

TRANSPAC TAC MEETING NOTICE AND AGENDA
THURSDAY, OCTOBER 25, 2018

9:00 A.M. to 11:00 A.M.

In the LARGE COMMUNITY ROOM at City of Pleasant Hill City Hall
100 GREGORY LANE
PLEASANT HILL

1. Minutes of the September 27, 2018 Meeting

ACTION RECOMMENDATION: Approve Minutes

Attachment: TAC minutes from the September 27, 2018 meeting.

- 2. Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study.**
The TRANSPAC Board approved the scope of work for the Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study (Study) scope of work in July 2018. The study is envisioned to detail improved bicycle and pedestrian related improvements in the study area and identify scope, cost, and delivery strategy material that could be used to pursue project funding. TRANSPAC TAC has been reviewing options for a procurement process as well as project / contract management (for work beyond the traditional TRANSPAC Managing Director tasks) options for the study. Staff reached out to Contra Costa Transportation Authority (CCTA) regarding options to utilize existing CCTA procurement / contract arrangements as well as CCTA staff to support the delivery (project / contract management) of the Study. CCTA staff provided information to the TAC in September regarding the use of existing CCTA consultants that could provide efficiencies (schedule acceleration and less staff resources) to the procurement aspect for the Study. The TRANSPAC TAC reviewed the inventory of the CCTA procured consultants (including on call design and planning, as well as the Countywide Bike and Pedestrian Plan resources) and the relevance of the firms expertise related to the scope of the TRANSPAC Study. Based on the TRANSPAC TAC discussion, the CCTA is expected to have additional information on this at the next TRANSPAC TAC meeting. How to manage the Study effort was also discussed. CCTA staff proposed providing support to TRANSPAC with contract administration and project management staff. The TRANSPAC TAC discussion reviewed the Study project management needs including a contract administrator, project management, and the need for direct input from the local jurisdictions affected by proposed improvements.

There was further discussion regarding the benefits of input and guidance from CCTA project manager and local agency staff, but also from TRANSPAC, resulting in discussion of a hybrid project management proposal, including CCTA staff as well as the TRANSPAC Managing Director acting in co-project manager roles. Additional information requested about the hybrid options is included in the attached material. The benefits of the various procurement methods were also discussed, with the TAC acknowledging the relevant expertise of the CCTA Countywide Bike and Pedestrian Plan consultant team. In the aforementioned scenario, a TRANSPAC / CCTA agreement would also be required to define tasks, responsibilities, and financial commitments. As has been previously noted, the costs for the project / contract management tasks are proposed to be funded from the funds identified for the Study and that are included in the FY 2018/19 budget. Upon approval of the delivery administration structure, next steps would include seeking CCTA approval and contract negotiation.

ACTION RECOMMENDATION: Consider the hybrid project management structure, roles and assumptions as well as the CCTA assisted procurement process to deliver the study.

Attachment: Summary of Study Procurement and Project Management Information

3. **MTC Safe Routes to School (SRTS) Program.** As part of the extension of the initial One Bay Area Grant (OBAG) for an additional year, MTC allocated an additional \$822,000 to Contra Costa in funding for Safe Routes to School (SRTS) projects and programs. These federal funds were not included in the OBAG 2 call for projects and they remain available to Contra Costa jurisdictions. The TRANSPAC share of the funds is projected to be \$217,000. Contra Costa Transportation Authority (CCTA) staff has material that outlines the staff recommendation for projects that can be considered to allocate the funds, with the additional information being discussed at the October 18th Technical Coordinating Committee. The CCTA staff recommendation includes projects that are already in the TIP and that will be processed through the federal aid process. It is recommended to continue discussion on this item, with the CCTA expecting to request the TRANSPAC recommendation for the additional funds expected in late 2018 or early 2019.

Attachment: Summary of SRTS Candidate Project List; Process for Allocating Additional One Bay Area Grant 2 Safe Routes to School Funding (CCTA Memo, October 18, 2018)

4. **Contra Costa County Department of Conservation and Development's application to the Caltrans Sustainable Communities Grant program.** The Caltrans Sustainable Communities Planning Grant Program provides funding to support regional sustainable communities strategies intended to achieve the State's greenhouse gas reductions targets. This cycle is expected to include approximately \$25 million in Senate Bill ("SB") 1 statewide competitive funding. The County is proposing the "Short-term Active Transportation Infrastructure Plan;" a study that will inventory the County's roadway network and identify opportunities to quickly re-stripe or repave streets to build new or enhanced bikeways and sidewalks.

The Plan will develop a project list ranked by location in disadvantaged unincorporated communities, ease of implementation, and overlap with the County's travel demand model, and will create a web map tool to track project status. The County has requested a TRANSPAC letter of support for the project.

Attachment: Letter from Contra Costa County Requesting TRANSPAC Letter of Support

5. **2019 Meeting Schedule.** The Committee is requested to review and comment on the meeting schedule.

Attachment: Draft 2019 Meeting Schedule

6. **Grant Funding Opportunities.** This agenda item is intended to provide an opportunity to review and discuss grant opportunities.

Attachment: CCTA Local Funding Opportunities Summary Updated 10/9/18.

7. **Committee Updates:**

- a. Technical Coordinating Committee (TCC): The next meeting is October 18, 2018.
- b. Countywide Bicycle & Pedestrian Advisory Committee (CBPAC): The next meeting is November 26, 2018.
- c. Paratransit Coordinating Council (PCC): The next meeting is November 19, 2018.

8. **Future Agenda Items:**

- The CCTA Calendar for October 2018 to January 2019 may be downloaded at: http://ccta.granicus.com/MetaViewer.php?view_id=1&clip_id=420&meta_id=39259

9. **Next Meeting: November 29, 2018.**

MEETING DATE: September 27, 2018

MEMBERS PRESENT: Martin Engelmann, Deputy Executive Director, Contra Costa Transportation Authority (CCTA); Lynne Filson, Clayton; G. Aileen Hernandez, BART; Eric Hu, Pleasant Hill; Melody Reeb, County Connection; and Robert Sarmiento, Contra Costa County

STAFF: Matt Todd, TRANSPAC Managing Director; and Anita Tucci-Smith, TRANSPAC Clerk

GUESTS/PRESENTERS: Peter Engel, Director Programs, CCTA; Lisa Bobadilla, TRAFFIX; and Ryan Calum, Fehr & Peers

MINUTES PREPARED BY: Anita Tucci-Smith

The meeting convened at 9:13 A.M.

1. Minutes of the August 30, 2018 Meeting

The minutes of the August 30, 2018 meeting were approved by consensus.

- 2. Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study.**
- The TRANSPAC Board approved the scope of work for the Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study scope of work in July 2018. The Study will identify specific improvements in the project area with the effort resulting in material to support future funding requests. The study is envisioned to detail improved bicycle and pedestrian related improvements in the study area and identify scope, cost, and delivery strategy information that could be used to pursue additional project funding. In August, TRANSPAC TAC reviewed procurement process / documents as well as project / contract management (for work beyond the traditional TRANSPAC Managing Director tasks) options for the study. Comments received on procurement material will be incorporated into final versions of the documents. The TRANSPAC TAC requested additional information regarding the project / contract management aspect of the project. Staff has reached out to Contra Costa Transportation Authority (CCTA) regarding options for CCTA staff to provide project / contract management services for the study effort. Staff will provide additional information at the meeting regarding the CCTA proposal to provide these services. During the discussion with CCTA staff regarding project / contract management services, the existing CCTA on call services lists were also discussed. The use of the existing CCTA on call consultant list could provide efficiencies (schedule and financial) to the procurement process for the Study.

Continuing discussion from the August meeting, TRANSPAC TAC is requested to review project / contract management services, including considering alternative options for the provision of, as well as additional information regarding the CCTA on call services consultant list. As has been previously noted, the costs for the project / contract management tasks are proposed to be funded from the funds identified for the Study and that are included in the FY 2018/19 budget. Additional information will be available at the meeting.

Mr. Todd advised that the item had been considered by the TAC the last two months.

Martin Engelmann spoke to the project management options for the study; noted there could be a competitive Request for Proposal (RFP) with TRANSPAC to oversee or the CCTA could oversee, or there could be a sole source procurement, with options to have the CCTA do it on an existing contract through Fehr & Peers, or through the CCTA's engineering on-call process where five firms had just recently been approved having been procured through a Request for Qualifications (RFQ) process.

Mr. Engelmann explained that if sole sourcing, there would be an existing consulting agreement through the CCTA Board, with a cooperative agreement between TRANSPAC and the CCTA. The CCTA would pay the consultant, CCTA would serve as the contract manager, and there would be a technical manager presumably through the TRANSPAC TAC. He explained how that would be set up and noted that since the area of Monument Boulevard in Pleasant Hill and Concord was fairly isolated, he suggested the formation of a Bike/Ped TAC, a smaller group of the TRANSPAC TAC, which would work directly with the consultant. There would still be a need for a contract administrator. He discussed the project management roles; project manager, technical manager, and contract administrator. For each, the project manager could be the TRANSPAC Managing Director, CCTA staff liaison, or city staff. He explained that the technical manager should be city staff. The contract administrator could be either the TRANSPAC Director, CCTA staff, or city staff depending on the procurement.

Mr. Engelmann clarified the CCTA would not bill TRANSPAC for any services provided by CCTA staff. The technical manager would have to be city staff. Mr. Engelmann identified himself to be the contract administrator from CCTA staff. He explained that there would have to be a determination of the project manager and whether that should be staff liaison or someone else.

On that recommendation, Eric Hu commented that even though the scope was straightforward, given the short section of roadway with 90 percent in the City of Pleasant Hill limits, it would still be unique in that it involved coordination between the City of Concord and Caltrans, with four key intersections that were not connected, although any timing change on one would impact the other three.

In addition, there would be an impact on commuter traffic affecting Concord and Walnut Creek residents. As a result, Mr. Hu suggested it may be a TRANSPAC managed project given that it was a regional project that happened to be in the limits of Pleasant Hill. He added that there would have to be some facilitation of the discussions by the project manager and not the technical manager given Concord's active Bike Concord that might not agree with certain elements of the project proposed by Pleasant Hill.

Mr. Engelmann noted that the CCTA had indicated a willingness to assist TRANSPAC in managing and delivering this project, but also suggested there is a role that may be best performed by the TRANSPAC Managing Director.

Given Mr. Hu's concerns, Mr. Engelmann suggested that the contract could be structured to reduce the hours required from the TRANSPAC Managing Director by having a CCTA liaison serving as a deputy project manager who would attend the meetings and provide good reports. Some hours could also be saved on the procurement process as well as on other aspects of the proposal.

Mr. Todd agreed that if there was another resource not previously identified, he could reconsider the proposal put forward last month.

Mr. Hu's only comment for the sole source study was the concern of not utilizing a competitive bid process, and Mr. Engelmann stated that would have to be documented and there would have to be Board involvement, and if there were objections the RFP process may be required to be redone. He suggested it was a small enough study that it would not be in the public interest for the time and research on an RFP process. With respect to the sole source options, he referenced CCTA contracts with Fehr & Peers, PlaceWorks, the five on-call highway transit engineers, and a possibility of a blend or a new sub on an existing contract.

Robert Sarmiento expressed a willingness to work with Fehr & Peers.

Mr. Todd advised that the proposal would still require TRANSPAC Board approval.

Mr. Todd advised that he would put together a revised plan based on a hybrid management structure.

Mr. Hu reported that he would verify concurrence with his agency.

By consensus, the TAC supported that strategy, to be presented to the TRANSPAC Board of Directors for approval, with Mr. Todd to draft a proposal to allow the TAC to offer input. Aileen Hernandez sought assurance that there would be input from the cities of Concord and Walnut Creek prior to submittal to the TRANSPAC Board.

3. **MTC Safe Routes to School (SRTS) Program.** As part of the extension of the initial One Bay Area Grant (OBAG) for an additional year, MTC allocated an additional \$822,000 to Contra Costa in funding for Safe Routes to School (SRTS) projects and programs. These federal funds were not included in the OBAG 2 call for projects and they remain available to Contra Costa jurisdictions. Contra Costa Transportation Authority (CCTA) staff has material that outlines potential options that are being considered to allocate the funds, including an estimate of \$217,000 as the Central County “share.” Continuing discussion from the August TRANSPAC TAC meeting, the material provided includes SRTS project proposals collected since the last meeting. Not all proposed projects may be good candidates for the proposed federal funds. TRANSPAC TAC is requested to review the proposed projects. Based on TRANSPAC TAC discussion, staff anticipates a programming recommendation would be available for discussion at the October TRANSPAC TAC meeting.

Mr. Todd reported that there was \$822,000 available for SRTS projects Countywide and a list of seven candidate projects had been provided along with options for how to proceed in Central County. No action was being requested at this time and the item would be returned next month.

The seven projects were identified along with whether or not they were federalized or even a known desire or possibility to federalize. With no representation at this time from Martinez or Walnut Creek, there was a suggestion to return the discussion to the next meeting for clarification and additional detail.

Mr. Hu agreed with the need for additional detail from Concord and Walnut Creek. He added that Pleasant Hill was already federalized and could use any available funds.

4. **TRAFFIX School Bus Program.** Lisa Bobadilla, with the City of San Ramon, will provide information about the Program. TRAFFIX is a traffic congestion relief program funded in part by Measure J. Its sole purpose is to reduce traffic congestion caused by parents driving their children to and from school through some of the San Ramon Valley's most congested intersections. To determine where the program would reduce the most traffic, TRAFFIX conducted comprehensive traffic studies throughout the service area as well as surveyed parents at all San Ramon Valley schools, prior to establishing routes for specific schools in the area. The TRAFFIX Program is operated jointly by the local cities, county, and school district through a joint exercise of power agreement.

Mr. Todd advised that the TRAFFIX program had been raised as a result of a question from a TRANSPAC Director with respect to a school bus program.

Lisa Bobadilla reported that the City of San Ramon was one of four agencies that were members of the TRAFFIX program which had been ongoing for the last 13 years. She offered background, identified how the program had been developed and its governance, the routing strategy, and the program today and into the future. She explained the situation where there was never one fix for school traffic congestion, and the program had been included in the Measure J Expenditure Plan and had worked with the San Ramon Valley Unified School District (SRVUSD), the only district serving the entire San Ramon Valley.

Ms. Bobadilla explained that funding for a school bus program had been included in the Measure J Expenditure Plan and it was important that SWAT as a region maintain funding. Because there had been no program in place, a structure had been created as to how the public agencies would work together and a Policy Advisory Commission (PAC) had been formed after working with the City of San Ramon, Town of Danville, SRVUSD, and Contra Costa County, which reported directly to the CCTA. A Technical Advisory Commission (TAC) had also been formed and once the program had been established there was a Community Advisory Commission (CAC) to help oversee the program and its expenditures.

Ms. Bobadilla detailed the background to getting the system set up, the work that had been done to get applicable jurisdictions involved, and the upfront investment from the jurisdictions to prepare studies to be available when the funds were available to implement the program. A JPA had been prepared, each agency had appointed two representatives to the JPA, with a first meeting held in 2008 when the agreement had been signed and when rules of the board/bylaws had been adopted. An RFP had been circulated for a service provider and a survey had been conducted to establish interest. As part of the study, a valley-wide traffic analysis had been conducted and a parent community survey had been pursued, all between 2008 and early 2009. Every school served had a representative on the CAC, typically a PTA member actively engaged in the PTA, with one at-large representative from the city or county, and a SRVUSD representative.

Ms. Bobadilla presented a map to identify the area involved, highlighted the traffic analysis and data identifying the corridors that needed to be served to reduce congestion, and described the strategic approach to service delivery from an “outside in” service approach. The five core strategies focused on core congested areas, route tiering with an “outside in” service approach to service those neighborhoods furthest from the school, and accommodating the survey constraints and the roadway constraints given the constrained two-lane arterial roadways in certain areas, to provide a baseline service.

Ms. Bobadilla identified the targeted service areas starting with two middle schools and five elementary schools for 2,195 students from 1,742 unique addresses, and explained that the Tassajara Hills neighborhood had ultimately not wanted the service and the service area had then been modified with two middle and two elementary schools in Danville.

As a result, the program looked a bit different today. The program had been subsidized with Measure J funding which had helped encourage family participation and funding.

As to how to provide the service, Ms. Bobadilla explained that the CCTA had been clear that the funds should not be used to replace school bus service that the SRVUSD was providing, and there had been clear direction that the SRVUSD should not provide the service. After discussion, the agency had sent out an RFP and had contracted out the service, ultimately to First Student.

Mr. Engel noted that the program goal was not transportation; but rather traffic relief, providing service to specific corridors to reduce traffic congestion.

When asked, Ms. Bobadilla described some of the particulars of the program where 19 school buses had initially been provided. A school bus website had been developed, including an e-commerce aspect where a pass would be purchased. Before rolling out service, information had been developed and targeted on a neighborhood level. The SRVUSD had also been instrumental in target marketing to the corridors.

Now in the tenth year of service, Ms. Bobadilla identified some of the changes to the TRAFFIX program which had previously been administered by a contractor and had recently been revised to be administered by an employee of San Ramon. An accountant had been hired in 2010 pay bills and prepare monthly statements.

Ms. Bobadilla explained the last two years had been a challenge. There were now cameras on the buses, a new contract was being negotiated with First Student for another eight years, and buses now cost \$130,000 per bus per year, and at some point the price of the passes would have to be increased.

Ms. Bobadilla reported that the level of service had improved as a result of TRAFFIX; most improvements were in the AM period although some were in the PM. Today the service included 23 buses serving 1,700 students on 38 routes with an annual pass cost of \$335.00.

Robert Sarmiento commented that the bus yard was in Concord requiring a drive to the San Ramon Valley in the AM. If TRANSPAC were to have a similar program there would be no such travel requirement. He referred to T1 funds and noted buses serving Alamo Creek in Alamo and a bus serving Monte Vista High School, and stated the bus was exclusively funded by T1 funds totally separate from the Measure J fund, and served students who only lived in the T1 area, and being administered by TRAFFIX.

Ms. Bobadilla added that the only way to make the program work was a shift in school bell times to allow the one bus to serve two school routes for each vehicle trip.

Mr. Engel emphasized the benefit of working with only one school district in the San Ramon Valley. In the TRANSPAC area, there were a number of school districts whose boundaries extended beyond the TRANSPAC border.

5. **Contra Costa Accessible Transportation Strategic Plan.** Peter Engel, with the Contra Costa Transportation Authority, will provide information about the plan effort. The Contra Costa Accessible Transportation Strategic (ATS) Plan is a collaborative effort between CCTA and the County. The overall objective of the ATS Plan is to improve accessible transportation services and administration in Contra Costa County through an assessment process, which will include a wide range of organizations, and encompasses the entire County. The ATS Plan will include expansive outreach specifically designed for the target population and has three core tasks or milestones: 1) Study of existing, individual [city, transit agency, other programs receiving Measure J or state/federal funding] programs resulting in recommendations; 2) Study of alternative countywide system designs with alternatives presented to: elected officials, staff, passengers, advocates, and the public with a preferred design identified; and 3) Presentation of an implementation plan for the consensus design. The effort is also proposed to include policy, technical and rider advisory committees.

Mr. Engel spoke to the Accessible Transportation Strategic (ATS) Plan and reported that Caltrans had awarded the CCTA a grant of \$340,000 for a strategic plan to look at all services for the senior and disabled population and come up with potential alternative service delivery models using new technology to help. He reported that 21a funds provided funds for non-profits. There would be an oversight structure that included a PAC, TAC, and a Rider Advisory Committee (RAC). TRANSPAC would have a position on the TAC to bring up issues as to the best use of the funds, approval to release the RFP, preparing a Memorandum of Understanding (MOU), with any of the agencies that sat on one of the steering committees to sign an MOU to help with the process or move the process along with the idea to create service opportunities for seniors and those with disabilities, and to make the options as efficient as possible.

Mr. Todd stated that TRANSPAC would be asked to make appointments.

Mr. Engel advised that there would be significant outreach in the process and suggested that TRANSPAC should appoint someone from Central County who used the service on a regular basis. He explained that the County had a lot of interest given state mandates to provide transportation services for some of the County's social programs. All of the Regional Transportation Planning Committees (RTPCs) would be requested to appoint someone. Representatives from the CCTA and the transit operators would be included. Representatives from the non-profit communities had also been recommended. The study was anticipated to take eighteen months.

Ms. Hernandez recommended a BART representative.

6. **Grant Funding Opportunities.** This agenda item is intended to provide an opportunity to review and discuss grant opportunities

Mr. Todd presented the CCTA Local Agency Funding Opportunities report updated September 19, 2018.

7. **Committee Updates**

Mr. Sarmiento reported ongoing and continuing discussions with respect to the implementation of the Countywide Bike and Ped Plan.

Mr. Hu added that the big topic in the Countywide Bike and Ped Plan was bike share and whether the CCTA should be taking over a bigger role in the Bike Share Program.

8. **Future Agenda Items**

Ms. Hernandez reported that Ian Griffins had taken a partial leave and she would facilitate contact if anyone needed to contact him. Ariel Mercado was expected to attend a future TRANSPAC meeting. She added that the CCTA had asked her to make a presentation on current BART projects covered by Measure J on October 24, and she asked if there was anything the TAC wanted her to highlight.

9. **Adjournment**

The meeting adjourned at 11:20 A.M. to the next meeting on October 25, 2018.

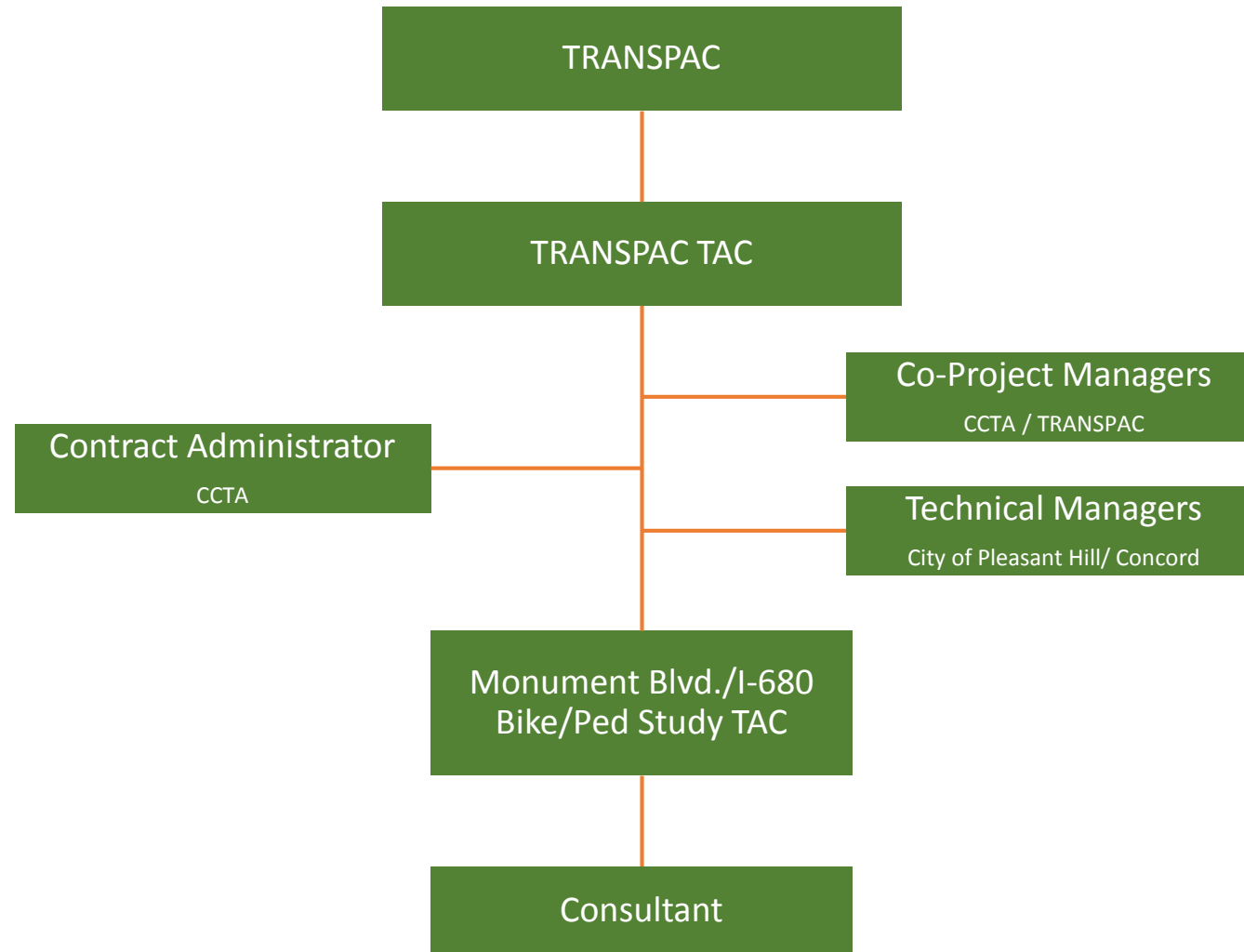
Procurement Recommendation

- CCTA amend existing consultant agreement
 - Countywide Bicycle and Pedestrian Plan Consultant
- Co-op between TRANSPAC and CCTA for transfer of study funding
- CCTA serves as Contract Administer
- CCTA provides a Co-Project Manager
- Requires Technical Managers

Project Management Recommendation

- Co-Project Manager Role
 - CCTA Staff Liaison
 - TRANSPAC Managing Director
- Technical Manager
 - City Staff – Input as facility owners
 - City of Pleasant Hill
 - City of Concord
- Contract Administrator
 - CCTA Staff

Monument Blvd./I-680 Bike/Ped Study



Monument Blvd / I-680 Bicycle and Pedestrian Improvements Feasibility Study

Project Management

- Project Management Structure – 5 Proposed Roles
 - Co-Project Manager - CCTA Staff -Coordinating the consultant efforts
 - Co-Project Manager - TRANSPAC Managing Director - TRANSPAC Coordination Items
 - Contract Administrator - CCTA Staff
 - Technical Manager - City of Pleasant Hill Staff
 - Technical Manager - City of Concord Staff

- Contract Procurement / Management
 - Contracts
 - CCTA / Consultant Agreement
 - CCTA / TRANSPAC Agreement
 - Negotiate Contract Scope and Fee
 - Contract Approval
 - *Assumptions*
 - CCTA Co-Project Manager / Contract Administrator
 - Lead staff for coordinating and managing contracts
 - TRANSPAC Co-Project Manager
 - Coordinate with CCTA to advise regarding desired outcomes of contract with Consultant
 - Negotiate and administer CCTA / TRANSPAC contract
 - Assumes about 12 hours overall

- Feasibility Study Meetings
 - Kickoff meeting
 - Site tours (2)
 - Study analysis meeting (1)
 - TAC meetings (3)
 - Traffic operations meetings (2)
 - Caltrans Specific meetings (3)
 - Community meetings (2)
 - Public meetings (7)
 - i.e. City Council(s), BOS, Commission(s)
 - *Assumptions*
 - CCTA Co-Project Manager
 - Lead staff for attending meetings and coordinating the consultant efforts
 - TRANSPAC Co-Project Manager
 - 21 meetings in project scope
 - Assumes an average of about 4.75 hours per meeting (100 hours total)
 - Prepare for, attend meetings as well as follow up tasks

- Feasibility Study Deliverables - Review and Comment on (including review of comments received for conflicting comments)
 - Existing Conditions Memo
 - Traffic Tech Memo
 - Design Concepts
 - Traffic Analysis Tech Memo
 - Alternatives Evaluation Memo
 - Admin. Draft Study
 - Cost Estimate
 - Final Draft Study
 - *Assumptions*
 - CCTA Co-Project Manager
 - Lead staff for reviewing, coordinating and commenting on study deliverable
 - TRANSPAC Co-Project Manager
 - Review and provide comments to CCTA Project Manager
 - 8 deliverables in initial project scope
 - Assumes an average of about 4 hours per deliverable (33 hours total)

- Overall Assumptions
 - Time and materials basis based on meetings and deliverables
 - An extension to the time to complete the deliverables would have some impact on the cost estimate, with a change in the number of meetings or deliverables requiring review having a more direct impact on the assumed level of effort

Gray Bowen Scott - Cost Proposal
TRANSPAC
Monument Blvd / I-680 Bicycle and Pedestrian Improvements Feasibility Study
Project Management Tasks

	Contracts	Project Meeting Preparation and Attendance	Deliverable Review and Management	Total Estimated Hours	Total Estimated Cost
Estimated Hours	12	100	33	145	
Estimated Cost	\$ 3,250	\$ 27,000	\$ 9,000		\$ 39,000

Assumptions: -CCTA staff will provide a Project Manager (CCTA Staff Liaison) and Contract Administrator
 -City of Pleasant Hill and City of Concord will provide Technical Manager
 -Assume a hourly time and materials billing rate of \$269/hour with above data including variation due to rounding

October 17, 2018

Safe Routes to School Project Candidates

Reference	Sponsor	Project Title / Location	Project Scope	Safe Route to School Eligible Scope	Does Project already have federal funds? (Y/N)	Fund Sources	Amount	Schedule			Other Information (i.e. CCTA Coordinated program project, new funds or funds that SRTS would replace, match percentage with requested SRTS funds)
									Begin (Month/Year)	End (Month/Year)	
1	Clayton	Signalization Improvements for Mt. Diablo Elementary School Clayton Road at Mitchell Canyon Road (600.0 feet West of Mt. Diablo Elementary School)	-Intersection and signal study to determine ultimate needs of the intersection, -Environmental review and document (CEQA), -Purchase and installation of additional signal and signal support equipment as determined by the study, -Striping and pavement marking revisions and enhancements as necessary to facilitate the pedestrian scramble cycle, -Advance warning signage, -Enhanced, lighted and interactive crossing warning signage.	This is a skewed four-legged intersection that is the nearest signalized opportunity to cross Clayton Road from the elementary school. Improvements are needed to the existing signal to enhance crossing safety for parents and students. The signal is capable of operating in an all-pedestrian "scramble" mode but not all of the required supporting signal equipment is present.	N	TBD	\$ 150,000	Env.			
							\$ -	Design			
							\$ -	CON			
							\$ -				
							\$ -				
							Total \$ 150,000				
2	Clayton	Signalization Improvements for Diablo View Middle School Marsh Creek Road at Clayton Road (Diablo View Middle School)	-Intersection and signal study to determine ultimate needs of the intersection, -Environmental review and document (CEQA), -Purchase and installation of additional signal and signal support equipment as determined by the study, -Striping and pavement marking revisions and enhancements as necessary to facilitate the pedestrian scramble cycle, -Advance warning signage, -Enhanced, lighted and interactive crossing warning signage.	This is a four-legged intersection with the fourth leg being the school entrance. Improvements are needed to the existing signal to enhance crossing safety for the students. Currently students attempt to cross two legs of the intersection to get to parents parked across Marsh Creek Road from the school. The signal is capable of operating in an all-pedestrian "scramble" mode but not all of the required supporting signal equipment is present.	N	TBD	\$ 150,000	Env.			
							\$ -	Design			
							\$ -	CON			
							\$ -				
							\$ -				
							Total \$ 150,000				
3	Concord	Willow Pass Rd @ Ashdale Dr Intersection safety improvement project at Ashdale Dr/Willow Pass Road intersection.	Installing two double-sided rapid flashing beacon, curb ramps and (possibly) a small concrete center median island for an additional solar powered flashing beacon in the center	Ashdale Dr, provides access to Monte Garden Elementary School, Mt Diablo School District and Sunrise School and sees significant pedestrian activity Installing two double-sided rapid flashing beacon, curb ramps and (possibly) a small concrete center median island for an additional solar powered flashing beacon in the center	Y	TBD	\$ 180,000	Env.			Within 1,000 feet of existing OBAG 2 project (CC170037) Given the 4 lane Willow Pass Corridor with high speeds, it is a high priority improvement that would fit in with our existing Willow Pass Road safe route to school project that improves traffic safety for pedestrians in the nearby San Vicente neighborhood
							\$ -	Design			
							\$ -	CON			
							\$ -				
							\$ -				
							Total \$ 180,000				
4	Martinez	Center Ave at Redwood Dr Pedestrian Crossing Flashers Center Avenue at Redwood Dr. This crossing is within 200 feet of Hidden Valley Elementary School property.	Install solar powered Rectangular Rapid Flashing Beacons (RRFB), crossing signs, poles and controller along with advance warning crossing signs and poles.	Install solar powered Rectangular Rapid Flashing Beacons (RRFB), crossing signs, poles and controller along with advance warning crossing signs and poles.	N	Local	\$ 10,000	Env.			
						Local	\$ 20,000	Design			
						SRTS	\$ 100,000	CON			
							\$ -				
							\$ -				
						Total \$ 130,000					

Safe Routes to School Project Candidates

Reference	Sponsor	Project Title / Location	Project Scope	Safe Route to School Eligible Scope	Does Project already have federal funds? (Y/N)	Fund Sources	Amount	Schedule			Other Information (i.e. CCTA Coordinated program project, new funds or funds that SRTS would replace, match percentage with requested SRTS funds)
								Begin (Month/Year)	End (Month/Year)		
5	Pleasant Hill	Pleasant Hill Road Improvements (Taylor Boulevard to Gregory Lane) - Phase 2 Within the City of Pleasant Hill, on Pleasant Hill Road between Gregory Lane and Taylor Boulevard	Overall project split into two project phases. The Locally funded project (phase 1) consists of traffic signal upgrades, median reconstruction, ADA curb ramp upgrades, street lighting, irrigation, and landscaping. Local project will be completed before federally funded project begins. Federally funded project (phase 2) includes pavement rehabilitation; installation of pavement markers, striping, and signage; and installation of bicycle lanes.	Project corridor approximately 1000 feet from Strandwood Elementary School and will provide Class II bike and ped. facilities to the school. SRTS funds will be used specifically for striping work and pavement rehabilitation for the Class II bike lanes area only along the project limit.	Y	Sales Tax - Measure J - CC	\$ 98,000	Env.	Aug-18	Feb-19	SRTS funds will reduce other local funds that would be used for the construction of the Federal phase of the project. In MTC TIP CC-170044
						STP - T5 - OBAG2 - CO	\$ 920,000	Design	Mar-18	Nov-19	
						Proposed SR2S Funds	\$ 217,000	CON	Mar-20	Oct-20	
						Other Local Funds	\$ 133,000				
							\$ -				
						Total					
6	Walnut Creek	Walnut Boulevard Sidewalk at Walnut Heights Elementary Walnut Boulevard from View Lane to Walnut Heights Elementary	This project would construct a sidewalk along Walnut Boulevard in front of Walnut Heights Elementary School and close a sidewalk gap from the school to View Lane. This project will complement a Contra Costa County project to construct a pedestrian path on Walnut Boulevard east of the school.	This project would construct a sidewalk along Walnut Boulevard in front of Walnut Heights Elementary School and close a sidewalk gap from the school to View Lane. The project would provide pedestrian facilities within 1/2 mile of an elementary school along a known walking route for the school's students.	N	MTC	\$ 200,000	Env.	Mar-19	Sep-19	
						City	\$ 200,000	Design	Sep-19	Mar-20	
							\$ -	CON	Jun-20	Sep-20	
							\$ -				
							\$ -				
						Total					
7	Walnut Creek	Parkside Sidewalk Gap Closure Parkside Drive from Overlook to 250 feet east of Buena Vista Ave	Project would construct sidewalk along Parkside from the intersection of Overlook drive along the county border with Walnut Creek and connect to existing sidewalk and curb ramps leading to Buena Vista Elementary and Walnut Creek Intermediate Schools.	This project would construct a sidewalk along Parkside Drive connecting to Buena Vista Avenue for Buena Vista Elementary School and close sidewalk gap a to North Broadway which is adjacent to Walnut Creek Intermediate. The project would provide pedestrian facilities within 1/2 mile of an elementary school along a known walking route for the school's students.	N	MTC	\$ 200,000	Env.	Mar-19	Sep-19	
						City	\$ 400,000	Design	Sep-19	Mar-20	
							\$ -	CON	Jun-20	Sep-20	
							\$ -				
							\$ -				
						Total					

*Technical Coordinating Committee **STAFF REPORT***

Meeting Date: October 18, 2018

Subject	Process for Allocating Additional One Bay Area Grant (OBAG) 2 Safe Routes to School (SR2S) Funding
Summary of Issues	As part of the extension to the first cycle of OBAG for an additional year, the Metropolitan Transportation Commission (MTC) allocated an additional \$822,000 in funding to Contra Costa for SR2S projects and programs. These federal funds, however, were not included in the OBAG 2 call for projects. Authority staff reviewed options for allocating this funding with the Regional Transportation Planning Committee (RTPC), Technical Advisory Committees (TACs) and members of the SR2S Task Force, and identified a recommended process for allocating those funds, based on the comments received.
Recommendations	Staff recommends the Authority approve the proposed process for allocating the additional \$822,000 in funding to Contra Costa for SR2S projects and programs.
Financial Implications	The additional \$822,000 is available to augment previous OBAG 2/SR2S funding available through the Coordinated Call for Projects.
Options	Revise the proposed process.
Attachments	A. Project Options
Changes from Committee	

Background

As part of the extension to the first cycle of OBAG for an additional year, MTC allocated an additional \$822,000 in funding to Contra Costa for SR2S projects and programs. These federal funds, however, were not included in the OBAG 2 call for projects. They do remain available to Contra Costa, and Authority staff prepared a memo outlining potential options for allocating these funds.

Authority staff identified a number of options for allocating the additional funding, reviewed by the four RTPC, TACs and members of the SR2S Task Force. Their proposed process is built on two main points:

1. The additional funds should be allocated to the RTPCs using the same formula used previously.
2. The funds should be used on projects already programmed in the Transportation Improvement Program (TIP).

RTPC Allocations Based on the formula used in OBAG 2, the \$822,000 in funding would be allocated among the RTPC as follows:

<i>Region</i>	<i>Share</i>
West	\$177,000
Central	\$217,000
East	\$246,000
Southwest	\$182,000
TOTAL	\$822,000

TIP Projects The following six SR2S projects have federal Congestion Mitigation and Air Quality (CMAQ) funds programmed to them in the TIP:

<i>Project</i>	<i>Sponsor</i>	<i>SR2S Funding</i>
Willow Pass Road Repaving and 6 th Street SR2S *	Concord	\$1,077,000
Moraga Way and Canyon/Camino Pablo Improvements **	Moraga	\$607,000
L Street Pathway to Transit-Bike Ped Improvements	Antioch	\$1,223,000
Lincoln Elementary SR2S Ped Enhancements	Richmond	\$320,000
Street Smarts San Ramon Valley	San Ramon	\$300,000
West Contra Costa Walk and Bike Leaders	Contra Costa County	\$561,000
TOTAL		\$4,088,000

* This project combines components from two projects that were originally separate

** Originally named "Strategic Bicycle, Pedestrian and Safe Routes to School Improvements"

As long as enough local funds remain to provide the 11.47 percent minimum match, project sponsors can use the additional SR2S funds to either:

- Add to the total funds programmed to the project to expand its scope, or
- Replace some of the local match with additional SR2S funds where the local funds currently exceed 11.47 percent of the total project cost.

Where an RTPC has more than one SR2S project in the TIP, it would be up to the RTPC to decide how to allocate its share of the funding to those projects. The range of eligible projects and programs remains the same as described in the original call for projects.

A proposal to the Authority consistent with these recommendations would allocate the additional SR2S funds to the RTPCs for allocation to SR2S projects currently programmed in the TIP, either to expand the project scope or to replace local matching funds.

Next Steps

The recommended approach would be first forwarded to the Planning Committee and then to the Authority Board for approval. Once approved by the Authority Board, the RTPCs will be asked to recommend how to program their share of the funds.

Technical Coordinating Committee STAFF REPORT

October 18, 2018

Page 4 of 6

Attachment A**Project Options**

The following attachment reviews the six projects to identify the maximum potential replacement of current local match or maximum expansion of project scope and funding.

Willow Pass Road Repaving and 6th Street SR2S

<i>Total Cost</i>	<i>Current Funding</i>			<i>Match %</i>	<i>Maximum Additional SR2S Funds</i>	
	<i>SR2S</i>	<i>Other Federal</i>	<i>Local / Measure J</i>		<i>Replace Match</i>	<i>Expand Scope</i>
6,517,000	1,077,000	4,183,000	1,257,000	19.3%	217,000	217,000

The Willow Pass Road project is the only project in Central County with programmed SR2S funds. Since local funds — from both the City of Concord and Measure J — currently provide a 19.3 percent match, all \$217,000 of Central County's share of additional SR2S funds could be used either to replace the current local funds or to expand the project's scope.

Moraga Way and Canyon/Camino Pablo Improvements

<i>Total Cost</i>	<i>Current Funding</i>			<i>Match %</i>	<i>Maximum Additional SR2S Funds</i>	
	<i>SR2S</i>	<i>Other Federal</i>	<i>Local / Measure J</i>		<i>Replace Match</i>	<i>Expand Scope</i>
2,628,000	607,000	596,000	1,425,000	54.2%	182,000	182,000

Because the Town is providing a 54.2 percent match, all of Southwest County's \$182,000 share of additional SR2S funds could be used to either replace local match funds or to expand the project scope.

L Street Pathway to Transit-Bike Ped Improvements

<i>Total Cost</i>	<i>Current Funding</i>			<i>Match %</i>	<i>Maximum Additional SR2S Funds</i>	
	<i>SR2S</i>	<i>Other Federal</i>	<i>Local / Measure J</i>		<i>Replace Match</i>	<i>Expand Scope</i>
3,000,000	1,223,000	–	1,777,000	59.2%	246,000	246,000

Because the City of Antioch is providing such a significant local match — 59.2 percent — all of East County's \$246,000 share of additional funds could be used to either replace local funds or expand the project's scope.

Lincoln Elementary SR2S Ped Enhancements

<i>Total Cost</i>	<i>Current Funding</i>			<i>Match %</i>	<i>Maximum Additional SR2S Funds</i>	
	<i>SR2S</i>	<i>Other Federal</i>	<i>Local / Measure J</i>		<i>Replace Match</i>	<i>Expand Scope</i>
433,000	320,000	–	113,000	26.1%	63,000	177,000

West County's share of additional SR2S funds, under the proposed approach, would be \$177,000. Only \$63,000 of that amount could be used to replace the current local match while all of it could be used to expand the project's scope.

Street Smarts San Ramon Valley

<i>Total Cost</i>	<i>Current Funding</i>			<i>Match %</i>	<i>Maximum Additional SR2S Funds</i>	
	<i>SR2S</i>	<i>Other Federal</i>	<i>Local / Measure J</i>		<i>Replace Match</i>	<i>Expand Scope</i>
402,000	300,000	–	102,000	25.4%	56,000	182,000

Southwest County's share of the additional SR2S funds is \$182,000. Of that, \$56,000 could be used to replace some of the local match while it all could be used to expand the project's scope.

West Contra Costa Walk and Bike Leaders

<i>Total Cost</i>	<i>Current Funding</i>			<i>Match %</i>	<i>Maximum Additional SR2S Funds</i>	
	<i>SR2S</i>	<i>Other Federal</i>	<i>Local / Measure J</i>		<i>Replace Match</i>	<i>Expand Scope</i>
634,000	561,000	–	73,000	11.5%	–	–

Because Contra Costa County provided only the minimum 11.47 percent local match, none of the additional SR2S funds could be used to replace the local funds. The County could only expand the scope further if additional local funds for the required match were also added.

**Department of
Conservation and
Development**

30 Muir Road
Martinez, CA 94553

Phone: 1-855-323-2626

**Contra
Costa
County**



John Kopchik
Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Maureen Toms
Deputy Director

Kara Douglas
Assistant Deputy Director

Kelli Zenn
Business Operations Manager

Matt Todd
Managing Director
Transportation Partnership and Cooperation
1211 Newell Avenue, Suite 200
Walnut Creek, CA 94596
(925) 937-0980 Office

Subject: *Requesting TRANSPAC Support for Contra Costa County's Application to the Caltrans Sustainable Communities Grant Program*

Introduction

The Caltrans Sustainable Communities Planning Grant Program provides funding to support regional sustainable communities strategies intended to achieve the State's greenhouse gas reductions targets. This cycle includes approximately \$25 million in Senate Bill ("SB") 1 statewide competitive funding. The maximum grant award is \$1 million and an 11.47% match is required. Applications are due November 30, 2018.

Proposed Plan

Contra Costa County will be submitting a proposal to the Sustainable Communities Planning Grant Program for the "Short-term Active Transportation Infrastructure Plan" ("Plan"), which will produce an inventory of the County's roadway network and identify opportunities to quickly build new or enhanced bikeways and sidewalks through roadway restriping or repaving. The Plan will develop a project list, which will prioritize bikeway and sidewalk-building projects by location in disadvantaged unincorporated communities, ease of implementation, and overlap with the County's travel demand model. The Plan will also develop a web map to track project status. Staff will conduct outreach to solicit feedback on the plan's prioritization methodology, as well as when bikeway and sidewalk projects are built. The grant will fund a consultant to perform the technical tasks associated with development of the Plan. The roadway inventory data to be gathered for this Plan can also be leveraged to support concurrent planning efforts and policies, such as the County's Complete Streets Policy, future County Vision Zero efforts, and CCTA's 2018 Bicycle and Pedestrian Plan Update.

Request for Support

We kindly request TRANSPAC's support for this grant application in the form of a letter of support. Please let me know if you have any questions.

Thank you for your time,

A handwritten signature in blue ink that reads "Colin Piethe".

Contra Costa County Department of Conservation and Development
30 Muir Rd. Martinez, CA 94553
925-588-5269
Colin.Piethe@dcd.cccounty.us

TRANSPAC Transportation Partnership and Cooperation

2019 MEETING SCHEDULE

Unless otherwise notified, all meetings are held at 9:00 A.M. at Pleasant Hill City Hall, Community Room, 100 Gregory Lane, Pleasant Hill, California

TRANSPAC Meetings

Second Thursday of every month or as notified. Other meetings as scheduled.

January	(No meeting)	July 11	
February 14		August	(No meeting)
March 14		September 12	
April 11		October 10	
May 9		November 14	
June 13		December 12	

TAC Meetings

Fourth Thursday of every month or as notified.

January 31 *	July	(No meeting)
February 28	August 29 *	
March 28	September 26	
April 25	October 31 *	
May 30 *	November 21 **	
June 27	December	(No meeting)

* 5th Thursday of the Month

** 3rd Thursday of the Month

CCTA Local Agency Funding Opportunities Summary - Updated 10/9/18

Upcoming Funding Opportunities

Funding Program	Fund Source	Application Deadlines	Program and Contact Info
Tire-Derived Aggregate (TDA) Grant Program FY 2018-19		11/1/2018 1/31/2019	The Department of Resources Recycling and Recovery (CalRecycle) administers the program to provide opportunities to divert waste tires from landfill disposal, prevent illegal tire dumping, and promote markets for recycled-content tire products. The TDA grant program provides assistance to civil engineers in solving a variety of engineering challenges. TDA, which is produced from shredded tires, is lightweight, free-draining, and a less expensive alternative to conventional lightweight aggregates. \$850,000 is available for FY 2018-19. http://www.calrecycle.ca.gov/Tires/Grants/TDA/default.htm
Transformative Climate Communities (TCC) Planning and Implementation Grants (Round 2)	S	10/30/2018 by 5:00 pm	The grants fund projects that reduce Greenhouse Gas (GHG) emissions through the development and implementation of neighborhood-level transformative climate community plans. These plans include multiple, coordinated GHG emissions reduction projects that provide local economic, environmental, and health benefits to disadvantaged communities. Funding for the TCC program is provided by Greenhouse Gas Reduction Fund (GGRF), an account established to receive Cap-and-Trade auction proceeds. State Growth Council (SGC) anticipates that approximately \$46 million in Implementation Grant funding and approximately \$800,000 in Planning Grant funding will be available for competitive awards in Round 2. http://www.sgc.ca.gov/programs/tcc/docs/20180815-TCC_Final_GUIDELINES_07-31-2018.pdf http://www.sgc.ca.gov/programs/tcc/resources/
Caltrans Transportation Planning Grants (FY 2019-20): Sustainable Communities, Strategic Partnerships, and Adaptation Planning	S	11/30/2018 by 5:00 pm	\$29.5 million for Sustainable Communities Grants to encourage local and regional planning that further state goals, including, but not limited to, the goals and best practices cited in the regional transportation plan guidelines. Strategic Partnerships Grants (\$4.5 million) to identify and address statewide, interregional, or regional transportation deficiencies on the State highway system in partnership with the California Department of Transportation (Caltrans). \$6 million for Adaptation Planning Grants to local and regional agencies for climate change adaptation planning. http://www.dot.ca.gov/hq/tpp/grants.html http://www.dot.ca.gov/hq/tpp/grant_files/FY_19-20/FiscalYear2019-20TransportationPlanningGrants.pdf

*Fund Source (F=Federal, S=State, R=Regional, L=Local, O=Other)

Funding Opportunities Summary October 2018