**San Francisco County Transportation Authority**
**Prop K/Prop AA Allocation Request Form**

| | |
|---|---|
| **FY of Allocation Action:** | 2015/16 |
| **Project Name:** | Bessie Carmichael Crosswalk [NTIP Capital] |
| **Implementing Agency:** | San Francisco Municipal Transportation Agency |

## EXPENDITURE PLAN INFORMATION

| | | | |
|---|---|---|---|
| **Prop K EP Project/Program:** | c. Pedestrian Circulation/Safety | | |
| **Prop K EP Line Number (Primary):** | 40 | **Current Prop K Request:** | $ 28,000 |
| **Prop K Other EP Line Numbers:** | | | |
| **Prop AA Category:** | | | |
| | | **Current Prop AA Request:** | $ - |
| | | **Supervisorial District(s):** | 6 |

## SCOPE

Sufficient scope detail should be provided to allow Authority staff to evaluate the reasonableness of the proposed budget and schedule. If there are prior allocations for the same project, provide an update on progress. Describe any outreach activities included in the scope. Long scopes may be provided in a separate Word file. Maps.

If a project is not already name Project sponsors shall provide a brief explanation of how the project was prioritized for funding, highlighting: 1) project benefits, 2) level of public input into the prioritization process, and 3) whether the project is included in any adopted plans, including Prop K/Prop AA 5-Year Prioritization Program (5YPPs). Justify any inconsistencies with the adopted Prop K/Prop AA Strategic Plans and/or relevant 5YPPs.

Indicate whether work is to be performed by outside consultants and/or by force account.

Please see the next page.

**San Francisco County Transportation Authority**
**Proposition K Sales Tax Program Allocation Request Form**
**Bessie Carmichael Crosswalk Project**

The San Francisco Municipal Transportation Agency (SFMTA) requests $28,000 in a Prop K Neighborhood Transportation Improvement Program (NTIP) capital funding for the planning, detailed design, and construction phases of a crosswalk project at Bessie Carmichael Elementary School.

## NTIP Background

The Transportation Authority's NTIP is intended to strengthen project pipelines and advance the delivery of community-supported neighborhood-scale projects, especially in Communities of Concern and other neighborhoods with high unmet needs. NTIP capital funding is intended to advance one small and one mid-sized neighborhood scale project toward implementation in the next five years in each district.

## Scope

This project proposes to open a crosswalk across Sherman Street between the entrance to the school yard and the pathway through the Victoria Manalo Draves Park. This project will require two new curb ramps, a painted crosswalk, and school crossing signage.

The project emerged from a site visit with school administrators and community members. The site visit identified both short and long-term engineering measures to improve safety and encourage students to walk and bike to school. The SFMTA implemented several short-term improvements such as improved signage, daylighting, and traffic signal timing changes. One of the long-term projects identified was to open a midblock crosswalk to the school yard from the park. This Prop K allocation will provide the funding to complete the last component the project. The work will be performed by the SFMTA and the San Francisco Department of Public Works (SFDPW).

- Preliminary design: SFMTA will determine and establish a footprint of the crosswalk; this work includes field surveys, legislative clearances for parking or traffic modifications, environmental clearances, and drawings of potential alignment.
- Detailed design: SFDPW will design the physical changes needed for the crosswalk; this work includes hydraulic assessments, curb ramp design, and potential utility relocation (if needed).
- Construction: SFMTA and SFDPW will build the crosswalks; this work includes physical construction, potential traffic routing, interim parking modifications, and field assessments.

## Environmental

As a condition of this allocation, the SFMTA acknowledges that environmental review has not been done. Prior to approval of the project, SFMTA will conduct review under the California Environmental Protection Act (CEQA). SFMTA shall not proceed with the approval of the project until there has been complete compliance with CEQA. Prior to billing for any construction funds, if requested by the Transportation Authority, the SFMTA will provide the Authority with documentation confirming that CEQA review has been completed.

**San Francisco County Transportation Authority**
**Prop K/Prop AA Allocation Request Form**

FY 2015/16

**Project Name:** Bessie Carmichael Crosswalk [NTIP Capital]

**Implementing Agency:** San Francisco Municipal Transportation Agency

## ENVIRONMENTAL CLEARANCE

**Type :** Categorically Exempt Projected

**Status:** TBD

## PROJECT DELIVERY MILESTONES

**Enter dates for ALL project phases, not just for the current request.** Use July 1 as the start of the fiscal year. Use 1, 2, 3, 4 to denote quarters and XXXX/XX for the fiscal year (e.g. 2010/11). Additional schedule detail may be provided in the text box below.

| | Start Date | | End Date | |
|---|---|---|---|---|
| | Quarter | Fiscal Year | Quarter | Fiscal Year |
| Planning/Conceptual Engineering | 4 | FY 2015/16 | 2 | FY 2016/17 |
| Environmental Studies (PA&ED) | 1 | FY 2016/17 | 2 | FY 2016/17 |
| R/W Activities/Acquisition | | | | |
| Design Engineering (PS&E) | 2 | FY 2016/17 | 4 | FY 2016/17 |
| Prepare Bid Documents | | | | |
| Advertise Construction | | | | |
| Start Construction (e.g., Award Contract) | 4 | FY 2016/17 | | |
| Procurement (e.g. rolling stock) | | | | |
| Project Completion (i.e., Open for Use) | | | 2 | FY 2017/18 |
| Project Closeout (i.e., final expenses incurred) | | | | |

## SCHEDULE COORDINATION/NOTES

Crosswalk needs to be legislated, which requires an approval by the SFMTA board. The process for getting board approval generally takes three months.

**San Francisco County Transportation Authority**
**Prop K/Prop AA Allocation Request Form**

FY 2015/16

**Project Name:** Bessie Carmichael Crosswalk [NTIP Capital]

**Implementing Agency:** San Francisco Municipal Transportation Agency

## COST SUMMARY BY PHASE - CURRENT REQUEST

Allocations will generally be for one phase only. Multi-phase allocations will be considered on a case-by-case basis.

Enter the total cost for the phase or partial (but useful segment) phase (e.g. Islais Creek Phase 1 construction) covered by the CURRENT funding request.

| | | Cost for Current Request/Phase | | |
|---|---|---|---|---|
| | **Yes/No** | **Total Cost** | **Prop K - Current Request** | **Prop AA - Current Request** |
| Planning/Conceptual Engineering | Yes | $ 7,500 | $ 7,500 | |
| Environmental Studies (PA&ED) | No | | | |
| Design Engineering (PS&E) | Yes | $ 6,000 | $ 6,000 | |
| R/W Activities/Acquisition | No | | | |
| Construction | Yes | $ 14,500 | $ 14,500 | |
| Procurement (e.g. rolling stock) | | | | |
| | | $28,000 | $28,000 | $0 |

## COST SUMMARY BY PHASE - ENTIRE PROJECT

Show total cost for ALL project phases based on best available information. **Source of cost estimate** (e.g. 35% design, vendor quote) is intended to help gauge the quality of the cost estimate, which should improve in reliability the farther along a project is in its development.

| | **Total Cost** | **Source of Cost Estimate** |
|---|---|---|
| Planning/Conceptual Engineering | $ 7,500 | Legislation of similar projects |
| Environmental Studies (PA&ED) | | |
| Design Engineering (PS&E) | $ 6,000 | Design of similar projects |
| R/W Activities/Acquisition | | |
| Construction | $ 14,500 | Construction of similar projects |
| Procurement (e.g. rolling stock) | | |
| Total: | **$ 28,000** | |

**% Complete of Design:** 0 as of 2/5/16

**Expected Useful Life:** 20 Years

## MAJOR LINE ITEM BUDGET

1. Provide a major line item budget, with subtotals by task and phase. More detail is required the farther along the project is in the development phase. Planning studies should provide task-level budget information.
2. Requests for project development should include preliminary estimates for later phases such as construction.
3. Support costs and contingencies should be called out in each phase, as appropriate. Provide both dollar amounts and % (e.g. % of construction) for support costs and contingencies.
4. For work to be performed by agency staff rather than consultants, provide base rate, overhead multiplier, and fully burdened rates by position with FTE (full-time equivalent) ratio. A sample format is provided below.
5. For construction costs, please include budget details. A sample format is provided below. Please note if work will be performed through a contract.
6. For any contract work, please provide the LBE/SBE/DBE goals as applicable to the contract.

| FEASIBILITY STUDY (PHASE 1) - SUMMARY BY TASK | | | | |
|---|---|---|---|---|
| Task | Totals | SFMTA | SFDPW | % of Project |
| 1. Conceptual Design and Legislation | $ 7,500 | $ 7,500 | $ - | 26.8% |
| 2. Detailed Design | $ 6,000 | $ - | $ 6,000 | 21.4% |
| 3. Construction (Hard Cost) | $ 11,217 | $ 3,717 | $ 7,500 | 40.1% |
| 3. Construction (Labor) | $ 3,283 | $ - | $ 3,283 | 11.7% |
| **TOTAL** | **$ 28,000** | **$ 11,217** | **$ 16,783** | |

**MFB = Mandatory Fringe Benefits, FTE = Full Time Equivalent**

| Conceptual Design and Legislation (Phase 1) Current Request | | | | | | | |
|---|---|---|---|---|---|---|---|
| Position | Unburdened Salary | MFB | Overhead = 0.901* (Salary + MFB) | Burdened Salary | FTE Ratio | Hours | Cost |
| **SFMTA Sustainable Streets Division** | | | | | | | |
| Associate Engineer (5207) - Livable Streets | $ 120,085 | $ 65,513 | 167,225 | $ 352,824 | 0.019 | 40 | $ 7,000 |
| Deputy City Attorney 2 hr x $250/hr | | | | | | 2 | $ 500 |
| **Subtotal Conceptual Design and Legislation** | | | | | | **42** | **$ 7,500** |

| Detailed Design (Phase 2) Current Request | | | | | | | |
|---|---|---|---|---|---|---|---|
| Position | Unburdened Salary | | Overhead Rate | Fully Burdened Salary | FTE Ratio | Hours | Cost |
| **SFDPW Design and Engineering** | | | | | | | |
| Assistant Engineer (5203) - Streets and Highways | $ 103,246 | | 2.70 | 279,199 | 0.015 | 31 | $ 4,161 |
| Associate Engineer (5207) - Streets and Highways | $ 120,085 | | 2.70 | 324,735 | 0.006 | 12 | $ 1,838 |
| **Subtotal Detailed Design** | | | | | | **43** | **$ 6,000** |

| Construction Labor (Phase 3) Current Request | | | | | | | |
|---|---|---|---|---|---|---|---|
| Position | Unburdened Salary | | Overhead Rate | Fully Burdened Salary | FTE Ratio | Hours | Cost |
| **SFDPW Design and Engineering** | | | | | | | |
| Assistant Engineer (5203) - Streets and Highways | $ 103,246 | | 2.70 | 279,199 | 0.007 | 15 | $ 2,013 |
| Associate Engineer (5207) - Streets and Highways | $ 120,085 | | 2.70 | 324,735 | 0.003 | 7 | $ 1,174 |
| **SFDPW Construction Labor** | | | | | | **22** | **$ 3,187** |
| **Contingency (3%)** | | | | | | | **$ 96** |
| **SFDPW Construction Labor Subtotal** | | | | | | | **$ 3,283** |

| Construction Hard Costs (Phase 3) Current Request | | | | | | | |
|---|---|---|---|---|---|---|---|
| Position | Unit Cost | Quantity | Quantity Type | | | | Cost |
| **SFDPW Design and Engineering** | | | | | | | |
| Curb Ramps | $ 3,750 | 2 | Lump Sum | | | | $ 7,500 |
| **SFMTA Sustainable Streets Division** | | | | | | | |
| Striping Cost | $ 2,817 | 1 | Lump Sum | | | | $ 2,817 |
| Sign Cost | $ 450 | 2 | Lump Sum | | | | $ 900 |
| **Subtotal Construction** | | | | | | | **$ 11,217** |

**Total Construction Phase** **$ 14,404**

**Total Prop K Request:** **$ 28,000**

**San Francisco County Transportation Authority**
**Prop K/Prop AA Allocation Request Form**

FY 2015/16

**Project Name:** Bessie Carmichael Crosswalk [NTIP Capital]

## FUNDING PLAN - FOR CURRENT PROP K REQUEST

Prop K Funds Requested: $28,000

5-Year Prioritization Program Amount: $1,550,000 (enter if appropriate)

If the amount requested is inconsistent (e.g., greater than) with the Prop K/Prop AA Strategic Plan amount and/or the 5-Year Prioritization Program (5YPP), provide a justification in the space below including a detailed explanation of which other project or projects will be deleted, deferred, etc. to accommodate the current request and maintain consistency with the 5YPP and/or Strategic Plan annual programming levels.

Enter the funding plan for the phase or phases for which Prop K/Prop AA funds are currently being requested. Totals should match those shown on the Cost worksheet.

| Fund Source | Planned | Programmed | Allocated | Total |
|---|---|---|---|---|
| Prop K Sales Tax | | $28,000 | | $28,000 |
| | | | | $0 |
| | | | | $0 |
| **Total:** | $28,000 | $0 | $0 | $28,000 |

Actual Prop K Leveraging - This Phase: 0.00%

Expected Prop K Leveraging per Expenditure Plan: 25.39%

$28,000 Total from Cost worksheet

Is Prop K/Prop AA providing **local match funds** for a state or federal grant? No

## FUNDING PLAN - FOR ENTIRE PROJECT (ALL PHASES)

Enter the funding plan for all phases (environmental studies through construction) of the project. This section may be left blank if the current request covers all project phases. Totals should match those shown on the Cost worksheet.

| Fund Source | Planned | Programmed | Allocated | Total |
|---|---|---|---|---|
| | | | | $0 |
| | | | | $0 |
| | | | | $0 |
| **Total:** | | $0 | $0 | $ - |

## FISCAL YEAR CASH FLOW DISTRIBUTION FOR CURRENT PROP K REQUEST

Use the table below to enter the proposed cash flow distribution schedule (e.g. the maximum Prop K/Prop AA funds that are guaranteed to be available for reimbursement each fiscal year) for the current request. If the schedule is more aggressive than the Prop K/Prop AA Strategic Plan and/or 5YPP, please explain in the text box below how cash flow for other projects and programs will be slowed down to accommodate the current request without exceeding annual cash flow assumptions made in the Strategic Plan.

Prop K Funds Requested: $28,000

**Sponsor Request - Proposed Prop K Cash Flow Distribution Schedule**

| Fiscal Year | Cash Flow | % Reimbursed Annually | Balance |
|---|---|---|---|
| FY 2016/17 | $16,500 | 59.00% | $11,500 |
| FY 2017/18 | $11,500 | 41.00% | $16,500 |
| **Total:** | **$28,000** | | |

**San Francisco County Transportation Authority**
**Prop K/Prop AA Allocation Request Form**

**AUTHORITY RECOMMENDATION**

**This section is to be completed by Authority Staff.**

Last Updated: 02.12.2016 Resolution. No. Res. Date:

Project Name: Bessie Carmichael Crosswalk [NTIP Capital]

Implementing Agency: San Francisco Municipal Transportation Agency

| | | Amount | Phase: |
|---|---|---|---|
| Funding Recommended: | Prop K Allocation | $28,000 | Planning/Conceptual Engineering, Design, and Construction |
| | | | |
| | | | |
| | | | |
| | | | |
| | **Total:** | **$28,000** | |

Notes (e.g., justification for multi-phase recommendations, notes for multi-EP line item or multi-sponsor recommendations): Multi-phase allocation is recommended given the straightforward and non-controversial nature of the scope and small amount of funding requested.

**Cash Flow Distribution Schedule by Fiscal Year** (for entire allocation/appropriation)

| Source | Fiscal Year | Maximum Reimbursement | % Reimbursable | Balance |
|---|---|---|---|---|
| Prop K EP 40 | FY 2016/17 | $16,500 | 59.00% | $11,500 |
| Prop K EP 40 | FY 2017/18 | $11,500 | 41.00% | $0 |
| | | | 0.00% | $0 |
| | | | 0.00% | $0 |
| | | | 0.00% | $0 |
| | | **Total:** **$28,000** | 100% | |

**Cash Flow Distribution Schedule by Fiscal Year & Phase** (for entire allocation/appropriation)

| Source | Fiscal Year | Phase | Maximum Reimbursement | Cumulative % Reimbursable | Balance |
|---|---|---|---|---|---|
| Prop K EP 40 | FY 2016/17 | Planning/Conceptual Engineering | $7,500 | 27% | $20,500 |
| Prop K EP 40 | FY 2016/17 | Design Engineering (PS&E) | $6,000 | 48% | $14,500 |
| Prop K EP 40 | FY 2016/17 | Construction | $3,000 | 59% | $11,500 |
| Prop K EP 40 | FY 2017/18 | Construction | $11,500 | 100% | $0 |
| | | | | 100% | $0 |
| | | **Total:** | **$28,000** | | |

**Prop K/Prop AA Fund Expiration Date:** 6/30/2018 Eligible expenses must be incurred prior to this date.

**San Francisco County Transportation Authority**
**Prop K/Prop AA Allocation Request Form**

**AUTHORITY RECOMMENDATION**

**This section is to be completed by Authority Staff.**

| | | | | | |
|---|---|---|---|---|---|
| Last Updated: | 02.12.2016 | Resolution. No. | | Res. Date: | |

Project Name: Bessie Carmichael Crosswalk [NTIP Capital]

Implementing Agency: San Francisco Municipal Transportation Agency

| | Action | Amount | Fiscal Year | Phase |
|---|---|---|---|---|
| Future Commitment to: | | | | |

Trigger:

**Deliverables:**

1. Upon completion of design (anticipated June 2017), provide evidence of completion of 100% design (e.g. copy of certifications page). See Special Condition 1.
2. Upon project completion, provide 2-3 digital photos of completed project.

**Special Conditions:**

1. SFMTA may not incur expenses for the construction phase until Transportation Authority staff releases the funds ($14,500) pending receipt of evidence of completion of design (e.g. copy of certifications page). See Deliverable 1.
2. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

**Notes:**

1. Quarterly progress reports will be shared with the District Supervisor for this NTIP project.
2. Regarding the Fiscal Year Cash Flow Distribution by Phase, cash flow can exceed what is listed above for a given phase as long as the total cash flow for the fiscal year does not exceed $16,500 in FY 2016/17 and $11,500 in FY 2017/18.

**Supervisorial District(s):** 6

| | |
|---|---|
| Prop K proportion of expenditures - this phase: | 100.00% |
| Prop AA proportion of expenditures - this phase: | NA |

**Sub-project detail?** Yes If yes, see next page(s) for sub-project detail.

**SFCTA Project Reviewer:** P&PD **Project # from SGA:**

**San Francisco County Transportation Authority**
**Prop K/Prop AA Allocation Request Form**

**AUTHORITY RECOMMENDATION**

**This section is to be completed by Authority Staff.**

Last Updated: 02.12.2016 Resolution. No. Res. Date:

Project Name: Bessie Carmichael Crosswalk [NTIP Capital]

Implementing Agency: San Francisco Municipal Transportation Agency

**SUB-PROJECT DETAIL**

**Sub-Project # from SGA:** **Name:** Bessie Carmichael Crosswalk [NTIP Capital] - Planning

**Supervisorial District(s):** 6

**Cash Flow Distribution Schedule by Fiscal Year & Phase** (for entire allocation/appropriation)

| Source | Fiscal Year | Phase | Maximum Reimbursement | Cumulative % Reimbursable | Balance |
|---|---|---|---|---|---|
| Prop K EP 40 | FY 2016/17 | Planning/Conceptual Engineering | $7,500 | 27% | $14,500 |
| | | | | | |
| | | | | | |
| | | **Total:** | **$7,500** | | |

**Sub-Project # from SGA:** **Name:** Bessie Carmichael Crosswalk [NTIP Capital] - Planning

**Supervisorial District(s):** 6

**Cash Flow Distribution Schedule by Fiscal Year & Phase** (for entire allocation/appropriation)

| Source | Fiscal Year | Phase | Maximum Reimbursement | Cumulative % Reimbursable | Balance |
|---|---|---|---|---|---|
| Prop K EP 40 | FY 2016/17 | Design Engineering (PS&E) | $6,000 | 21% | $14,500 |
| | | | | | |
| | | | | | |
| | | **Total:** | **$6,000** | | |

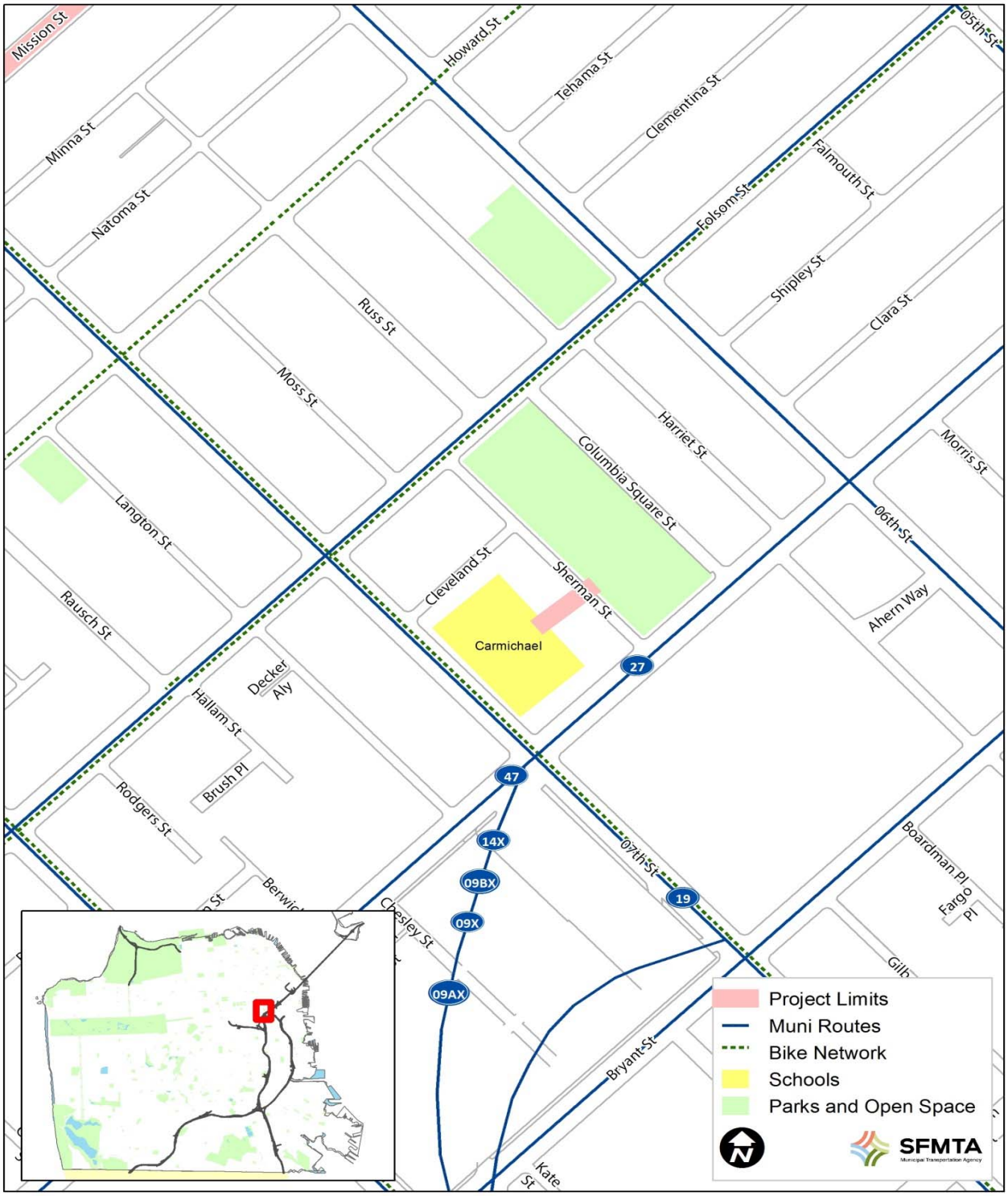
**Sub-Project # from SGA:** **Name:**

**Supervisorial District(s):** 6

**Cash Flow Distribution Schedule by Fiscal Year & Phase** (for entire allocation/appropriation)

| EP Line | Fiscal Year | Phase | Maximum Reimbursement | Cumulative % Reimbursable | Balance |
|---|---|---|---|---|---|
| Prop K EP 40 | FY 2016/17 | Construction | $3,000 | 11% | $25,000 |
| Prop K EP 40 | FY 2017/18 | Construction | $11,500 | 52% | $13,500 |
| | | | | | |
| | | **Total:** | **$14,500** | | |

## MAPS AND DRAWINGS



**San Francisco County Transportation Authority**
**Prop K/Prop AA Allocation Request Form**

| | | | |
|---|---|---|---|
| **FY of Allocation Action:** | 2015/16 | **Current Prop K Request:** | $ 28,000 |
| | | **Current Prop AA Request:** | $ - |

**Project Name:** Bessie Carmichael Crosswalk [NTIP Capital]

**Implementing Agency:** San Francisco Municipal Transportation Agency

| | **Project Manager** | **Grants Section Contact** |
|---|---|---|
| Name (typed): | Alan Uy | Joel C. Goldberg |
| Title: | Transportation Engineer | Manager, Capital Procurement & Mgmt |
| Phone: | 415-749-2499 | 415.701.4499 |
| Fax: | | |
| Email: | alan.uy@sfmta.com | Joel.Goldberg@sfmta.com |
| Address: | 1 South Van Ness Avenue, 7th Floor, San Francisco, CA 94103 | 1 South Van Ness Avenue, 8th Floor, San Francisco, CA 94103 |