

Quick-Build Project Supplemental Guidance

This resource provides supplemental guidance for quick-build projects funded through the Active Transportation Program (ATP). Please also reference the CTC ATP Guidelines, Appendix D, for more information on ATP Quick-Build Projects.

Quick-Build Definition:

Quick-build projects are interim capital infrastructure projects. These projects do not require minor construction activities but are built with durable, low to moderate cost materials (see the Appendix for examples of quick-build materials). Furthermore, these projects should last from one year to five years but could last longer if the project is successfully supported by the community and properly maintained. These projects have moderate design flexibility to anticipate adjustments that may occur. The purpose of a quick-build project is to immediately implement safety needs, allowing a community to benefit quickly from improvements made, and allowing the people of a community affected by the project to provide input and test the project improvements before they are permanently constructed.

Quick-build projects are distinguished from demonstration projects by the types of materials used and a longer study duration. In the ATP, demonstration projects are a non-infrastructure project type and quick-build projects are an infrastructure project type. However, unlike traditional infrastructure projects, quick-build projects can be adjusted; they can be changed based on community input and further technical analysis over time. If a quick-build project is successful, it can later be made permanent. If it is not successful, it can be easily deconstructed. Quick-build projects are intended to remain in place until capital upgrades are possible or until it is deemed unsuccessful. All quick-build projects are expected to collect data to inform the approach for the project.

The below graphic depicts the differences between a demonstration project (non-infrastructure project type), a quick-build (infrastructure project type) and a typical capital infrastructure project (infrastructure project type).

Non-Infrastructure	Infrastructure	
<p data-bbox="289 1171 578 1213">Demonstration Projects</p>  <p data-bbox="277 1409 586 1524">Purpose: To provide an opportunity for the community to "test" ideas in the roadway like temporary bike lanes, crosswalks or roundabouts using materials like haybales, plants, chalk, washable paint, cones, plastic barricades, and tape</p>	<p data-bbox="643 1171 932 1213">Quick-Build Projects</p>  <p data-bbox="644 1409 953 1541">Purpose: To immediately implement safety needs, allowing a community to benefit quickly from improvements made, and allowing the people of a community affected by the project to provide input and test the project improvements before they are permanently constructed.</p>	<p data-bbox="997 1171 1286 1213">Capital Infrastructure Projects</p>  <p data-bbox="1008 1409 1252 1503">Purpose: To construct or enhance permanent active transportation facilities that require significant investment in time and resources.</p>
<p data-bbox="289 1583 578 1625">Timeframe: Short-term (1 day to 1 month), typically lasting 1-7 days</p> <p data-bbox="289 1640 578 1682">Led by: Community, CBOs, local agencies or government/organizational leaders</p> <p data-bbox="289 1696 578 1738">Materials: Temporary, low-cost, low durability</p> <p data-bbox="289 1753 578 1816">Public Engagement: Enhances the public engagement process by encouraging curiosity and interaction with a potential facility design</p> <p data-bbox="289 1831 578 1852">Flexibility: Highly flexible</p> <p data-bbox="289 1866 578 1908">Data Collection: Recommended to refine approach for current/future projects</p>	<p data-bbox="643 1583 932 1625">Timeframe: Interim capital infrastructure project, typically lasting 1-5 years.</p> <p data-bbox="643 1640 932 1682">Led by: Local agencies or government/organizational leaders</p> <p data-bbox="643 1696 932 1738">Materials: Semi-permanent, low to mid-cost, medium to high durability</p> <p data-bbox="643 1753 932 1816">Public Engagement: Requires a high level of public engagement during the project testing period</p> <p data-bbox="643 1831 932 1852">Flexibility: Moderately flexible to allow for adjustments based on public input</p> <p data-bbox="643 1866 932 1908">Data Collection: Required to refine approach for current/future projects</p>	<p data-bbox="997 1583 1286 1625">Timeframe: Long-term investment, typically 20+ years.</p> <p data-bbox="997 1640 1286 1682">Led by: Local agencies or government/organizational leaders</p> <p data-bbox="997 1696 1286 1738">Materials: Permanent, significant investment, high durability</p> <p data-bbox="997 1753 1286 1816">Public Engagement: Requires a high level of public engagement during the planning and project development phases</p> <p data-bbox="997 1831 1286 1852">Flexibility: Minimal to no flexibility</p> <p data-bbox="997 1866 1286 1908">Data Collection: Required during the planning and project development phases prior to construction</p>

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Community Engagement in Quick-Builds:

Community engagement is an essential component of a quick-build project and there are a variety of ways that community partners can be engaged throughout the planning and design process. Considerations for outreach and engagement should include local business owners, advocacy organizations, daily commuters and transit users, community based organizations (CBOs), community leaders, and most importantly, the community residents. The best outcome will be found in reaching out early and often to ensure that residents and community members are educated, informed, and engaged throughout the entire process. Citizen advisory committees or other core team considerations might be advantageous to ensure equitable and diverse representation of the community. Some examples of best practices for ensuring residents have access to information include newsletters, social media, posters and flyers, public workshops, project websites, established community events, direct mailers and door-to-door engagement.

Throughout the quick-build process the agency is required to collect responses on how to improve the project to best fit the community's needs. Any surveys, public comments, or input should be documented and used to help guide the process.

One tool available through the [Active Transportation Resource Center \(ATRC\)](#) is the [SafeTREC Street Story](#) tool. This tool is a community engagement tool available to use that allows residents, community groups, and agencies to collect information about transportation collisions, near-misses, general hazards, and safe locations to travel. This tool can be adapted to collect input for a quick-build project. Street Story is free to use and publicly available.

The ATP requires ongoing community engagement and data collection while implementing quick-build projects to inform decisions of adjusting or refining the project design and whether to ultimately make the design permanent. The data collection/community testing period should last a minimum of six months. During the testing period, the implementer must conduct ongoing community engagement to obtain feedback on the project and inform project changes.

ATP Quick-Build Project Implementation Policy

The ATP has specific implementation requirements for quick-build projects. The following requirements should be considered when developing an ATP application and implementing a successfully funded quick-build project. Refer to the [Caltrans ATP webpages](#) for more information. Prior to submitting a quick-build project application, applicants must participate in a call with Commission staff to discuss project eligibility.

Programming of Funds

Quick-build projects should be CEQA-cleared prior to the programming of the project into the ATP. Quick-build projects should not have a significant impact on the environment. They should be considered as minor alterations of existing streets and should meet the criteria of a categorical exemption. They should also not expand the physical area of the existing infrastructure.

Quick-build projects will only receive construction (infrastructure) funding. Initial design work should be submitted with the application and additional design work can be done through the construction phase with construction engineering (CE). Alternative project delivery methods such as design-build are acceptable. Right-of-way certifications and permits must be cleared prior to the allocation of construction funds.

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The funding can only be programmed in the first two fiscal years of each cycle. Quick-build projects will be assigned State-Only funding (non-SB1 State funds).

Project Scope and Delivery

The project's testing and data collection schedule is required to be submitted in the ATP application. The project schedule, scope (including the components of the project design, materials, and project alignments), and costs are interrelated.

While quick-builds are considered infrastructure projects in the ATP, they differ from traditional infrastructure projects because they require minimal preparation using materials such as those shown in the appendix. Quick-build project materials should be easy to install, remove, and relocate and should only involve minor impacts to existing conditions. Quick-build projects do not include reconstruction. They utilize existing centerlines (roadway crowns), curb lines and drainage. Generally, no ground-breaking should occur, especially no deep or large foundations, but signs that are easily installed and removed are acceptable. Portable signs and flashing beacons can be used in lieu of permanent signs that require ground-breaking.

The materials that will be used for the project should be shown in the estimate. Local Public Agencies (LPAs) should estimate the types and quantities of materials needed to do multiple configurations. When developing the estimate, reusing materials should be considered when appropriate. Materials should be estimated based on the appropriate unit and unit costs. The use of lump sum items in the estimate should be avoided unless necessary. A list of acceptable lump sum items can be found in the project estimate template. The materials and project components are subject to California Manual on Uniform Traffic Control Devices (MUTCD) requirements.

Quick-builds are not required to be developed to the level of a Project Study Report (PSR)-equivalent, and will not receive the level of review, nor be held to the same standard for scope changes as a standard infrastructure project because the design configurations are expected to change during the public engagement process. Project designs are subject to adopted design standards.

When using contractors, quick-build projects must be placed out to bid per California Public Contract Code. When necessary and applicable, LPAs may use their own forces (force account) to complete construction of the project. State funds will be assigned, therefore there a Public Interest Finding (PIF) does not need to be submitted and approved by Caltrans. However, Caltrans may encourage LPAs to prepare a PIF (LAPM Exhibit 12-F) to keep in a project file. LPAs should consult internal legal staff for contract law issues and questions. Maintenance is not an eligible cost for capital infrastructure funding.

Timely Use of Funds

Time extensions are only for unforeseen and extraordinary circumstances and the request must be justified. According to the CTC's ATP guidelines, quick-build projects are allowed maximum time extensions of 3 months per delivery deadline. Agencies requesting funds must complete Exhibit 25-A of the Local Assistance Procedures Guide (select the "infrastructure" project type). The standard 36-month construction completion period applies.

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Reporting

Quick-build projects must adhere to the reporting requirements set forth in the ATP guidelines. Quarterly progress reports are required via an Excel spreadsheet template in lieu of the CalSMART reporting system. More frequent progress reports and updates may be required. Reports should include a summary of engagement activities and data collected, along with documentation, photos and new layouts/plans that are implemented as necessary.

Completion Final Reporting should include documentation of outreach, photos, layouts/plans of configurations tested, project outcomes, and lessons learned via an Excel spreadsheet template. If there are recognizable faces in the photos, a [photo release form](#) is required to be completed and submitted. Final Delivery Reports are not required for quick-build projects. Active transportation user counts are also not required for quick-build projects (before or after construction). Refer to the [Caltrans ATP Project Reporting](#) webpage for more information, including the quick-build reporting templates located under the Quarterly Progress Reporting and Completion/Final Delivery Reporting sections.

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Appendix

Example Quick-Build Materials

The list below contains commonly used materials in quick-build projects. The list provides examples but is not exhaustive.

Note: These materials are semi-permanent, meaning they are adhered to the ground, but are still moderately flexible and can be adjusted if needed based on public input. These materials are medium to high durability. Please reference the [Appendix B the ATP Non-Infrastructure Program Expenditure and Cost Guidance](#) and the [ATP Eligible Infrastructure Costs Guidance](#) for information on eligible ATP costs.

Barrier Elements

- Raised lane separator
- High performance delineator post
- K-71 delineator post
- Concrete Jersey barrier; K-rail concrete barrier (type K, portable)
- Armadillos (also known as cycle lane delineators or zebra lane delineators)
- Concrete buttons
- Parking stops (plastic, rubber, or concrete)
- Portable/temporary planters with plants and small or medium trees
 - Galvanized steel planters
 - Large polymer plastic planters
 - Self-watering planters
- Barricades

Signs

- Official traffic signs
- Wayfinding signs

Surface Treatments

- MUTCD contractor stencil
- Acrylic asphalt paint
- Pigment polymer cement
- Street bond pavement coating
- Thermoplastic (preformed)
- Thermoplastic tape
- Epoxy gravel

Traffic Signals

- Adjustments to existing traffic signal head position, signal detectors and timing/phasing
- Turn restrictions
- Adjustments to existing camera-based detection systems

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Example Quick-Build Projects in California:

- City of Los Angeles
 - [Shatto Place Redesign Project](#) (ATP funded: featured in the [ATRC webinar](#))
- City of Ojai
 - [Go Ojai Demonstration Project | Ojai, CA](#)
- City/County of San Francisco
 - [Vision Zero Quick-Build Projects | SFMTA](#)
 - [Sloat Blvd Quick-Build Project | SFMTA](#)
 - [Lake Merced Quick-Build Project | SFMTA](#)
- City of San Jose
 - [City of San Jose – The San Antonio Quick Build Project](#)
 - [En Movimiento Quick-Strike Project | City of San José](#)
 - [City of San Jose – Story Road](#)
- City of Santa Monica
 - [Wilshire Boulevard Safety Analysis and Design - Toole Design](#)

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Helpful Quick-Build Project References:

- Active Transportation Resource Center (ATRC) - 2021 Active Transportation Symposium Panel Discussion on Quick-Build Projects: https://caatpresources.org/train_otm24_atpquickbuildanddemonstrationprojects.html
- Active Transportation Resource Center (ATRC) - ATP Quick-Build and Demonstration Projects Webinar: https://caatpresources.org/train_otm24_atpquickbuildanddemonstrationprojects.html
- Alta Planning and California Bicycle Coalition Quick-Build Guide: <https://altago.com/wp-content/uploads/Quick-Build-Guide-White-Paper-2020-1.pdf>
- Barr Foundation - Quick and Creative Street Projects: <https://www.barrfoundation.org/climate/quick-creative-street-projects-measuring-the-impact-in-mass>
- California Manual on Uniform Traffic Control Devices: <https://dot.ca.gov/programs/safety-programs/camutcd>
- City of Burlington Public Works - Quick-Build Design + Material Standards: https://www.burlingtonvt.gov/sites/default/files/QUICK_BUILD%20GUIDE_0.pdf
- FHWA's Quick-Build Accessibility Guide (pending completion) - Making Quick-Builds and Innovative Designs Truly Accessible for People with Visual Disabilities | Kittelson & Associates, Inc.: <https://www.kittelson.com/ideas/quick-build-accessibility/>
- MnDOT Demonstration Project Implementation Guide: <https://www.dot.state.mn.us/saferoutes/demonstration-projects.html>
- NACTO Urban Street Design Guide - Interim Design Strategies: <https://nacto.org/publication/urban-%20street-design-guide/interim-design-strategies/>
- NACTO Urban Bikeway Design Guide: <https://nacto.org/publication/urban-bikeway-design-guide/>
- People for Bikes: Quick-Build for Better Streets: <https://www.peopleforbikes.org/reports/quick-builds-for-better-streets-a-new-project-delivery>
- San Francisco Municipal Transportation Agency - 2022 Safe Streets Evaluation Summary: <https://storymaps.arcgis.com/stories/bb81a196850341e48eda68d0fff5be39>
- Tactical Urbanist's Guides - Tactical Urbanism Materials and Design Guide: <http://tacticalurbanismguide.com/>
- Transportation Research Board: TRB Webinar – Pop-Up Power, Research and Practice on Quick-Build Bike Facilities: <https://webinar.mytrb.org/Webinars/Details/1711>