%
<b>Tenure</b>		
Owner	52.0%	55.3%
Renter	48.0%	44.7%
<b>Market Area (d)</b>		
<b>Household Type</b>		
Families (c)	72.1%	71.0%
Non-Families	27.9%	29.0%
<b>Tenure</b>		
Owner	63.0%	59.4%
Renter	37.0%	40.6%
<b>San Francisco</b>		
<b>Household Type</b>		
Families (c)	44.0%	45.8%
Non-Families	56.0%	54.2%
<b>Tenure</b>		
Owner	35.0%	36.4%
Renter	65.0%	63.6%
<b>Bay Area (e)</b>		
<b>Household Type</b>		
Families (c)	64.7%	65.7%
Non-Families	35.3%	34.3%
<b>Tenure</b>		
Owner	57.7%	55.2%
Renter	42.3%	44.8%

Notes:

(a) 2000 Census data are used instead of 2010 Census data because the latter reflect a miscount of Colma’s population and households.

(b) 2011-2015 five-year sampling data are used because one-year estimates are unavailable for Colma and several Market Area cities.

(c) A family is a group of two people or more related by birth, marriage, or adoption and residing together.

(d) The Market Area consists of Brisbane, Colma, Daly City, Pacifica, San Bruno, and South San Francisco.

(e) The nine-county Bay Area consists of the following counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma.

Sources: U.S. Census Bureau, 2010 Census SF-1, 2011-2015 American Community Survey; BAE, 2017

## Household Income

Household income estimates from the 2011-2015 American Community Survey indicate that Colma has a lower average household income than the comparison areas. In the 2011-2015 period, Colma’s median household income (adjusted to 2015 dollars) was \$77,337, approximately \$5,200 less than the Market Area median.

An income distribution is shown in Table 3. Approximately a third of Colma’s households are in each of the following income brackets: less than \$50,000, \$50,000 to \$99,999, and greater than \$100,000. Compared to the Market Area and Region, Colma had a higher proportion of households in the lowest bracket and a significantly lower proportion in the highest bracket.

Within the lowest bracket, Colma’s households were concentrated in the middle. Colma’s proportion of households at the very lowest income levels (less than \$25,000) was modestly higher than the Market Area but generally similar to the Region. Colma diverged from all other comparison geographies with its notably high proportion of households with income between \$25,000 and \$34,999, and a low proportion at the \$35,000 to \$49,999 level.

**Table 3: Household Income, 2011-2015 Five-Year Sample**

<b>Income Category</b>	<b>Colma</b>	<b>Market Area (a)</b>	<b>San Francisco</b>	<b>Bay Area (b)</b>
Less than \$15,000	8.5%	6.2%	12.6%	8.5%
\$15,000-\$24,999	7.8%	6.3%	7.4%	7.0%
\$25,000-\$34,999	12.0%	6.1%	6.0%	6.6%
\$35,000-\$49,999	5.9%	10.2%	8.2%	9.6%
\$50,000-\$74,999	11.1%	16.9%	12.8%	14.7%
\$75,000-\$99,999	20.0%	14.1%	10.4%	11.9%
\$100,000-\$149,999	14.6%	21.2%	16.4%	17.7%
\$150,000-\$199,999	9.6%	9.9%	9.7%	9.9%
\$200,000 or greater	10.5%	9.1%	16.4%	14.2%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>Median HH Income</b>	<b>\$77,337</b>	<b>\$82,576</b>	<b>\$81,294</b>	<b>\$82,727</b>

Notes:

(a) The Market Area consists of Brisbane, Broadmoor, Colma, Daly City, Pacifica, San Bruno, and South San Francisco.

(b) The nine-county Bay Area consists of the following counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma.

Sources: U.S. Census Bureau, 2011-2015 American Community Survey; BAE, 2017

percent of all Colma households—had incomes between \$100,000 and \$149,999. However, this is a low proportion relative to the comparison geographies, especially the Market Area which had 21.2 percent of households within this range. Colma’s proportion of households with income between \$150,000 and \$199,999 was generally consistent with the comparison geographies. Its proportion with income more than \$200,000 was slightly higher than the Market Area and lower than the Region.

**Employment**

Employment by industry data from 2010 and 2016 for San Mateo County were obtained from the Quarterly Census of Employment and Wages (QCEW) published by the California Employment Development Department (EDD). The employment figures are annual averages derived from quarterly reports submitted to EDD by San Mateo County employers. Employment-by-industry data at the two-digit NAICS (North American Industry Classification System) level are shown in Table 4.

In 2016, the five largest industries in San Mateo County by employment were Professional and Technical Services (13.5 percent of total employment), Accommodation and Food Service (9.4 percent), Health Care and Social Assistance (9.3 percent), Retail Trade (8.6 percent), and Government/Public Administration (8.1 percent).

Within the middle bracket, most households were at the higher end. It had a low proportion of households in the category between \$50,000 and \$74,999 compared to all other comparison geographies. However, one-fifth of Colma’s households had income between \$75,000 to \$99,000, a markedly higher proportion than any other comparison geography.

Within the highest bracket, Colma’s households were concentrated at the lower end. Most households within this bracket—and nearly 15



San Mateo County experienced a 23.3 percent growth in employment between 2010 and 2016, slightly higher than the 21.4 percent growth for the Region overall. Only San Francisco and Santa Clara counties experienced greater growth. This reflects San Mateo County’s overall robust recovery from the Great Recession. The five industries with the greatest percentage employment growth in San Mateo County between 2010 and 2016 (omitting the Unclassified sector) were Information (80.3 percent growth), Management of Companies and Enterprises (60.5 percent), Educational Services (51.9 percent), Construction (45.6 percent), and Professional and Technical Services (40.4 percent). Much of this growth in these industries is likely related, directly or indirectly, to the expansion of the tech and biotech sectors in San Mateo County. In terms of absolute numeric growth, Health Care and Social Assistance, Accommodations and Food Service, and Transportation, Warehousing, and Utilities join Professional and Technical services and Information in the top five.

**Table 4: Employment by Industry, San Mateo County, 2010-2016**

Industry	2010		2016		# Change 2010-2016	% Change 2010-2016
	Number	Percent	Number	Percent		
Natural Resources and Mining	1,768	0.6%	1,833	0.5%	65	3.7%
Construction	12,504	3.9%	18,210	4.6%	5,706	45.6%
Manufacturing	26,555	8.4%	25,138	6.4%	-1,417	-5.3%
Wholesale Trade	11,286	3.6%	11,891	3.0%	605	5.4%
Retail Trade	32,970	10.4%	33,636	8.6%	666	2.0%
Transportation, Warehousing, and Utilities	24,521	7.7%	30,281	7.7%	5,760	23.5%
Information	17,519	5.5%	31,578	8.1%	14,059	80.3%
Finance and Insurance	13,176	4.1%	15,435	3.9%	2,259	17.1%
Real Estate, Renting, and Leasing	5,432	1.7%	6,984	1.8%	1,552	28.6%
Professional and Technical Services	37,602	11.8%	52,812	13.5%	15,210	40.4%
Management of Companies and Enterprises	4,610	1.5%	7,399	1.9%	2,789	60.5%
Administrative and Waste Services	17,688	5.6%	21,183	5.4%	3,495	19.8%
Educational Services	5,053	1.6%	7,678	2.0%	2,625	51.9%
Health Care and Social Assistance	27,984	8.8%	36,498	9.3%	8,514	30.4%
Arts, Entertainment, and Recreation	5,072	1.6%	5,849	1.5%	777	15.3%
Accommodation and Food Service	28,666	9.0%	36,761	9.4%	8,095	28.2%
Other Services	13,959	4.4%	14,777	3.8%	818	5.9%
Government	30,540	9.6%	31,603	8.1%	1,063	3.5%
Unclassified	734	0.2%	2,092	0.5%	1,358	185.0%
<b>Total</b>	<b>317,639</b>	<b>100.0%</b>	<b>391,638</b>	<b>100.0%</b>	<b>73,999</b>	<b>23.3%</b>

Sources: California Employment Development Department, 2010, 2016; BAE, 2017.

For the 2012 study, BAE utilized business license data obtained from the Town which were sorted, coded, tabulated, and compared to published data for San Mateo County. For the

purposes of this analysis, BAE utilizes data from Esri Business Analyst (“Esri”), a private data vendor. Esri summarizes business records maintained by a leading business database, Infogroup. Because the records rely on a variety of sources, including directories and postal data, the resulting data have a higher susceptibility to error than government data. Areas with a relatively small number of employees, like Colma, are especially vulnerable to errors in employment counts. For that reason, employment counts should not be relied upon or directly compared to other sources, like QCEW or BAE’s 2012 analysis. However, Esri’s overall distributions and trends are considered to be generally indicative of existing conditions.

**Table 5: Employment by Industry, Colma, 2017**

Industry	Colma		Colma's Share of County
	Number	Percent	
Natural Resources and Mining	0	0.0%	0.0%
Construction	30	0.7%	0.2%
Manufacturing	7	0.2%	0.0%
Wholesale Trade	39	0.9%	0.3%
Retail Trade	2,328	51.0%	5.5%
Transportation, Warehousing, and Utilities	31	0.7%	0.2%
Information	0	0.0%	0.0%
Finance and Insurance	7	0.2%	0.0%
Real Estate, Renting, and Leasing	16	0.4%	0.1%
Professional and Technical Services	28	0.6%	0.1%
Management of Companies and Enterprises	0	0.0%	0.0%
Administrative and Waste Services	52	1.1%	0.3%
Educational Services	10	0.2%	0.1%
Health Care and Social Assistance	23	0.5%	0.1%
Arts, Entertainment, and Recreation	627	13.7%	8.2%
Accommodation and Food Service	207	4.5%	0.6%
Other Services	874	19.1%	3.7%
Government	255	5.6%	1.0%
Unclassified	30	0.7%	2.1%
<b>Total</b>	<b>4,564</b>	<b>100.0%</b>	<b>1.2%</b>

Sources: Esri Business Analyst, 2017; BAE, 2017.

According to Esri, Colma’s 2017 employment is largely concentrated in three major industries that together constitute 83.8 percent of total employment: Retail Trade (51.0 percent of total employment), Other Services (19.1 percent), and Arts, Entertainment, and Recreation (13.7 percent). Other industries for which Esri reports significant numbers of local employees include Government (5.6 percent) and Accommodation and Food Service (4.5 percent), though Town staff indicate that the Government employment figure is likely over-estimated. According to Esri, all other industries account for approximately one percent or less of total employment. This distribution is generally consistent with BAE’s findings in the 2012 study.

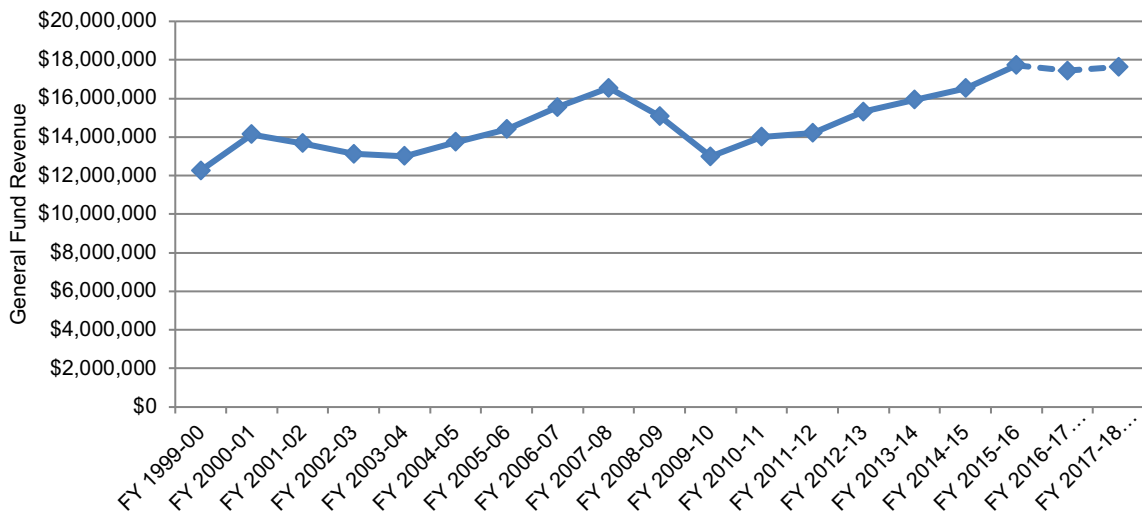
## Fiscal Revenue Overview

As discussed in the 2012 study, Colma’s fiscal situation is highly dependent upon revenues generated by commercial activity, particularly retail sales. Given that the vast majority of Colma’s commercial activity takes place within the Serramonte and Collins Master Plan area, it is important to understand the Town’s current fiscal context, to which the area heavily contributes. This section extends the fiscal revenue analysis undertaken in the 2012 Economic Development study to FY 2015-16, the most recent year for which actual revenues are reported. It also includes projected revenues for FY 2016-17 and FY 2017-18. BAE sourced these General revenue data from Town of Colma’s published annual budgets.

### General Fund Revenue Trends

Figure 1 illustrates the General Fund revenue trends from 1999 to the FY 2017-18 projection. FY 2009-10, the last year of actual revenue data analyzed in the 2012 study, recorded the lowest General Fund revenues (\$12.9 million) since FY 1999-2000. This followed a dramatic decline in revenues from the pre-Great Recession high of \$16.5 million only two fiscal years prior. At the time of the 2012 study, Town budgets projected that future revenues would hover near the FY 2009-10 level, a cautious forecast indicative of the uncertainty of economic recovery at the time. However, actual revenues in the years following FY 2009-10 were more favorable than anticipated. Between FY 2009-10 and FY 2015-16, General Fund revenue grew at an annual average rate of 5.3 percent, approaching the average annual growth experienced during the mid-2000s economic expansion (6.2 percent between FYs 2003-2004 and 2007-08). By FY 2015-16, General Fund revenues reached \$17.7 million, surpassing their pre-Recession high.

**Figure 1: Colma General Fund Revenue Trends, Actual and Projected, 1999-2018**

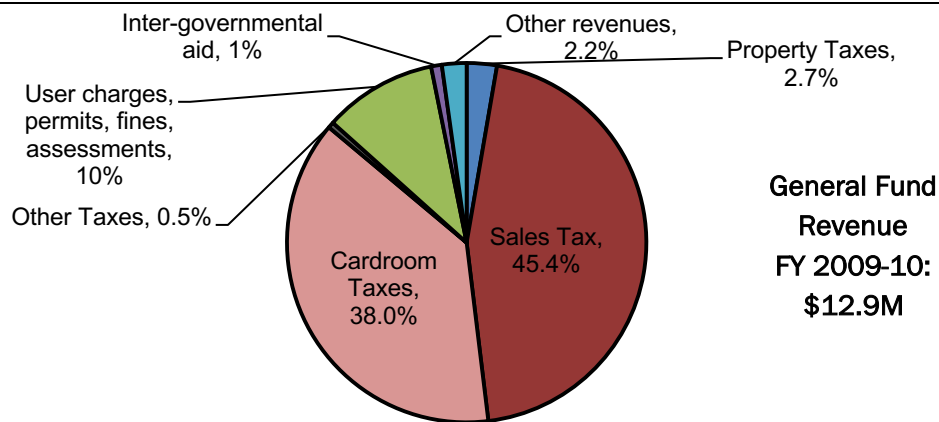


Sources: Town of Colma, 1999-2017; BAE, 2017.

### General Fund Revenue Sources

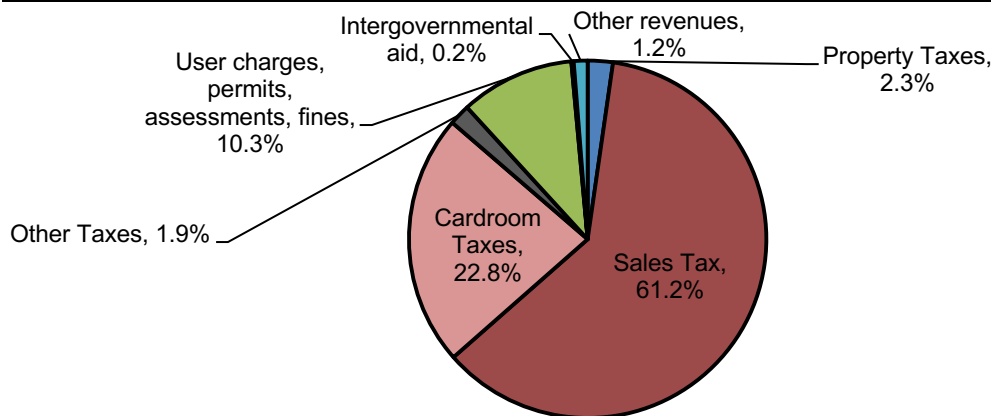
Figure 2 and Figure 3 illustrate the sources of Colma's General Fund revenues in FYs 2009-10 and 2015-16, respectively. In FY 2009-10, 45.4 percent of General Fund revenues came from sales tax and 38.0 percent from cardroom taxes, with the two combined representing 83.4 percent of the Town's General Fund revenues. These two sources together constituted a similar percentage of total revenues in FY 2015-16. However, the sales tax share grew to 61.2 percent while the cardroom tax share declined to 22.8 percent. Other revenue sources, such as property tax, user charges, permit fees, and fines, and inter-governmental aid, continue to contribute to the General Fund at similar proportions as they did in FY 2009-10.

**Figure 2: Breakdown of General Fund Revenues, Colma, FY 2009-2010**



Sources: Town of Colma, 2011; BAE, 2017.

**Figure 3: Breakdown of General Fund Revenues, Colma, FY 2015-2016**



Sources: Town of Colma, 2017; BAE, 2017.

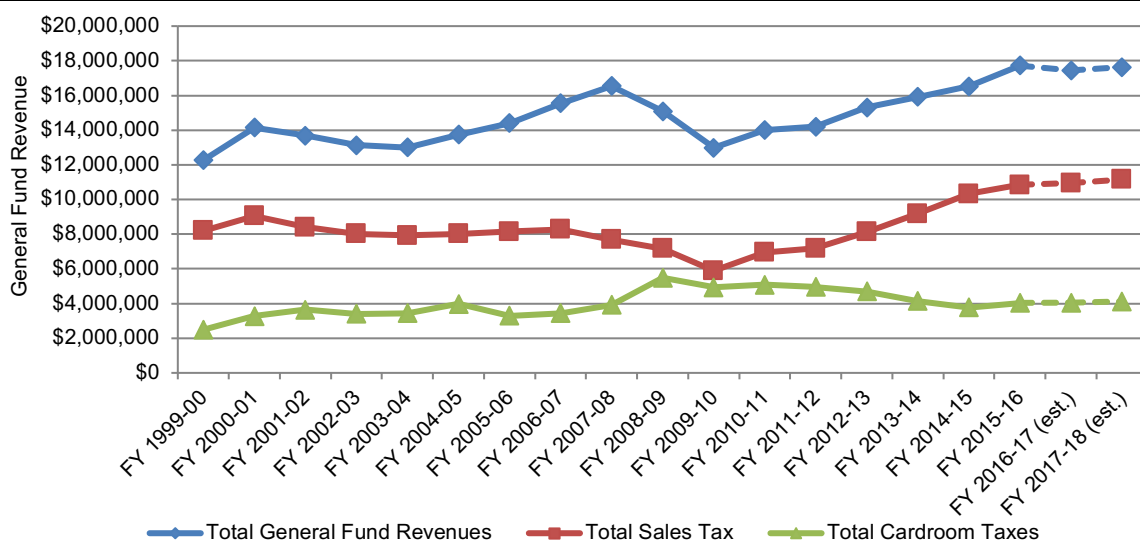
The Town is heavily reliant on sales and cardroom tax revenues because it is uniquely limited in its ability to increase its revenues from other sources, particularly property taxes. Because nearly all the Town's land area is either fully developed or dedicated to cemetery uses, there is little opportunity to grow the Town's taxable property base through new development. With little vacant land, there are also limited opportunities to bring in new industries. Between FY 2009-10 and FY 2015-16, the Town's property tax revenues grew at an average annual rate of 2.2 percent. In FY 2015-16, property tax revenues constituted only 2.3 percent of total General Fund revenues.

Cardroom taxes provide a significant and relatively steady base of revenue for the Town. The Town's single cardroom, Lucky Chances, pays to the Town a monthly tax based on the gross revenues it earns. The rate of taxation grows with gross revenue, ranging from five to twenty percent of gross revenues, plus a fixed amount. For example, if the cardroom earns more than \$3.0 million in gross revenues in a month, it must pay the Town 20 percent of those gross revenues plus \$287,000. Since FY 1999-2000, the Town has collected between \$2.5 million and \$5.5 million in annual cardroom tax revenues each year. Cardroom tax revenues reached their highest point in FY 2008-09 when Lucky Chances increased its number of tables and updated its games and marketing strategy. Cardroom tax revenues remained steady near \$5 million throughout the Great Recession before declining slightly during the economic recovery. According to the Town budget, this decline was due to increased competition from other cardrooms in the region. As of FY 2015-16, cardroom tax revenues were approximately \$4.0 million. The Town budget anticipates that cardroom tax revenues will continue to hover near this level through FY 2017-18.

With cardroom tax revenues remaining flat or declining, sales tax revenues are becoming even more important to the Town's revenue situation. Sales tax revenues account for the largest share of the Town's General Fund revenues, by far. In FY 2015-16, sales tax revenues constituted 61.2 percent of General Fund revenues, up from 45.4 percent in FY 2009-10. This growth in share is due to the strong increase in sales tax revenues relative to steady or declining revenues from other sources, including property and cardroom taxes. In FY 2009-10, at the height of the Recession, sales tax revenues and cardroom tax revenues were closer to each other than they had ever been (\$5.9 million and \$4.9 million, respectively) as taxable sales collapsed and cardroom revenues grew. By FY 2015-16, however, sales tax revenues had grown to \$10.9 million, while cardroom tax revenues had declined to \$4.0 million.

Comparing sales tax and cardroom revenues in real terms, as shown in **Error! Reference source not found.**, underscores the importance of sales tax growth to Colma's General Fund revenue recovery since FY 2009-10. The sales tax revenue trend line nearly mirrors that of total General Fund revenues, while cardroom tax revenues slowly declined. The next section describes the retail sales trends that delivered this strong sales tax revenue growth.

**Figure 4: Sales Tax, Cardroom Tax, and Total General Fund Revenue Trends, Town of Colma, FY 1999-2000 to FY 2017-2018 (Projected)**



Sources: Town of Colma, 2017; BAE, 2017.

## Retail Sales Trends

As described in the previous section, retail sales are fundamental to the Town’s fiscal stability and economic vitality. In the 2012 study, BAE concluded that, despite the collapse of consumer spending during the Great Recession, Colma’s retail sector was fundamentally strong and well-positioned for recovery. Given that regional and national economic conditions have changed dramatically since 2012, a re-evaluation of Colma’s retail sales performance and relative strength in the region is timely. This section analyzes taxable retail sales data for the Retail Trade Area (RTA), the Town of Colma, and the Serramonte and Collins Master Plan Area. BAE compiled taxable retail sales time-series data for each municipality in the RTA from the State Board of Equalization (SBOE) and adjusted to 2016 dollars. Although SBOE reports taxable sales by business type for each municipality in California, such data are only published after 2014. Fortunately, the Town’s sales tax consultant, HdL Companies, provided detailed data describing Colma’s sales tax revenue allocations by type of business from 2005 through the second quarter of 2017. These data are used as a proxy for actual taxable retail sales, to identify longer term trends in the Town and Master Plan Area.

### *Retail Trade Area Context*

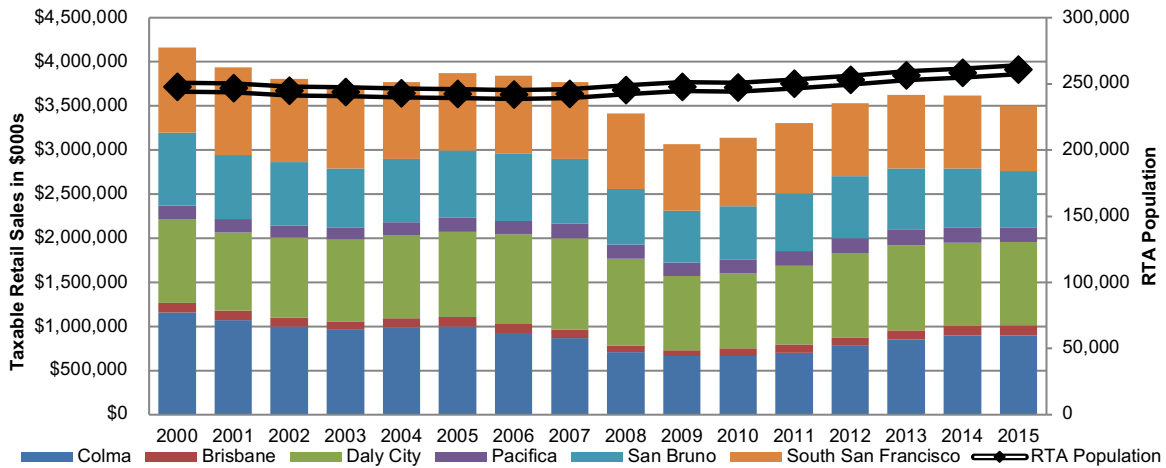
Consistent with the 2012 study, BAE defined the RTA as the following municipalities in northern San Mateo County: Brisbane, Colma, Daly City, Pacifica, South San Francisco, and San Bruno. BAE selected these communities because, except for Pacifica, they are within a short drive of Colma, such that Colma shoppers may regularly patronize stores in those communities and their residents have good access to Colma’s offerings. Pacifica was included because Colma is a plausible regional retail destination for Pacifica residents. These areas

include the majority, but not all, of Colma's regular shoppers and, as such, represent the Town's primary trade area. Unincorporated communities near Colma, such as Broadmoor and San Bruno Mountain, were omitted from the RTA analysis because SBOE does not report taxable sales for individual unincorporated communities.

Colma also likely draws shoppers from San Francisco, particularly those who reside in the parts of the city with convenient access to Colma via I-280. However, as was done in the 2012 study, BAE omitted San Francisco from the RTA because of data limitations and analytical concerns. Because SBOE publishes taxable retail sales data at the city level, it is not practical for this analysis to include only the portions of San Francisco that are most likely to regularly exchange shoppers with Colma. Further, Colma's trade area for automobile sales is much larger than the RTA defined the purposes of this memorandum. Auto shoppers are generally willing to travel greater distances to seek out deals and make comparisons than those shopping for other goods. In the 2012 study, BAE identified that significant proportions of Colma's automobile purchasers come from San Francisco and communities throughout San Mateo County, Santa Clara County, and even the East Bay. However, because communities at greater distance from Colma represent steadily decreasing portions of Colma's auto buyers they are not included in this RTA analysis.

Figure 5 illustrates the population and taxable retail sales trends between 2000 and 2015. Over that period, the RTA's population grew by 14,680 people or 5.9 percent. Its annual taxable retail sales declined 15.8 percent, on an inflation-adjusted basis. The RTA's taxable retail sales trendline reflected national business cycles, with a modest decline during the recession in the early 2000s, a small recovery in the middle of the decade, and a more dramatic collapse during the Great Recession. Taxable retail sales grew at an increasing rate from 2009 to 2012, before slowing in 2013 and declining slightly in 2014 and 2015. As of 2015, taxable sales in the RTA had yet to recover to pre-Great Recession levels.

**Figure 5: Retail Trade Area Taxable Retail Sales and Population Trends, 2000-2015**



Note:

All sales shown in 2016 dollars.

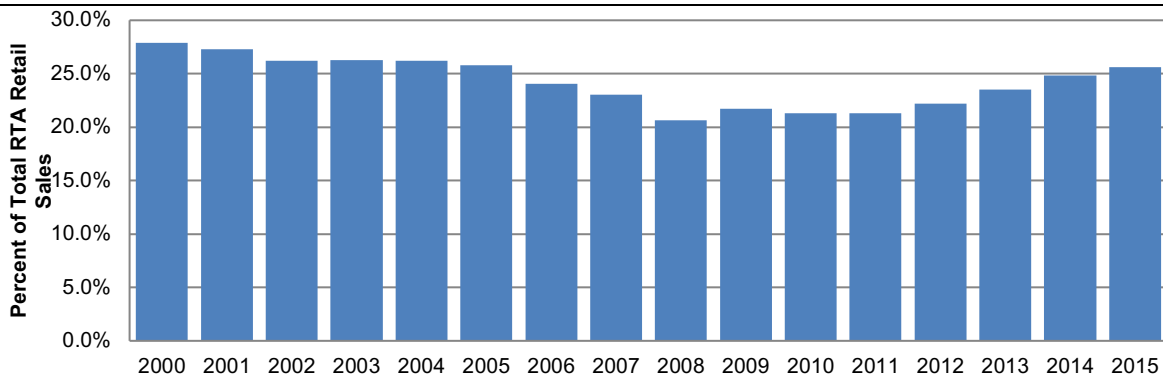
Sources: State of California, Board of Equalization, 2017; State of California, Department of Finance, 2017; BAE, 2017.

Despite having the smallest population in the RTA, Colma has been among the top three RTA generators of taxable retail sales activity since at least 2000. As shown in Figure 6, Colma generated between 20.7 percent and 27.9 percent of the RTA’s taxable retail sales over the 2000 to 2015 period. Colma was the RTA’s largest taxable retail sales generator from 2000 to 2005. Daly City, the largest municipality in the RTA by population, exceeded Colma’s taxable retail sales in 2005. South San Francisco, the RTA’s second most populous municipality, surpassed Colma in 2007. From 2013 to 2015, Colma was the second largest taxable retail sales generator after Daly City. Given that Colma’s taxable retail sales growth from 2009 to 2015 (34.9 percent) strongly outpaced that of Daly City (11.7 percent), Colma may soon become the top taxable retail sales generator in the RTA, if it is not currently.

Colma exhibited significantly greater variability in its annual taxable retail sales than other RTA municipalities between 2000 and 2015. The spread between Colma’s highest and lowest annual taxable sales figures (\$496.1 million) is more than double the nearest municipality’s spread. Colma’s year-over-year variability was also significant. Out of the 16 years examined, Colma experienced the RTA’s largest year-over-year real declines in four years (2002, 2006, 2007, and 2008) and largest year-over-year real growth in three years (2012, 2013, and 2014). Its year-over-year decline in 2008 (\$162.8 million) and growth in 2012 (\$80.6 million) were the largest such changes recorded by any municipality in the RTA between 2000 and 2015.



**Figure 6: Colma Taxable Retail Sales as a Share of RTA Taxable Retail Sales, 2000-2015**



Note:  
 Based on sales figures adjusted to 2016 dollars.  
 Sources: State of California, Board of Equalization, 2017; BAE, 2017.

Colma’s significant variability in taxable retail sales indicates that its retail sector is more sensitive to changes in the broader economy than those of other RTA municipalities. The municipalities with taxable retail sales figures similar to Colma’s (Daly City, South San Francisco, and San Bruno) have much larger resident populations that probably provide some stability in the form of a “captive” audience of local shoppers to support local retailers. A larger population base can also support a more diverse mix of retail establishments. Having a more diverse retail base that includes a larger share of recession-resilient sectors enables these municipalities to be less affected by the “boom and bust” of consumer spending cycles. Colma’s retail sector, in contrast, is primarily region-serving and dominated by an industry that is highly sensitive to consumer confidence: automobile sales. This places Colma in an optimal position to benefit when consumer confidence is high and an especially vulnerable position when consumer confidence declines. Further, the prominence of retail sales of automobiles to individual owners in Colma’s overall retail sales mix may be jeopardized in the future, if predictions of increased use of car sharing/car sourcing services such as Uber and Lyft and use of autonomous car fleets become as popular as some analysts predict.

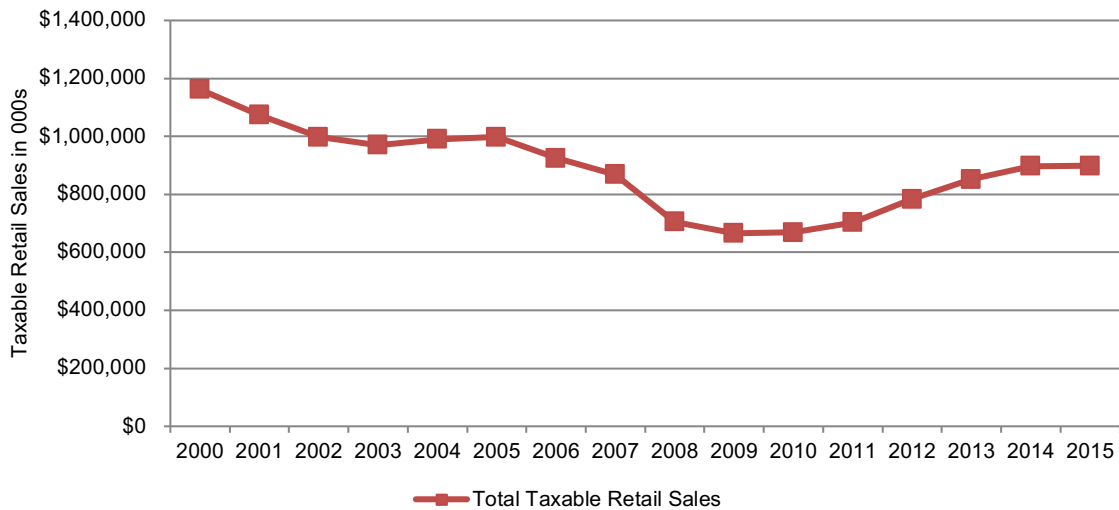
***Retail Performance in Colma***

Colma’s local taxable retail sales performance from 2000 to 2015 is shown in Figure 7. Unsurprisingly, the Great Recession had a strong negative impact on Colma’s retail sector, as demonstrated by a 23.3 percent decline in taxable retail sales from 2007 to 2009. However, Colma’s taxable retail sales had already started to decline in 2005. From its low point in 2009, Colma experienced accelerating year-over-year taxable retail sales growth through 2012. The growth continued, but at a decelerating rate, through 2015. Overall, Colma’s taxable retail sales grew 34.9 percent between 2009 and 2016. Total townwide taxable retail sales in 2016 were \$927.3 million.<sup>2</sup> On an inflation-adjusted basis, this represents an

<sup>2</sup> Note that the figures referenced in this section reflect taxable retail sales activity that occurs within the Town of Colma. The Town receives sales tax equal to approximately one percent of local taxable sales.

approximately 22.7 percent decline from 2000. Some of this decline can be attributed to an approximately 15.8 percent taxable sales decline in the RTA overall, some of which may be due to increasing online sales. The balance of the Town’s decline can be attributed to a slight loss of market share within the RTA, as Brisbane and Pacifica actually increased their taxable sales over the same time period, and Daly City’s 2015 taxable sales were nearly the same as in 2000, on an inflation-adjusted basis.

**Figure 7: Taxable Retail Sales Trends, Town of Colma, 2000-2015**



Note:  
 All sales shown in 2016 dollars.  
 Sources: State of California, Board of Equalization, 2017; BAE, 2017.

Figure 8 illustrates taxable retail sales by type of business type, based on sales tax revenue allocation data obtained through HdL Companies. To comply with state disclosure rules, BAE sorted narrower business categories into the broad categories shown below. Because of differences in methodology between published SBOE data and HdL data, data points from the two sources should not be compared directly.

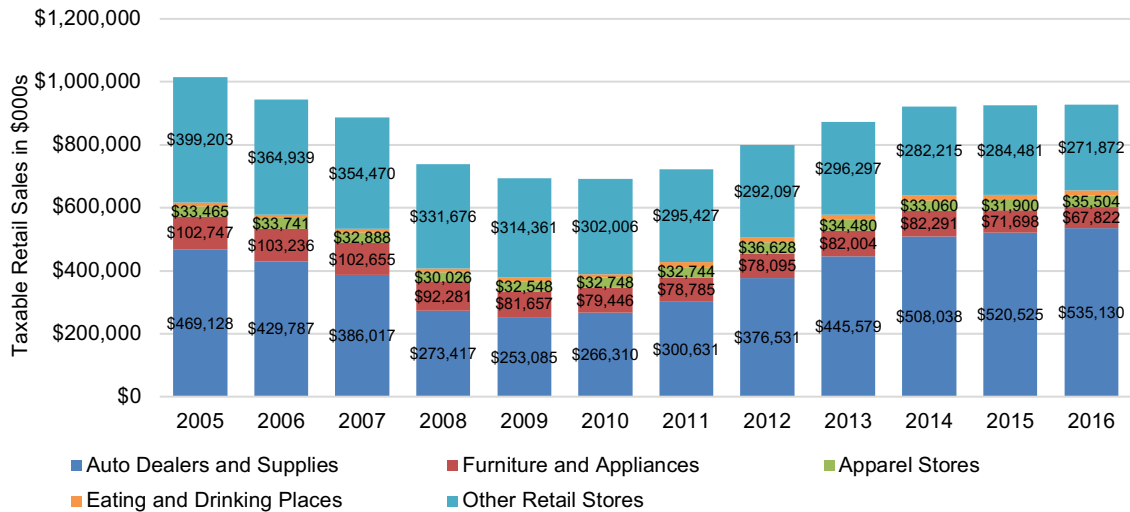
Automobile dealers and related industries generated the largest share of Colma’s taxable retail sales in all but three years between 2005 and 2016. As automobile sales faltered because of the Great Recession, “Other Retail Stores,” a broad category that includes large-format retailers including Target and Home Depot, delivered the largest share of taxable retail sales.

In addition to the local sales tax revenue allocation, the Town of Colma receives an allocation of pooled sales tax revenues from the State. Pooled sales tax revenues are from sales taxes collected on transactions that are not associated with a specific point of sale within the state (e.g., certain sales tax revenues collected on sales of taxable goods to California residents over the Internet and remitted to the State). Pooled revenues are allocated to local jurisdictions based on their share of countywide and statewide taxable sales. In the most recent four quarters for which data are reported (Q4, 2016 through Q3, 2017), Colma’s additional pooled sales tax revenues were an amount equal to approximately 20 percent of the Town’s sales tax revenues from local taxable sales.

These retailers were far less negatively impacted by the Great Recession than auto dealers. After 2012, as the broader economy improved, auto dealers and related industries constituted a growing majority of the Town’s taxable retail sales.

Furniture and appliances, apparel, and food and drink retailers generated much lower taxable retail sales. Of these, furniture and appliance retailers were the hardest hit by the Great Recession, with a 23.3 percent taxable retail sales decline between 2007 and 2011. Despite some positive sales growth between 2011 and 2014, furniture and appliance sales had not rebounded to pre-Recession levels by 2016. Apparel stores showed modest post-Recession growth (9.1 percent between 2009 and 2016). Sales in Eating and Drinking establishments grew even more significantly (46.2 percent), bolstered by new additions to Colma’s dining inventory.

**Figure 8: Taxable Retail Sales by Type of Business, Town of Colma, 2008-2016**



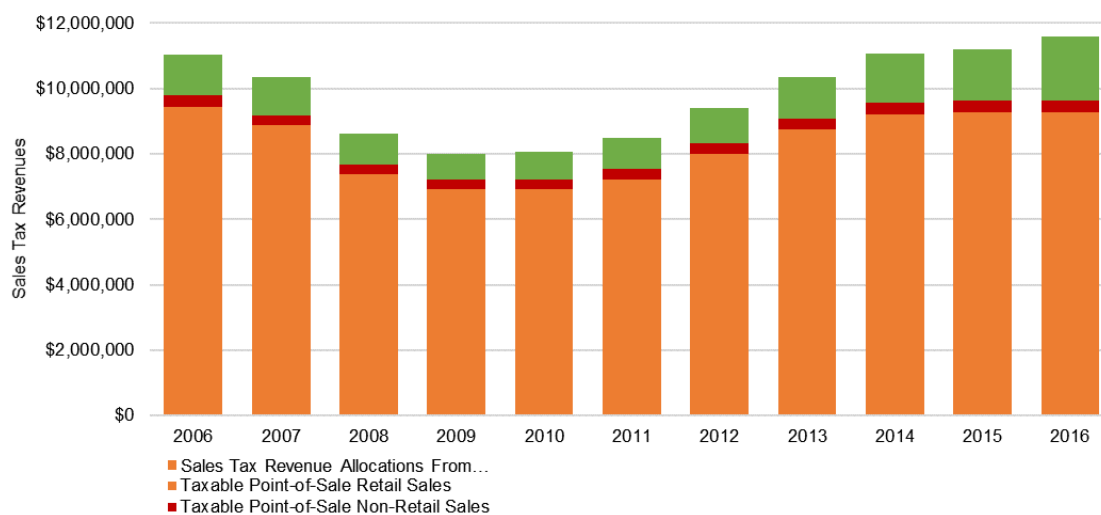
Notes:  
 The data in this figure are from a different source than the previous figure. Because of differences in methodologies, totals from different sources should not be directly compared to one another.  
 All sales shown in 2016 dollars.  
 Sources: HdL Companies, 2017; BAE, 2017.

**Shifting Sales Tax Revenue Composition**

As mentioned previously, some of the Town’s inflation-adjusted decline in local taxable retail sales activity may be due shifting consumer habits, including increased use of the Internet for shopping, which reduces local point-of-sale transactions in “bricks and mortar” retail establishments. In recognition of this, the State of California began distributing “pooled” sales tax revenues collected on transactions that do not have specific in-state point of sale locations. The local share of the sales tax collected on these transactions is placed in a countywide pool for the county in which the purchased good will be put to its first functional use (in the case of internet sales, the county to which the good is delivered). When a good’s first functional use cannot be traced to a particular county, the local sales tax share is placed in a statewide pool.

Revenues in these county and statewide pools are allocated quarterly to localities based on their proportionate share of taxable sales at the countywide and statewide levels, respectively. Figure 9 illustrates that in 2006<sup>3</sup>, Colma received approximately \$1.3 million (inflation-adjusted to 2016 \$) from the county and statewide pools, growing to approximately \$1.9 million in 2016. Figure 9 also shows that the Town’s non-retail sales tax revenue has trended up slightly on an inflation-adjusted basis, from about \$345,000 in 2005 to about \$371,000 in 2016. These data show that although Colma’s local taxable retail sales declined on an inflation-adjusted basis between 2006 and 2016, the growth of pooled sales tax revenue, which is driven by Colma’s local taxable sales performance, has helped the Town to replace lost sales tax revenue from local taxable sales and increase its overall sales tax revenue collection by about five percent between 2006 and 2016.

**Figure 9: Sales Tax Revenue Allocations by Source, Town of Colma, 2005-2016**



**Notes:**

All data are adjusted to 2016 dollars.

This figure combines data from two sources. Pool allocation data from 2006 to 2010 were obtained from HdL Companies.

Pool allocation data from 2011 to 2016 were obtained from SBOE.

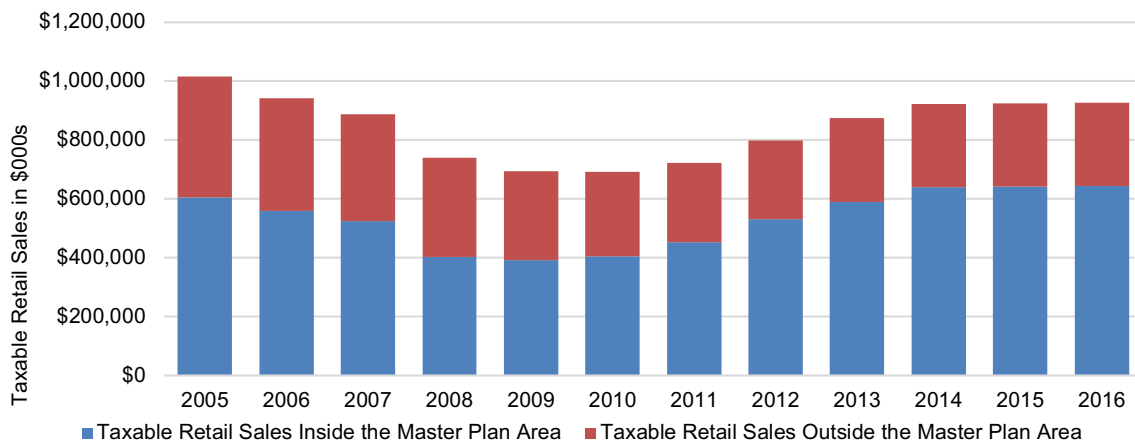
Sources: State of California Board of Equalization, 2017; HdL Companies, 2017; BAE, 2017.

**Retail Performance in the Serramonte and Collins Master Plan Area**

The Serramonte and Collins Master Plan Area has generated the majority of the Town’s taxable retail sales since at least 2005, as illustrated in **Error! Reference source not found..** The Master Plan Area includes many of the Town’s strongest taxable retail sales generators, including all the Town’s auto dealerships, a major shopping center, several standalone large-format retail stores, and the Lucky Chances cardroom. In 2016, the Master Plan Area generated 69.6 percent of the Town’s taxable retail sales, or \$645.0 million.

<sup>3</sup> Although Colma received pooled sales tax revenues prior to 2006, this was the first calendar year for which BAE obtained a detailed breakout of sales tax revenues by type.

**Figure 10: Taxable Retail Sales Inside and Outside of the Serramonte-Collins Master Plan Area, 2005-2016**



Note:

All sales shown in 2016 dollars.

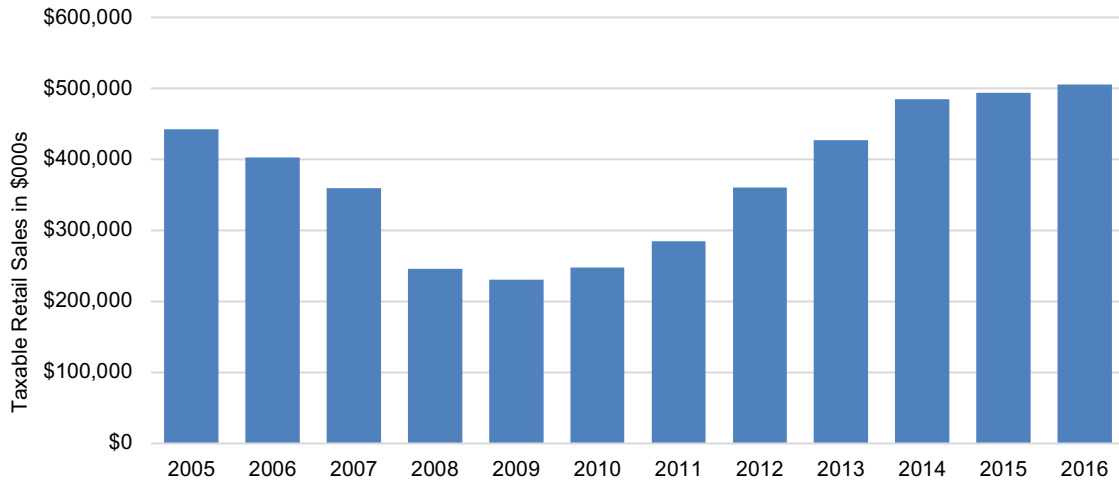
Sources: HdL Companies; BAE, 2017.

Because of confidentiality issues related to the Master Plan Area’s limited number of establishments, BAE is unable to publish data assessing taxable retail sales performance by narrow business category. Instead, BAE utilized two broad categories: automobile sales and other retail.

As repeatedly discussed in this memo, automobile sales generate a remarkably high proportion of the Town’s taxable retail sales. In 2016, automobile sales delivered 57.7 percent of the Town’s taxable retail sales and 78.4 percent of the Master Plan Area’s taxable retail sales. As shown in Figure 9, auto sales have fluctuated dramatically between 2005 and 2016. The Great Recession had a major negative impact on auto sales, as demonstrated by a 35.9 percent decline between 2007 and 2010. However, as BAE noted in its 2012 study, auto sales had been slowly declining since at least 2001.

Post-Recession, auto sales rebounded relatively quickly, with a modest 7.4 percent growth from 2009 to 2010 followed by a dramatic 15.0 percent growth the following year. The strongest year-over-year growth took place from 2012 to 2013, with 26.6 percent growth. This impressive boost was made possible by the opening of a new Subaru dealership. Since then, auto sales have continued to grow, albeit at a much slower pace than that of 2009 to 2013. Over the seven years from 2009 to 2016, auto-related taxable sales grew at an average annual rate of 11.9 percent.

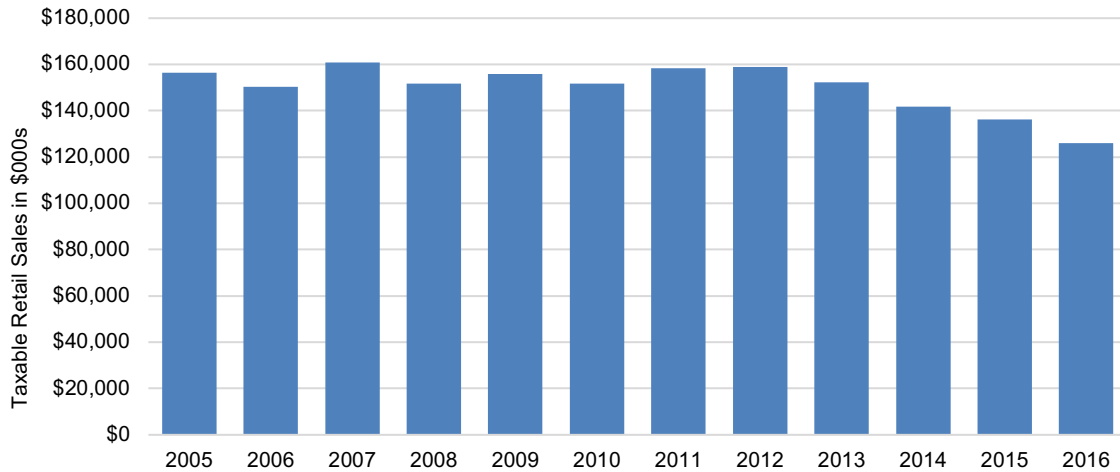
**Figure 9: Automobile Sales, Serramonte-Collins Master Plan Area, 2005-2016**



Note:  
All sales shown in 2016 dollars.  
Sources: HdL Companies; BAE, 2017.

The other retailers in the Master Plan Area showed far less variability in their taxable retail sales between 2005 and 2016, as illustrated in Figure 10. The non-auto retail sector even maintained relatively stable taxable retail sales volumes during the Great Recession. Although the Great Recession negatively impacted certain business types, growth in more recession-resilient retail sectors offset those losses. As the Great Recession subsided, the non-auto retail sector began a notable decline in taxable retail sales that continued through 2016. Non-auto taxable retail sales declined 20.7 percent from 2012 to 2016. This decline may be attributable to broader shifts in consumer spending patterns away from brick-and-mortar stores toward online retailers. While the non-auto retail sector represents a smaller share of taxable retail sales than the auto sector, its relative stability makes it a critical base. The Town may wish to strengthen that base to ensure that the Master Plan Area—and Colma overall—are less negatively impacted when broader economic conditions harm auto sales.

**Figure 10: Non-Auto Taxable Retail Sales, Serramonte-Collins Master Plan Area, 2005-2016**



Note:  
All sales shown in 2016 dollars.  
Sources: HdL Companies; BAE, 2017.

## Retail Real Estate

This section reviews the retail real estate market within the Serramonte and Collins Master Plan Area and compares it to the Town of Colma. BAE compiled the data from CoStar, a leading national commercial real estate data vendor.

### *Retail Market Summary*

As of the fourth quarter of 2017, the Serramonte and Collins Master Plan Area contained 705,074 square feet of retail space, or 58.6 percent of the Town's total retail inventory. This square footage includes interior building area only and does not include exterior sales area used by auto dealerships. Retail development added 4,464 square feet to the Master Plan Area's retail inventory in 2010 and 2011, and 10,521 square feet were removed in 2012. Despite this overall loss in inventory, total occupancy increased by 21,341 square feet between the first quarter of 2010 and the fourth quarter of 2017. This is due to the lease-up of previously vacant space. CoStar reported zero vacancies in the Master Plan Area throughout 2017. The Master Plan Area has maintained consistently low vacancy rates since at least 2008. During the Great Recession, the Master Plan Area vacancy rate peaked at 5.9 percent, a rate that would be considered healthy in most markets.

Quarterly net absorption in the Master Plan Area was zero, as there was no vacant inventory to be absorbed. Net absorption since 2010 has been positive, despite the inventory loss mentioned above.

Net absorption figures in the Master Plan Area reflect higher demand for space than those of the Town of Colma overall; however, townwide retail occupancy is still strong with CoStar indicating 36,293 vacant square feet. Current information published on the 280 Metro

**Table 6: Retail Real Estate Summary, Serramonte-Collins Master Plan Area and Town of Colma, Q4 2017**

<b>All Retail, Q4 2017</b>	<b>Master Plan Area</b>	<b>Town of Colma</b>
Inventory	705,074	1,202,897
Inventory (% Town)	58.6%	100.0%
<b>Occupancy</b>		
Occupied Stock	705,074	1,166,604
Vacant Stock	0	36,293
Vacancy Rate	0.0%	3.0%
<b>Net Absorption</b>		
Net Absorption, Q4 2017	0	(14,916)
Net Absorption, Q1 2010 - Q4 2017	21,341	(10,527)
Annual Average, 2010-2017	1,378	(680)
<b>Full Service Asking Rents (a)</b>		
Avg. Asking Rent (psf), Q4 2016	\$6.22	\$6.22
Avg. Asking Rent (psf), Q4 2017	\$5.00	\$5.92
% Change	-19.6%	-4.8%

Note:

(a) Due to a lack of available data for NNN rents in Colma, full service rent data were used instead. Because Colma has a very limited stock of available listings from which to calculate average asking rents, the data may reflect an unrepresentative sample of actual retail rents. The data should be interpreted with caution.

Sources: CoStar, 2017; BAE, 2017.

Center, which is outside of the Master Plan area, indicates that with the recent closing of the Nordstrom Rack as well as several smaller vacant in-line store spaces, that center has about 41,233 vacant square feet. This information indicates that the Q4 Costar data may somewhat understate current vacancies, but the Town's overall retail vacancy rate is still very low.

Average asking rents, as recorded by CoStar, are extremely high in both the Master Plan Area and the Town of Colma. However, those numbers should be interpreted with extreme caution. CoStar tabulates average asking rents using the most recent listings for available space. Because the Master Plan Area and Colma seldom have available listings, the rent figures may reflect a small sample unrepresentative of the actual retail real estate market.

Specifically, it is safe to assume that a typical property in the Master Plan Area would command a lower rent than the \$5.00 per square foot figure that CoStar reports. For comparison, retail space in neighboring Daly City commanded \$1.78 per square foot in the third quarter of 2017. Given the Master Plan Area's consistently low vacancy rate and strong net absorption figures, it is also reasonable to assume that a typical space in the Master Plan Area could command higher rents than those of Daly City.

### **Retail Centers**

There are several significant retail properties within the Serramonte and Collins Master Plan Area. Table 7 details these centers. It focuses on retail stores and omits auto dealerships and properties with service-providing users. The largest retail property in the Master Plan Area is the Serra Center with 225,376 rentable square feet. Anchored by a Target, it also features large in-line tenants, including BevMo, and Michaels. It also includes smaller specialty



retailers, such as Mancini's SleepWorld, Mattress Firm, Verizon, Carter's, GameStop and Aaron Brothers, and several restaurants. It is near the intersection of Serramonte Blvd. and Junipero Serra Blvd. with convenient access to and from Interstate 280.

Other large properties in the Master Plan Area are standalone. A Kohl's at Serramonte Boulevard, southwest of El Camino Real features 97,321 rentable square feet and a 400-space parking lot. Further southwest on Serramonte Boulevard, a 36,397-square-foot Babies "R" Us and an 18,000-square-foot Dollar Tree are adjacent to one another but on their own lots with their own large surface parking lots.







The newest retail property in the Master Plan Area is Viviana Fair, just south of the Serra Center at the intersection of Serramonte Boulevard and Junipero Serra Boulevard. Built in 2010, the 6,627-square-foot center features four small food and drink tenants: Starbucks, Chipotle, Popeyes Chicken, and Poke Bowl.

The remaining retail property in the Master Plan Area is a standalone flower shop on El Camino Real (Lester's Flowers).

Other non-retail commercial and office uses in the plan area include:

- Enterprise Car Rental;
- First National Bank and offices;
- Standard Plumbing;
- Light industrial uses at 480 Collins Avenue;
- Christy Vault Manufacturing;
- Precision Body Shop and Detailing;
- Cypress Lawn Pre-Planning Offices;
- Serramonte Ford Collision Center;
- A portion of Cypress Lawn westside campus (cemetery comes out to Collins Avenue);
- Town of Colma Town Hall and Police Station;
- Peninsula Reflections Senior Assisted Living;
- A veterinary office; and
- Two dental offices

**Table 7: Retail Properties in the Serramonte-Collins Master Plan Area, December 2017**

<u>Name/Address</u>	<u>Gross Leasable Area (SF)</u>	<u>Anchor Tenants</u>	<u>In-Line Tenants</u>	<u>Parking</u>	<u>Details</u>
<b>Serra Center</b> 4915-5075 Junipero Serra Blvd. 	225,376	Target, BevMo!, Michaels, CVS	Mattress Firm, Carter's, Verizon, MetroPCS, Mancini's Sleep World, Aaron Brothers, Sizzler, Black Bear Diner, H&R Block	Approx. 800 surface spaces	Power center with multiple buildings; Built between 1972 and 1987; Target owns its own pad.
<b>1200 El Camino Real</b> 	97,321	Kohl's	None	400 surface spaces	Freestanding, single-tenant building, built 2004.
<b>775 Serramonte Blvd.</b> 	36,397	Babies "R" Us	None	200 surface spaces	Freestanding, single-tenant building.
<b>735 Serramonte Blvd.</b> 	18,000	Dollar Tree	None	80 surface spaces	Freestanding, single-tenant building, built 1975.
<b>990 Serramonte Blvd.</b> 	6,627	Starbucks, Chipotle, Poke Bowl,	None	35 surface spaces	Small center tailored to casual food and drink tenants; built 2010.
<b>1242-1250 El Camino Real</b> 	200	Lester's Flower Shop	None	5 surface spaces	Built 1920; small shop in front of a residence.

Notes:

All retail properties in the study area have zero percent vacancy as of December 2017.  
 BAE omitted all auto-related retail properties and storefront medical office spaces from this list.  
 Sources: CoStar, 2017; BAE, 2017.

## Stakeholder Input

As part of the planning process, the Town of Colma and Dyett & Bhatia organized a series of interview sessions involving plan area stakeholders. Dyett & Bhatia has produced a separate Stakeholder Interviews Report which fully details this activity. In terms of economic conditions in the area, input collected during the interviews generally focused on the need for circulation/mobility, parking, and signage improvements for the area. This revolved around the following needs:

- Improved circulation, to make it easier for autos to circulate through the area and for access by vehicle transport trucks that need space to stage and unload vehicles
- Improved traffic safety to protect employees and patrons from hazards such as speeding and unsafe street crossings for pedestrians.
- Parking improvements, to ensure adequate parking for employee and customer vehicles, and space for vehicles being stored for sale or for repairs/service
- Improvements to facilitate mobility by alternative transportation means, such as shuttles to/from the Colma BART station.
- Collins Avenue business and property owners expressed more concern about parking and possibly adding permit parking than about sidewalk and bicycle improvements. In addition, they expressed concern about speeds and the need for traffic calming measures.
- Serramonte business and property owners showed more interest in upgrading appearance and sidewalks than in providing dedicated bicycle improvements.
- Improved “visibility” of the Serramonte and Collins Master Plan Area to the regional marketplace. This includes freeway signage to make the plan area more visible within the regional market area, and programmatic approaches, such as joint marketing campaigns to promote the Master Plan Area as a regional shopping destination.

Stakeholders recognized that due to the Master Plan Area’s nature as an auto sales hub, auto circulation will likely remain a priority in the area. Stakeholders also indicated that it will be important to give businesses and property owners flexibility to adapt to changing needs due to the evolution of the bricks and mortar retail industry in response to the rise of e-commerce (e.g., local bricks and mortar stores incorporating e-commerce fulfillment functions) and potential changes in how people access the area due to technologies such as car-sharing and autonomous vehicles (e.g., need for curbside pick-up/drop-off areas). Auto dealers also mentioned the potential shift to functions relating to serving as the fleet management hubs for autonomous vehicles. At the same time, stakeholders felt that these changes would occur over an extended period of time (e.g., between now and 2030), and this means there is a short-term need for solutions based on today’s technologies.

## Implications for Serramonte and Collins Master Plan

- With limited residential development, and a mostly built-out inventory of land, Colma's commercial districts along El Camino Real and in the Serramonte and Collins Master Plan Area are currently, and will continue to be, prominent features within the Town.
- Retail sales and the associated retail sales tax revenues represent the Town of Colma's most important industry, and this role has become increasingly important since the Great Recession.
- The Serramonte and Collins Master Plan Area accounts for an increasingly large share of the Town's overall retail sales activity and also hosts the Town's sole cardroom, which remains one of the most important single revenue generators for the Town's budget.
- Retail sales and cardroom activity in the Serramonte and Collins Master Plan Area generate approximately \$6.5 million in annual sales tax revenue and \$4.0 million in annual cardroom revenue, respectively, representing approximately 60.7 percent of the Town's current General Fund revenue.
- It is very important for Colma to position itself as an attractive destination for shoppers coming from nearby communities, as sales captured from out-of-town residents fuel most of Colma's retail sales. The same can also be said of Colma's cardroom activity and related card room tax revenues.
- Overall RTA taxable sales levels have declined on an inflation-adjusted basis since 2000, and Colma faces challenges to retaining its extraordinarily large share of retail sales, due to stiff competition from other jurisdictions that also covet retail sales tax revenues. Additional challenges include changes to consumer shopping habits (e.g., online sales) that threaten traditional bricks and mortar retailers, and technological changes that could fundamentally alter patterns of car buying and ownership that would in turn affect auto sales, one of Colma's most important retail sectors.
- Retail real estate within the Serramonte and Collins Master Plan Area is essentially fully occupied; thus, economic development efforts should focus on maintaining occupancy and helping existing businesses to maintain and increase their sales levels.
- These factors all indicate that Colma should pay close attention to the need to help maintain the Serramonte and Colma Master Plan Area as a functional and attractive commercial area. At the same time, the Town should be sensitive to potential changes that could create shifts in the types of business activity conducted in the area. This may include the need to help existing businesses adapt to changing conditions or to consider new uses such a hotel or offices.
- The Town should maintain close communications with major retailers, the auto dealers, and the card room over shifts in their industries and how they use property in the Master Plan Area, to anticipate any changes needed at the Town regulatory level that will encourage effective adaptation and long-term business success

- Uncertainty about the exact long-term impact of expected changes related to e-commerce and transportation technologies means that the Town and stakeholders should be cautious with large investments that are specifically tied to current operating models and technologies. Instead, investments should be strategically designed to enhance the Master Plan Area's flexibility and adaptability over time, while addressing short-term needs. For example, parking improvements should be designed so that they will accommodate today's fleet of primarily privately owned vehicles, but with an eye towards utility for a fleet of the future that may involve a large component of autonomous vehicles, and also the possibility that the mix of uses within the Master Plan Area will change over time
- If successful in helping to maintain and increase sales tax revenue generation from the current \$653.9 million taxable retail sales base within the Serramonte and Collins Master Plan Area, investments in public improvements within the Master Plan Area can generate critically important returns on investment for the Town.



# Transportation Setting

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## Operational Analysis

### Study Area and Periods

The study area consists of the following intersections:

1. Serramonte Boulevard/I-280 Southbound Ramps
2. Serramonte Boulevard/I-280 Northbound Ramps
3. Serramonte Boulevard/Junipero Serra Boulevard
4. Serramonte Boulevard /Collins Avenue
5. Serramonte Boulevard/Serra Center Driveway
6. El Camino Real/Serramonte Boulevard
7. Serramonte Boulevard/Hillside Boulevard
8. El Camino Real/Collins Avenue
9. Junipero Serra Boulevard/Serra Center Driveway

Operating conditions during the weekday a.m. and p.m. peak periods were evaluated to capture the highest volumes on the local transportation network during the work week. The morning peak period occurs between 7:00 and 9:00 a.m. and reflects conditions during the home to work or school commute. The p.m. peak period occurs between 4:00 and 6:00 p.m. and typically reflects the highest level of congestion during the homeward bound commute.

Operating conditions during the weekday midday and weekend p.m. peak periods were evaluated as these time periods reflect the highest traffic volumes area wide and for the proposed project based the surrounding land uses. The weekend evening peak period occurs between 4:00 and 6:00 p.m., while the weekend midday peak period occurs between 12:00 and 2:00 p.m.

Traffic volumes collected for the purpose of this study were collected at study intersections and driveways by Kittleson & Associates and W-Trans on November 1<sup>st</sup> & 30<sup>th</sup>, 2017, as well as December 02, 2017. Turning movement counts at driveways were determined based on the number of vehicles enter and exiting the driveways and the directional breakdown of vehicle traveling passed the driveway. Turning movement counts were balanced using engineering judgement in order to reconcile the data collected on three separate days over the course of two months. The new data collected by W-Trans was provided to the Town in excel spreadsheets.

### Study Intersections

**Serramonte Blvd/I-280 Southbound Ramps** is a signalized tee intersection with protected left-turns and a channelized right-turn for the southbound approach. There are no pedestrian or bicycle facilities at this intersection.

**Serramonte Blvd/ I-280 Northbound Ramps** is a signalized tee intersection with protected left-turns on the eastbound approach. There are no pedestrian or bicycle facilities at this intersection

**Serramonte Boulevard/Junipero Serra Boulevard** is a signalized four-legged intersection with protected left-turns on all four approaches. There are pedestrian crossings on the east and south legs. These crosswalks include a pedestrian refuge island with pedestrian push buttons. Additionally, there are Class II bike facilities on the northbound and southbound approaches.

**Serramonte Boulevard /Collins Ave** is a tee intersection with stop control on the Collins Avenue approach. A channelized right-turn is present for vehicles traveling eastbound. No marked pedestrian crossing points or bicycle facilities are present at this intersection.

**Serramonte Boulevard/Serra Center Driveway** is an all-way stop controlled tee intersection. Pedestrian crossings are present on the north and east legs of the intersection. No bicycle facilities are present at this intersection.

**El Camino Real/Serramonte Blvd** is a signalized four-legged intersection with protected left-turn phasing on the northbound and southbound approaches. The eastbound and westbound approaches operate with split phasing. There are crosswalks with pedestrian signal heads on all four approaches. There are no bicycle facilities present at this intersection.

**Serramonte Blvd/Hillside Ave** is a four-legged signalized intersection; however, the east leg is a private driveway to Cypress Lawn Cemetery. There are crosswalks with pedestrian signal heads on all four approaches. The northbound and southbound approaches have protected left-turn phasing. The eastbound and westbound approaches operate with protected/permitted left-turn phasing. Class II bicycle lanes are present on Hillside Boulevard in the north-south direction.

**El Camino Real/Collins Avenue** is a two-way stop controlled four-legged intersection with a private driveway as the east leg. The east and westbound legs of the intersection are stop controlled. Pedestrian crossings exist on the north and west leg. The northbound left turn lane has storage for approximately 5 vehicles. There are no bicycle facilities present at this intersection.

**Junipero Serra Boulevard/Serra Center Driveway** is a signalized tee intersection with protected left-turn phasing on the southbound approach. There are crosswalks with pedestrian signal heads on the westbound and southbound approaches. Class II bicycle lanes are present on Junipero Serra Boulevard in the north-south direction.

The locations of the study intersections and the existing lane configurations and controls are shown in Figure 1.

## Study Roadways

**Serramonte Boulevard** is a four-lane east-west oriented arterial with 11 foot travel lanes. A raised median is present from the I-280 Southbound ramp to the intersection of Collins Avenue. The posted speed limit along Serramonte Boulevard is 30 mph. There are many driveways located along Serramonte Boulevard between Junipero Serra Boulevard and Hillside Avenue, however no center two-way left turn lane is present. Drivers wishing to make a left-turn into any of these driveways have to slow or stop in the travel lane to wait for an adequate gap in traffic.

**Collins Avenue** is a two-lane east-west collector with 12 foot travel lanes. There is on-street parking along Collins Avenue between Serramonte Boulevard and El Camino Real. Collins is a heavily traveled cut through route to access El Camino Real. The posted speed limit is 25 mph.

**Junipero Serra Boulevard** is a four to five lane north-south oriented arterial with 11-foot travel lanes. A raised median is present along the roadway and the posted speed limit is 40 mph.

**El Camino Real** is a six-lane north-south oriented regional connector with 10 foot travel lanes. A raised median is present along the roadway segment and the posted speed limit is 40 mph.

**Hillside Avenue** is a two-lane north-south oriented roadway with 12 foot travel lanes. The posted speed limit along Hillside Avenue is 30 mph.



## Study Driveways

1. **Hyundai Auto Dealership Driveway** is located south of the intersection Serramonte Boulevard and Collins Avenue on Collins Avenue.
2. **Ford Auto Dealership Driveway** is located on the south side of Serramonte Boulevard approximately 100 feet east of the intersection of Serramonte Boulevard and Collins Avenue.
3. **Starbucks Driveway** is located on the north side of Serramonte Boulevard approximately 150 feet east of the intersection of Serramonte Boulevard and Collins Avenue.
4. **Serramonte Boulevard Serra Center Driveway** is located on the north side of Serramonte Boulevard approximately 125 west of the stop controlled intersection of Serramonte Boulevard and Serra Center Driveway.
5. **Ford Auto Dealership Driveway** is located on the south side of Serramonte Boulevard across from the Serra Center Driveway (Driveway #4) approximately 150 feet west of the stop controlled intersection of Serramonte Boulevard and Serra Center Driveway.
6. **Stewart Chevrolet Auto Dealership** is located on the north side of Serramonte Boulevard approximately 800 feet east of the intersection of Serramonte Boulevard and Serra Center Driveway.
7. **Serramonte Subaru Driveway** is located on the south side of Serramonte Boulevard approximately 850 feet west of the intersection of Serramonte Boulevard and El Camino Real. The driveway is approximately 50 feet wide.
8. **Serramonte Boulevard Kohl's Driveway** is located on the south side of Serramonte Boulevard approximately 300 feet west of the intersection of Serramonte Boulevard and El Camino Real.
9. **Honda of Serramonte Driveway** is located on the south side of Serramonte Boulevard approximately 350 feet east of the intersection of Serramonte Boulevard and El Camino Real. The driveway is approximately 60 feet wide.
10. **Acura of Serramonte Driveway** is also located on the south side of Serramonte Boulevard approximately 750 feet east of the Serramonte Boulevard and El Camino Real intersection.
11. **Car Max Driveway** is also located on the south side of Serramonte Boulevard approximately 1,100 feet east of the Serramonte Boulevard and El Camino Real intersection.
12. **El Camino Real Kohl's Driveway** is located on El Camino Real approximately a 325 feet south of the intersection of Serramonte Boulevard and El Camino Real. The driveways is approximately 50 feet wide.
13. **Serra Center Driveway** is located on east side of Junipero Serra Boulevard north of the signalized Serra Center Driveway on Junipero Serra Boulevard. The signalized driveway was analyzed as a study intersection.

## Alternative Modes

### Pedestrian Facilities

Pedestrian facilities include sidewalks, crosswalks, pedestrian countdown heads, curb ramps, and various streetscape amenities such as lighting, benches, etc. In general, a network of sidewalks, crosswalks, pedestrian countdown heads, and curb ramps provide access for pedestrians in the vicinity of the Serramonte Boulevard and Collins Avenue Master Plan project area; however, sidewalk gaps, obstacles, and barriers can be found along some of the roadways within the study area. Existing gaps and obstacles along the roadways impact convenient and continuous access for pedestrians. The lack of infrastructure or presence of obstacles present safety concerns in locations where appropriate pedestrian infrastructure should be present.

- **Serramonte Boulevard** – Intermittent sidewalk coverage is provided on Serramonte Boulevard with significant gaps along the northern portion of the roadway between Gellert Boulevard and Junipero Serra Boulevard where pedestrians are prohibited near the freeway ramp intersections. However, sidewalks are provided along the property frontages on the southern side of the street. Curb ramps and crosswalks at side street approaches are not present at every intersection along Serramonte Boulevard. Pedestrian crosswalks are present on the east and south legs of the intersection at Junipero Serra Boulevard to allow pedestrians to

bypass the freeway ramp intersections. No crosswalks are present at the tee intersection of Collins Avenue and Serramonte Boulevard which represents a major gap in pedestrian connectivity. Pedestrian crosswalks are present on the south and west legs of the intersection at Serra Center Driveway. Pedestrian crosswalks are also present on all four approaches at the intersection of Serramonte Boulevard/El Camino Real and Serramonte Boulevard/Hillside Boulevard. There are no pedestrian crossing opportunities between the Serra Center Driveway and El Camino Real along Serramonte Boulevard, a distance of approximately 2,000 feet. Lighting along the roadway is provided by overhead street lights.

- **Junipero Serra Boulevard** – Continuous sidewalks are provided along Junipero Serra Boulevard within the study area, with the exception of the west side of the roadway north of Serramonte Boulevard where pedestrians are prohibited near the freeway ramp intersections. Lighting along the roadway is provided by overhead street lights.
- **Hillside Boulevard** – Continuous sidewalks are present within study area on both sides of Hillside Boulevard between Villa Avenue and Collins Avenue. Curb ramps and marked crosswalks are present at all pedestrian crossing opportunities within the study area. Additionally, overhead street lights provide lighting along the roadway.
- **El Camino Real** – Continuous sidewalks are provided on El Camino Real within study area. Curb ramps and marked crosswalks are present at the intersection of El Camino Real and Serramonte Boulevard. However, truncated domes are only present on curb ramps at the northeast and southeast corners of the intersection. Lighting along the roadway is provided by overhead lighting.
- **Collins Avenue** – Continuous sidewalks are present along Collins Avenue with the exception of a 0.20 mile section near Serramonte Boulevard. It should be noted that continuous sidewalk access is blocked by a fence extending into the roadway from a service driveway at 1500 Collins Avenue. Curb cuts are present at the driveways along the roadway. Overhead street lights are present along the corridor.

## Bicycle Facilities

The *Highway Design Manual*, Caltrans, 2017, classifies bikeways into four categories:

- **Class I Multi-Use Path** – a completely separated right-of-way for the exclusive use of bicycles and pedestrians with cross flows of motorized traffic minimized.
- **Class II Bike Lane** – a striped and signed lane for one-way bike travel on a street or highway.
- **Class III Bike Route** – signing only for shared use with motor vehicles within the same travel lane on a street or highway.
- **Class IV Bikeway** – also known as a separated bikeway, a Class IV Bikeway is for the exclusive use of bicycles and includes a separation between the bikeway and the motor vehicle traffic lane. The separation may include, but is not limited to, grade separation, flexible posts, inflexible physical barriers, or on-street parking.

Within the study area, no marked bicycle facilities are provided on Serramonte Boulevard between Gellert Boulevard and Hillside Boulevard. Bicyclists must ride in the roadway and/or on sidewalks. Table 1 summarizes the existing bicycle facilities located near the study area.

**Table 1 – Bicycle Facility Summary**

<b>Status Facility</b>	<b>Class</b>	<b>Length (miles)</b>	<b>Begin Point</b>	<b>End Point</b>
<b>Existing</b>				
Serramonte Boulevard	II	0.23	Callan Boulevard	Serramonte Center
Junipero Serra Boulevard	II	0.56	Town Limits	Town Limits
Hillside Boulevard	II	1.71	Town Limits	Town Limits

## Transit Facilities

The Colma BART Station is located approximately a mile north of Serramonte Boulevard and Collins Avenue Master Plan project area. Commuter rail service is provided via BART throughout Alameda, Contra Costa, San Francisco, San Mateo, Santa Clara County. Service is provided seven days a week between the hours of 4:00 a.m. and 1:00 a.m. and operates on headways of 15-60 minutes depending on the day of the week.

The Sam Mateo County Transit District (SamTrans) provides fixed route bus service in the Town of Colma. SamTrans Local Route 112 provides service to between the Colma Bay Area Rapid Transit (BART) Station and the Linda Mar Shopping Center in the City of Pacifica. Within the Town of Colma, Route 112 stops at the intersection of Serramonte Boulevard and Junipero Serra Boulevard, west of the Chipotle drive-through entrance. Route 112 operates Monday through Friday on approximately 60 minute headways between 6:30 a.m. and 8:00 p.m. Saturday and Sunday service operates on approximately 60 minute headways between 8:30 a.m. and 6:30 p.m.

SamTrans Local Route 120 provides service between Colma BART Station and the Daily City BART Station. The route stops at the intersection of Serramonte Boulevard and Junipero Serra Boulevard, west of the Chipotle drive-through entrance. Route 120 operates Monday through Friday on approximately 15 minute headways between 5:00 a.m. and 12:00 a.m. Saturday service operates on approximately 60 minute headways between 6:00 a.m. and 12:00 a.m. Sunday service operates on approximately 30-minute headways between 6:00 a.m. and 11:00 p.m.

SamTrans Local Route 122 provides service between the South San Francisco BART Station and the Stonestown Shopping Center. The route stops at the intersection of Serramonte Boulevard and Junipero Serra Boulevard, west of the Chipotle drive through entrance. Route 122 operates Monday through Friday on approximately 30 minute headways between 5:00 a.m. and 11:30 p.m. Saturday and Sunday service operates on approximately 30 minute headways between 8:00 a.m. and 11:30 p.m.

SamTrans Route ECR provides service between the Palo Alto Transit Center and the Daly City BART Station. The route stops at the intersection of Serramonte Boulevard and El Camino Real. Route ECR operates Monday through Friday on approximately 15 minute headways between 4:00 a.m. and 2:00 a.m. Saturday and Sunday service operates on approximately 20-30 minute headways between 4:30 a.m. and 2:00 a.m.

Two bicycles can be carried on most SamTrans buses. Bike rack space is on a first come, first served basis. Additional bicycles are allowed on SamTrans buses at the discretion of the driver with a limit of two bicycles inside the bus.

Dial-a-ride, also known as paratransit, or door-to-door service, is available for those who are unable to independently use the transit system due to a physical or mental disability. SamTrans Paratransit is designed to serve the needs of individuals with disabilities within the Town of Colma.

# Capacity Analysis

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## Intersection Level of Service Methodologies

Level of Service (LOS) is used to rank traffic operation on various types of facilities based on traffic volumes and roadway capacity using a series of letter designations ranging from A to F. Generally, Level of Service A represents free flow conditions and Level of Service F represents forced flow or breakdown conditions. A unit of measure that indicates a level of delay generally accompanies the LOS designation.

The study intersections were analyzed using methodologies published in the *Highway Capacity Manual* (HCM), Transportation Research Board, 2000. This source contains methodologies for various types of intersection control, all of which are related to a measurement of delay in average number of seconds per vehicle.

The Levels of Service for the intersections with side-street stop controls, or those which are unsignalized and have one or two approaches stop controlled, were analyzed using the “Two-Way Stop-Controlled” intersection capacity method from the HCM. This methodology determines a level of service for each minor turning movement by estimating the level of average delay in seconds per vehicle. Results are presented for individual movements together with the weighted overall average delay for the intersection.

The study intersections with stop signs on all approaches were analyzed using the “All-Way Stop-Controlled” Intersection methodology from the HCM. This methodology evaluates delay for each approach based on turning movements, opposing and conflicting traffic volumes, and the number of lanes. Average vehicle delay is computed for the intersection as a whole and is then related to a Level of Service.

The study intersections that are currently controlled by a traffic signal were evaluated using the signalized methodology from the HCM. This methodology is based on factors including traffic volumes, green time for each movement, phasing, whether or not the signals are coordinated, truck traffic, and pedestrian activity. Average stopped delay per vehicle in seconds is used as the basis for evaluation in this LOS methodology. For purposes of this study, delays were calculated using optimized signal timing.

The ranges of delay associated with the various levels of service are indicated in Table 2.

**Table 2 – Intersection Level of Service Criteria**

<b>LOS</b>	<b>Two-Way Stop-Controlled</b>	<b>All-Way Stop-Controlled</b>	<b>Signalized</b>
A	Delay of 0 to 10 seconds. Gaps in traffic are readily available for drivers exiting the minor street.	Delay of 0 to 10 seconds. Upon stopping, drivers are immediately able to proceed.	Delay of 0 to 10 seconds. Most vehicles arrive during the green phase, so do not stop at all.
B	Delay of 10 to 15 seconds. Gaps in traffic are somewhat less readily available than with LOS A, but no queuing occurs on the minor street.	Delay of 10 to 15 seconds. Drivers may wait for one or two vehicles to clear the intersection before proceeding from a stop.	Delay of 10 to 20 seconds. More vehicles stop than with LOS A, but many drivers still do not have to stop.
C	Delay of 15 to 25 seconds. Acceptable gaps in traffic are less frequent, and drivers may approach while another vehicle is already waiting to exit the side street.	Delay of 15 to 25 seconds. Drivers will enter a queue of one or two vehicles on the same approach and wait for vehicle to clear from one or more approaches prior to entering the intersection.	Delay of 20 to 35 seconds. The number of vehicles stopping is significant, although many still pass through without stopping.
D	Delay of 25 to 35 seconds. There are fewer acceptable gaps in traffic, and drivers may enter a queue of one or two vehicles on the side street.	Delay of 25 to 35 seconds. Queues of more than two vehicles are encountered on one or more approaches.	Delay of 35 to 55 seconds. The influence of congestion is noticeable, and most vehicles have to stop.
E	Delay of 35 to 50 seconds. Few acceptable gaps in traffic are available, and longer queues may form on the side street.	Delay of 35 to 50 seconds. Longer queues are encountered on more than one approach to the intersection.	Delay of 55 to 80 seconds. Most, if not all, vehicles must stop and drivers consider the delay excessive.
F	Delay of more than 50 seconds. Drivers may wait for long periods before there is an acceptable gap in traffic for exiting the side streets, creating long queues.	Delay of more than 50 seconds. Drivers enter long queues on all approaches.	Delay of more than 80 seconds. Vehicles may wait through more than one cycle to clear the intersection.

Reference: *Highway Capacity Manual*, Transportation Research Board, 2000

## Existing Conditions Intersection Levels of Service

Under existing conditions, all intersections operate at LOS D or better with the exception of the all-way stop controlled intersection of Serramonte Boulevard and Serra Center Driveway which operates at LOS E during the weekday p.m., weekend midday, and weekend p.m. peak periods. The existing traffic volumes are shown in Figure 2 for the weekday peak periods and in Figure 3 for the weekend peak periods. A summary of the intersection level of service calculations is contained in Table 3 for the weekday peak periods and in Table 4 for the weekend peak periods and copies of the Level of Service calculations are provided in Attachment A.

The location of the study driveways is shown in Figure 4. The existing traffic volumes at the study driveways are shown in Figure 5 for the weekday peak periods and in Figure 6 for the weekend peak periods.

**Table 3 – Existing Weekday Peak Hour Intersection Levels of Service**

Study Intersection Approach	AM Peak		PM Peak	
	Delay	LOS	Delay	LOS
1. Serramonte Blvd/I-280 Southbound Ramps	10.8	B	12.6	B
2. Serramonte Blvd/I-280 Northbound Ramps	1.6	A	3.7	A
3. Serramonte Boulevard/Junipero Serra Blvd	26.1	C	33.6	C
4. Serramonte Blvd/Collins Ave	0.7	A	1.1	A
<i>Northbound Approach</i>	<i>13.7</i>	<i>B</i>	<i>16.8</i>	<i>C</i>
5. Serramonte Blvd/Serra Center Driveway	16.6	C	<b>40.7</b>	<b>E</b>
6. El Camino Real/Serramonte Blvd	26.6	C	35.1	D
7. Serramonte Blvd/Hillside Blvd	27.5	C	28.0	C
8. El Camino Real/Collins Ave	2.7	A	1.7	A
<i>Eastbound Approach</i>	<i>10.3</i>	<i>B</i>	<i>11.3</i>	<i>B</i>
<i>Westbound Approach</i>	<i>12.3</i>	<i>B</i>	<i>11.4</i>	<i>B</i>
9. Junipero Serra Blvd / Serra Center Driveway	11.6	B	10.0	B

Notes: Delay is measured in average seconds per vehicle; LOS = Level of Service; Results for minor approaches to two-way stop-controlled intersections are indicated in *italics*; **Bold** text = deficient operation

**Table 4 – Existing Weekend Peak Hour Intersection Levels of Service**

Study Intersection Approach	Weekend Midday Peak		Weekend PM Peak	
	Delay	LOS	Delay	LOS
1. Serramonte Blvd/I-280 Southbound Ramps	15.7	B	16.0	B
2. Serramonte Blvd/I-280 Northbound Ramps	3.7	A	4.4	A
3. Serramonte Boulevard/Junipero Serra Blvd	41.5	D	40.4	D
4. Serramonte Blvd/Collins Ave	0.8	A	0.6	A
<i>Northbound Approach</i>	<i>17.3</i>	<i>C</i>	<i>15.0</i>	<i>B</i>
5. Serramonte Blvd/Serra Center Driveway	<b>48.9</b>	<b>E</b>	<b>41.4</b>	<b>E</b>
6. El Camino Real/Serramonte Blvd	34.4	C	33.9	C
7. Serramonte Blvd/Hillside Blvd	23.9	C	18.8	B
8. El Camino Real/Collins Ave	1.6	A	1.3	A
<i>Eastbound Approach</i>	<i>10.7</i>	<i>B</i>	<i>10.1</i>	<i>B</i>
<i>Westbound Approach</i>	<i>29.4</i>	<i>D</i>	<i>0.0</i>	<i>A</i>
9. Junipero Serra Blvd / Serra Center Driveway	10.7	B	10.6	B

Notes: Delay is measured in average seconds per vehicle; LOS = Level of Service; Results for minor approaches to two-way stop-controlled intersections are indicated in *italics*; **Bold** text = deficient operation

## Queuing

Under Existing Conditions, the projected maximum queues in left-turn lanes at the study intersections were determined using the SIMTRAFFIC application of Synchro and averaging the 95<sup>th</sup> percentile queues projected queue for each of ten runs. Summarized in Table 5 are the 95<sup>th</sup> percentile left turn queues at the study intersections where left-turn lanes are present, and the queue spillback has the potential to impede the flow of traffic in the adjacent travel lane. Copies of the SIMTRAFFIC projections are contained in Attachment A.

**Table 5 – 95<sup>th</sup> Percentile Left Turn Queues at Study Intersections with Left-Turn Lanes**

Study Intersection Approach	Available Storage	95 <sup>th</sup> Percentile Queues			
		Weekday AM	Weekday PM	Weekend Mid	Weekend PM
2. Serramonte Blvd/I-280 Northbound Ramp Eastbound Left	400	74	195	318	<b>536</b>
3. Serramonte Blvd/Junipero Serra Blvd Northbound Left	590	267	389	404	373
Eastbound Left	500	141	326	<b>512</b>	452
Southbound Left	320	108	119	184	209
Westbound Left	145	112	<b>176</b>	<b>173</b>	<b>175</b>
6. El Camino Real/Serramonte Blvd Northbound Left	200	114	<b>240</b>	<b>247</b>	<b>244</b>
Southbound Left	300	139	123	93	101
7. Serramonte Blvd/Hillside Ave Northbound Left	300	236	300	196	157
Southbound Left	75	34	62	37	28
8. El Camino Real/Collins Ave Northbound Left	130	36	36	36	30
9. Junipero Serra Blvd / Serra Center Driveway Southbound Left	210	50	65	76	95

Notes: Maximum Queue based on the average of the maximum value from ten SIMTRAFFIC runs; all distances are measured in feet; **Bold** text = queue length exceeds available storage

Left-turn storage exceeds existing storage capacity at three study intersections during at least one peak period. At the Serramonte Boulevard and I-280 Northbound Ramp intersection, the eastbound left-turn queue exceeds the capacity during the weekend p.m. peak period. The westbound left-turn queues at the Serramonte Boulevard and Junipero Serra Boulevard intersection extend through the Serramonte Boulevard and Collins Avenue intersection and could impede vehicles attempting to turn left off of Collins Avenue on to Serramonte Boulevard during all peak periods except for during the weekday a.m. peak period. The northbound left-turn queues at the El Camino Real and Serramonte Boulevard intersection exceed the storage capacity during all peak periods except for during the weekday a.m. peak period.

## Signal Warrants

A signal warrant analysis was performed to determine potential need for a traffic signal at the unsignalized study intersections: Serramonte Blvd and Collins Avenue, Serramonte Boulevard and Serra Shopping Center Driveway, and El Camino Real and Collins Avenue.

Chapter 4C of the *California Manual on Uniform Traffic Control Devices* (CA-MUTCD) provides guidance on when a traffic signal should be considered. There are nine different warrants, or criteria, presented, as follows:

- Warrant 3, Peak Hour Volume

**Warrant 3**, which is often the first warrant to be met, has a notice that this signal warrant shall be applied only in unusual cases, such as office complexes, manufacturing plants, industrial complexes, or high-occupancy vehicle facilities that attract or discharge large numbers of vehicles over a short time. Under the Peak Hour Warrant the need for a traffic control signal shall be considered if an engineering study finds that the criteria in either of the following two categories are met:

- A. If all three of the following conditions exist for the same one hour (any four consecutive 15-minute periods) of an average day:
  1. The total stopped time delay experienced by the traffic on one minor-street approach (one direction only) controlled by a STOP sign equals or exceeds: four vehicle-hours for a one-lane approach; or five vehicle-hours for a two-lane approach, and
  2. The volume on the same minor-street approach (one direction only) equals or exceeds 100 vehicles per hour for one moving lane of traffic or 150 vehicles per hour for two moving lanes, and
  3. The total entering volume serviced during the hour equals or exceeds 650 vehicles per hour for intersections with three approaches or 800 vehicles per hour for intersections with four or more approaches.
- B. The plotted point representing the vehicles per hour on the major street (total of both approaches) and the corresponding vehicles per hour on the higher-volume minor-street approach (one direction only) for one hour (any four consecutive 15-minute periods) of an average day falls above the applicable curve in Figure 4C-3 for the existing combination of approach lanes.

Additionally, the Highway Capacity Manual states, "If the posted or statutory speed limit or the 85th-percentile speed on the major street exceeds 40 mph, or if the intersection lies within the built-up area of an isolated community having a population of less than 10,000, Figure 4C-4 may be used in place of Figure 4C-3 to evaluate the criteria in the second category of the Standard." While the Town of Colma is comprised of a population under 10,000 residents, it is not an isolated community. Both South San Francisco and Daly City are considered "built-up areas" within significantly larger populations which border the town limits of Colma. For this reason, Figure 4C-3 was used to conduct signal warrants at study intersections.

For the purposes of this study, Warrant 3, the Peak Hour volume warrant, which determines the need for traffic control based on the highest volume hour of the day, was used as an initial indication of traffic control needs. The use of this signal warrant is common practice for planning studies. Other warrants, which are more generally applicable to existing traffic issues, require collection of traffic volumes for the highest four or eight hours of the day, review of the collision history, and evaluation of the system surrounding the location.

The intersection of Serramonte Boulevard and Serra Center Driveway satisfies Warrant 3 during all peak periods except during the a.m. peak period. Additional data collection should be completed to review Warrant 1 and Warrant 2 prior to recommending the installation of a traffic signal at this intersection. Similarly, a signal warrant was met for all peak periods at the intersection of El Camino Real and Collins Avenue. Additional data should be



collected to further analyze the need for a signal at the intersection. The intersection of Serramonte Boulevard and Collins Avenue does not satisfy the conditions of Warrant 3 during any peak period.

## Corridor Travel Time

The SIMTRAFFIC application of Synchro was used to model the corridor travel time. Table 6 provides a summary of modeled existing travel time and average speed from the microsimulation model along Serramonte Boulevard between the I-280 Southbound Ramp intersection and the Hillside Avenue intersection. This information is provided for reference and will be used to understand the potential impact of roadway configuration changes along Serramonte Boulevard as part of this project.

<b>Table 6 – Peak Hour Travel Time</b>								
<b>Direction of Travel</b>	<b>Weekday AM Peak</b>		<b>Weekday PM Peak</b>		<b>Weekend Midday Peak</b>		<b>Weekend Evening Peak</b>	
	<b>Average TT</b>	<b>Average Speed</b>	<b>Average TT</b>	<b>Average Speed</b>	<b>Average TT</b>	<b>Average Speed</b>	<b>Average TT</b>	<b>Average Speed</b>
EB Serramonte Blvd	4:06	20	4:33	18	4:32	18	4:51	17
WB Serramonte Blvd	3:49	18	4:36	15	4:54	14	4:44	15

Notes: TT (Travel Time) is measured in minutes: seconds; Average Speed is measured in miles per hour (mph)

# Study Participants and Reference

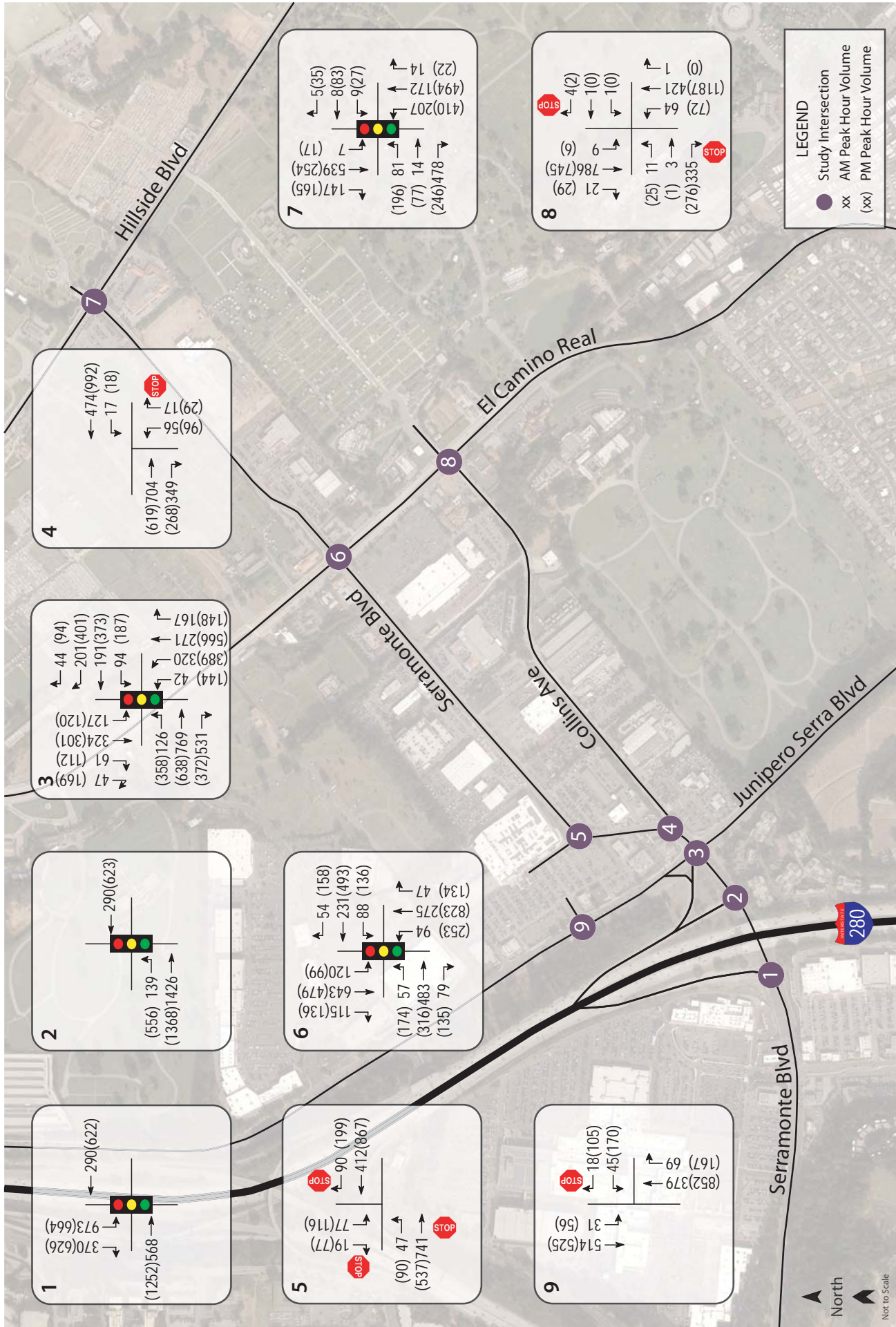
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## Study Participants

Principal in Charge	Steve Weinberger, PE, PTOE
Assistant Engineer	<b>Nick</b> Bleich EIT
Assistant Planner	Andre Huff
Graphics	Hannah Yung-Boxdell
Editing/Formatting	Hannah Yung-Boxdell
Report Review	Mark E. Spencer, TE

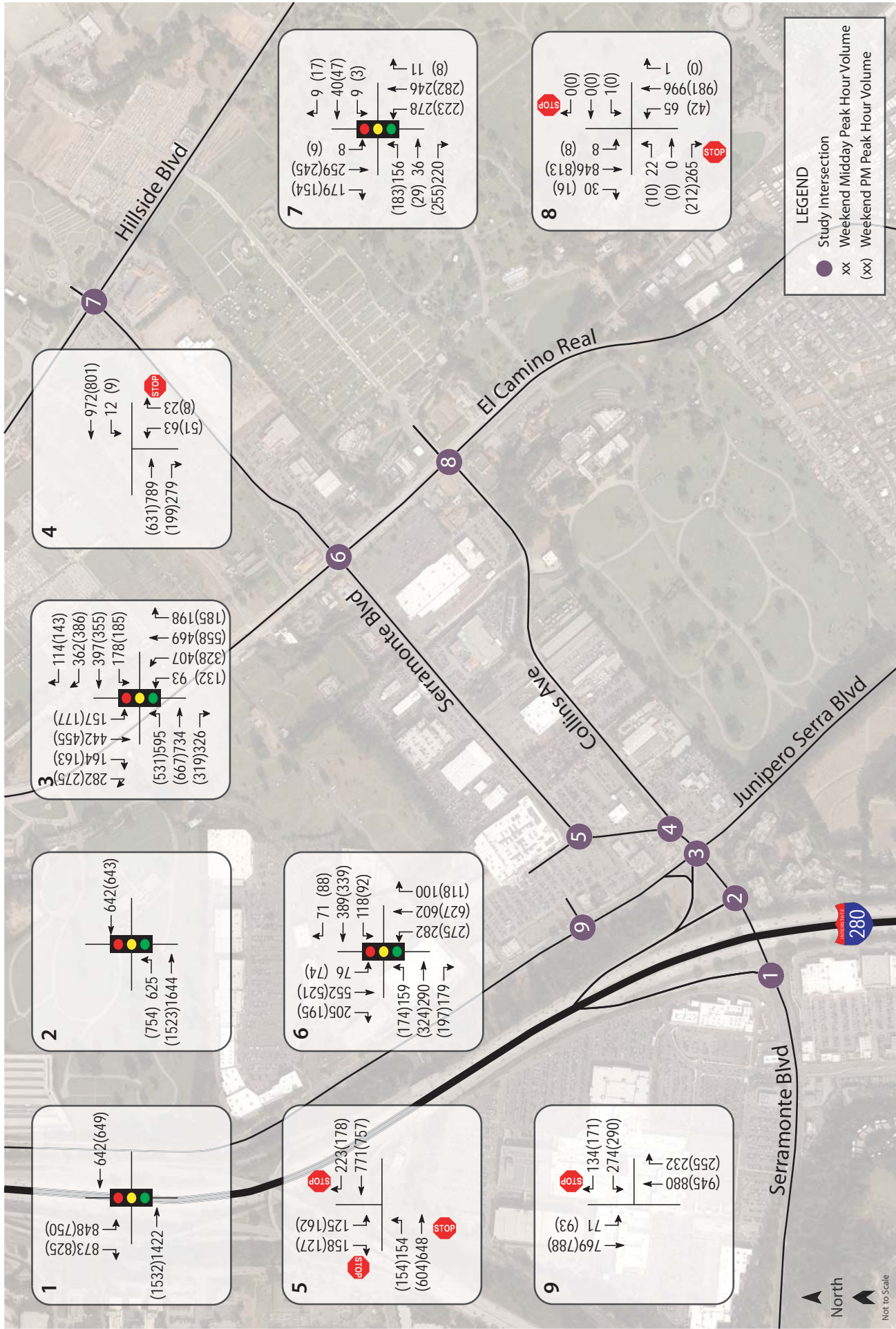


Serramonte Boulevard/Collins Avenue Master Plan  
**Figure 1 – Study Area and Lane Configurations**



Serramonte Boulevard/Collins Avenue Master Plan  
**Figure 2 – Existing Weekday Traffic Volumes**





Serramonte Boulevard/Collins Avenue Master Plan  
**Figure 3 – Existing Weekend Traffic Volumes**



Serramonte Boulevard/Collins Avenue Master Plan  
**Figure 4 – Study Driveway Locations**



Serramonte Boulevard/Collins Avenue Master Plan  
**Figure 5 – Existing Weekday Driveway Ins and Outs**





Serramonte Boulevard/Collins Avenue Master Plan  
**Figure 6 – Existing Weekend Driveway Ins and Outs**



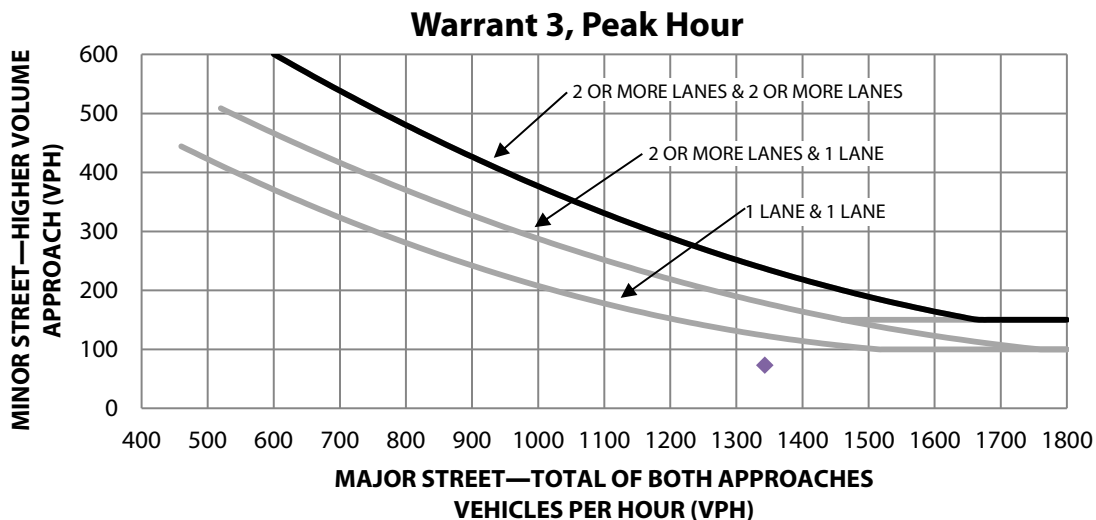
# Warrant 3: Peak-Hour Volumes and Delay

Serramonte Blvd/Collins Ave Master Plan  
Serramonte Blvd & Collins Ave

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	<b>Major Street</b>	<b>Minor Street</b>
<b>Street Name</b>	Serramonte Blvd	Collins Ave
<b>Direction</b>	E-W	E-W
<b>Number of Lanes</b>	2	2
<b>Approach Speed</b>	30	25
<b>Population less than 10,000?</b>	No	
<b>Date of Count:</b>	Thursday, November 30, 2017	
<b>Scenario:</b>	AM Existing	

<b>Warrant 3 Met?: Met when either Condition A or B is met</b>	<b>No</b>
Condition A: Met when conditions A1, A2, and A3 are met	Not Met
<i>Condition A1</i> The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one lane approach, or five vehicle-hours for a two-lane approach  Minor Approach Delay:            0.28 vehicle-hours	Not Met
<i>Condition A2</i> The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic of 150 vph for two moving lanes  Minor Approach Volume:            73 vph	Not Met
<i>Condition A3</i> The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches  Total Entering Volume:            1416 vph	Met
Condition B The plotted point falls above the curve	Not Met



# Warrant 3: Peak-Hour Volumes and Delay

Serramonte Blvd/Collins Ave Master Plan  
Serramonte Blvd & Collins Ave

0

	<b>Major Street</b>	<b>Minor Street</b>
<b>Street Name</b>	Serramonte Blvd	Collins Ave
<b>Direction</b>	E-W	E-W
<b>Number of Lanes</b>	2	2
<b>Approach Speed</b>	30	25
<b>Population less than 10,000?</b>	No	
<b>Date of Count:</b>	Thursday, November 30, 2017	
<b>Scenario:</b>	Wknd PM Existing	

**Warrant 3 Met?: Met when either Condition A or B is met** **No**

Condition A: Met when conditions A1, A2, and A3 are met

*Condition A1*

The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one lane approach, or five vehicle-hours for a two-lane approach

Minor Approach Delay: 0.25 vehicle-hours

*Condition A2*

The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic of 150 vph for two moving lanes

Minor Approach Volume: 59 vph

*Condition A3*

The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches

Total Entering Volume: 1701 vph

Condition B

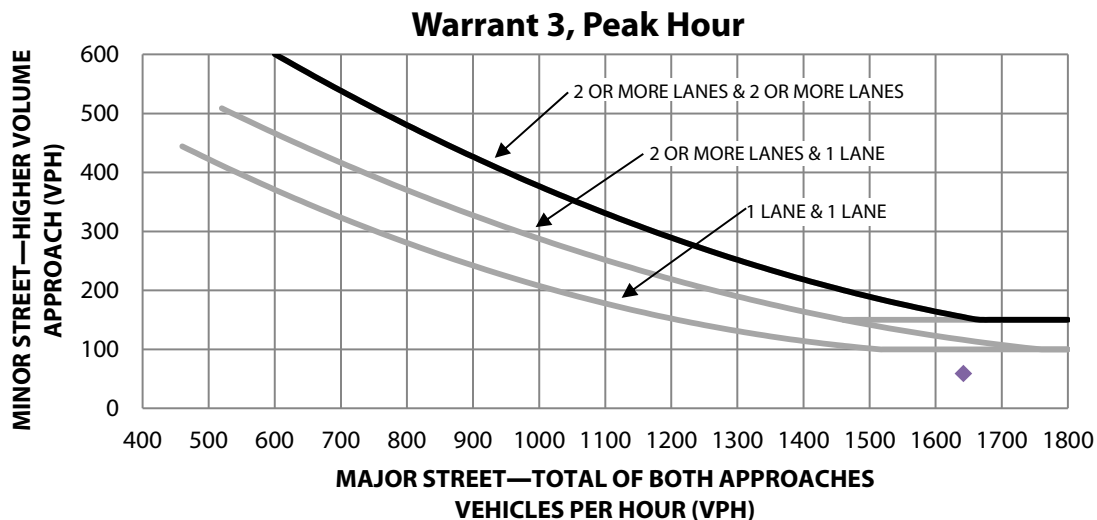
The plotted point falls above the curve

**No**  
Not Met  
Not Met

Not Met

Met

Not Met



# Warrant 3: Peak-Hour Volumes and Delay

Serramonte Blvd/Collins Ave Master Plan  
Serramonte Blvd & Collins Ave

0

	<b>Major Street</b>	<b>Minor Street</b>
<b>Street Name</b>	Serramonte Blvd	Collins Ave
<b>Direction</b>	E-W	E-W
<b>Number of Lanes</b>	2	2
<b>Approach Speed</b>	30	25
<b>Population less than 10,000?</b>	No	
<b>Date of Count:</b>	Saturday, December 2, 2017	
<b>Scenario:</b>	Wknd Midday Existing	

**Warrant 3 Met?: Met when either Condition A or B is met** **No**

Condition A: Met when conditions A1, A2, and A3 are met

*Condition A1*

The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one lane approach, or five vehicle-hours for a two-lane approach

Minor Approach Delay: 0.41 vehicle-hours

*Condition A2*

The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic of 150 vph for two moving lanes

Minor Approach Volume: 86 vph

*Condition A3*

The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches

Total Entering Volume: 2139 vph

Condition B

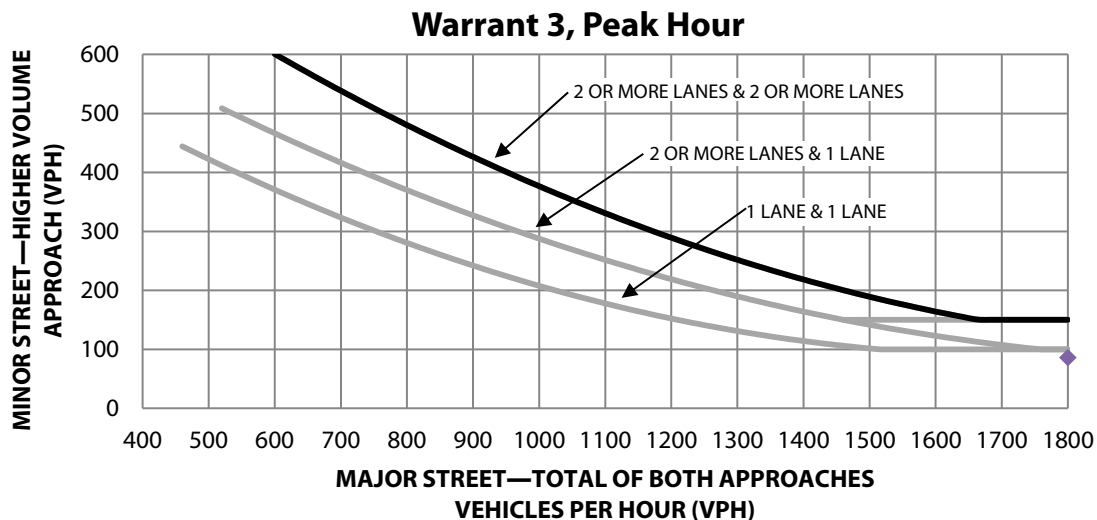
The plotted point falls above the curve

**No**  
Not Met  
Not Met

Not Met

Met

Not Met



# Warrant 3: Peak-Hour Volumes and Delay

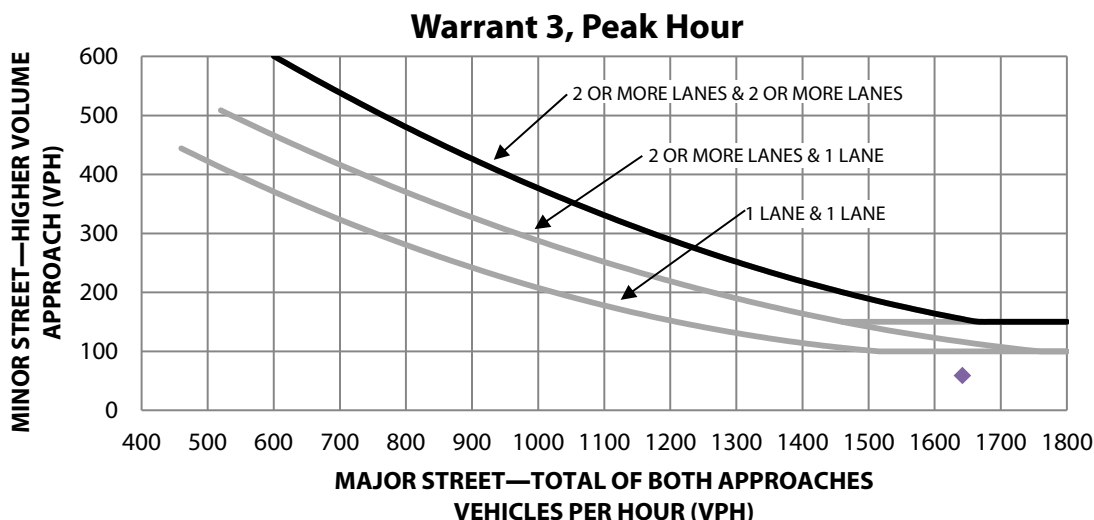
Serramonte Blvd/Collins Ave Master Plan  
Serramonte Blvd & Collins Ave

0

	<b>Major Street</b>	<b>Minor Street</b>
<b>Street Name</b>	Serramonte Blvd	Collins Ave
<b>Direction</b>	E-W	N-S
<b>Number of Lanes</b>	2	2
<b>Approach Speed</b>	30	25

**Population less than 10,000?** No  
**Date of Count:** Thursday, November 30, 2017  
**Scenario:** Wknd PM Existing

<b>Warrant 3 Met?: Met when either Condition A or B is met</b>	<b>No</b>
Condition A: Met when conditions A1, A2, and A3 are met	Not Met
<i>Condition A1</i> The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one lane approach, or five vehicle-hours for a two-lane approach Minor Approach Delay: 0.25 vehicle-hours	Not Met
<i>Condition A2</i> The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic of 150 vph for two moving lanes Minor Approach Volume: 59 vph	Not Met
<i>Condition A3</i> The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches Total Entering Volume: 1701 vph	Met
Condition B The plotted point falls above the curve	Not Met



# Warrant 3: Peak-Hour Volumes and Delay

Serramonte Blvd/Collins Ave Master Plan  
Serramonte Blvd & Serra Center Driveway

0

Street Name	Major Street	Minor Street
<b>Direction</b>	Serramonte Blvd	Serra Center Driveway
<b>Number of Lanes</b>	E-W	N-S
<b>Approach Speed</b>	2	1
	30	25
<b>Population less than 10,000?</b>	No	
<b>Date of Count:</b>	Thursday, November 30, 2017	
<b>Scenario:</b>	AM Existing	

**Warrant 3 Met?: Met when either Condition A or B is met** **No**

Condition A: Met when conditions A1, A2, and A3 are met

*Condition A1*

The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one lane approach, or five vehicle-hours for a two-lane approach

Minor Approach Delay: 0.29 vehicle-hours

*Condition A2*

The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic of 150 vph for two moving lanes

Minor Approach Volume: 96 vph

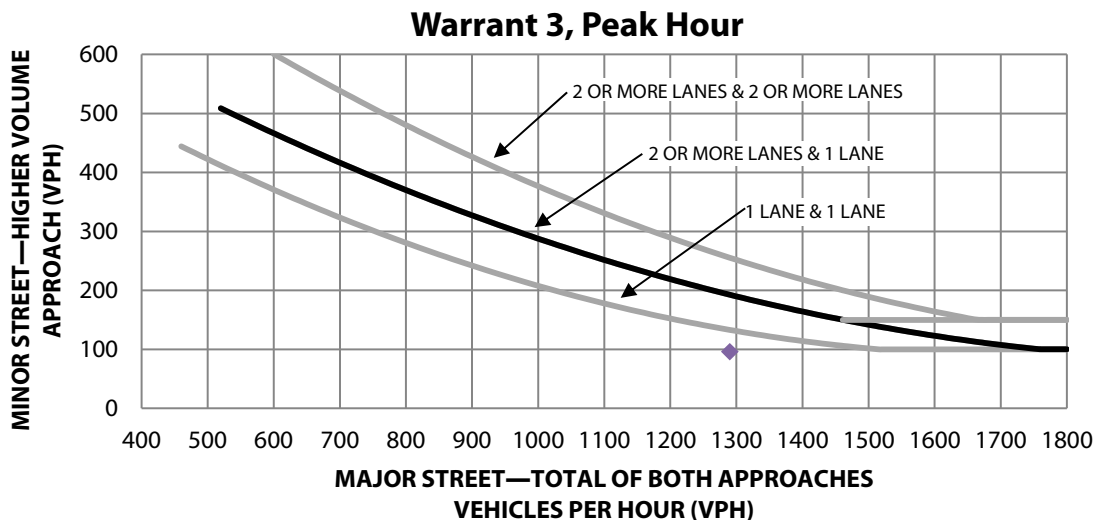
*Condition A3*

The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches

Total Entering Volume: 1386 vph

Condition B

The plotted point falls above the curve



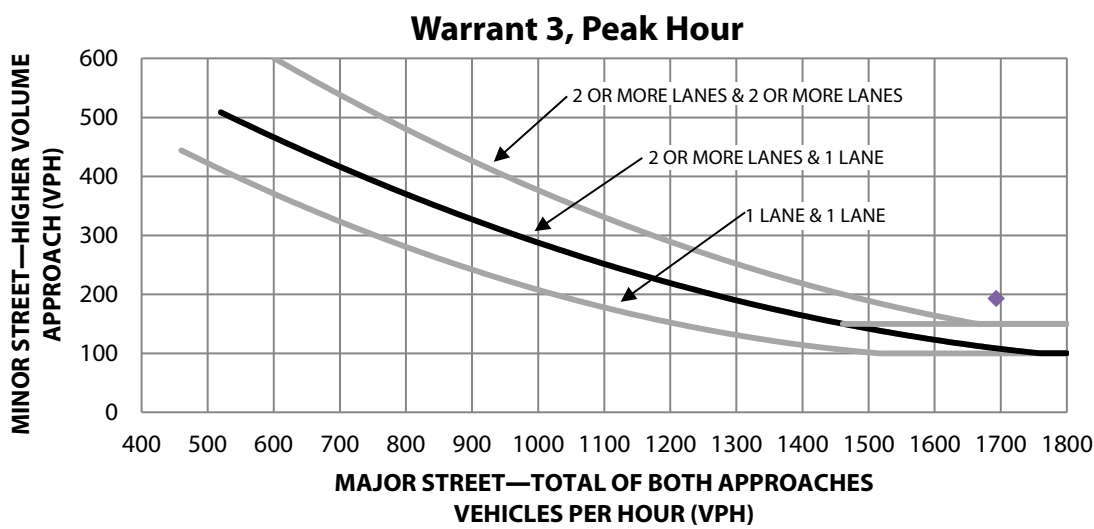
# Warrant 3: Peak-Hour Volumes and Delay

Serramonte Blvd/Collins Ave Master Plan  
Serramonte Blvd & Serra Center Driveway

0

	<b>Major Street</b>	<b>Minor Street</b>
<b>Street Name</b>	Serramonte Blvd	Serra Center Driveway
<b>Direction</b>	E-W	N-S
<b>Number of Lanes</b>	2	1
<b>Approach Speed</b>	30	25
<b>Population less than 10,000?</b>	No	
<b>Date of Count:</b>	Thursday, November 30, 2017	
<b>Scenario:</b>	PM Existing	

<b>Warrant 3 Met?: Met when either Condition A or B is met</b>		<b>Yes</b>
Condition A: Met when conditions A1, A2, and A3 are met		Not Met
<i>Condition A1</i> The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one lane approach, or five vehicle-hours for a two-lane approach  Minor Approach Delay:            0.73 vehicle-hours		Not Met
<i>Condition A2</i> The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic of 150 vph for two moving lanes  Minor Approach Volume:            193 vph		Met
<i>Condition A3</i> The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches  Total Entering Volume:            1886 vph		Met
Condition B The plotted point falls above the curve		Met



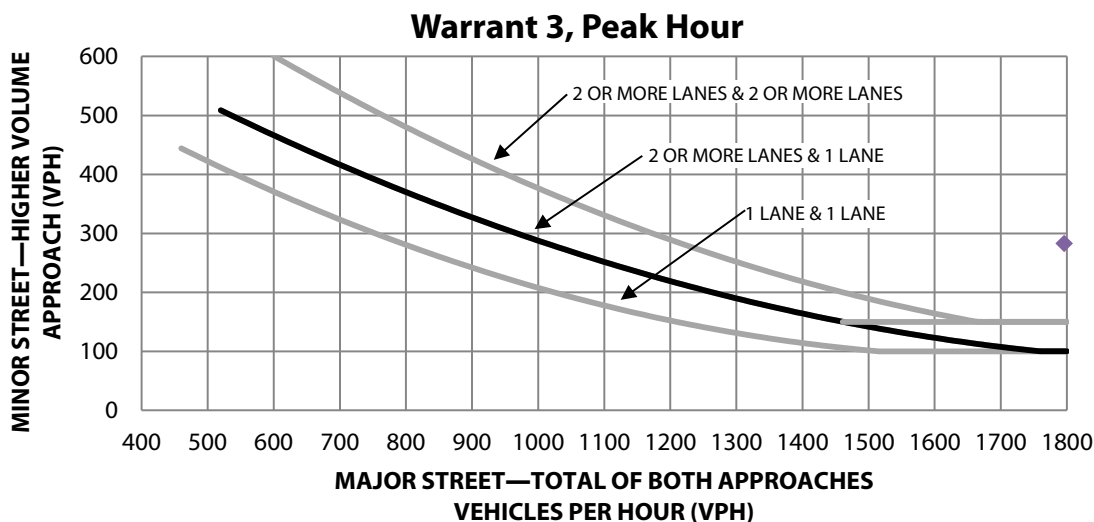
# Warrant 3: Peak-Hour Volumes and Delay

Serramonte Blvd/Collins Ave Master Plan  
Serramonte Blvd & Serra Center Driveway

0

	<b>Major Street</b>	<b>Minor Street</b>
<b>Street Name</b>	Serramonte Blvd	Serra Center Driveway
<b>Direction</b>	E-W	N-S
<b>Number of Lanes</b>	2	1
<b>Approach Speed</b>	30	25
<b>Population less than 10,000?</b>	No	
<b>Date of Count:</b>	Saturday, December 2, 2017	
<b>Scenario:</b>	Wknd Midday Existing	

<b>Warrant 3 Met?: Met when either Condition A or B is met</b>		<b>Yes</b>
Condition A: Met when conditions A1, A2, and A3 are met		Not Met
<i>Condition A1</i> The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one lane approach, or five vehicle-hours for a two-lane approach <div style="text-align: right; margin-right: 50px;">Minor Approach Delay: 1.39 vehicle-hours</div>		Not Met
<i>Condition A2</i> The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic of 150 vph for two moving lanes <div style="text-align: right; margin-right: 50px;">Minor Approach Volume: 283 vph</div>		Met
<i>Condition A3</i> The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches <div style="text-align: right; margin-right: 50px;">Total Entering Volume: 2079 vph</div>		Met
Condition B The plotted point falls above the curve		Met



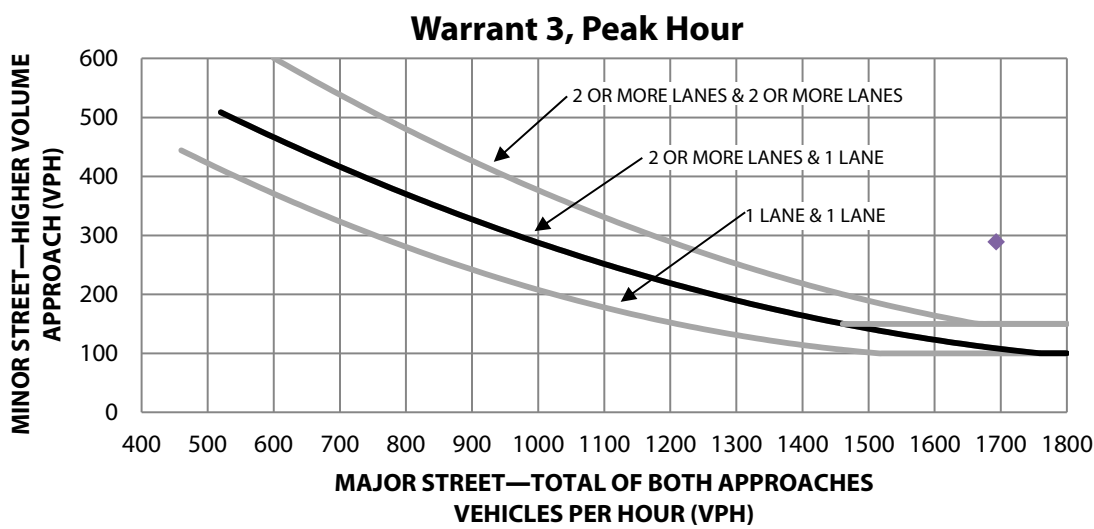
# Warrant 3: Peak-Hour Volumes and Delay

Serramonte Blvd/Collins Ave Master Plan  
Serramonte Blvd & Serra Center Driveway

0

Street Name	Major Street	Minor Street
<b>Direction</b>	Serramonte Blvd	Serra Center Driveway
<b>Number of Lanes</b>	E-W	N-S
<b>Approach Speed</b>	2	1
	30	25
<b>Population less than 10,000?</b>	No	
<b>Date of Count:</b>	Saturday, December 2, 2017	
<b>Scenario:</b>	Wknd PM Existing	

<b>Warrant 3 Met?: Met when either Condition A or B is met</b>		Yes
Condition A: Met when conditions A1, A2, and A3 are met		Not Met
<i>Condition A1</i> The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one lane approach, or five vehicle-hours for a two-lane approach  Minor Approach Delay:            1.48 vehicle-hours		Not Met
<i>Condition A2</i> The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic of 150 vph for two moving lanes  Minor Approach Volume:            289 vph		Met
<i>Condition A3</i> The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches  Total Entering Volume:            1982 vph		Met
Condition B The plotted point falls above the curve		Met





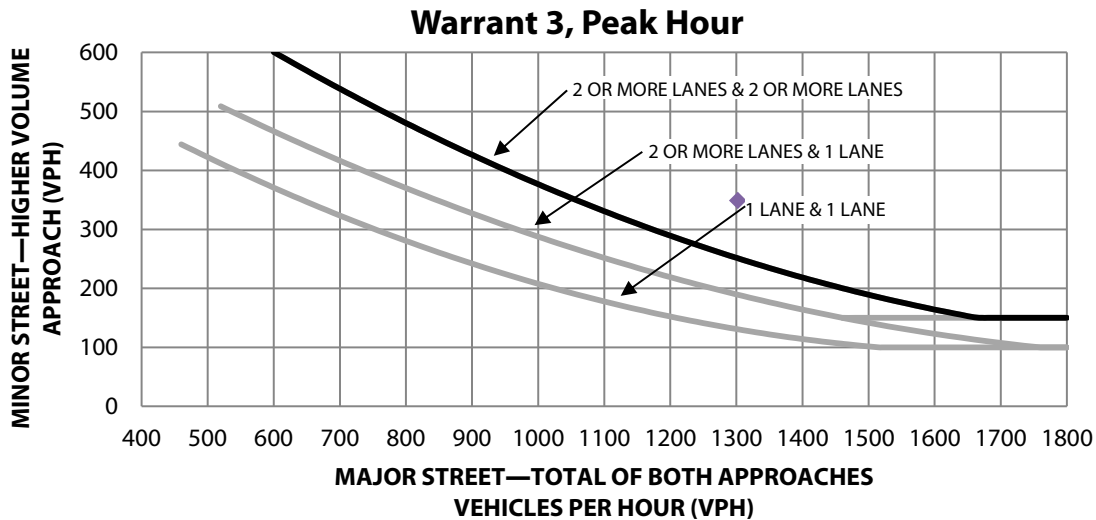
# Warrant 3: Peak-Hour Volumes and Delay

Serramonte Blvd/Collins Ave Master Plan  
El Camino Real & Collins Avenue

0

	<b>Major Street</b>	<b>Minor Street</b>
<b>Street Name</b>	El Camino Real	Collins Avenue
<b>Direction</b>	N-S	E-W
<b>Number of Lanes</b>	3	2
<b>Approach Speed</b>	40	25
<b>Population less than 10,000?</b>	No	
<b>Date of Count:</b>	Thursday, November 30, 2017	
<b>Scenario:</b>	AM Existing	

<b>Warrant 3 Met?: Met when either Condition A or B is met</b>	<b>Yes</b>
Condition A: Met when conditions A1, A2, and A3 are met	Not Met
<i>Condition A1</i> The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one lane approach, or five vehicle-hours for a two-lane approach  Minor Approach Delay:            1.05 vehicle-hours	Not Met
<i>Condition A2</i> The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic of 150 vph for two moving lanes  Minor Approach Volume:            349 vph	Met
<i>Condition A3</i> The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches  Total Entering Volume:            1657 vph	Met
Condition B The plotted point falls above the curve	Met



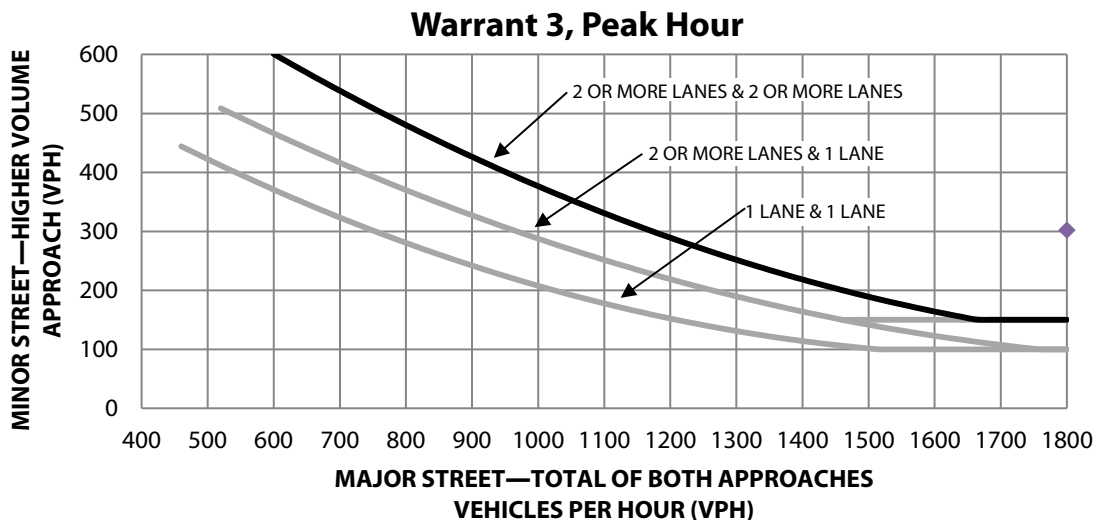
# Warrant 3: Peak-Hour Volumes and Delay

Serramonte Blvd/Collins Ave Master Plan  
El Camino Real & Collins Avenue

0

	<b>Major Street</b>	<b>Minor Street</b>
<b>Street Name</b>	El Camino Real	Collins Avenue
<b>Direction</b>	N-S	E-W
<b>Number of Lanes</b>	3	2
<b>Approach Speed</b>	40	25
<b>Population less than 10,000?</b>	No	
<b>Date of Count:</b>	Thursday, November 30, 2017	
<b>Scenario:</b>	PM Existing	

<b>Warrant 3 Met?: Met when either Condition A or B is met</b>	<b>Yes</b>
Condition A: Met when conditions A1, A2, and A3 are met	Not Met
<i>Condition A1</i> The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one lane approach, or five vehicle-hours for a two-lane approach  Minor Approach Delay:            0.95 vehicle-hours	Not Met
<i>Condition A2</i> The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic of 150 vph for two moving lanes  Minor Approach Volume:            302 vph	Met
<i>Condition A3</i> The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches  Total Entering Volume:            2343 vph	Met
Condition B The plotted point falls above the curve	Met



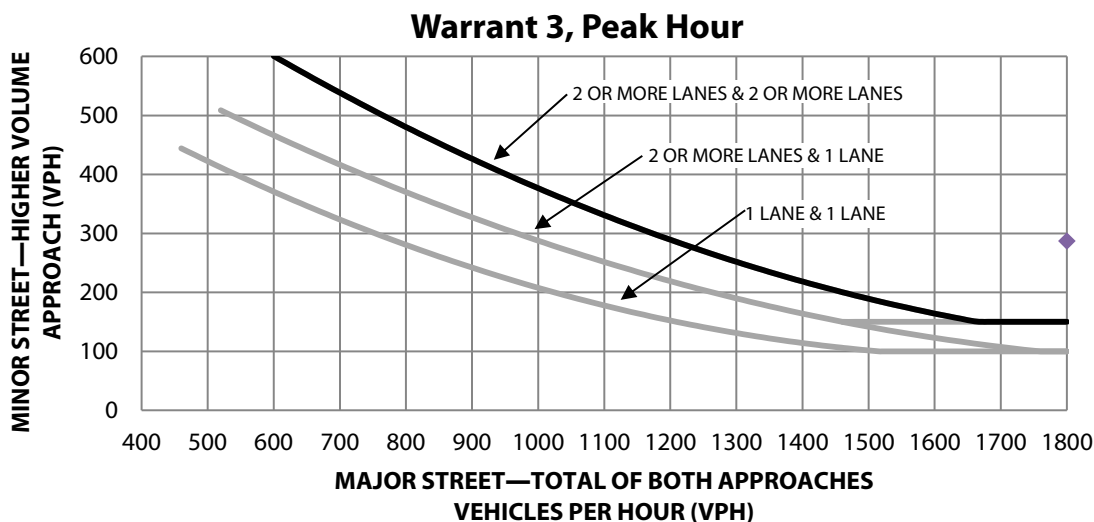
# Warrant 3: Peak-Hour Volumes and Delay

Serramonte Blvd/Collins Master Plan  
El Camino Real & Collins Avenue

0

	<b>Major Street</b>	<b>Minor Street</b>
<b>Street Name</b>	El Camino Real	Collins Avenue
<b>Direction</b>	N-S	E-W
<b>Number of Lanes</b>	3	2
<b>Approach Speed</b>	40	25
<b>Population less than 10,000?</b>	No	
<b>Date of Count:</b>	Saturday, December 2, 2017	
<b>Scenario:</b>	Wknd Midday Existing	

<b>Warrant 3 Met?: Met when either Condition A or B is met</b>	<b>Yes</b>
Condition A: Met when conditions A1, A2, and A3 are met	Not Met
<i>Condition A1</i> The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one lane approach, or five vehicle-hours for a two-lane approach  Minor Approach Delay:            0.85 vehicle-hours	Not Met
<i>Condition A2</i> The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic of 150 vph for two moving lanes  Minor Approach Volume:            287 vph	Met
<i>Condition A3</i> The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches  Total Entering Volume:            2234 vph	Met
Condition B The plotted point falls above the curve	Met



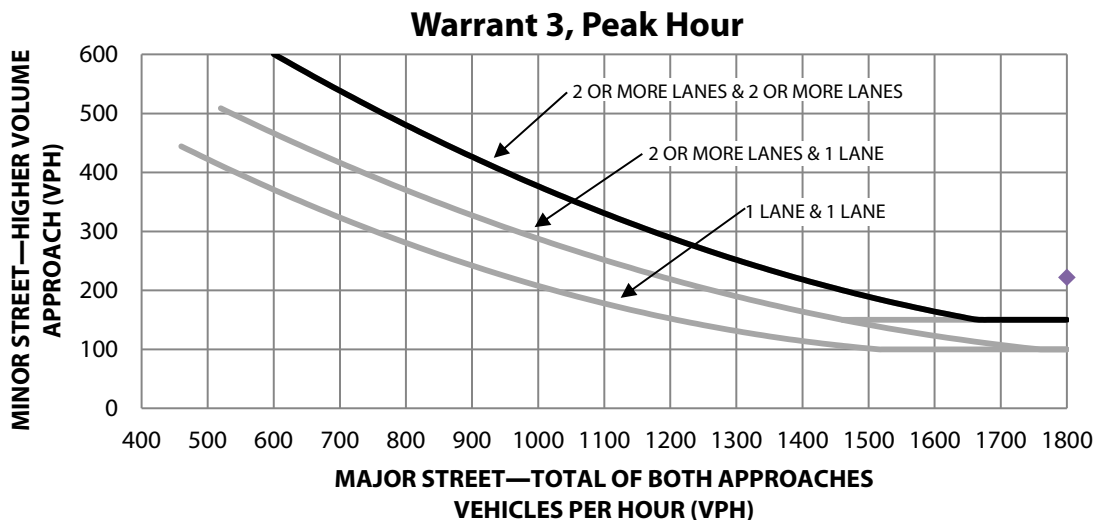
# Warrant 3: Peak-Hour Volumes and Delay

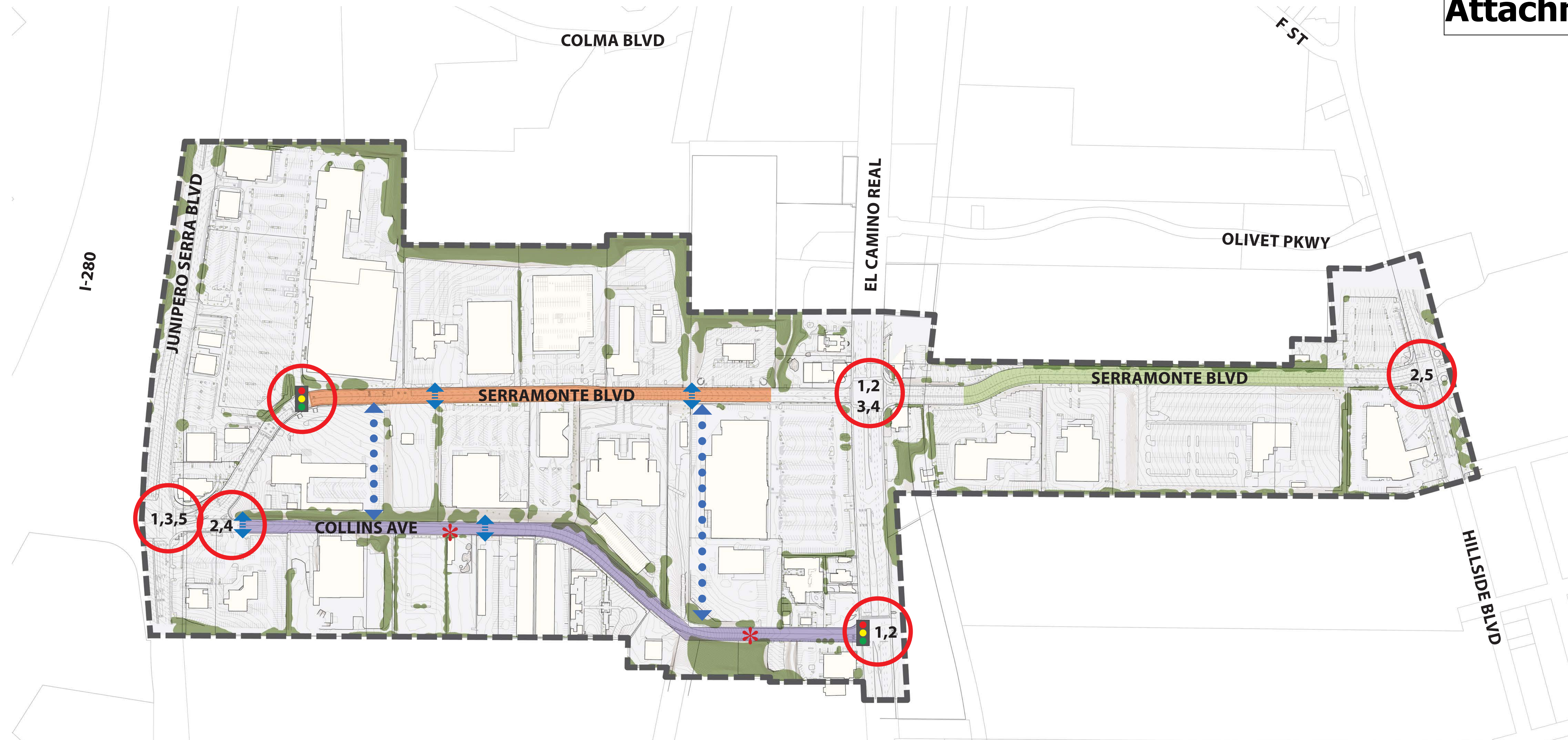
Serramonte Blvd/Collins Ave Master Plan  
El Camino Real & Collins Avenue

0

	<b>Major Street</b>	<b>Minor Street</b>
<b>Street Name</b>	El Camino Real	Collins Avenue
<b>Direction</b>	N-S	E-W
<b>Number of Lanes</b>	3	2
<b>Approach Speed</b>	40	25
<b>Population less than 10,000?</b>	No	
<b>Date of Count:</b>	Saturday, December 2, 2017	
<b>Scenario:</b>	Wknd PM Existing	

<b>Warrant 3 Met?: Met when either Condition A or B is met</b>	<b>Yes</b>
Condition A: Met when conditions A1, A2, and A3 are met	Not Met
<i>Condition A1</i> The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one lane approach, or five vehicle-hours for a two-lane approach  Minor Approach Delay:            0.62 vehicle-hours	Not Met
<i>Condition A2</i> The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic of 150 vph for two moving lanes  Minor Approach Volume:            222 vph	Met
<i>Condition A3</i> The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches  Total Entering Volume:            2082 vph	Met
Condition B The plotted point falls above the curve	Met



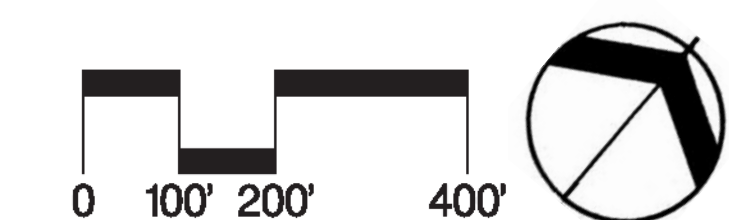


LEGEND:

- SERRAMONTE WEST:**  
 OPTION 1: Beautification  
 OPTION 2: Turn Lane and Urban Greening
- SERRAMONTE EAST:**  
 OPTION 1: Beautification  
 OPTION 2: Turn Lane and Bicycle Infrastructure
- COLLINS:**  
 OPTION 1: Traffic Calming  
 OPTION 2: Bicycle Infrastructure

- Planning Area Boundary
- New Pedestrian Crossing
- Car Hauler Unloading Zone
- Existing Tree Canopy
- Pedestrian Easement Opportunity

- INTERSECTION IMPROVEMENTS:**
- 1** Pedestrian refuge
- 2** ADA review
- 3** Update Signal Timing
- 4** Turn lane modifications
- 5** Update bicycle lane markings
- New Traffic Signal



PRELIMINARY CONCEPTS

SERRAMONTE BOULEVARD MASTER PLAN  
 Colma, California

## ENHANCED PAVEMENT



BRICK OR PAVERS



DECORATIVE CONCRETE

## PEDESTRIAN IMPROVEMENTS



SHORTENED CROSSINGS



PEDESTRIAN REFUGE

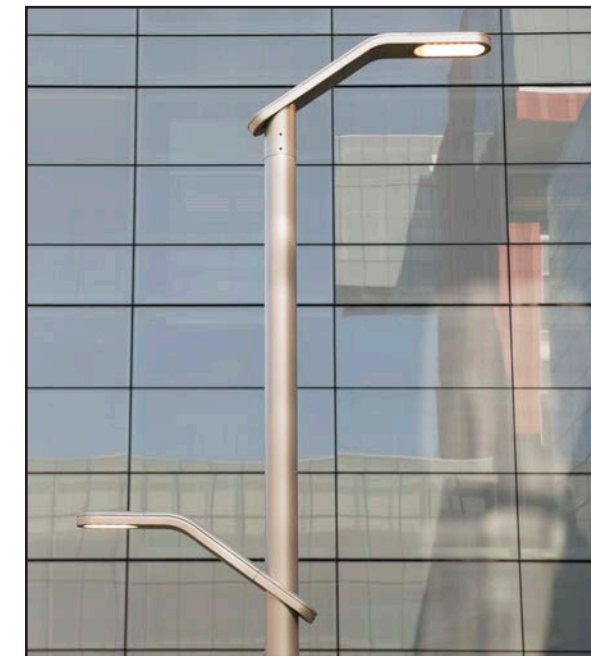


PEDESTRIAN CROSSING BEACONS



HIGH VISIBILITY CROSSING

## SIGNATURE LIGHTING



MODERN



TRANSITIONAL



TRADITIONAL

## STREET FURNITURE



SITE BUILT



SIGNATURE

## PLANTING



PLANTED MEDIAN



SIDEWALK PLANTER



BIOSWALE TREATMENT

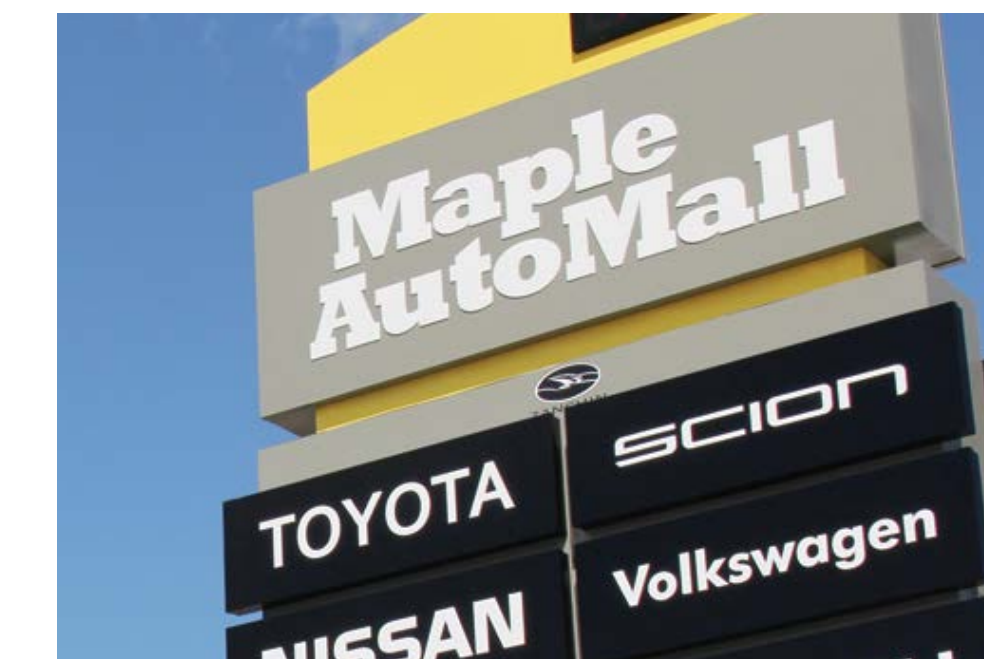
## SIGNAGE PROGRAM



GATEWAY



DISTRICT IDENTITY



AUTO ROW

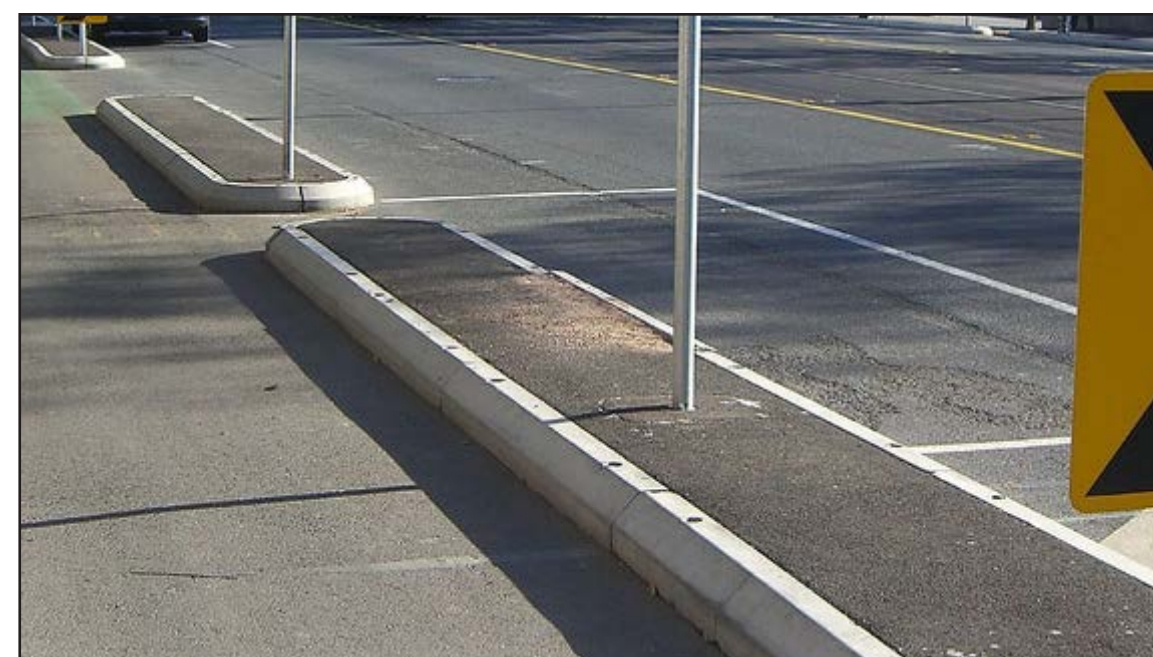


WAYFINDING

## BICYCLE INFRASTRUCTURE



BUFFERED BIKE LANE (STRIPED)



BUFFERED BIKE LANE (RAISED CURB)



GREEN BACKED SHARROW

## STREET TREES



PALMS



CANOPY



ACCENT

## TRAFFIC MANAGEMENT



DEDICATED TURN LANE AND MEDIAN



BULB-OUTS



SPEED CUSHIONS OR HUMPS



TEXTURED PAVEMENT



RUMBLE STRIPS

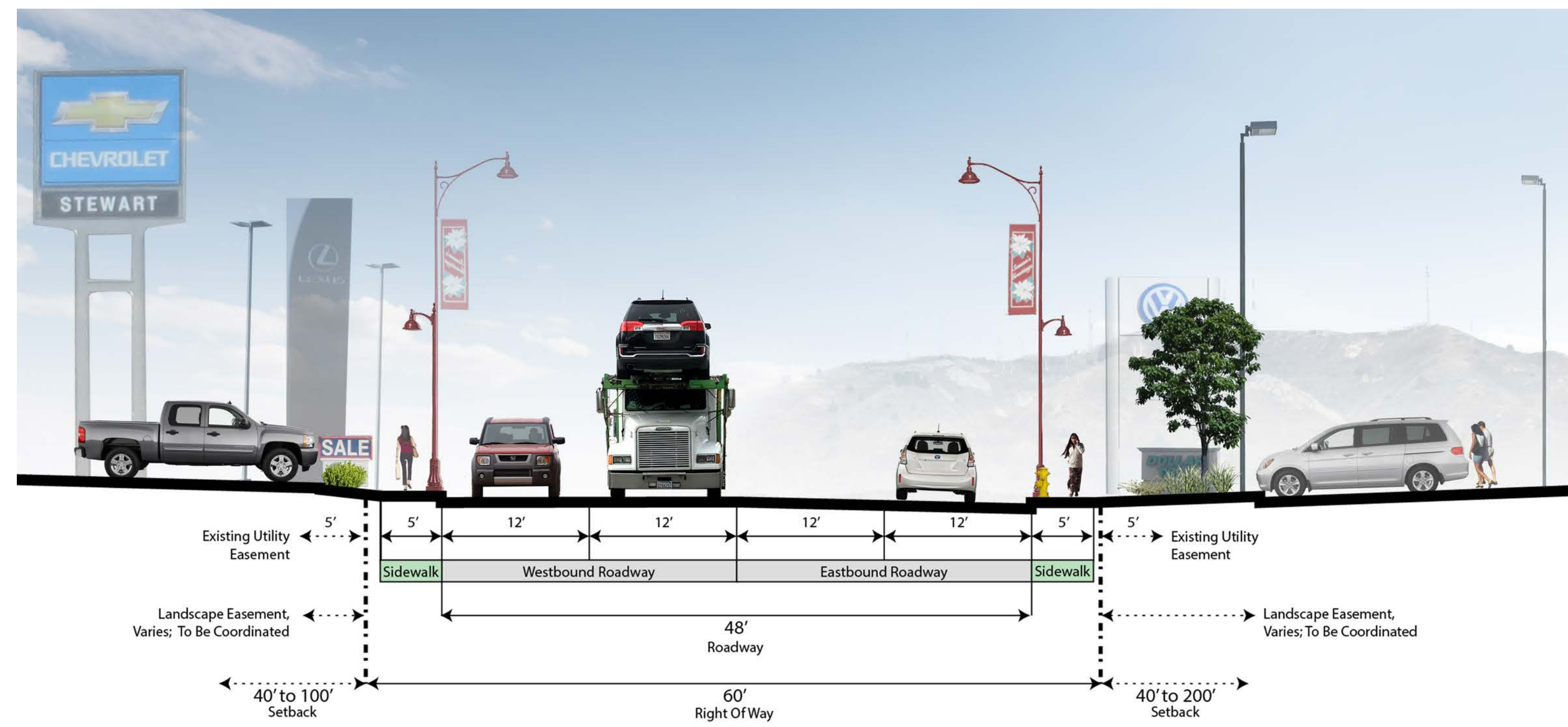


SPEED TABLE / RAISED CROSSING

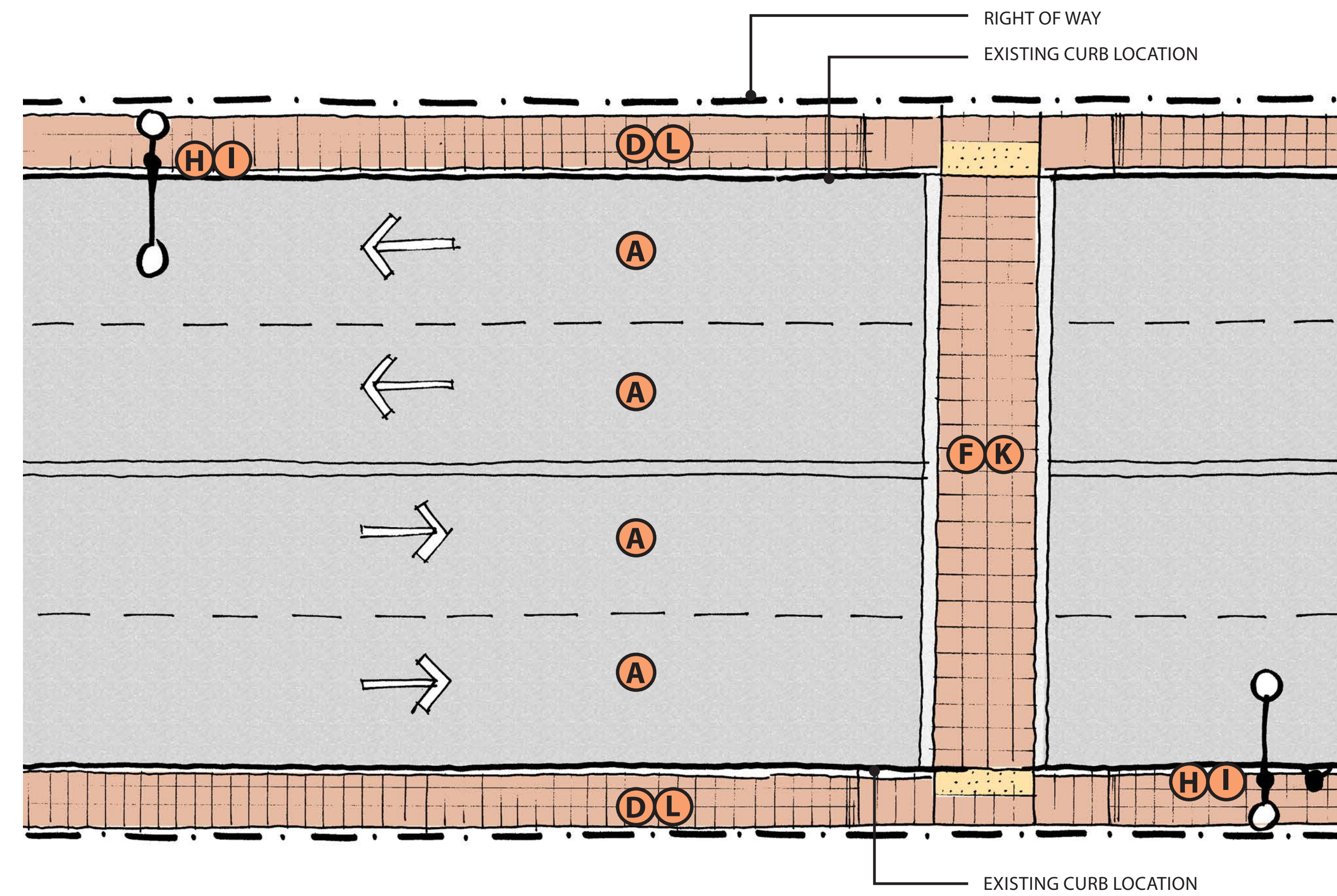
## INSPIRATION IMAGERY

SERRAMONTE BOULEVARD MASTER PLAN  
Colma, California

# OPTION 1 BEAUTIFICATION



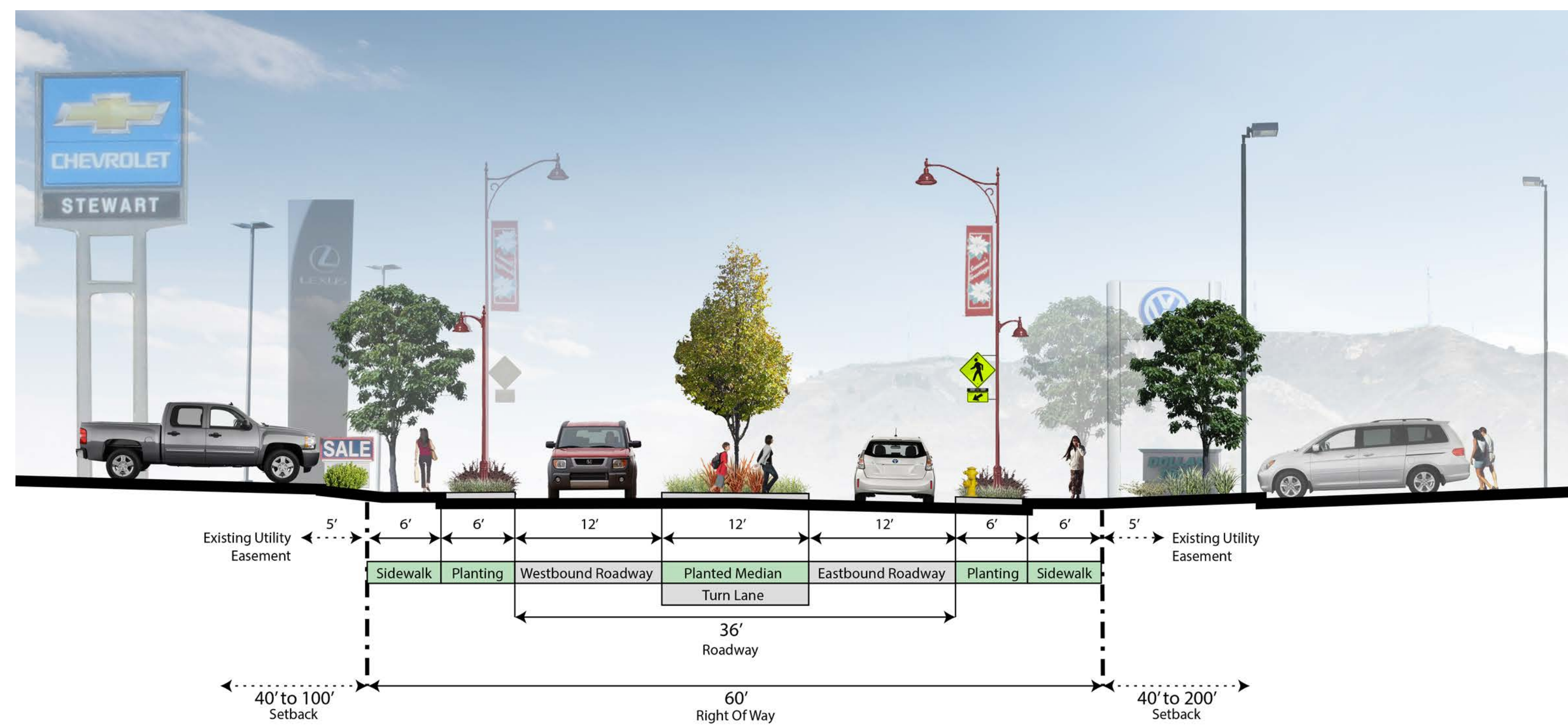
SECTION



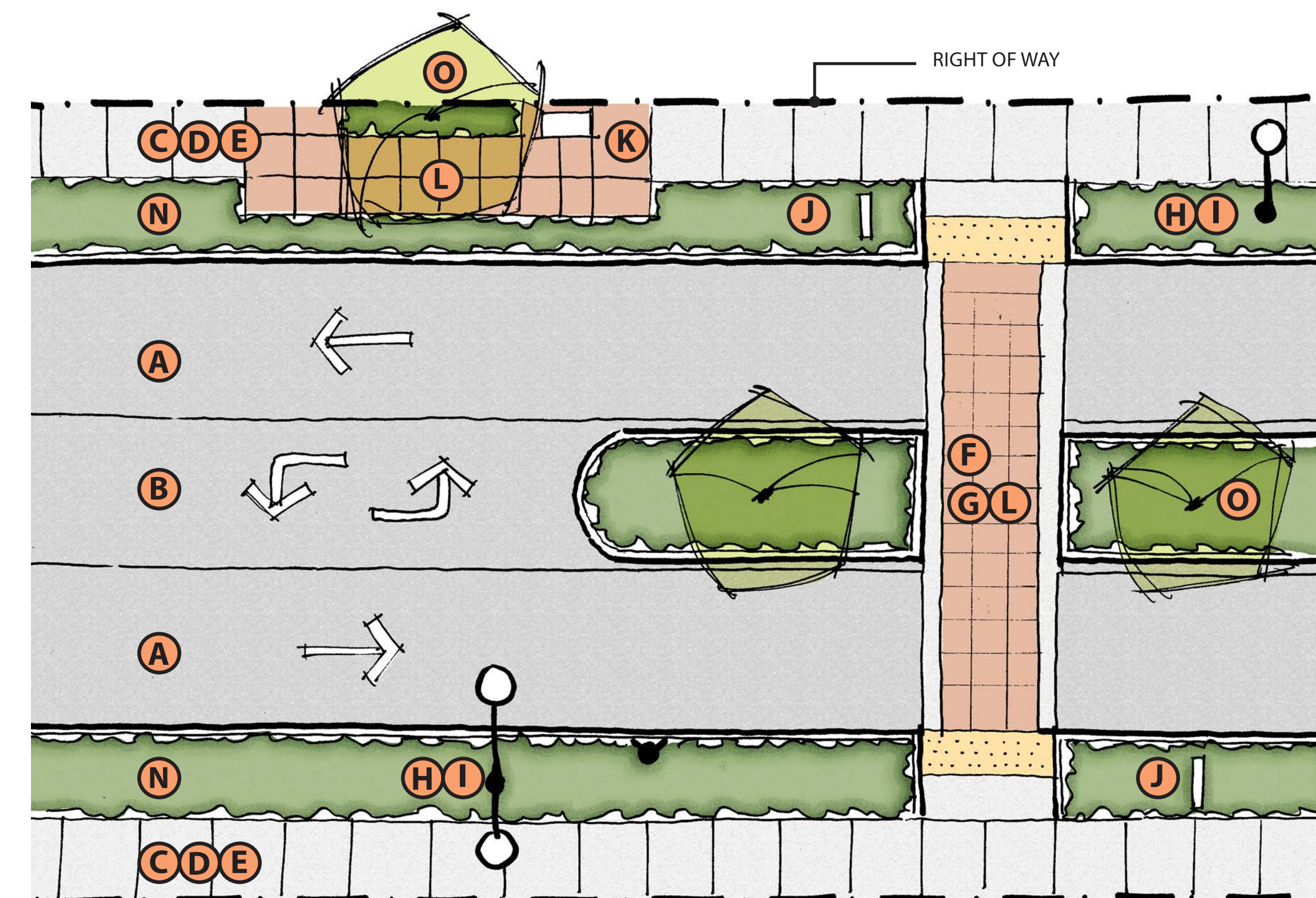
PLAN

SERRAMONTE WEST		1	2
<b>TRAFFIC MANAGEMENT</b>			
(A)	TRAVEL LANES	4	2
(B)	TURN LANE AND PLANTED MEDIAN		
<b>PEDESTRIAN IMPROVEMENTS</b>			
(C)	UNOBSTRUCTED SIDEWALK (RELOCATED UTILITIES)		
(D)	CONTINUOUS SIDEWALK		
(E)	WIDENED SIDEWALK	5'	6'
(F)	HIGH VISIBILITY MID-BLOCK PEDESTRIAN CROSSINGS		
(G)	PEDESTRIAN REFUGE ISLANDS		
(H)	PEDESTRIAN ORIENTED LIGHTING		
<b>PLACE-MAKING</b>			
(I)	SIGNATURE LIGHTING FIXTURES		
(J)	WAY-FINDING SIGNS	POLE MOUNTED	POLE OR MONUMENT
(K)	STREET FURNITURE		
(L)	ENHANCED PAVEMENT		COMPATIBLE
<b>GREEN INFRASTRUCTURE</b>			
(M)	REDUCED PAVEMENT		
(N)	STORMWATER TREATMENT OPPORTUNITY		
(O)	STREET TREES		

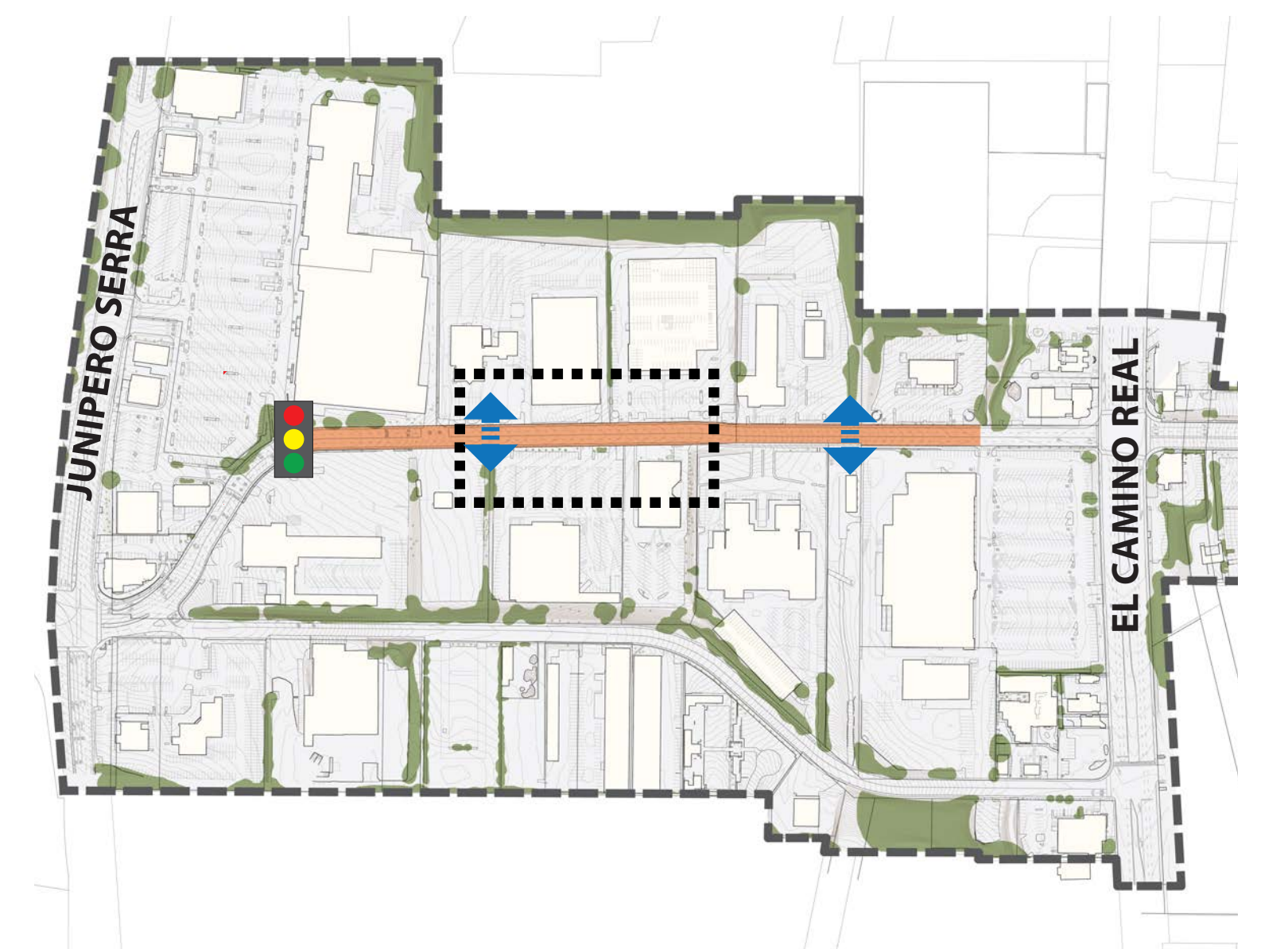
# OPTION 2 TURN LANE AND PLANTED MEDIAN



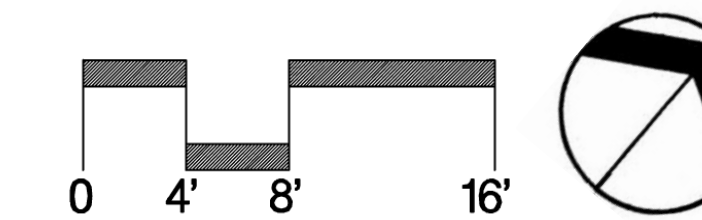
SECTION



PLAN



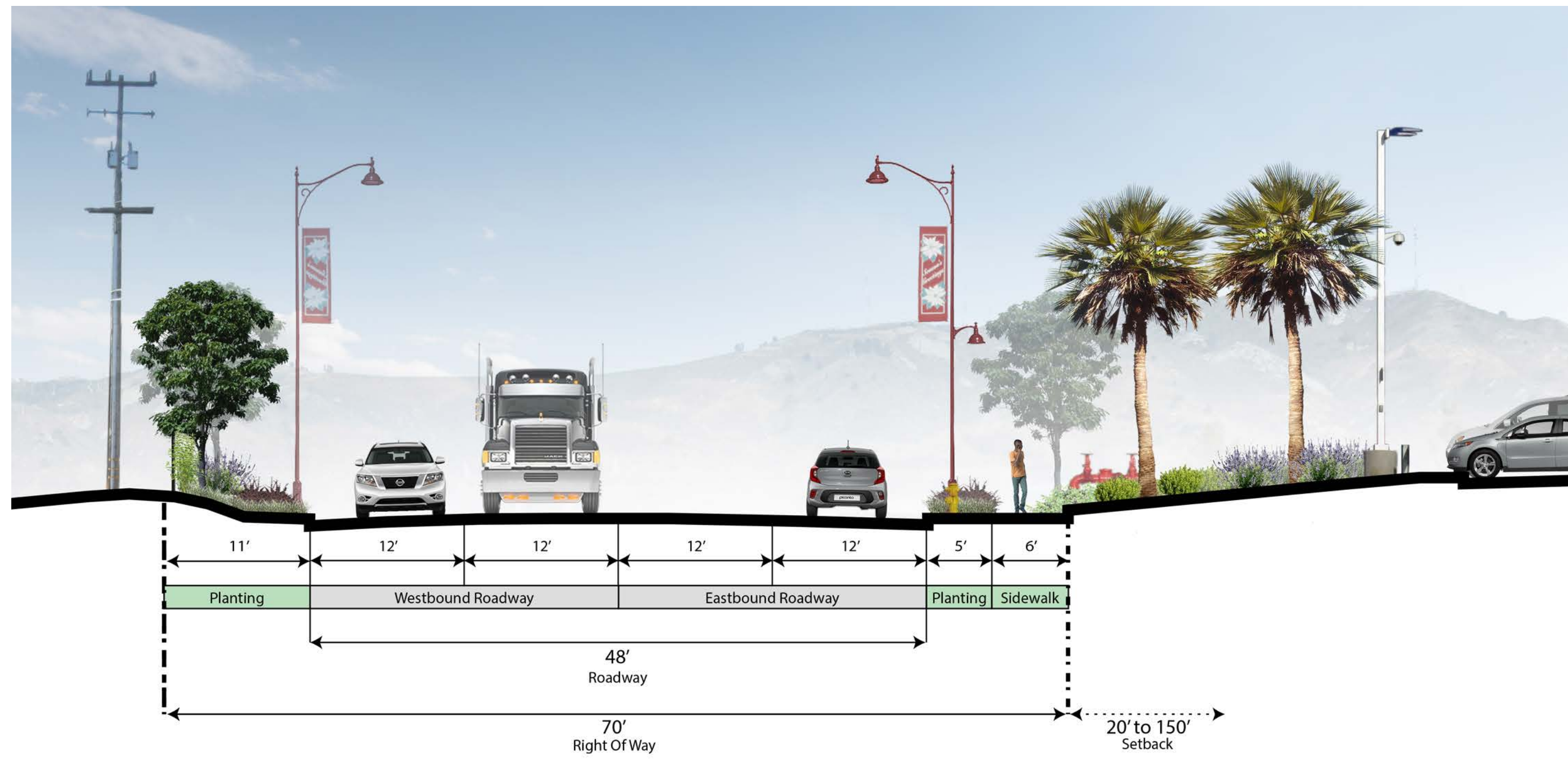
KEY MAP



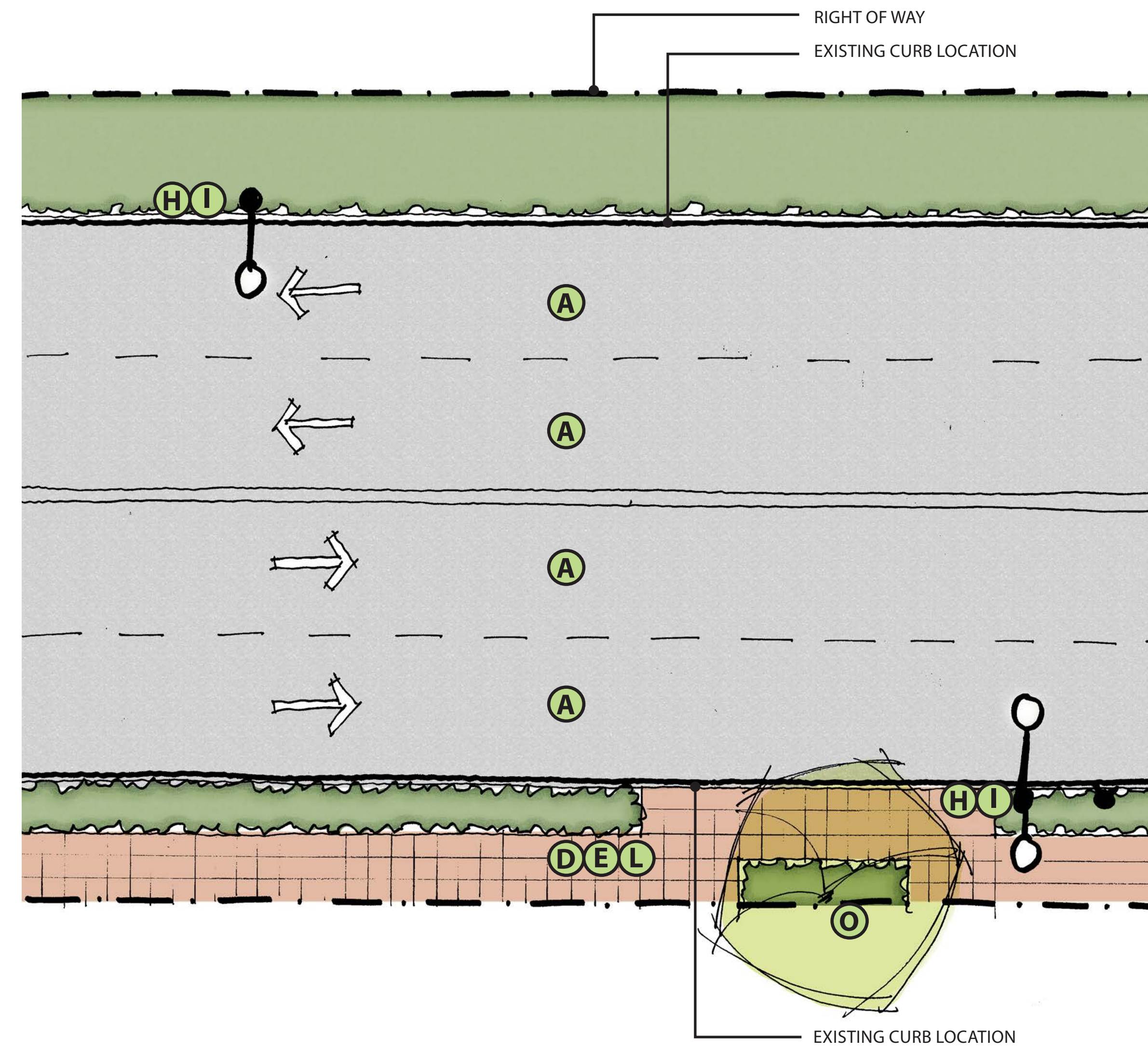
## SERRAMONTE WEST

### SERRAMONTE BOULEVARD MASTER PLAN Colma, California

# OPTION 1 BEAUTIFICATION

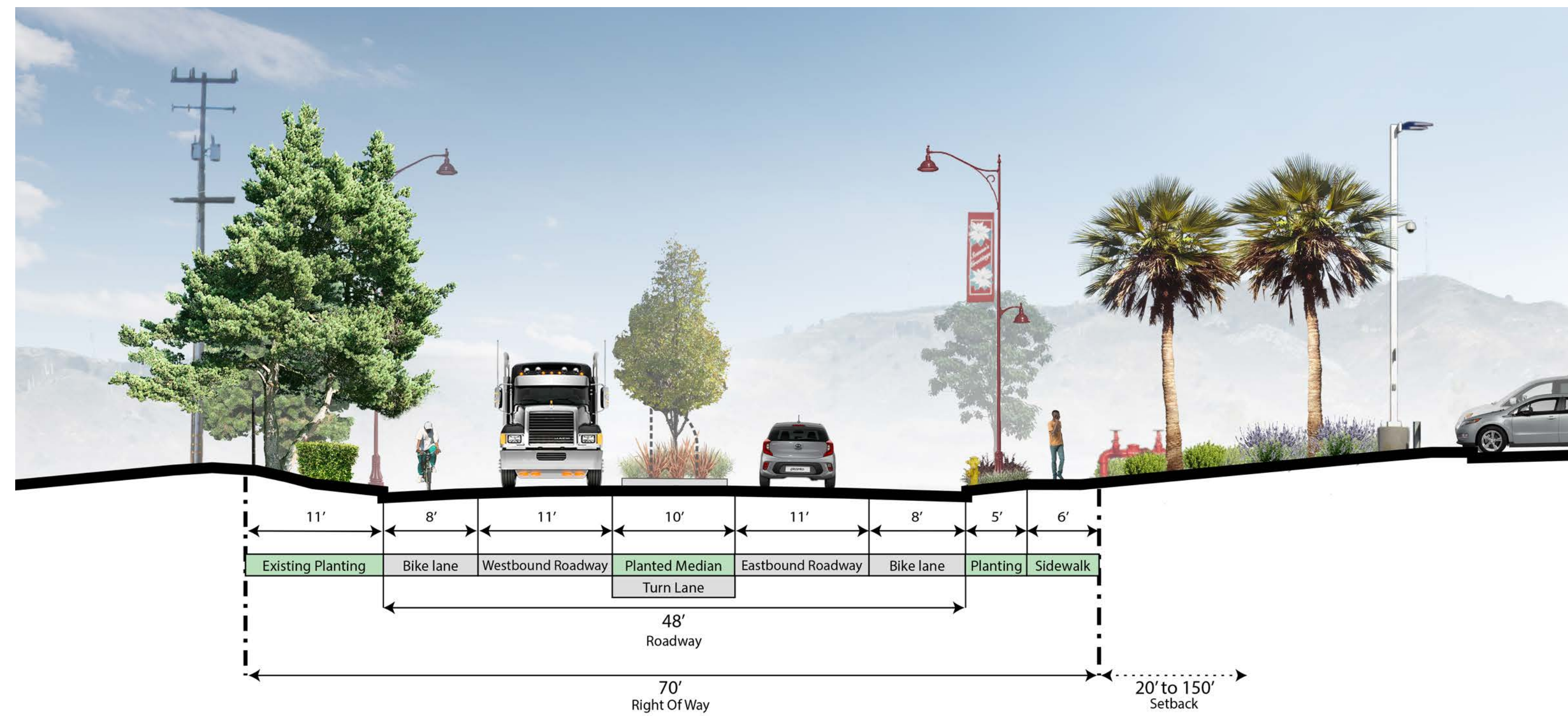


SECTION

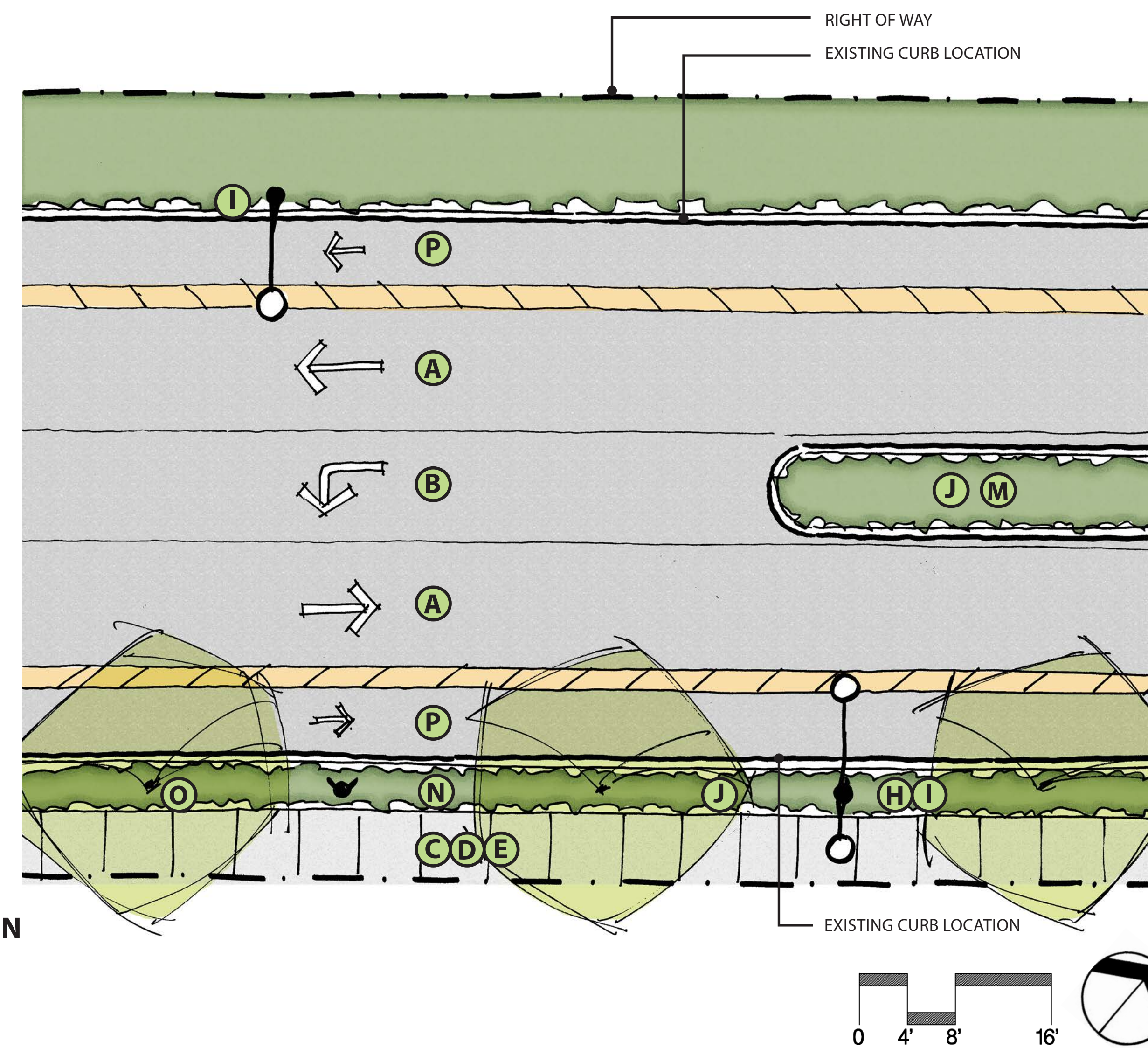


PLAN

# OPTION 2 TURN LANE AND PLANTED MEDIAN

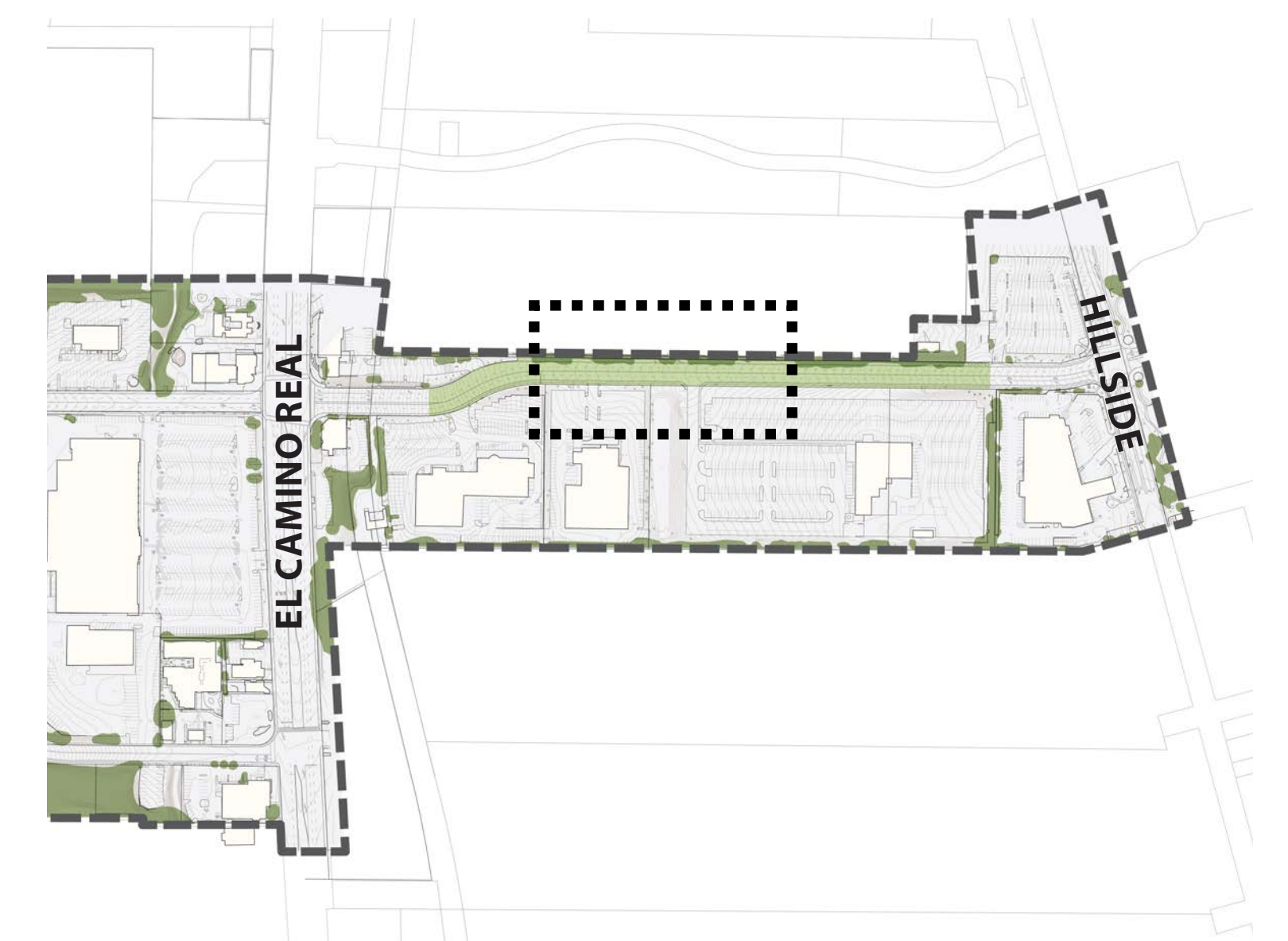


SECTION



PLAN

SERRAMONTE EAST		1	2
<b>TRAFFIC MANAGEMENT</b>			
(A) TRAVEL LANES		4	2
(B) TURN LANE AND PLANTED MEDIAN			
<b>PEDESTRIAN IMPROVEMENTS</b>			
(C) UNOBSTRUCTED SIDEWALK (RELOCATED UTILITIES)		SOUTH ONLY	SOUTH ONLY
(D) CONTINUOUS SIDEWALK		SOUTH ONLY	SOUTH ONLY
(E) WIDENED SIDEWALK		6'	6'
(F) HIGH VISIBILITY MID-BLOCK PEDESTRIAN CROSSINGS		COMPATIBLE	COMPATIBLE
(G) PEDESTRIAN REFUGE ISLAND			COMPATIBLE
(H) PEDESTRIAN ORIENTED LIGHTING			
<b>PLACE-MAKING</b>			
(I) SIGNATURE LIGHTING FIXTURES			
(J) WAY-FINDING SIGNS		POLE MOUNTED	POLE OR MONUMENT
(K) STREET FURNITURE			
(L) ENHANCED PAVEMENT			COMPATIBLE
<b>GREEN INFRASTRUCTURE</b>			
(M) REDUCED PAVEMENT			PLANTED MEDIAN
(N) STORMWATER TREATMENT OPPORTUNITY			
(O) STREET TREES			
<b>BICYCLE INFRASTRUCTURE</b>			
(P) BUFFERED BIKE LANE			



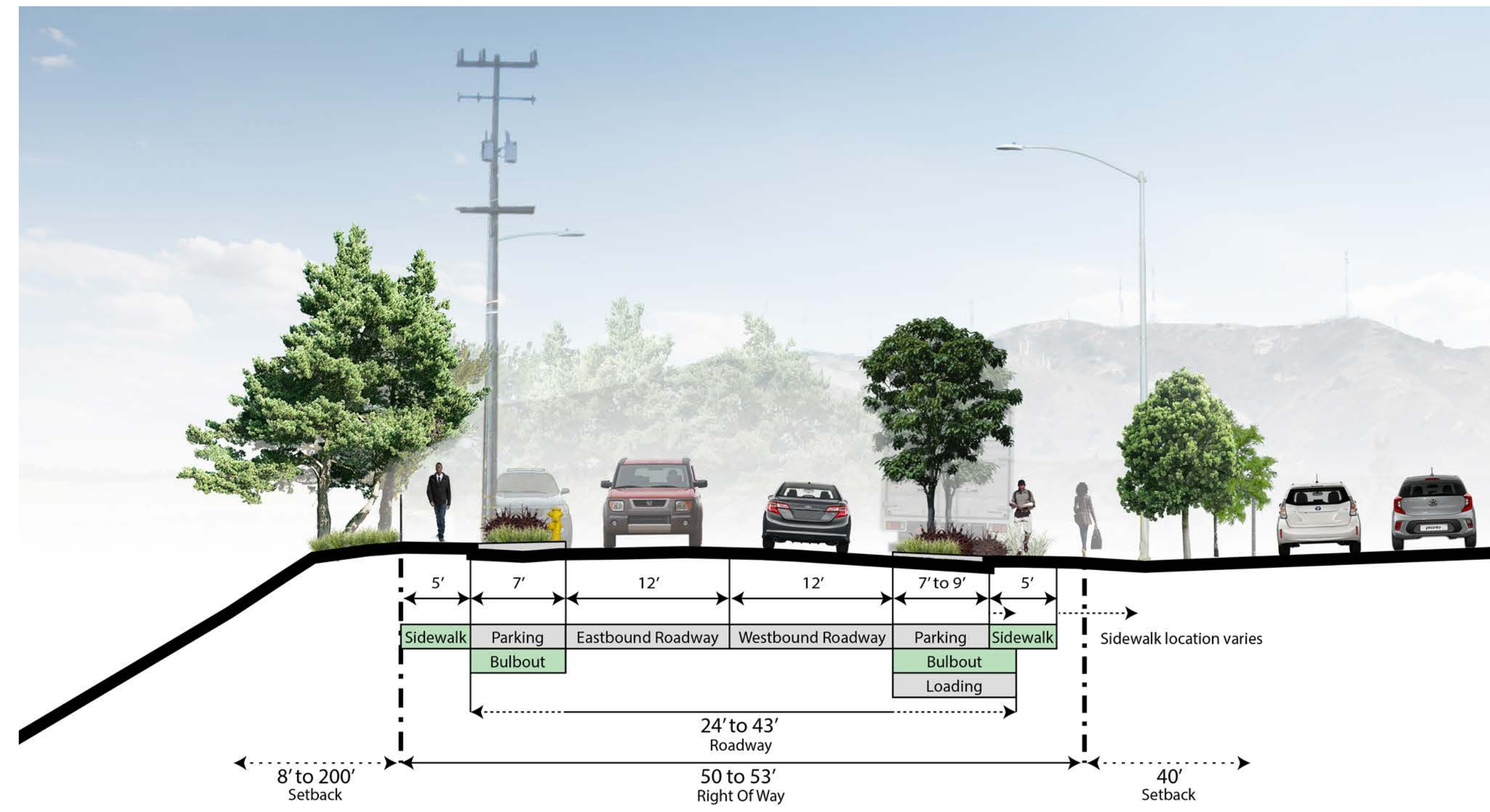
KEY MAP

## SERRAMONTE EAST

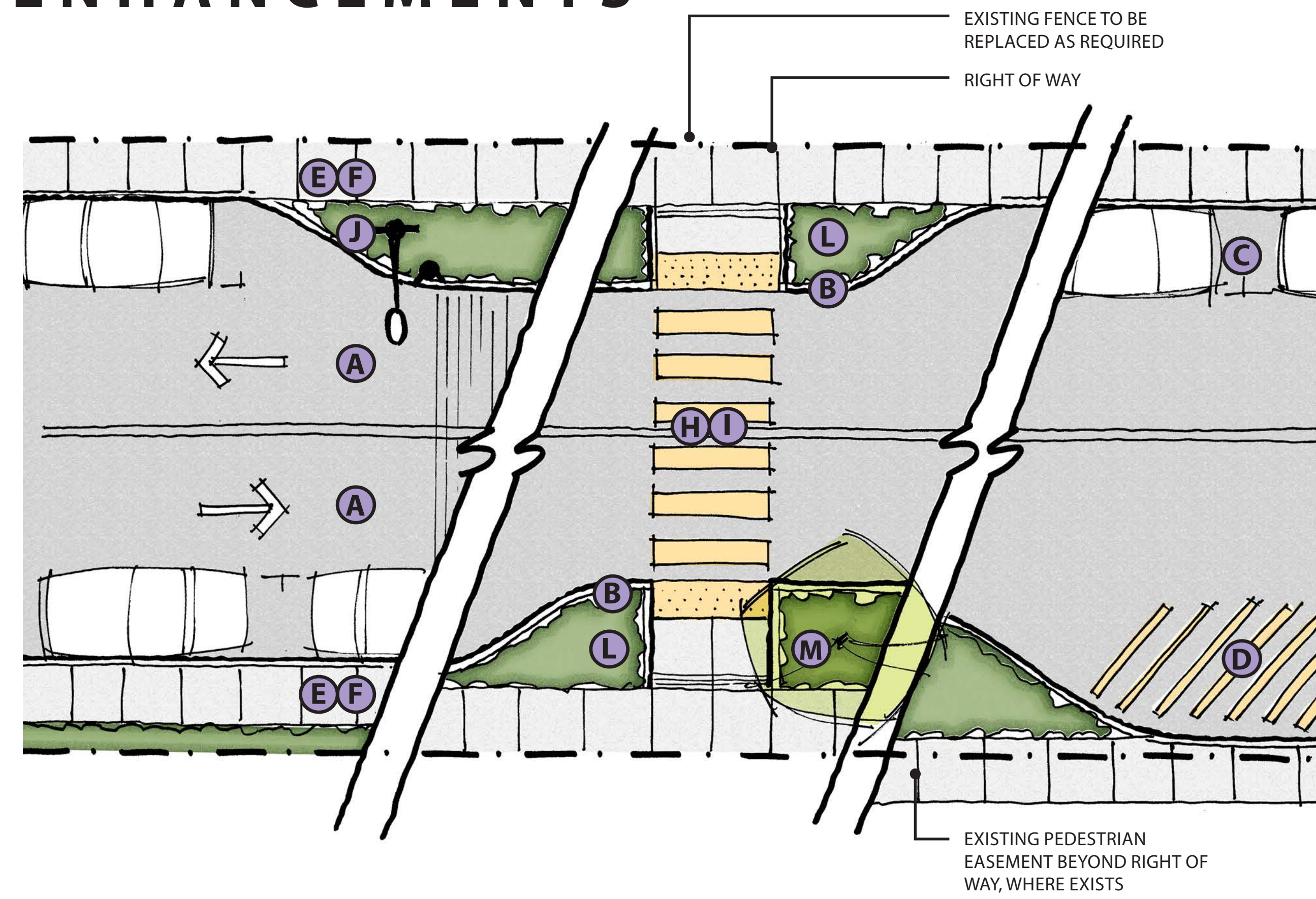
### SERRAMONTE BOULEVARD MASTER PLAN Colma, California



# OPTION 1 TRAFFIC CALMING WITH PEDESTRIAN ENHANCEMENTS



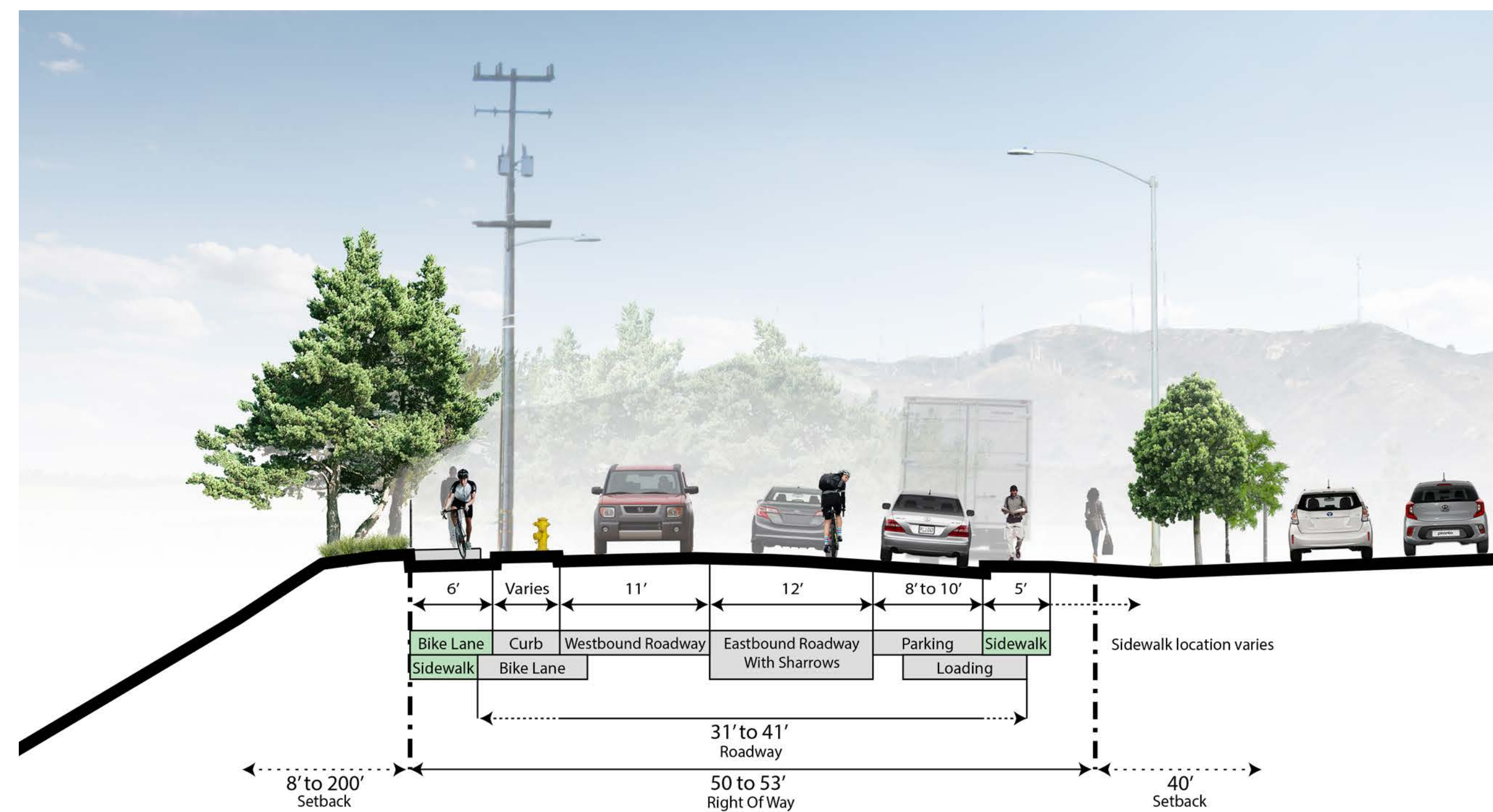
SECTION



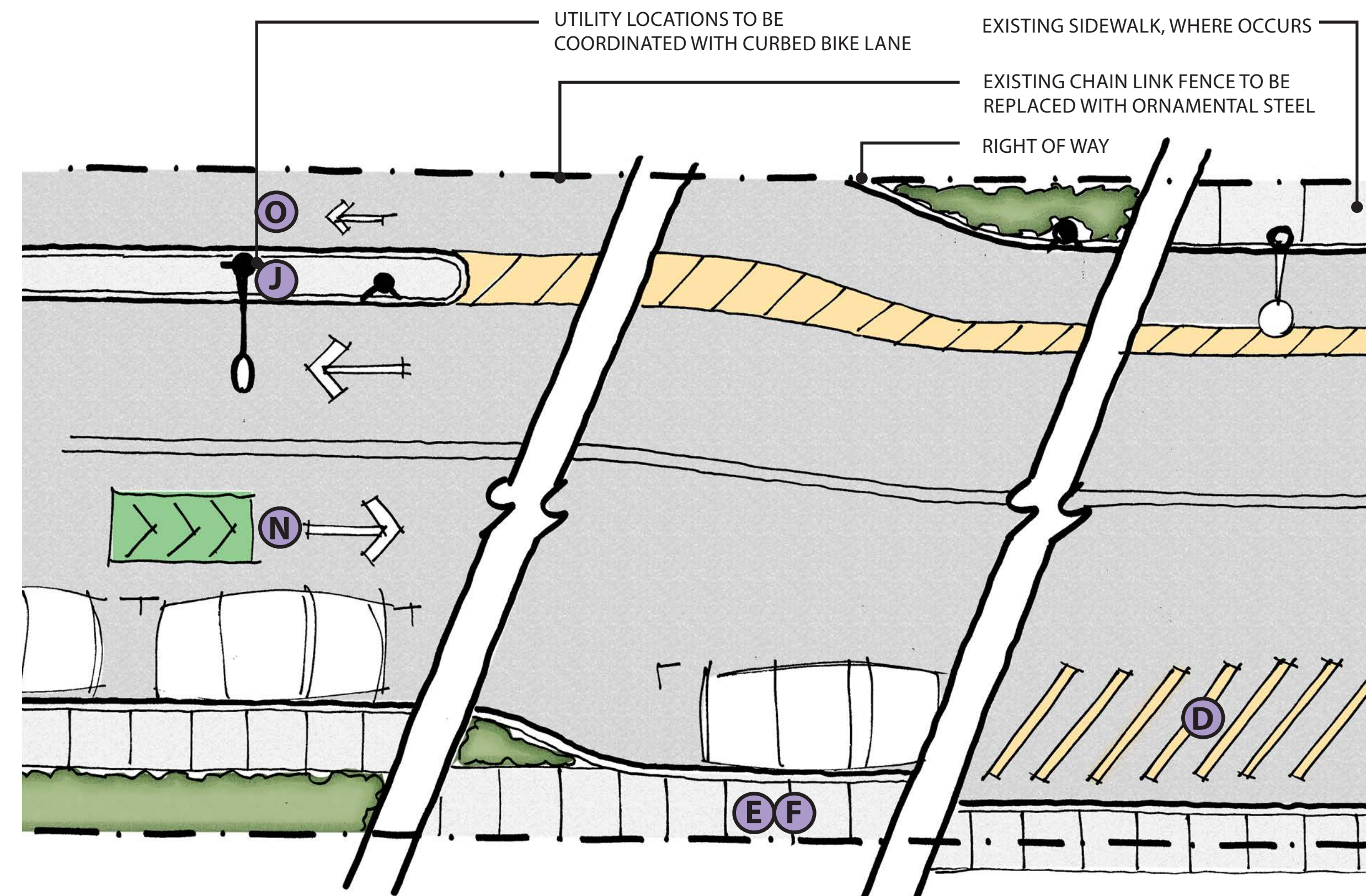
PLAN

COLLINS	1	2
<b>TRAFFIC MANAGEMENT</b>		
(A) TRAFFIC CALMING: RUMBLE STRIPS OR SPEED HUMPS		COMPATIBLE
(B) TRAFFIC CALMING: CURB EXTENSIONS		
(C) POTENTIAL FOR INCREASED PARKING		DECREASE
(D) DESIGNATED CAR HAULER UNLOADING ZONE		
<b>PEDESTRIAN IMPROVEMENTS</b>		
(E) UNOBSTRUCTED SIDEWALK		
(F) CONTINUOUS SIDEWALK	BOTH SIDES	SOUTH ONLY
(G) WIDENED SIDEWALK	N/A	N/A
(H) HIGH VISIBILITY MID-BLOCK PEDESTRIAN CROSSINGS		
(I) SHORTENED PEDESTRIAN CROSSINGS		
(J) ADDITIONAL LIGHTING ON EXISTING UTILITY POLES		
<b>GREEN INFRASTRUCTURE</b>		
(K) REDUCED PAVEMENT		
(L) STORMWATER TREATMENT OPPORTUNITY		
(M) STREET TREES		
<b>BICYCLE INFRASTRUCTURE</b>		
(N) SHARROWS		DOWNHILL
(O) BUFFERED BIKE LANE		UPHILL

# OPTION 2 BICYCLE INFRASTRUCTURE



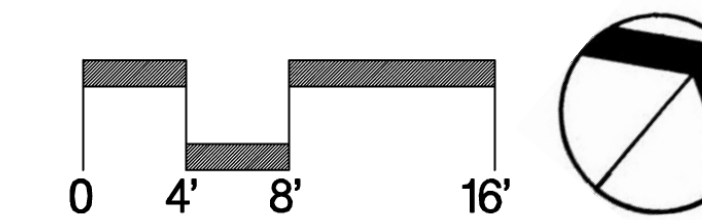
SECTION



PLAN



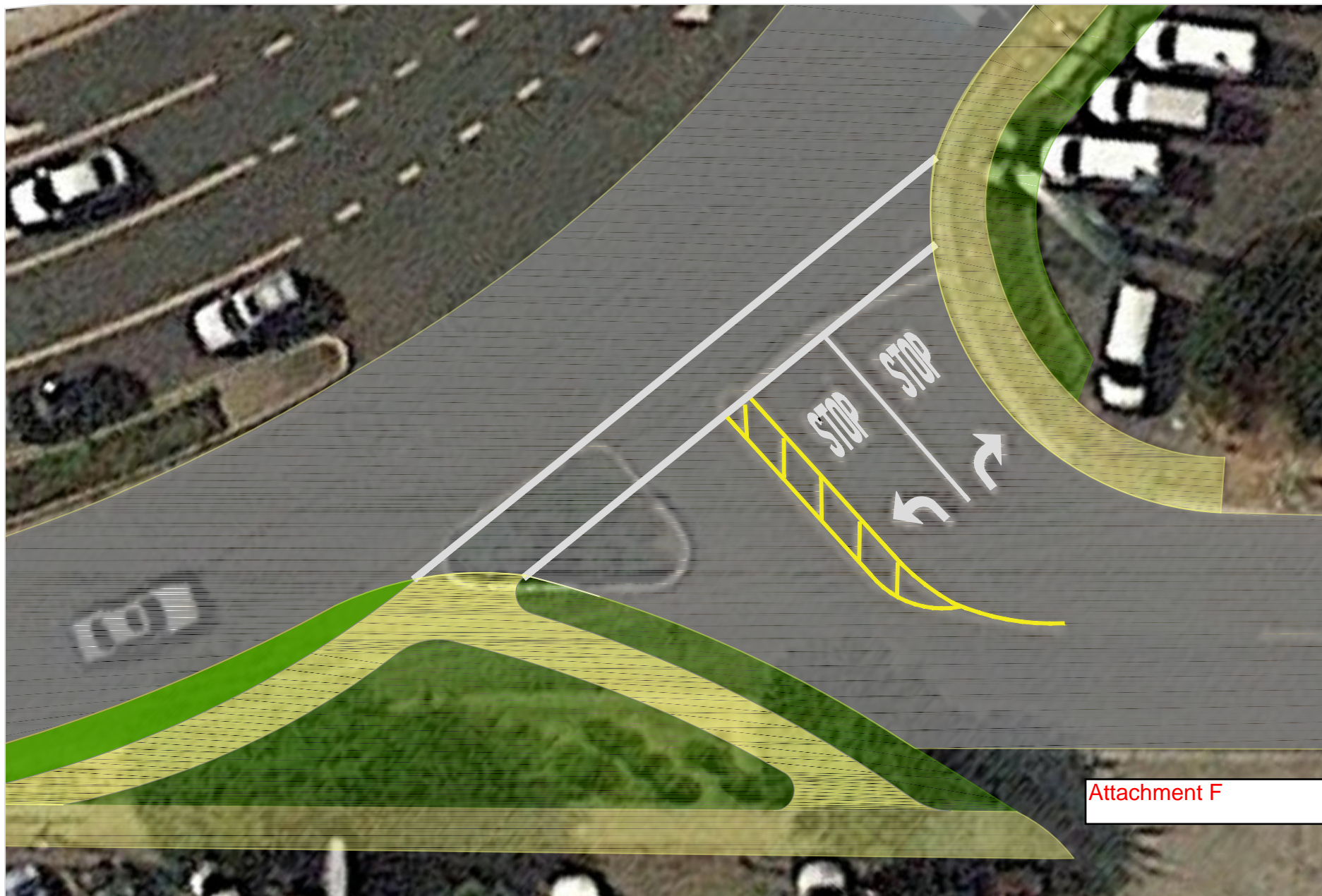
KEY MAP



## COLLINS

### SERRAMONTE BOULEVARD MASTER PLAN Colma, California





Attachment F

Exhibit- Serramonte Blvd/Collins Ave Re-Design

