



SAN FRANCISCO
PLANNING
DEPARTMENT

RFP



REQUEST FOR PROPOSALS

Living Alleys

RFP RELEASE:
October 23, 2013

APPLICATIONS DUE:
January 20, 2014



SAN FRANCISCO
PLANNING
DEPARTMENT

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LIVING ALLEYS
MARKET OCTAVIA

THIS PROJECT IS FUNDED BY A GRANT THROUGH CALTRANS
AND WITH SUPPORT OF OUR AGENCY PARTNERS:



Introduction

We are soliciting conceptual proposals for Living Alley improvements, with a goal of creating a pedestrian and bicycle network in the Market Octavia Area. The following design considerations and responsibilities provide a general and basic overview, but are not comprehensive. Detailed proposals are not required at this stage, but we will evaluate and provide additional technical assistance to a handful of conceptual designs in order to help implement them.

The Market Octavia Plan envisioned a process where local residents could propose “living streets” -- shared, multi-purpose public spaces -- improvements to their alleys, and participate in the design and implementation. The main goals of living alleys are to create **safe, active, and sustainable public places with amenities** for people to sit, relax, and engage with others, especially where narrow sidewalks or lack of open space would make such activities difficult. In doing so, they also add vitality to the street and to the block. **Living alleys should also be viewed as part of an overall network that prioritizes pedestrians and bicyclists.** Living Alleys should embody **sustainable materials and functions**, such as storm water management, but they should also engender active uses as well -- like walking and bicycling, and community activities.

Living alleys augment pedestrian safety on streets that are designed as places first, and roads second -- by creating expectations that influence slower speeds and more careful driving behavior.

Living Alleys may be sponsored by a private partner (merchant, resident, institution, etc.) but all amenities of a Living Alley must be free and open for any member of the public to use.

ELIGIBLE APPLICANTS

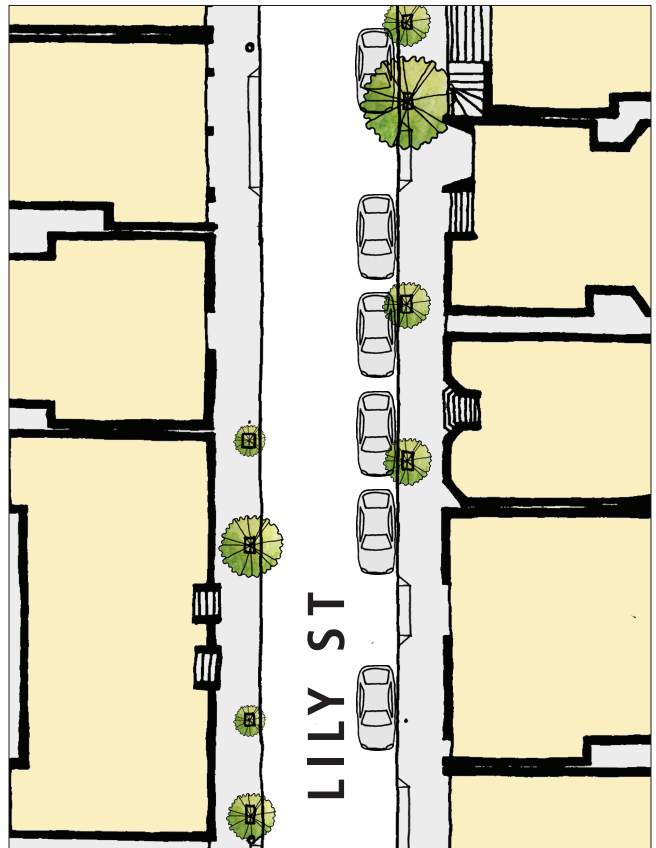
- Community Benefit Districts, Business Improvement Districts (CBDs/BIDs)
- Non-profit institutions, community organizations, and schools
- Residents and property owners (commercial or residential)
- Business owners
- Other applicants may be considered on a case-by-case basis

LOCATION

Living Alleys fit best:

- On streets of with slow speeds -- 15 mph or less
- In places where new or existing activity will flourish
- In locations that connect to existing public gathering places
- At other locations to be considered on a case-by-case basis

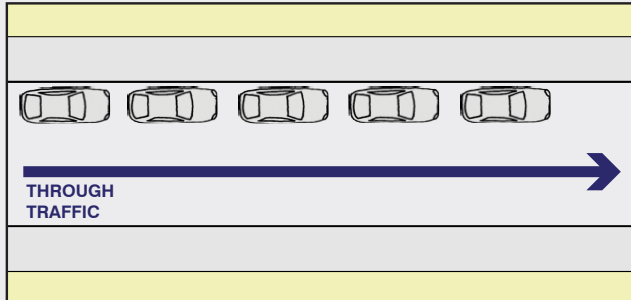
The Living Alley Design Considerations that follow provide an overview of design parameters and opportunities for transforming alleys into vibrant public places. It includes how the City will evaluate proposals. Please refer to these considerations before submitting an application.



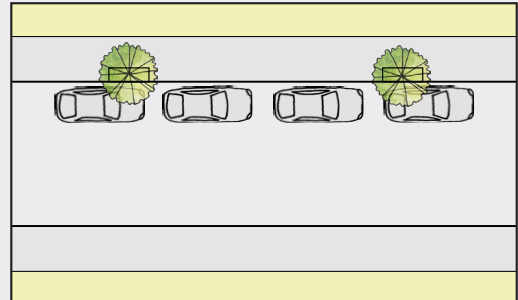
Parking and Traffic

The configuration of parking can be a tool for a livable street to slow speeds and engender more careful driving behavior. In alleys wide enough for only a single parking lane, it may be possible to alternate the sides of parking lanes to create a chicane – a change of the road geometry which could calm traffic. With this treatment, drivers would reduce speed to negotiate the lateral displacement in the vehicle path.

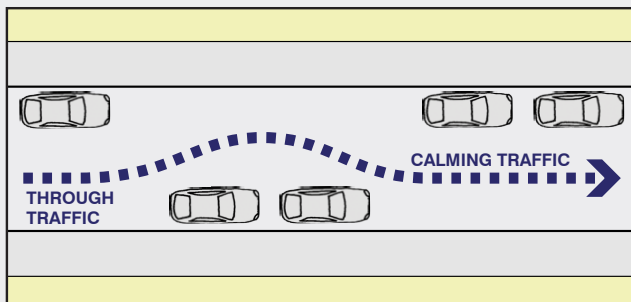
A Living Alley may replace on-street parking spaces for landscape and pedestrian space. (See diagram below). Balancing the amount of street parking with a pedestrian and bicycle friendly street will require community input and support. Maintaining vehicular maneuverability and emergency vehicle access will inform the design and location of features. Access and maneuverability of large trucks, such as trash and recycling pick up should also be considered in the design. In general, maintaining the existing road dimensions will allow operation and access of emergency vehicles.



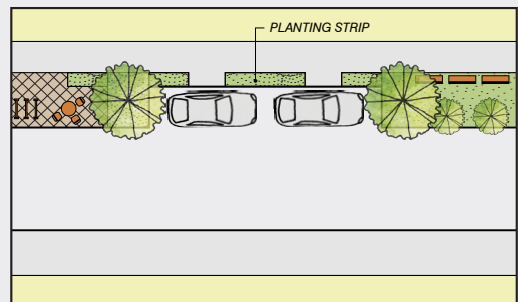
EXISTING



TYPICAL SINGLE SIDE PARKING WITH NARROW SIDEWALKS



PROPOSED



SUGGESTIONS FOR INTEGRATING LANDSCAPE & IMPROVEMENTS/SIDEWALK WIDENING IN PARKING LANE

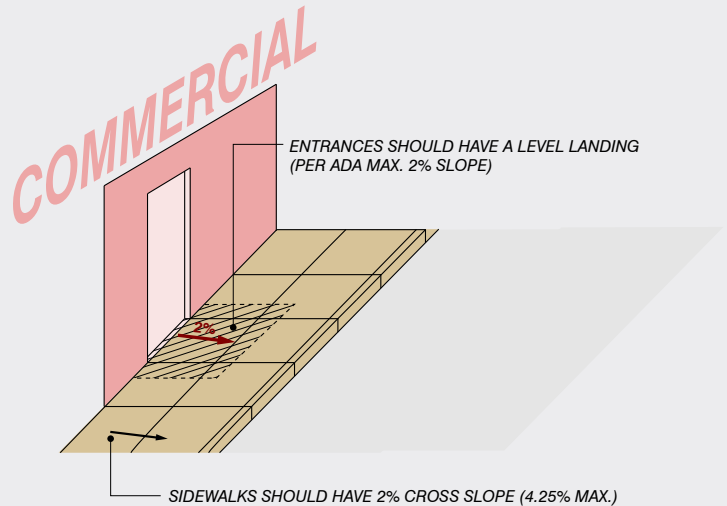
Accessibility

Modifications to a public right-of-way may require universal accessibility upgrades. The California Building Code (CBC) deals with accessibility, as does the Americans with Disabilities Act (ADA), which provides standards for universal accessibility. Whatever functions and amenities are provided should be accessible to people with disabilities.

A single surface treatment or a “shared street”, can create a street that feels more pedestrian friendly. However, when traditional barriers between pedestrians and cars are removed, there must be some means of providing alternate barriers and way-finding cues to protect visually impaired people.

CBC Section 1127B - Exterior Routes of Travel - specifically deals with accessibility of public spaces. While not comprehensive, some basic accessibility issues to consider are outlined below:

- A 4-foot wide (minimum) accessible path of travel must be provided. The maximum cross slope along a path of travel should be 2%.
- Sidewalk entries should also have level landings (no greater than 2% slope).
- Paving and paving joints need to be smooth enough to eliminate tripping hazards.
- Changes from a pedestrian zone to a roadway should be delineated with a change of material, contrast in color, or change in level, and be directional to facilitate way-finding for visually impaired persons.
- Accessible seating should be provided.



Emergency Vehicle Access

The existing effective width of alleys will typically need to be maintained -- not narrowed- to provide access and operation of emergency vehicles such as fire trucks. There may be other operational parameters that affect design that will be reviewed by the Fire Department. Access and maneuverability of other large trucks, such as trash and recycling pick up should be considered in the design.

Drainage and Underground Utilities

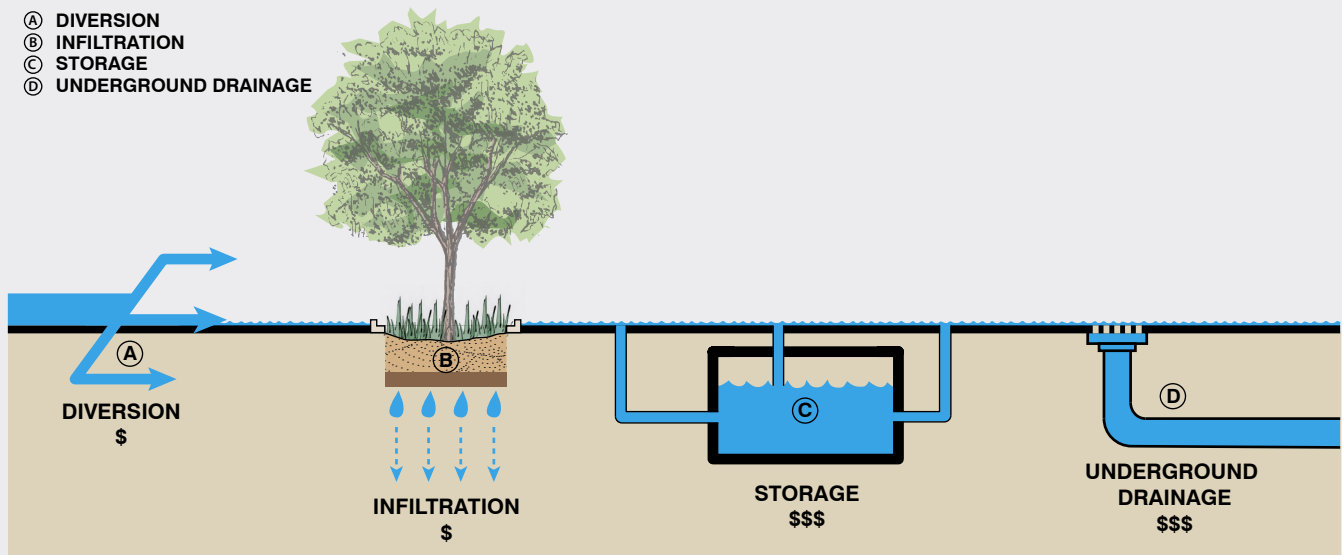
Altering the geometry of the right-of-way can pose significant challenges for drainage, especially when changing from a curb and gutter system to a curbless condition. Depending on the slope, a tabled solution may create a dam, requiring installation of new catch basins and manhole which are costly. Permeable paving is also dependent on the composition of the existing roadway and the underlying soils. In some cases the existing road may have a 6"-8" thick concrete base, which is costly to remove if permeable paving is envisioned. Location of underground utility lines may determine

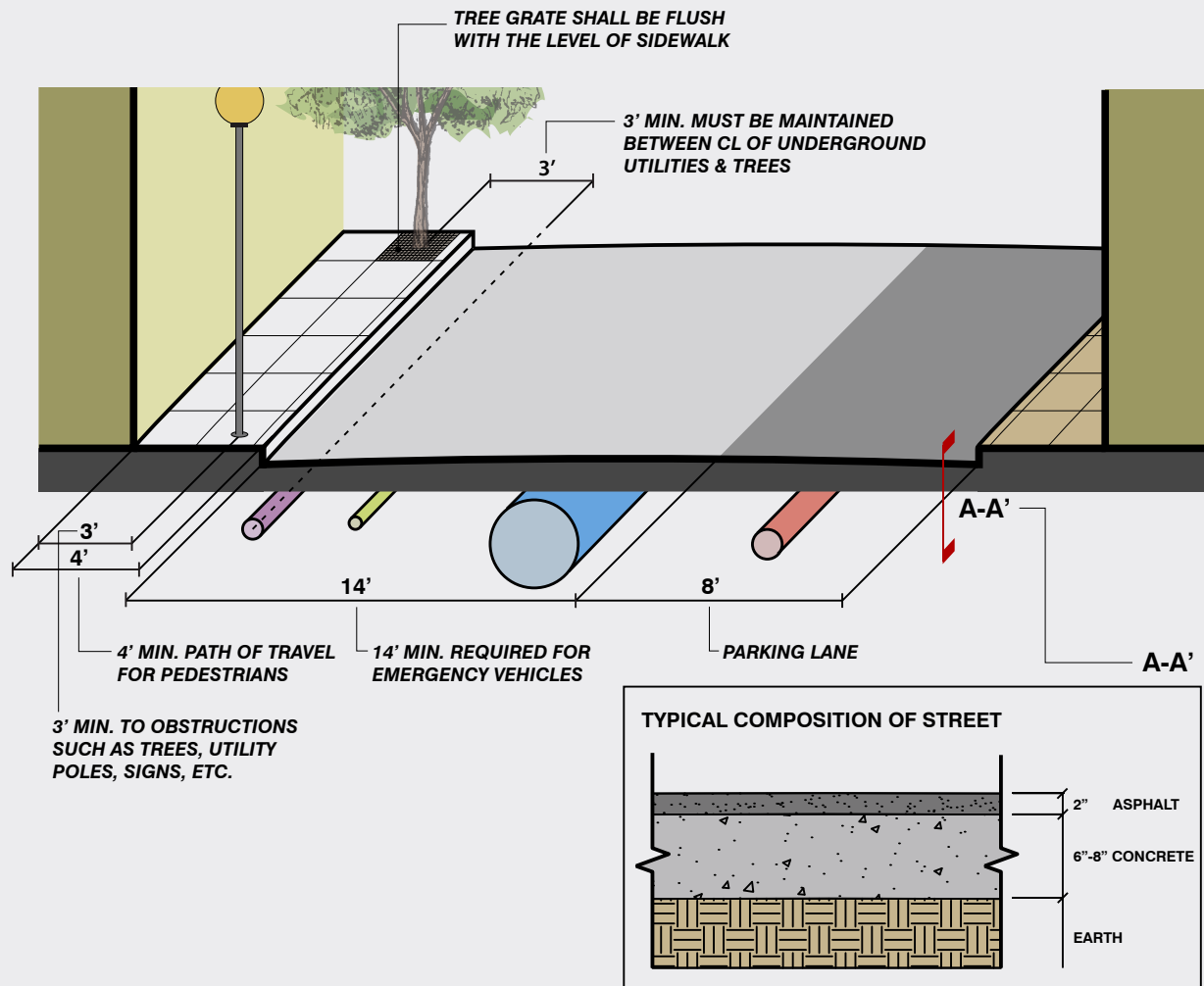
where design features can go. For example, trees must be located at least three feet away from underground utility lines such as gas and water. Ignoring the condition of other subsurface utilities that may be at the end of their life cycle can be a pitfall. Deteriorated underground structures that can lead to subsidence or excavation to repair will quickly undo what took years to plan and construct. Perhaps the single biggest unknown condition and cost is the underground utilities. DPW can coordinate with the PUC to assess the subsurface conditions early in the design review process.

CONSIDER WHERE & HOW STORMWATER RUNOFF WILL FLOW, ESPECIALLY WHEN MODIFYING THE ROAD SECTION TO AVOID POTENTIAL FLOODING.

SOME POSSIBLE MEANS ARE:

- Ⓐ DIVERSION
- Ⓑ INFILTRATION
- Ⓒ STORAGE
- Ⓓ UNDERGROUND DRAINAGE





Raised Crosswalks



Corner Curb Extension



Bike Rack & Bike Corral



Permeable Paving



Lighting Installation



Paving



Temporary Events



Permeable Paving on Parking Lane



Art Wall



The Better Streets Plan

The Better Streets Plan provides a comprehensive set of guidelines for the design of San Francisco's pedestrian realm. The plan seeks to balance the needs of all street users, with a particular focus on the pedestrian environment and how streets can be used as public space.

Refer to the Better Streets website for more information about design elements, funding sources, and processes that may apply to your Living Alley proposal.
<http://www.sfbetterstreets.org/>



Review and Selection Criteria

A committee composed of the Planning Department, the San Francisco Municipal Transportation Agency (SFMTA), and the Department of Public Works (DPW) will review and rank your proposals based on the following criteria developed from the initial community workshop. 3-5 of the highest-ranking applications will be selected to continue to the next phase. Selected proposals will receive technical and design assistance from SFMTA, DPW, and the Planning Department.

1. LOCATION

The proposed living alley should be in an **active and well-used location**, with a good opportunity to **connect to other existing public gathering places**; or in places where new or existing activity will flourish. Additionally, proposals should consider the **potential for mid-block pedestrian crossings** that connect to schools, parks, and other attractions.

20 POINTS

2. COMMUNITY ORGANIZATION, SUPPORT, AND STEWARDSHIP

Community support and organization is essential to the success of a Living Alley project. The sponsoring group should reach out to the larger neighborhood, but also have a **clear and well-documented plan for fundraising, and maintaining** the proposed improvements. Having good community partners helps strengthen the support for the living alley proposal. Demonstrate sustainable community support.

30 POINTS

3. DESIGN

Streets have **multiple functions** that need to be taken into consideration when designing Living Alleys. The design should **include the parameters**

and appropriate elements discussed above. Credit will be given to how well the design accommodates functional goals that support various users' needs by integrating innovative and transformative elements.

25 POINTS

Some of the **Functional Elements** to consider are:

Traffic Calming

- Enhanced Entry/Exit features
- Chicanes
- Bulb-outs
- Raised crosswalks

Public Realm/Streetscape Amenities

- Furnishings and Seating
- Pedestrian-Scale Lighting
- Paving
- Public Art
- Places designed to support social interaction/play

Sustainability

- Storm water Infiltration
- Recycled Materials
- Others features that embody principles of social, economic, and ecological sustainability

4. USE

We encourage creative thinking about **what will happen in the living alley, who will use it and how** - beyond those who will be involved in its creation and maintenance. For example, consider community partnerships (school, CBD, institution), sustainable features, art, programming for children, partnerships between businesses, etc. Be thoughtful and creative about programming spaces. Consider potential new or existing active uses in the ground floors of adjacent buildings. **25 POINTS**

Responsibilities

If your project moves forward you would be responsible for, and need to consider the following:

COSTS AND FUNDING

The sponsor is responsible for all costs associated with designing and installing the Living Alley. A matching grant program will be established to help fund some of the project expense. The project sponsor will need to demonstrate the project costs and a funding plan for developing the project and on-going maintenance. Public grants are typically required to be administered by a fiscal sponsor, 501 3 c non-profit, which may also allow for tax-deductible donations from other individuals and entities. A fiscal sponsor can also be an advocate in the community helping to promote the project. a fiscal sponsor may charge a 10-15% fee.

Our experience has shown that hard costs for Living Alleys typically cost around \$40 to \$90 per square foot depending on design factors and material choices. Soft costs, which include design, construction management, permits, fees, insurance, fundraising, and fiscal sponsorship fees, can add close to the same amount as hard costs, depending on the scale of the project.

INSURANCE

The sponsor will be required to provide evidence of at least \$2M in liability insurance, naming the City and County of San Francisco as additional insured. Most businesses already carry this insurance; please check with your provider. This can be held and maintained by any entity. It is not necessary for unanimous inclusion, or equal representation; that is, owners may opt out, as long as some entity holds a policy that covers the area of the improvement.

MAINTENANCE

The sponsor will be required to sign a maintenance agreement to keep the Living Alley clean and free of graffiti, and to keep all plants in good health. You must maintain the surface of the Living Alley daily. This can be assumed by any person or entity and is not restricted to the adjacent property owners. A means of ensuring this is to create a plan and an agreement at the inception of the project that asks neighboring property owners to subscribe to a monthly maintenance fee, which may also cover the added insurance cost.

INCLUSION

Living Alleys are free and open to all members of the public to use. You will be responsible for ensuring that there is no direct commercial service to any area of your living alley.

PERMITS FEES AND APPROVALS

The Department of Public Works (DPW) is the primary permitting department for work associated with streets and alleys. Permits and fees originate from DPW. Here is a list of the current permit types and the associated fees.

Sidewalk Landscaping

For landscape improvements within an existing sidewalk, DPW has a cost-effective and streamlined process. The website is very informative and easy to understand.

<http://sfdpw.org/index.aspx?page=1350>

Required for installing planting strips or boxes within the sidewalk ROW.

Fees:

\$245 for an individual

\$211 for 2-4 neighboring properties

\$182 for 5+ neighboring properties (most likely for the alley proposals)

Street Tree Planting Permit

(separate from Sidewalk Landscaping Permit)

<http://www.sfdpw.org/index.aspx?page=649>

Required for any new proposed tree.

Fees:

There are no fees associated with a tree planting permit at this time.

Minor Sidewalk Encroachment Permit

<http://www.sfdpw.org/index.aspx?page=1189>

Generally required when adding improvements to the sidewalk, but not within the roadway (chairs, lighting, benches, etc.)

Fees:

\$1,067.80 for a new application

There is no annual assessment fee because the improvements would be for the public.

\$151.58 existing conditions or submittal with Street Improvement Permit

Major Encroachment Permit

<http://www.sfdpw.org/index.aspx?page=1192>

Required for any improvements within the roadway area. Changing the geometry of the roadway (for example altering the curb lines) or removing on street parking spaces requires a legislative process and inter-departmental review by MTA, DPW, and the Planning Department.

Improvements must be approved by the Board of Supervisors (General Plan Referral)

Fees:

\$4,146.14 for a new application (General Plan Referral Fees not included)

A yearly assessment of \$3.21/S.F. may be charged if a commercial enterprise uses the improvement

exclusively. If the improvements are for public use, there would be no annual assessment fee.

\$191.50 for site inspection before and after installation.

Street Improvement Permit

<http://www.sfdpw.org/index.aspx?page=1190>

Usually tied to building projects, not likely for the alley improvements unless associated with an issued building permit.

Fees:

\$1,197.58 minimum submittal fee (with Building Permit App), additional plan review/inspection may be paid upon issuance.

\$642.92 minimum (Notice to Repair)

There would be no annual assessment fee if the improvements are for the public.

NEXT STEPS

Proposals selected to continue to the next phase will receive assistance from SFMTA, DPW, and the Planning Department that include:

- Civil surveys of their alley
- Help matching designers to further the designs
- Detailed technical assistance and design review to refine the concepts to a feasible working plan.
- Collaboration to help streamline the permitting process
- Advice in targeting funding sources and strategies such as public private partnerships

Proposal Application Form

Applicant Information

ADDRESS OF PROPOSED LIVING ALLEY:	
CROSS STREET:	BLOCK NO.:
SPONSORING BUSINESS / ORGANIZATION NAME:	
MAILING ADDRESS (if different than above location):	ZIP CODE:

Contact Information

CONTACT NAME 1:	
PHONE 1:	EMAIL 1:
CONTACT NAME 2:	
PHONE 2:	EMAIL 2:

Submit your proposal (see checklist) by the response date listed on the first page of this document.

When developing your initial plans, we strongly recommend that you talk and work with your neighbors, and a designer to propose a project reflecting shared goals.

PROPOSAL CHECKLIST *The proposal should include the following:*

- ☐ A narrative describing your intent and vision of who will use the Living Alley, and how this has the potential to create a network by connecting to other alleys and public spaces
- ☐ Funding Plan
- ☐ Maintenance Plan
- ☐ An existing plan and photographs
- ☐ Conceptual plan(s), section(s), and details of proposed improvements, showing all relevant design features. These need not be worked out in detail, but should demonstrate a vision that is feasible
- ☐ 3D renderings or images
- ☐ Demonstration of community support and engagement

Proposal Submission Requirements

Initial Application Form

Please fill out the application form. Please contact sflivingalleys@sfgov.org before submitting an application.

Preliminary Concept Description

Please include a brief summary explaining your project goals and the vision for your living alley. Please describe in one paragraph the main design idea of your Living Alley project. Why this location? What activities would you like to promote on the alley? How do you anticipate the community will be involved? What will be the benefit to the neighborhood?

Photos of existing conditions

Please include one or more photos of the location where you propose the living alley improvements, including the parking spaces, the sidewalk, and building façade(s) in front of the proposed location.

Preliminary site plan

Please provide a measured drawing that shows the footprint of the proposed Living Alley, including the areas at either end of the proposed Living Alley. This preliminary site plan can be hand-drawn; a designer is not needed at this stage, but is recommended. Before drawing the plan, please consult the Living Alley Design Considerations, which include design parameters in addition to those listed below.

Your plan should include:

- Adjacent properties (include addresses + name of business (if applicable))
- Existing sidewalk width
- Existing street width
- Proposed features and dimensions

- Existing parking spaces with dimensions
- Existing parking meters, with total number of all meters to be removed
- Utilities or sidewalk features near the proposed Living Alley area (street trees, fire hydrants, streetlights, utility access panels, bike racks, etc.)
- Any colored curb zones (red, yellow, green, white, blue)
- Existing street trees and tree wells
- Existing curb cuts and/or driveways

Community and Neighbor Support

Living Alley improvements ultimately rely on the support, acceptance, and maintenance by community members and neighbors. Good use and care of the space will depend on those who reside or work near the space. It is important that you involve your community in the development of your design proposal.

Please provide the following:

- Letters of support from local BID or CBD, neighborhood associations, and adjacent businesses
- Letters of support from residents and property owners
- Letters of support from local institutions, or other adjacent organizations
- Documentation about community meeting(s) held to discuss the Living Alley proposal
- Ideas on how to involve the community in the creation and use of the new Living Alley

Funding and Implementation Plan

How will this project be funded? What is your fundraising plan? Please provide an estimated budget. A Community Challenge Grant, <http://www.sfgsa.org/index.aspx?page=4264>, is a good way to get started on fundraising. As a matching grant, other sources of funding should be identified or envisioned.

RESOURCES

Below is a list of resources available to you to aid in your Living Alley Design:

- Better Streets Plan: <http://www.sfbetterstreets.org/>
- SF Planning Market Octavia Living Alleys: <http://www.sf-planning.org/index.aspx?page=3510>
- SF DPW Sidewalk Landscaping Permit Application: <http://sfdpw.org/index.aspx?page=1350>
- SF DPW Street Tree Planting Permit: <http://www.sfdpw.org/index.aspx?page=649>
- SF DPW Minor Sidewalk Encroachment Permit: <http://www.sfdpw.org/index.aspx?page=1189>
- SF DPW Major Encroachment Permit: <http://www.sfdpw.org/index.aspx?page=1192>
- SF DPW Street Improvement Permit: <http://www.sfdpw.org/index.aspx?page=1190>
- SF Public Utilities Commission Sidewalk Garden project : <http://sfwater.org/index.aspx?page=641>
- SF Public Utilities Commission green Infrastructure; <http://sfwater.org/index.aspx?page=667>
- The Community Challenge Grant Program: <http://www.sfgsa.org/index.aspx?page=4264>

Submitting Your Initial Application

In order to gauge interest, we ask that you notify us as soon as possible via email, if you intend on applying. All initial applications are due by November 8, 2013 at the COB that day. Applications may be either submitted digitally to **Jessica.Look@sfgov.org** or mailed to:

Living Alley Program

SF Planning Department

1650 Mission Street, Suite 400

San Francisco, CA 94103-2479

QUESTIONS

For any questions regarding this RFP or the Living Alley program, please email **jessica.look@sfgov.org**. Please include RFP in the subject line, and include the proposed location address in the body of the email.

