

**Item 7 Enclosure  
Plans and Programs Committee  
June 17, 2014**

<b>No.</b>	<b>Fund Source</b>	<b>Project Sponsor<sup>1</sup></b>	<b>EP<sup>2</sup> Line Item/ Category Description</b>	<b>Project Name</b>	<b>Phase</b>	<b>Funds Requested</b>	<b>Page No.</b>
1	Prop K	TJPA	DTX to Rebuilt Transbay Terminal	Transbay Transit Center	Construction	\$ 43,046,950	<b>1</b>
2	Prop K	SFCTA	Balboa Park BART/ SFMTA Station Access	Balboa Park Circulation Study Implementation Scoping	Planning	\$ 39,000	<b>31</b>
3	Prop K	SFMTA	Other Transit Enhancements	Glen Park Community Plan Implementation	Construction	\$ 330,000	<b>45</b>
4	Prop K	SFMTA	Paratransit	Paratransit	Operations	\$ 9,670,000	<b>57</b>
5	Prop K	DPW	Pedestrian & Bicycle Facility Maintenance	Public Sidewalk Repair	Construction	\$ 492,200	<b>71</b>
6	Prop AA	UC Hastings	Pedestrian Safety	McAllister St Campus Streetscape	Construction	\$ 1,762,206	<b>83</b>
7	Prop AA	SFMTA	Transit Reliability and Mobility Improvements	Phelan Loop Pedestrian Connector	Design	\$ 42,000	<b>101</b>
<b>Total Requested</b>						<b>\$ 55,382,356</b>	

<sup>1</sup> Acronyms include DPW (Department of Public Works), SFMTA (San Francisco Municipal Transportation Agency), TJPA (Transbay Joint Powers Authority), and UC Hastings (University of California, Hastings College of Law).

<sup>2</sup> EP stands for Expenditure Plan.



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

FY of Allocation Action: 2014/15  
Project Name: Transbay Transit Center  
Implementing Agency: Transbay Joint Powers Authority

EXPENDITURE PLAN INFORMATION

Prop K Category: A. Transit  
Prop K Subcategory: i. Major Capital Projects (transit)  
Prop K EP Project/Program: b.1 Caltrain Downtown Extension to a Rebuilt Transbay Terminal  
Prop K EP Line Number (Primary): 5 Current Prop K Request: \$ 43,046,950  
Prop K Other EP Line Numbers:

Gray cells will automatically be filled in.

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, drawings, etc. should be provided on Worksheet 7-Maps.or by inserting additional worksheets.  
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.

The Transbay Joint Powers Authority (TJPA) is requesting \$43,046,950 in Prop K funds for the construction phase of the Transbay Transit Center project. Please see next pages for scope.

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**Background and Project Benefits**

Headed by the Transbay Joint Powers Authority (TJPA), the Downtown Extension to a Rebuilt Transbay Terminal (Project) has three major components: the extension of Caltrain commuter rail service from its current San Francisco terminus at Fourth and Townsend Streets to a new underground terminus underneath a new Transbay Transit Center; a new, multi-modal Transbay Transit Center on the site of the former Transbay Terminal; and the establishment of a Redevelopment Area Plan with related development projects, including transit-oriented development on publicly owned land in the vicinity of the new multi-modal Transbay Transit Center. The Prop K Expenditures Plan specifies that the downtown rail extension and the terminal are to be built as a single integrated project. Bus operations are scheduled to start at the new terminal in late 2017.

The Project provides the following public benefits: improved access to rail and bus services; improved Caltrain service by providing direct access to downtown San Francisco; enhanced connectivity between Caltrain and other major transit providers; modernization of the former Transbay Terminal to meet future transit needs; reduced non-transit vehicle use; accommodating projected growth in travel demand in the San Jose - San Francisco corridor; reduced traffic congestion on US Highway 101 and I-280 and other routes between San Jose and San Francisco; reduced vehicle hours of delay on major freeways in the Peninsula corridor; improved regional air quality by reducing auto emissions; direct access to downtown San Francisco for future intercity and/or high-speed rail service; alleviation of blight and revitalization of the Transbay Terminal Area; construction of more than 4,400 new housing units, thirty-five percent of which will be affordable; facilitate transit use by developing housing next to a major transit hub; enhanced access to employment, retail, and entertainment opportunities; and support of local economic development goals.

**Current Request**

The current request would fund various construction trade packages, construction management oversight, program management, and other professional services costs as described in more detail below.

**PROJECT MANAGEMENT****Support Services for Bus Ramps (Caltrans)**

In March 2014, bids were received for the construction contract for the bus ramp connecting the Bay Bridge to new Transit Center Building. Under an agreement being negotiated with TJPA, Caltrans will provide support services during construction which will include construction engineering and general contract administration. Specifically, construction engineering, project and shop plans review, water pollution control, reviews, pre-construction meeting and coordination will be performed by Caltrans as needed prior to the start of construction. During construction Caltrans will participate in on-site inspections for code and safety compliance, and construction engineering for structures work. This agreement is necessary as portions of the bus ramp encroach on State right-of-way that connects Interstate 80 and the Fremont Street Off-ramp structure. This funding request includes **\$650,000** for these services.

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**Program Management/Program Controls (PMPC) (URS)**

The PMPC provides a variety of services and reports to augment the TJPA staff in implementing the Transbay Transit Center Program. Specific tasks and services include program management services, management policies and procedures, program implementation and support, project management services for the Transit Center, DTX project management, program controls management, quality assurance and control implementation, document control, administrative support and the project management information.

The current URS contract will expire at 6/30/14. A new contract is currently under negotiation. This funding request is for **\$7,200,000** for PMPC services in FY 2014-15. The scope of work will include the following:

**A. Program Management**

- **Program Manager.** Provide a Program Manager with overall responsibility for managing the program scope of work and developing and implementing Program Management and Program Controls. The Program Manager shall provide staff planning, supervision, and support for the Program Team, including coordination among project teams. As requested by TJPA, the Program Manager shall also assist the TJPA in the acquisition of funding for the Program, various Program approvals, and other third party agreements. The Program Manager, or his or her designee, will attend the TJPA's weekly staff meetings and other meetings as required by the TJPA. The Program Manager will provide all other related services as requested by the TJPA.
- **Program Implementation Plan.** Update the Program Implementation Plan as needed for program cash flow and contracting analysis.
- **Program Management Plan.** Update the Program Management Plan (PMP) as required reflecting Program organization, structure, and requirements.
- **Secunded Staff.** If requested, provide staff to work in TJPA offices under the direction of the TJPA.

**B. Management Policies and Procedures**

Update and implement Management Policies, Procedures and guidelines and other documents needed to standardize management of the Program and its component projects.

- **Requirements Checklist.** Maintain the Requirements Checklist to assist in managing the Program to verify that design and construction complies with all requirements and commitments established during the planning and environmental clearance phase and the requirements of the various entities whose funds will be used to deliver the Program have been met.
- **Policies.** Update policies to fulfill the requirements of the PMP and manage their implementation. Update these policies as necessary.
- **Procedures and Guidelines.** Update procedures and guidelines addressing requirements of the Program and its component projects as specified in individual task orders or work plans issued by the TJPA. Update procedures as necessary to reflect changes in approved processes.

**C. Program Implementation and Support Activities**

- **Program Coordination.** Coordinate or assist with various Program support activities as outlined below between the TJPA, PMPC, Construction Management/General Contractor (CM/GC), Construction Management Oversight (CMO) consultants, other TJPA consultants, public agencies and the public.

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- **Project Implementation Plans.** Review Project Implementation Plans such as project phasing and contract packaging proposals prepared by design teams. Provide recommendations for optimization of program delivery as necessary.
- **Design Criteria.** Verify conformance with approved design criteria to achieve consistency in design among various project components and contract packages.
- **Issue-action Tracking.** Employ methodologies for tracking and resolving issues related to design, construction and operations with all stakeholders that have an interest and/or are participants in the Program. Work with Project Managers to facilitate resolution of issues and maintain issue-tracking documentation for all components of the Program.
- **Stakeholder Coordination.** Assist the TJPA in coordination with regulatory agencies and other stakeholders that have an interest or are participants in the Program and facilitate resolution of issues related to design, construction and operations. Assist with government relations and community outreach services at the direction and discretion of the TJPA and coordinate with TJPA and TJPA consultants on these services as requested.
- **Risk Management.** Establish a systematic risk management process for the Program and its component projects. Develop a framework by which these risks will be identified and assessed. Develop and implement response and control strategies to manage these risks. Provide periodic risk updates during design and construction consistent with USDOT guidelines.
- **Design Reviews.** Set up and conduct various Design Reviews, such as Peer Review, Value Engineering, Constructability Review and other technical reviews as required.
- **Procurement Documents.** Prepare contract procurement documents, including but not limited to professional services and construction contracts. Scope of work may include requests for proposals, scopes of work, and addenda. Assist in preparing scope of work and contract language.
- **Contract Administration.** Provide contract administration, including maintaining contract files, records, performing invoice reviews, independent cost estimates, Disadvantaged Business Enterprise (DBE) compliance, verifying compliance with City and County of San Francisco requirements, and FTA, FRA and TJPA procurement and contracting policies and procedures. Provide audit services as requested by the TJPA.
- **Caltrans Liaison.** Serve as the TJPA's liaison to Caltrans as requested.
- **Permit Management.** Provide oversight and management of processes related to obtaining local, regional, state and federal permits required to complete the component projects, and verify these requirements are met in a timely and efficient manner.
- **Mitigation Support.** Provide oversight of all required environmental mitigation measures as outlined in the FEIS/FEIR. Provide oversight for implementation of the Mitigation Monitoring Plan and verify and documents through quarterly and annual Mitigation Monitoring Reports that all activities identified in this Plan and the FEIS/FEIR are implemented, completed and documented in accordance with all local, state and federal regulations and guidelines. These activities will include hazardous waste management, noise and vibration mitigation; property acquisition/relocation; cultural and historic resources; soils/geology; utilities coordination; and preconstruction activities related to building structural survey, geotechnical investigation, business community coordination and community outreach programs. As requested, provide noise, dust and air monitoring, including baseline measurements.
- **State Historical Preservation Offices (SHPO) & Archaeological Support.** Provide technical assistance in performing all tasks required by existing and future agreements with local, state and federal agencies related to environmental mitigation requirements outlined in the "Memorandum

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of Agreement Among the FTA and the California State Historic Preservation Officer for the Transbay Terminal/Caltrain Downtown Extension/ Redevelopment Project”.

- **EIS/EIR Documents.** As requested by the TJPA, prepare any required reevaluations, studies, amendments, addenda or supplements to the environmental clearance documents for the Program. Review environmental documents for adjacent area projects to identify potential conflicts with the Program.
- **Construction Management Plan.** As needed, update a Construction Management Plans and Procedures covering construction management procedures and systems for contract management and administration; cost, schedule and quality control; testing and start-up.
- **Traffic Management and Operations Planning.** As requested by TJPA, provide specialist assistance to the TJPA for management of pedestrian, bicycle and vehicular traffic during construction as well as traffic planning for the temporary terminal and new Transit Center buildings. Provide specialists as needed to assist the TJPA with planning for operation of the new permanent facilities, including but not limited to bus and rail operations and facility operations and maintenance.
- **Facilities Operations and Maintenance Planning.** As requested by the TJPA, prepare facilities operations and management plans and cost estimates.
- **Closeout.** Assist TJPA in project and program closeout activities and documentation, including facility acceptance, systems acceptance and training, turnover of operations and maintenance materials, warranties, final budget reconciliation and file turnover.
- **Safety and Security.** Continue to coordinate security-related work for the Program including working with TJPA and the design teams regarding physical and operational issues; continuing to work with the DTX design team on refining the design guidance criteria produced in the DTX risk assessment report; updating and expanding the Safety and Security Management Plan (SSMP) as required by the FTA and FRA; assist TJPA with the development of a comprehensive security program as outlined in the SSMP; and coordinate as requested with the relevant state and local agencies to verify that safety and security activities are consistent with plans for the Transbay Redevelopment Area.
- **Updated RVA Follow-up Tasks.** Assist the TJPA as requested with documentation for Safety and Security Act Designation. Assist the TJPA in coordination efforts with the Bio-Watch Program.

#### **D. Project Management: Transit Center**

Provide Project Management of the Transit Center Project, including the, New Transit Center, New Ramps and Bus Storage components of the Program. The Transit Center Project Manager will be responsible for managing the project scope, schedule, budgets and contracting during the design, construction, system testing, start-up and close-out phases of the Transit Center project.

- **Project Scope, Schedule & Budget.** Work with estimators, technical specialists and Program Controls Manager to validate scope and update the project budget and schedule for the Transit Center Project, including subprojects and project components. Maintain current and accurate information regarding project scope, schedule and budget throughout the entire life of the project. Analyze project progress and provide management direction and oversight to project team to address scope, schedule, claims and cost issues that may arise during project delivery and implementation. Identify problem areas, formulate strategies and oversee implementation of corrective action plans to address issues related to scope, claims, schedule and cost. Analyze cost trend information and identify cost issues as early as practicable.

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**E. Program/Project Controls**

- **Program Controls Manager.** Provide a Program Controls Manager with overall responsibility for developing and implementing program and project-level cost and schedule controls. The Program Controls Manager is a designated key personnel position. The Program Controls Manager will direct Program and Project Controls support staff in working with the Project Managers to accomplish the following scope of work.
- **Work Breakdown Structure.** Maintain and update a work breakdown structure (WBS) for the implementation of the Program that will be used for organizing and reporting on cost, schedule and scope. All drafts, updates and revisions will be submitted to the TJPA for review, evaluation, and approval prior to implementation.
- **Program Budget.** Maintain the Baseline Budget for the Program in accordance with the approved Work Breakdown Structure. Incorporate construction budgets using cost estimates developed by reconciliation of the CM/GC and design team estimates. Estimate other soft costs for each line item. Conduct market and escalation studies to forecast potential cost increases and market pressures over the life of the Program. Work with TJPA Program Management to assess the adequacy contingency budgets at the project and Program level that are consistent with the risks associated with each Program element at each stage of design and construction. Monitor, update and manage the budget over the course of the Program.
- **Program Master Schedule.** Update the Program master schedule regularly, but no less than monthly, to include current information regarding project and contract progress. Review and analyze overall Program progress during the design and construction phases. Review and analyze design and construction schedules for compliance with contractual and Program requirements. Identify areas of concern and provide input on corrective action plans as necessary.
- **Cost Accounting Technical Support and Budgeting.** Working with the TJPA's Chief Financial Officer, provide technical support in establishing a Program cost accounting structure. Develop, maintain and analyze budgets, track actual commitments, costs and encumbrances, analyze variances and forecast total Program costs. Collect and analyze project and Program cost information, including encumbrances, commitments, contingency usage, actual expenditures, trends, forecasts and variance information. Provide reports as requested to satisfy reporting requirements of funding partners, FTA, FRA and others as necessary.

**F. Quality Control/Quality Assurance (QC/QA) Program**

The QC/QA Manager will update and maintain a program wide QA/QC Program covering management, design and construction activities.

**G. Document Management and Administrative Support**

Administrative support will include, but not be limited to, documentation of meetings, report writing, preparation of presentations, preparation of correspondence, filing, organizing meetings, reception, office administration and other general office and administrative support for PMPC and TJPA staff. Maintain a document control management plan that includes the necessary procedures for the coordination, documentation, management, control and distribution of correspondence, reports, memoranda, submittals, drawings, contract documents, and other documentation during the course of the Program. Document control will serve as the official records management function for the Program, and be the source for all official documentation and provide storage for all Program records and files.



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**OTHER PROFESSIONAL SERVICES/ADMINISTRATIVE COSTS**

Professional services consist of items such as legal counsel, real estate economics services, financial analysis, and community & public relations. TJPA administrative costs include paying for parking for Caltrans attorneys per the Cooperative Agreement with the State. These services cover the entire program and are not specific to any one element of the program. TJPA is requesting **\$5,000,000** to cover portions of these services in FY 2014-15. A brief summary of significant professional services follows. The allocated amount would be spent as needed on a portion or all of the services described below.

**Legal Counsel (Shute, Mihaly & Weinberger; Seyfarth Shaw; Renne Sloan Holtzman Sakai; Nixon Peabody; Thompson Coburn)**

The TJPA has hired a variety of legal firms to provide legal services to the TJPA and to advise and assist in various areas of the law. Legal firms provide a variety of services including:

- Advise and represent the TJPA on all aspects of construction law, TJPA Project Labor Agreement, public and private financing, land use, land acquisition and transfer, including real property law and redevelopment law, eminent domain, easements, leases, license agreements and options, real estate development, joint development, and relocation benefits. Participate in negotiations and litigations, including mediations and arbitrations, relative to these matters.
- Advise and represent the TJPA on general labor and employment matters, including human resources and labor issues related to construction, and draft procedural documents.
- Advise the TJPA on invitations for bids, bidder questions, and bid contests.
- Advise the TJPA regarding negotiation and enforcement of construction and professional service (including design) contracts, contract modifications, change orders, and release of retention.
- Review construction liability issues and protect and defend TJPA against construction-related claims and litigation.
- Draft and review requests for proposals, contracts, agreements, and memorandums of understanding with consultants and other governmental entities (local, state and federal).
- Advise on insurance coverage and risk management.
- Advise the TJPA on third-party claims due to construction of the Program and assist in the protection and defense of the TJPA against construction-related claims by third parties.
- Provide legal guidance to assure that the TJPA is in compliance with all federal, state, regional and local laws and regulations and agreements, including procurement requirements; federal, state and local environmental laws; public financing program requirements (including Transportation Infrastructure Finance and Innovation Act and Railroad Rehabilitation and Improvement Financing); U.S. Department of Transportation law (including Federal Transit Administration, Federal Railroad Administration, and Federal Highway Administration), rules and regulations; and labor, employment and civil rights laws.
- Serve as counsel at TJPA Board meetings; provide practical advice to assist the TJPA Board in achieving the policy goals and objectives of the TJPA.
- Furnish day-to-day legal advice as needed; attend staff and other meetings as requested.
- Provide litigation services and support as needed.

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**Real Estate Economics Services (Seifel Consulting; The Concord Group; Jones Lang LaSalle)**

The TJPA has hired a bench of real estate economic firms to provide economic analysis for the TJPA. Real estate firms provide a variety of services including:

- Assist TJPA in the process of securing the TIFIA loan by providing services such as land values, expected land sales dates and data for tax increment forecasts.
- Update tax increment projections for TJPA parcels based on the results of market analysis and valuation.
- Perform sensitivity analysis on tax increment projections to determine debt capacity for issuance of debt.
- Perform market analysis and valuation of future development projects on TJPA parcels.
- Perform benefits analysis to analyze the broad range of benefits provided by the Transit Center to the surrounding neighborhood.

**Financial Analysis (Sperry Capital)**

The TJPA has hired a financial analyst to provide financial services to ensure receipt of sufficient funds to design, build and operate the Program elements. The financial analysis firm provides a variety of services including:

- Assist the TJPA to identify and develop additional sources of public and private funding to design, construct and operate all elements of the Transbay Program.
- Assist TJPA Staff and other consultants (such as those engaged in project management, oversight and/or project control) to adhere to debt requirements and restrictions.
- Assist the TJPA's Executive Director and Finance staff to spend and invest unrestricted cash assets.
- Assist in the development and revision of financial policies such as investment, capitalization, and reserves.

**Community & Public Relations (Singer Associates)**

The TJPA has hired a public relations firm to provide comprehensive public relations and community outreach. The public relations firm provides a variety of services including:

- Develop and maintain Program identity, visibility and consistent positive media coverage through print, television and radio.
- Develop and maintain a community outreach program to keep neighbors and stakeholders informed.
- Recommend policies, strategies and tactics for pinpointing, addressing and resolving public issues and concerns.
- Provide support and advice to the TJPA Board and staff.

**Caltrans Attorney Parking**

The 2003 Cooperative Agreement with the State of California requires that TJPA provide covered downtown San Francisco parking for Caltrans attorneys that previously parked within the former Transbay Terminal. TJPA is currently spending \$95,040 annually on 24 parking spaces to meet this requirement.

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**Auditing Services (Vavrinek, Trine, Day & Co.)**

Services shall be performed annually for each fiscal year covered by this agreement for the TJPA's Basic Financial Statements, Management's Discussion and Analysis (MD&A), and the Single Audit. The Auditor shall conduct an audit of the Basic Financial Statements of the TJPA for each fiscal year of the term (and any additional years should the agreement be extended) for the purpose of expressing an opinion on these financial statements and issuing an independent auditor's report. The audits are to be performed in accordance with all applicable Generally Accepted Auditing Standards (GAAS) including but not limited to: auditing standards set forth by the American Institute of Certified Public Accountants (AICPA), the standards for financial audits set forth in the U.S. Government Accountability Office's *Government Auditing Standards*, the provisions of the Single Audit Act and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and applicable State of California audit guidelines.

The Auditor will, in planning and performing their audit, consider the TJPA's internal control over financial reporting in order to determine their auditing procedures for the purpose of expressing their opinion on the financial statements. Also, the Auditor, as part of obtaining reasonable assurance about whether the TJPA's financial statements are free of material misstatement, will perform tests of the TJPA's compliance with certain provisions of laws, regulations, contracts and grant agreements. The Auditor will issue an independent report on internal control over financial reporting and on compliance and other matters based on their audit of the financial statements performed in accordance with *Government Auditing Standards*. The purpose of this report will be to describe the scope of the Auditor's testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance.

The Auditor will apply certain limited procedures to Management's Discussion and Analysis supplementary information regarding the methods of measurement and presentation.

The Auditor will perform a single audit of TJPA's expenditures of federal grants, and audit the compliance of the TJPA with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs identified in the Schedule of Expenditures of Federal Awards for the purpose of expressing an opinion as to whether the TJPA complied, in all material respects, with the requirements referred to above that are applicable to each of its major Federal programs. The supplemental Schedule of Expenditures of Federal Awards is to be subjected to the auditing procedures applied in the audit of the Basic Financial Statements to determine if the Schedule is fairly stated, in all material respects, in relation to the Basic Financial Statements taken as a whole.

The Auditor shall audit business transactions in the Construction Fund trust account established with U.S. Bank, as required by the Cooperative Agreement between the State of California Department of Transportation (Caltrans), the City and County of San Francisco, and the TJPA. The Auditor will provide semi-annual audit level reports prepared in accordance with Generally Accepted Accounting Principles (GAAP) covering all transactions related to the trust account. These audit reports will be submitted to Caltrans semi-annually.

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## CONSTRUCTION

### TG 7.2 Superstructure Concrete

Above-grade Transbay Transit Center construction is divided by building zone: East, Central, and West. This funding request for **\$7,365,000** is specifically for the Central zone structure field work.

The total scope of work includes all labor, materials, equipment, tools, transportation, disposal fees, incidentals and any other costs/fees necessary to complete the work in accordance with the Contract Documents. The major items of work for this package shall consist of the reinforced concrete elements above the lower concourse level slab:

- Reinforced concrete walls, columns, beams, slabs, all curbs, fin walls, shear keys, footings, equipment pads, grade beams, penthouse roofs and curved concrete scallop walls.
- Reinforced concrete architectural exposed walls and curbs in accordance with specified architectural concrete finish requirements.
- Complete final lift of perimeter reinforced concrete foundation wall above package delineation with TG06.0 Below Grade Concrete Trade Package.
- Cut interior flange and 2" into web of the CDSM steel soldier pile beams around the perimeter of the excavation.
- Furnish and install pendulum bearings at top of concrete columns where shown.
- Grouting of all TG07.1R Structural Steel column base plates throughout the project, including at and below the lower concourse level and other Trade Subcontractor's base plates as required.
- Pressure fill structural steel pipe columns and cast nodes with concrete/grout as shown in the Contract Documents, including light column below lower concourse level.
- Furnish and install 96 reinforced concrete roof crane pedestals to support future rooftop crane.
- Demolish complete to structure, remove, and properly dispose of off-site, the access catwalk adjacent to 181 Fremont property, along the south CDSM wall.
- Furnish and install metal wall plate embeds and PG&E pulling eye embeds in the Lower Concourse concrete walls as shown in Contract Drawings.
- Furnish and install the reinforced concrete utility/transformer vault room concrete lids (lift out panels) and all concrete work related to the utility/transformer vaults.
- Coordinate, receive, unload, accept, inventory, manage, hoist and install all embeds and anchor bolts supplied by all other Trade Subcontractors FOB to the job site.
- Manage construction waste management for all work associated with this Contract.

An overview of the current schedule for the Superstructure Concrete contract is provided below. This schedule is subject to change.

- Issued Invitation for Bids - November 2013
- Received bids – February 2014
- Award contract – March 2014
- Preconstruction submittals/shop drawings – March 2014 to July 2014
- Procurement of materials – June 2014 to September 2014
- Field work (West structure) – January 2015 to December 2015
- Field work (Central structure) – September 2014 to August 2015

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- Field work (East structure) – May 2015 to May 2016

**TG 8.6 Metal Ceilings**

The metal ceilings trade package provides labor, material, equipment, tools, transportation and disposal fees associated with Transit Center Building interior metal ceilings. Systems to be furnished and installed include aluminum ceilings, soffits and beam cladding. The trade subcontractor prepares shop drawings for TJPA review, orders & delivers all materials and installs the metal ceilings specified. The funding request for **\$2,772,000** includes the initial phase of the trade package, i.e., mobilization, shop drawings, insurance and mill orders as needed.

An overview of the current schedule for the Metal Ceilings contract is provided below. This schedule is subject to change.

- Issue Invitation for Bids – May 2014
- Receive bids – July 2014
- Award contract – August 2014
- Preconstruction submittals/shop drawings – August 2014 to October 2015
- Procurement of materials – May 2015 to April 2016
- Field work (level 2 structure) – November 2015 to June 2016
- Field work (bus deck) – November 2015 to November 2016

**TG 10.2 Plumbing Systems**

The plumbing trade package provides labor, material, equipment, tools, transportation and disposal fees associated with Transit Center Building plumbing systems. The major items of the work for this package are anticipated to consist of the following elements:

- domestic water systems
- recycled water systems
- drainage systems (storm drain and sewer)
- hydronic system
- natural gas systems
- fuel oil systems
- water features
- performance based specifications, commissioning, and BIM (3D, 4D & 5D)
- Engineering, coordination, procurement and complete installation of the respective systems.

The trade subcontractor prepares shop drawings for TJPA review, orders & delivers equipment and all materials, and installs and tests the systems specified. An overview of the current schedule for the Plumbing Systems contract is provided below. This schedule is subject to change.

- Issued Invitation for Bids – January 2014
- Receive bids – April 2014
- Award contract – May 2014
- Preconstruction submittals/shop drawings – May 2014 to December 2014
- Procurement of materials – July 2014 to February 2015
- Field work (superstructure deck rough-in) – November 2014 to May 2016
- Field work (rough interiors) – May 2015 to November 2016

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- Field work (finish interiors) – June 2016 to June 2017

TJPA anticipates funding shop drawings and installation with this funding request for **\$10,240,000**. Procurement of materials and fabrication estimated at \$5.5 million are anticipated to be funded with land sales.

**TG 10.5 Fire Protection & Suppression**

The fire protection and suppression trade package provides labor, material, equipment, tools, transportation and disposal fees associated with Transit Center Building fire protection and fire suppression systems. The trade subcontractor prepares shop drawings for TJPA review, orders & delivers equipment and all materials and installs and tests the systems specified. The major items of the work for this package are anticipated to consist of the following elements:

- Fire sprinklers & fire suppression (FM-200, etc.) systems, performance based specifications, commissioning, and BIM on complex projects. Also included are engineering, coordination, procurement and complete installation of the respective systems.

The funding request for **\$2,815,000** includes the second phase of the trade package, i.e. fabrication and delivery of systems, setting up jobsite office and laydown yard and participating in construction status meetings as needed. An overview of the current schedule for the Fire Protection and Suppression contract is provided below. This schedule is subject to change.

- Issued Invitation for Bids – January 2014
- Receive bids – April 2014
- Award contract – May 2014
- Preconstruction submittals/shop drawings – May 2014 to December 2014
- Procurement of materials – July 2014 to February 2015
- Field work (superstructure deck rough-in) – November 2014 to May 2016
- Field work (rough interiors) – May 2015 to November 2016
- Field work (finish interiors) – June 2016 to June 2017

**Construction Management (Turner Construction Company)**

This contract was awarded in June 2010. Work is expected to continue through the end of Phase 1 in late 2017. This funding request for **\$6,254,950**, along with remaining funds in Prop K Resolution 09-41, will cover services in FY 2014-15.

The construction management consultant (CM consultant) works closely with TJPA staff and other consultants to provide construction management services. Construction management services include all services required for successful bidding, award, and construction of the Transit Center and associated facilities. General professional services to be provided by the CM consultant under the agreement may include, but are not necessarily be limited to, construction management to administer, monitor, inspect and interface with the construction manager/general contractor (CM/GC) and the TJPA in accordance with the Construction Management Procedures; administrative tasks generally associated with the construction management services, which include documentation of work progress, progress reports, correspondence, recordkeeping, payment verification, and communications with the TJPA, the PMPC Consultant, and other agencies as required; and rapid emergency response to the TJPA as required.

The Contractor shall provide multi-disciplinary construction management services to support the Project, including the following:

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**Project Communication, Recordkeeping and Meeting Coordination**

- a. Participate in partnering meetings as required by the TJPA.
- b. Participate in pre-construction meetings.
- c. Conduct weekly progress meetings with construction contractors.
- d. Document Transit Center construction progress, quality, and budget, including taking digital photographs and video documentation of key activities.
- e. Maintain, on a daily basis, a computerized recordkeeping system (Constructware ASP) provided by the TJPA, which documents all major actions (e.g., submittals, correspondence, requests for information (RFIs), potential change orders, change orders).
- f. Provide information and assistance to support outreach and community relations activities. All community outreach activities must be coordinated with the TJPA Public Relations and Community Outreach Consultant and/or a TJPA-designated staff contact.
- g. Support contractor coordination with transit agencies' operations, maintenance, and planning staff.
- h. Support contractor coordination with Commissioning Agent.
- i. Prepare monthly reports in a format to be mutually agreed upon by the TJPA and the Contractor.

**Communications, Meetings and Recordkeeping**

- a. Maintain communication tracking system using Constructware ASP, which documents all formal communications between the Contractor, the CM/GC, the design teams, PMPC and the TJPA.
- b. Meet with the TJPA and PMPC, and other Program team members on a regular basis as required throughout the life of the Agreement.
- c. Conduct, participate in, document, or facilitate other meetings and presentations with affected parties as required.

**Progress Reporting**

Prepare and submit to the TJPA progress reports of construction activity on a daily (as necessary) and monthly (required) basis. Monthly progress reports shall accompany monthly invoices.

**Quality Assurance/Quality Control**

Establish a quality assurance/quality control (QA/QC) plan and implement procedures for construction management activities that meet the requirements of the Program Quality Management System, including compliance with the FTA's Quality Assurance and Quality Control Guidelines and the TJPA's approved Quality Management System. The Contractor's QA/QC plan and procedures shall provide for effective oversight of the CM/GC's quality control (CQC) plan and may be developed from standards currently implemented by the Contractor. Submit and periodically update the project-specific QA/QC plan to the TJPA for the timely execution of the work. Subject to the approval of the Program Quality Assurance Manager, the Contractor shall appoint a quality assurance manager with the appropriate skills and experience for the specific project and the work to be performed.

**Cost Control Support**

- a. Verify construction progress submitted by the CM/GC for payment.
- b. Process CM/GC's monthly billing.

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- c. Evaluate CM/GC's Change Order Requests for entitlement and recommend action to the TJPA and PMPC, in conformance with the terms and conditions of the Contract Documents. When authorized by the TJPA, issue Proposed Change Orders.
- d. When required, prepare field orders directing work, including the approval and tracking of time and material tickets.
- e. As requested, assist the PMPC in managing and documenting the change order, claim, and disputes resolution process.

### Schedule Support

- a. Monitor and review the CM/GC's schedule for compliance with contract requirements.
- b. Review, compare, and analyze the contractor's monthly update against its approved baseline schedule so that any delays or potential delays to milestones or critical items of work become known at the earliest possible date. As required, the Contractor may be requested to develop and recommend corrective measures to the TJPA.
- c. Review Transit Center construction and payment schedules.
- d. Monitor changes and potential changes so that the TJPA will have timely information as to the effect of changes on the Project schedule.
- e. Coordinate with the TJPA and PMPC on trend analyses and associated data.

### Inspection and Testing

- a. Provide code and quality inspections, on a timely basis in conformance with the Construction Documents General Requirements (Division 01).
- b. Provide specialty inspections and independent testing including, but not limited to, steel, concrete, masonry, fireproofing coverage, soil compaction, water intrusion, and waterproofing, on a timely basis in conformance with the Construction Documents General Requirements (Division 01).
- c. Coordinate various agency inspector visits (City, FTA, etc.).
- d. Log and track non-compliance work to resolution and acceptance.
- e. Log and track construction issues identified in the Architect/Engineer (A/E) field observation reports to resolution and acceptance.

### Technical Support

- a. Provide resident and office engineering.
- b. Review and process contractor submittals.
- c. Monitor contractor's progress.
- d. Provide oversight for traffic control.
- e. Coordinate the field activities of the Commissioning Agent.
- f. Provide administrative and document control support.

### Environmental Monitoring

Monitor Transit Center construction contractors' activities for compliance with environmental requirements required under the Mitigation Monitoring and Reporting Program including the following:

- a. Stormwater pollution prevention
- b. Noise and vibration
- c. Air emissions
- d. Cultural historic resources



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- e. Hazardous materials/waste

**Coordination with Other Agencies and Affected Entities**

Assist the TJPA with construction coordination with the following:

- a. City, county, regional, state and federal agencies
- b. Transit agencies
- c. Utility companies
- d. Other contractors
- e. Community residents and businesses

**Project Closeout**

Provide contract closeout assistance to the TJPA, which shall include the following:

- a. Assemble a list of open inspection items and an A/E punchlist.
- b. Pursue correction and completion of all punch list items, reworks, and non-compliance notices.
- c. Conduct final inspections.
- d. Audit the receipt of contract deliverable items.
- e. Obtain and review as-built drawings, specifications, and operations and maintenance manuals.
- f. Administer and perform closeout of contract documentation.
- g. Prepare closeout report.

**Transit Center Architect (Pelli Clarke Pelli Architects (PCPA))**

This contract was awarded in May 2008. Work is expected to continue through the end of Phase 1 in late 2017. This funding request includes **\$750,000** for PCPA Basic Services.

The Transit Center Architect is responsible for the design and engineering of the Transbay Transit Center and Bus Ramps. The contract has six components of Basic Services—Schematic Design, Design Development, Construction Documents, Bid and Award Support, Construction Administration, Warranty Period Support—that total \$102,000,000, and Additional Services not to exceed \$50,000,000. Schematic Design and Design Development are complete and 100% Construction Documents have been delivered. Bid and Award Support and Construction Administration are underway and include the following scopes of services:

**CONSTRUCTION BID PHASE**

Upon solicitation of bids by the TJPA or the CM/GC, the Architect shall:

- Participate in and assist the TJPA and CM/GC with pre-bid conferences.
- Prepare responses to bidders' questions, interpret Construction Documents, evaluate requests for substitutions and prepare addenda for approved substitutions and clarifications, and assist the TJPA and CM/GC as required in responding to bidders' questions.
- Provide the TJPA with originals of all addenda to be issued.
- Assist the TJPA with review and evaluation of bids submitted, and recommendation for award of construction contracts.
- Perform necessary redesign services as may be required to meet the Fixed Budget Limit.
- Upon award of a construction contract(s), consolidate a set of Construction Documents with all addenda, accepted or rejected alternates, incorporated into appropriate specification sections or drawing sheets. From this set, provide the TJPA with a conformed "for construction" Drawing Set and Project Manual including specifications.

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**CONSTRUCTION ADMINISTRATION PHASE**

Following award of construction contract trade package(s), the Architect shall provide administration of the contract for construction as set forth below:

- Provide an updated color schedule, samples of textures and finishes of all materials to be used in the project for review and approval of the TJPA.
- Update checklists of all special inspection and testing, equipment startups, submittals, warranties, guarantees, maintenance and operation manuals, extra stock and all other close-out documents that will be required of the Construction Manager or Contractor. Determine the acceptability of each item during the course of construction and provide a final status report of all items by the end of construction.
- Interpret the Contract Documents and furnish original and one copy of all documents in CADD-produced reproducible form of all clarification drawings and other documentation prepared by the Architect for issue by the TJPA.
- Review requests for information (RFIs), submittals, mock-ups, substitutions, and change requests properly prepared by and received from the CM/GC within the time specified in the Contract Documents, and make appropriate recommendations with supporting documentation and data to the TJPA. Any proposed substitutions or revisions shall consider priority of need to keep the construction work on schedule and minimize construction work progress delay. The construction specifications require the trade subcontractor(s) to prepare all necessary design documentation to support its substitution requests or value engineering proposals.
- If deemed appropriate by the TJPA, the Architect shall on the TJPA's behalf prepare, reproduce and distribute supplementary drawings and specifications in response to RFIs, or as otherwise required to clarify the design intent of the Construction Documents, or to document construction change directives by the TJPA.
- The Architect will assist the Construction Manager with preparation of drawings, specifications and other documents that may be necessary for the Construction Manager to prepare change orders and construction change directives for TJPA approval and execution in accordance with the Contract Documents. The TJPA will prepare and effect any required contract modifications and change orders.
- The Construction Manager will categorize all RFIs and change orders by cause, as follows, of the RFI or change order, and so advise the Architect. This will assist the TJPA in tracking the amount and percentage of additional costs incurred attributable to, for example, Owner requests, Architect errors, Architect omissions, hidden obstructions, unforeseen conditions, Contractor errors, other Contractor-generated conditions, and new regulatory mandates. The Architect shall indicate in writing its concurrence or objection with the Construction Manager's categorization and shall recommend for TJPA consideration any change to the category assigned.
- Make all revisions and changes to the Contract Documents and prepare additional appropriate documents as directed by the TJPA under this Agreement to correct the Architect's errors, conflicts or omissions at no additional cost to the TJPA.
- The Architect and its subconsultants shall make visits to the project site as appropriate to the stage of construction or as otherwise agreed by the TJPA and the Architect to (a) become generally familiar with and to keep the TJPA informed about the progress and quality of the portion of the Work completed; (b) to endeavor to guard the TJPA against defects and deficiencies in the Work; and, (c) to determine in general if the Work is being performed in a

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manner indicating that the Work when fully completed, will be in accordance with the Contract Documents. These visits are not to be construed to require supervision or inspection, and the Architect shall not be required to make exhaustive or continuous on-site observations of the Work. The Architect shall prepare a written report of site visits as appropriate to the phase of construction, and shall advise and report to the TJPA in writing of any deviations from the Contract Documents, non-conforming items, or issues of concern observed during such visits.

- The Architect shall attend project meetings throughout the construction phase as requested by the TJPA, the Project Manager or Construction Manager. The Architect shall require that its subconsultants make such visits and attend project meetings when appropriate to observe the progress of work designed or specified by them. It is understood that the TJPA Construction Manager will be responsible for providing day-to-day field inspection services and shall cooperate and coordinate with the Architect in matters pertaining to the Architect's work. The Architect and its subconsultants shall coordinate and cooperate with the Construction Manager to time its visits jointly to observe and discuss the Contractor's field work and installation to reduce duplication of work by both the Construction Manager and Architect.
- Additionally, the Architect, as part of Basic Services, will assign at least one senior responsible member of its design team to be available full time at the site for the duration of construction until substantial completion, unless otherwise authorized or directed by the TJPA. This staff member shall be authorized to represent and render decisions on behalf of the Architect in all design and construction coordination matters, and shall be charged with representing the design team in responding to questions and clarifications needed on site to minimize disruption to construction. When assigned member(s) are temporarily unavailable for any reason (such as vacations or extended illness), the Architect shall advise the TJPA and assign an alternate, similarly capable and authorized individual. If the stage of construction requires additional full- or part-time employees on site, then the Architect shall provide the same at no additional charge. Other consultants representing specialty services are required to perform similar on-site services for periods agreed-to between the Architect and the TJPA, and it is the Architect's responsibility to coordinate the availability of other consultants and schedule such on-site services as necessary for the timely progress of the Work.
- The Architect shall interpret the Contract Documents and advise the TJPA of all decisions rendered. Interpretations by the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in written or graphic form.
- The Architect acknowledges that the construction contract will be awarded based on the lowest responsive bid by a responsible bidder; that there is no certainty that the successful bidder will cooperate willingly with the Contract Documents; and that the level of administrative difficulties faced by the Architect during the construction phase may vary substantially. Accordingly, the Architect agrees that it shall not seek additional compensation for administrative difficulties the Architect may encounter with the Contractor on the Project; except if and to the extent Additional Services under the Agreement become necessary, as determined by the TJPA in its sole discretion. In such event, the Architect shall seek TJPA approval for such Additional Services in conformance with the Agreement.
- The Architect shall review and advise the TJPA when requested on claims, disputes and other matters in question between Contractor and the TJPA relating to the interpretation of the construction Contract Documents or proposed changes to the same.
- Except as may otherwise be provided in the Contract Documents or when direct communications have been specifically authorized, the Architect shall only communicate with

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the Contractor through the TJPA including the Construction Manager or Project Manager. In no event shall the Architect make any directive or communication to the Contractor that will affect the means or methods, time, cost or quality of construction. Communications by and with the Architect's consultants shall be through the Architect.

- The Architect shall review with the Construction Manager a baseline schedule of values prepared by the Contractor to seek sufficient detail, such as by specification section, floor and space segmentation, to evaluate effectively progress payment requests from the Contractor and provide recommendations to the TJPA.
- The Architect shall review the Contractor's application for payment, and recommend to the TJPA certification of the amounts due the Contractor. The Architect's certification of completed work to authorize payment shall constitute a representation to the TJPA, based on the Architect's observations at the site as provided above, and on the data comprising the Contractor's application for payment, that the work has progressed to the point indicated and that, to the best of the Architect's knowledge, information and belief, the quality of the work is in accordance with the Contract Documents. The foregoing representations are subject to an evaluation of the work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent test and inspections, to minor deviations from the Contract Documents correctable prior to completion and to specific qualifications expressed by the Architect. The issuance of a Certificate for Payment shall constitute a further representation that the Contractor is entitled to payment in the amount certified. However, the issuance of a Certificate for Payment shall not be a representation that the Architect has (a) made exhaustive or continuous on-site inspections to check the quality or quantity of the work; (b) reviewed construction means, methods, techniques, sequences or procedures; (c) reviewed copies of requisitions received from subcontractors and material suppliers and other data requested by the TJPA to substantiate the Contractor's right to payment; or (d) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.
- The Architect shall advise the TJPA to reject work that the Architect believes in good faith does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable to implement the intent of the Contract Documents, the Architect will advise the TJPA to require additional inspection or testing of the work in accordance with the provisions of the Contract Documents, whether or not such work is fabricated, installed or completed.
- The Architect shall review proposed procedures and results of testing and special inspection procedures that are required by the construction Contract Documents, and report comments to the TJPA. Review and advise the TJPA on special testing and/or inspection that may arise due to field conditions or as requested by appropriate authorities. It is understood that separate contracts for testing and special inspection consultants, laboratories or agencies will be arranged by the Construction Manager for approval by the TJPA. Attend inspections with appropriate consultants when requested to do so by the TJPA as a part of Additional Services.
- The Architect shall review and advise the TJPA as to the approval of substitutions proposed by the Contractor, including advice as to whether or not acceptance of the substitutions will require substantial revision to the Contract Documents. Additional costs incurred by the Architect for substantial revision, as determined by the TJPA, of documents to accommodate the substitutions or equals shall be compensated under Additional Services, if not due to Architect errors or omissions.
- The Architect shall review and advise the TJPA as to the appropriate action on shop drawings, laboratory reports, samples, wiring and control diagrams, schedules and lists of materials and

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equipment, and other descriptive data pertaining to specified materials, equipment and storage thereof.

- The Architect shall review documents and materials that are required by the Contract Documents to be submitted for conformance with the design intent of the Work and with the information given in or inferable from the Contract Documents. Such review shall be made by the Architect upon receipt of submittals that have been dated, signed and approved by the Contractor, except where otherwise directed by the TJPA. The Architect may note the exceptions taken or not taken, the corrections necessary, and the resubmittals required, and will return the documents or materials with such notations to the Contractor as directed by the TJPA. Review and action on an item that is a component of an assembly or system shall not necessarily apply to the entire assembly or system. In its agreement with the Contractor, the TJPA will include a provision (such as clause 4.2.7 for AIA Document A201, 1987 edition) specifying that the Architect's review of the Contractor's submittals does not alter the Contractor's responsibility for errors and omissions in such submittals; it is the Architect's responsibility to check the Contract Documents prior to advertisement for Bids to ensure that said provision is included.
- After compilation of the final punchlist by the Contractor, the Architect, in conjunction with the Construction Manager, will review the final punchlist, recommend changes, participate in site visits to determine and track the status of the acceptability of all punchlist items, participate in the final review of the Project and advise the TJPA as to the acceptance of work performed by Contractor.
- Assist the Construction Manager and a commissioning agent retained by the TJPA in arranging for building commissioning, start-up and testing, adjusting and balancing and the coordination of operational testing and proper functioning of all installed equipment, and any building commissioning that may be required related to applications by the TJPA for LEED (Leadership in Energy and Environmental Design) certification. Submit a statement to the TJPA as to the proper functioning of all items of equipment prior to the release of final payment to the Contractor.
- Conduct observations and review completed work to determine the date or dates of substantial completion and the date of final completion and advise the TJPA in writing as to the same. The Architect shall advise the TJPA as to the appropriateness of the issuance of a final Certificate for Payment.
- The Architect shall have authority to make interpretations and decisions in matters relating to appearance and aesthetic or artistic effects where they do not conflict with any design element previously approved by the TJPA and where such decisions are consistent with the intent of the Contract Documents; provided the TJPA shall retain the authority to make the final interpretations and decisions, taking into account the Architect's professional judgment. Whenever interpreting or making decisions concerning an integrated artwork commissioned by the TJPA, the Architect must obtain TJPA approval prior to making any such interpretation or decision. The Architect shall be responsible for any additional construction costs arising out of any aesthetic change initiated by the Architect after the commencement of construction, unless such changes have been specifically approved in writing by the TJPA in advance of the Architect making the changes to the construction documents.
- All design-build systems recommended by the Architect and submitted by the Contractor shall be reviewed and appropriately acted on by the Architect in a timely manner for conformance with the intent of the design drawings and specifications.

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- The Architect shall prepare record drawings showing changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the Architect. The TJPA understands and acknowledges that the Architect must evaluate the accuracy or completeness of information which will be furnished to the Architect by other parties and required to be incorporated into the record drawings. The Architect shall be responsible for any inaccuracies, errors, omissions, ambiguities, or conflicts which may be introduced into the record drawings to the extent due to the fault of the Architect.
- The Architect shall assist the TJPA in ensuring that the interface of the Transit Center Building and the Transit Center Tower is constructed in accordance with the Contract Documents.

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

FY 2014/15

**Project Name:** Transbay Transit Center

**Implementing Agency:** Transbay Joint Powers Authority

**ENVIRONMENTAL CLEARANCE**

**Type :** EIR/EIS **Completion Date**  
(mm/dd/yy)  
**Status:** Completed 02/08/05

**PROJECT DELIVERY MILESTONES - PHASE 1 ONLY**

**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.

**Phase 1 (Transbay Transit Center)**

	Start Date		End Date	
	Quarter	Fiscal Year	Quarter	Fiscal Year
Planning/Conceptual Engineering	4	1994/95	3	2000/01
Environmental Studies (PA&ED)	1	2000/01	4	2008/09
R/W Activities/Acquisition	1	2004/05	3	2013/14
Design Engineering (PS&E)	1	2007/08	4	2013/14
Prepare Bid Documents	1	2007/08	1	2016/17
Advertise Construction	1	2007/08		
Start Construction (e.g., Award Contract)	2	2007/08		
Procurement (e.g. rolling stock)				
Project Completion (i.e., Open for Use)			2	2017/18
Project Closeout (i.e., final expenses incurred)			3	2017/18

**SCHEDULE COORDINATION/NOTES**

Provide project delivery milestones for each sub-project in the current request and a schedule for public involvement, if appropriate. For planning efforts, provide start/end dates by task here or in the scope (Tab 1). Describe coordination with other project schedules or external deadlines (e.g., obligation deadlines) that impact the project schedule, if relevant.

The schedule presented above is based on the Refined Locally Preferred Alternative commitment schedule for the Full Program with dates shown for the Transbay Transit Center. The TJPA Board of Directors has approved the Recommended Implementation Strategy. Under this Strategy, the TJPA has proceeded with the engineering, design and construction of the Transit Center Building and Train Box as Phase 1, while continuing to seek full funding for Phase 2 Downtown Extension (DTX). The schedule for Phase 2 will be developed once TJPA has identified funding and a delivery method.

There is an obligation to complete the project for bus operations in the timeframe stipulated in the Cooperative Agreement with Caltrans. Bus operations are scheduled to start in late October 2017.

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

FY 2014/15

**Project Name:** Transbay Transit Center

**Implementing Agency:** Transbay Joint Powers Authority

**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			
	Total Cost	Prop K - Current Request	Prop AA - Current Request
Yes/No			
Planning/Conceptual Engineering			
Environmental Studies (PA&ED)			
Design Engineering (PS&E)			
R/W Activities/Acquisition			
Construction	\$ 107,773,050	\$ 43,046,950	For a portion of Phase 1
Procurement (e.g. rolling stock)			
	\$107,773,050	\$ 43,046,950	\$ -

**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	\$ -	Completed by Caltrain
Environmental Studies (PA&ED)	\$ 131,686,771	Baseline Budget
Design Engineering (PS&E)	\$ 236,572,377	Baseline Budget
R/W Activities/Acquisition	\$ 279,047,277	Baseline Budget
Construction	\$ 3,848,093,575	Baseline Budget
Procurement (e.g. rolling stock)		
Total:	<b>\$ 4,495,400,000</b>	For Phase 1 and Phase 2

**% Complete of Design:** 49 as of 4/25/2014

**Expected Useful Life:** 70 Years



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Prop K/Prop AA Allocation Request Form**

**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.

**CONSTRUCTION PROJECT BUDGET - PHASE 1**

<b>TASK</b>	<b>Totals</b>
<b>BUS RAMPS AND STORAGE DESIGN</b>	
Design Documents Support	\$ 650,000
<b>PROGRAM MANAGEMENT</b>	
Program Management/Program Controls	\$ 7,200,000
<b>PROFESSIONAL SERVICES</b>	
Legal Services	\$ 3,768,000
Real Estate Economics Services	\$ 162,000
Financial Analysis	\$ 740,000
Community & Public Relations	\$ 180,000
Caltrans Attorney Parking	\$ 100,000
Audit Services	\$ 50,000
Total Professional Services	<u>\$ 5,000,000</u>
<b>SUPERSTRUCTURE CONCRETE</b>	
Stage 1 Walls	\$ 7,365,000
<b>CEILINGS</b>	
Shop Drawings	\$ 2,772,000
<b>PLUMBING</b>	
Shop Drawings	\$ 1,572,000
Installation	\$ 8,668,000
Contract Total	<u>\$ 10,240,000</u>
<b>FIRE PROTECTION</b>	
Fabrication	\$ 2,815,000
<b>CONSTRUCTION MANAGEMENT</b>	
Construction Management Oversight	\$ 6,254,950
<b>TRANSIT CENTER ARCHITECT</b>	
Additional Services	\$ 750,000
<b>TOTAL FUNDING REQUEST</b>	
Construction - Phase 1	<b>\$ 43,046,950</b>

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

FY 2014/15

Project Name: Transbay Transit Center

**FUNDING PLAN - FOR CURRENT PROP K REQUEST**

Prop K Funds Requested: \$ 43,046,950  
 5-Year Prioritization Program Amount: (enter if appropriate)  
 Strategic Plan Amount for Requested FY: \$ 62,632,624

**FUNDING PLAN - FOR CURRENT PROP AA REQUEST**

Prop AA Funds Requested: \$ -  
 5-Year Prioritization Program Amount: (enter if appropriate)  
 Strategic Plan Amount for Requested FY:

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.

The Strategic Plan amount is the amount programmed for the entire Downtown Extension to a Rebuilt Transbay Terminal category in Fiscal Years 2013/14 and 2014/15.

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
See attached.				
<b>Total:</b>	\$ -	\$ -	\$ -	\$ -

Actual Prop K Leveraging - This Phase: 60.06%  
 Expected Prop K Leveraging per Expenditure Plan: 85.68%

Total from Cost worksheet

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Prop K/Prop AA Allocation Request Form**

Is Prop K/Prop AA providing **local match funds** for a state or federal grant?

Fund Source	\$ Amount	Required Local Match	
		%	\$

**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
See attached.				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Total:</b>	\$0	\$0	\$0	\$ -

Actual Prop K Leveraging - Entire Project:	<input type="text" value="94.95%"/>	<input type="text" value="\$4,495,400,000"/>
Expected Prop K Leveraging per Expenditure Plan:	<input type="text" value="85.68%"/>	Total from Cost worksheet
Actual Prop AA Leveraging - Entire Project:	<input type="text"/>	

**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:

Sponsor Request - Proposed Prop K Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
FY 2014/15	\$34,128,950	79.00%	\$8,918,000
FY 2015/16	\$4,693,000	11.00%	\$4,225,000
FY 2016/17	\$4,225,000	10.00%	\$0
		0.00%	\$0
<b>Total:</b>	<b>\$43,046,950</b>		

Downtown Extension to a Rebuilt Transbay Transit Center Funding Plan  
Updated May 2014

Phase 1: Transbay Transit Center

Source <sup>2</sup>	Type	Status	Project Phases <sup>1</sup>					Total by Status	TOTAL <sup>3</sup>
			PE/ENV	PS&E	ROW	CON			
ARRA	Federal	Allocated	\$0	\$70,000,000	\$0	\$330,000,000	\$400,000,000	\$400,000,000	
		Programmed	\$0	\$0	\$0	\$0			
		Planned	\$0	\$0	\$0	\$0	\$0		
FRA Rail Relocation	Federal	Allocated	\$0	\$0	\$0	\$2,650,000	\$2,650,000	\$2,650,000	
		Programmed	\$0	\$0	\$0	\$0	\$0		
		Planned	\$0	\$0	\$0	\$0	\$0		
FTA Grants	Federal	Allocated	\$19,626,000	\$2,500,000	\$0	\$40,264,000	\$62,390,000	\$62,390,000	
		Programmed	\$0	\$0	\$0	\$0	\$0		
		Planned	\$0	\$0	\$0	\$0	\$0		
FEMA Grants	Federal	Allocated	\$0	\$100,000	\$0	\$0	\$100,000	\$100,000	
		Programmed	\$0	\$0	\$0	\$0	\$0		
		Planned	\$0	\$0	\$0	\$0	\$0		
OneBayArea Grant	Federal	Allocated	\$0	\$0	\$0	\$0	\$0	\$6,000,000	
		Programmed	\$0	\$0	\$0	\$6,000,000	\$6,000,000		
		Planned	\$0	\$0	\$0	\$0	\$0		
TIFIA Loan <sup>4</sup>	Federal	Allocated	\$0	\$0	\$0	\$171,000,000	\$171,000,000	\$171,000,000	
		Programmed	\$0	\$0	\$0	\$0	\$0		
		Planned	\$0	\$0	\$0	\$0	\$0		
AB 1171	State	Allocated	\$0	\$67,400,000	\$0	\$80,276,000	\$147,676,000	\$150,000,000	
		Programmed	\$0	\$2,324,000	\$0	\$0	\$2,324,000		
		Planned	\$0	\$0	\$0	\$0	\$0		
Regional Measure 1	State	Allocated	\$6,600,000	\$0	\$0	\$47,800,000	\$54,400,000	\$54,400,000	
		Programmed	\$0	\$0	\$0	\$0	\$0		
		Planned	\$0	\$0	\$0	\$0	\$0		
Regional Measure 2	State	Allocated	\$40,930,443	\$15,243,327	\$52,745,000	\$31,722,000	\$140,640,770	\$143,016,443	
		Programmed	\$0	\$2,375,673	\$0	\$0	\$2,375,673		
		Planned	\$0	\$0	\$0	\$0	\$0		
RIP-SF	State	Allocated	\$0	\$6,762,000	\$3,391,000	\$0	\$10,153,000	\$10,153,000	
		Programmed	\$0	\$0	\$0	\$0	\$0		
		Planned	\$0	\$0	\$0	\$0	\$0		
AC Transit	Local	Allocated	\$0	\$3,398,000	\$0	\$6,445,000	\$9,843,000	\$39,552,000	
		Programmed	\$0	\$0	\$0	\$29,709,000	\$29,709,000		
		Planned	\$0	\$0	\$0	\$0	\$0		

**Downtown Extension to a Rebuilt Transbay Transit Center Funding Plan**  
Updated May 2014

**Phase 1: Transbay Transit Center**

Source <sup>2</sup>	Type	Status	Project Phases <sup>1</sup>					Total by Status	TOTAL <sup>3</sup>
			PE/ENV	PS&E	ROW	CON			
Land Sales	Local	Allocated	\$0	\$0	\$0	\$222,456,476	\$222,456,476		
		Programmed	\$0	\$0	\$0	\$0	\$0	\$0	\$482,000,000
		Planned	\$0	\$0	\$0	\$259,543,524	\$259,543,524	\$0	
Other Local <sup>5</sup>	Local	Allocated	\$2,306,000	\$643,000	\$37,000	\$5,673,000	\$8,659,000	\$8,659,000	\$8,659,000
		Programmed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Planned	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prop K	Local	Allocated	\$26,693,901	\$19,050,000	\$27,865,283	\$10,752,666	\$84,361,850	\$84,361,850	\$139,344,474
		Programmed	\$0	\$5,826,000	\$0	\$49,156,624	\$54,982,624	\$54,982,624	\$54,982,624
		Planned	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SMCTA	Local	Allocated	\$4,497,000	\$0	\$0	\$0	\$4,497,000	\$4,497,000	\$4,497,000
		Programmed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Planned	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transit Center District Plan Revenues <sup>6</sup>	Local	Allocated	\$0	\$0	\$0	\$0	\$0	\$0	\$225,738,083
		Programmed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Planned	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>		<b>Allocated</b>	<b>\$100,653,344</b>	<b>\$184,996,327</b>	<b>\$84,038,283</b>	<b>\$949,039,142</b>	<b>\$1,318,727,096</b>	<b>\$1,318,727,096</b>	<b>\$1,899,400,000</b>
		<b>Programmed</b>	<b>\$0</b>	<b>\$10,525,673</b>	<b>\$0</b>	<b>\$84,865,624</b>	<b>\$95,391,297</b>	<b>\$95,391,297</b>	<b>\$95,391,297</b>
		<b>Planned</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$485,281,607</b>	<b>\$485,281,607</b>	<b>\$485,281,607</b>	<b>\$485,281,607</b>
			<b>\$100,653,344</b>	<b>\$195,522,000</b>	<b>\$84,038,283</b>	<b>\$1,519,186,373</b>	<b>\$1,899,400,000</b>	<b>\$1,899,400,000</b>	

<sup>1</sup> Acronyms used for project phases include: PE/ENV - Preliminary Engineering/Environmental Documentation, PS&E - Plans, Specifications & Estimates or Final Design, ROW - Right of Way, CON - Construction.

<sup>2</sup> Acronyms used in this column include: AB - Assembly Bill, ARRA - American Recovery and Reinvestment Act, FRA - Federal Railroad Administration, FTA - Federal Transit Administration, RIP - Regional Improvement Program, TJPA - Transbay Joint Powers Authority, SMCTA - San Mateo County Transportation Authority, and TIFIA - Transportation Infrastructure Finance and Innovation Act

<sup>3</sup> On July 11, 2013, the TJPA approved a revised budget of \$1.899 billion, an increase of \$310.4 million over the May 2010 baseline.

<sup>4</sup> The majority source of repayment for the TIFIA loan is tax increment. Passenger facility charges from AC Transit also represent a portion of the pledged revenues.

<sup>5</sup> Other Local includes proceeds from the sale of Transferable Development Rights (TDRs) associated with 80 Natoma, as well as income from leasing out the various properties TJPA acquired before they were needed for construction. This also includes a small amount of interest earnings.

<sup>6</sup> The Transit Center District Plan includes impact fees and formation of a Community Facilities District (CFD) to provide project funding. TJPA anticipates that the San Francisco Board of Supervisors will approve the legislation to form the CFD by the end of calendar year 2014.

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:  Resolution No.  Res. Date:

Project Name:

Implementing Agency:

Funding Recommended:	Amount		Phase:
	Prop K Allocation	\$43,046,950	Construction
<b>Total:</b>	<b>\$43,046,950</b>		

Notes (e.g., justification for multi-phase recommendations, notes for multi-EP line item or multi-sponsor recommendations):

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

Source	Fiscal Year	Maximum Reimbursement	% Reimbursable	Balance
Prop K EP 5	FY 2014/15	\$34,128,950	79.00%	\$8,918,000
Prop K EP 5	FY 2015/16	\$4,693,000	11.00%	\$4,225,000
Prop K EP 5	FY 2016/17	\$4,225,000	10.00%	\$0
			0.00%	\$0
			0.00%	\$0
<b>Total:</b>		<b>\$ 43,046,950</b>	<b>100.00%</b>	

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

Source	Fiscal Year	Phase	Maximum Reimbursement	Cumulative % Reimbursable	Balance
Prop K EP 5	FY 2014/15	Construction	\$34,128,950	79%	(\$34,128,950)
Prop K EP 5	FY 2015/16	Construction	\$4,693,000	90%	(\$38,821,950)
Prop K EP 5	FY 2016/17	Construction	\$4,225,000	100%	(\$43,046,950)
				100%	(\$43,046,950)
<b>Total:</b>			<b>\$43,046,950</b>		

**Prop K/Prop AA Fund Expiration Date:**  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:  Resolution No.  Res. Date:

Project Name:

Implementing Agency:

	Action	Amount	Fiscal Year	Phase
Future Commitment to:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Trigger:

**Deliverables:**

1.
2.
3.

**Special Conditions:**

1.
2.

**Notes:**

1.

Supervisory District(s):

Prop K proportion of expenditures - this phase:	#DIV/0!
Prop AA proportion of expenditures - this phase:	

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

SFCTA Project Reviewer:

Project # from SGA:

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

FY of Allocation Action: 2014/15      Current Prop K Request: \$ 43,046,950  
Current Prop AA Request: \$ -

Project Name: Transbay Transit Center

Implementing Agency: Transbay Joint Powers Authority

**Signatures**

By signing below, we the undersigned verify that: 1) the requested sales tax and/or vehicle registration fee revenues shall be used to supplement and under no circumstance replace existing local revenues used for transportation purposes and 2) the requested sales tax and/or vehicle registration fee funds will not be used to cover expenses incurred prior to Authority Board approval of the allocation.

**Project Manager**

**Grants Section Contact**

Name (typed): Maria Ayerdi-Kaplan

Sara Gigliotti

Title: Executive Director

Chief Financial Officer

Phone: (415) 597-4620

(415) 597-4039

Fax: (415) 597-4615

(415) 597-4615

Email: mayerdi-kaplan@transbaycenter.org

sgigliotti@transbaycenter.org

Address: 201 Mission Street, Suite 2100  
San Francisco, CA 94105

201 Mission Street, Suite 2100  
San Francisco, CA 94105

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

\_\_\_\_\_

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

\_\_\_\_\_



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

**FY of Allocation Action:**

**Project Name:**

**Implementing Agency:**

**EXPENDITURE PLAN INFORMATION**

<b>Prop K Category:</b>	<input type="text" value="A. Transit"/>	Gray cells will automatically be filled in.
<b>Prop K Subcategory:</b>	<input type="text" value="ii. Transit Enhancements"/>	
<b>Prop K EP Project/Program:</b>	<input type="text" value="d. Balboa Park BART/MUNI station access improvements"/>	
<b>Prop K EP Line Number (Primary):</b>	<input type="text" value="13"/>	<b>Current Prop K Request:</b> \$ <input type="text" value="39,000"/>
<b>Prop K Other EP Line Numbers:</b>	<input type="text"/>	
		<b>Supervisorial District(s):</b> <input type="text" value="11"/>

**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, drawings, etc. should be provided on Worksheet 7-Maps.or by inserting additional worksheets.

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.

We are seeking \$39,000 in Prop K funds for the Balboa Park Circulation Study Implementation Scoping project. This project will follow up on the recommendations of the Balboa Park Circulation Study by determining the appropriate next steps in developing the recommended projects. Transportation Authority staff will also continue to support the San Francisco Municipal Transportation Agency (SFMTA) in staffing of the Balboa Park Community Advisory Committee (BPCAC).

See the following pages for scope details.

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

### Balboa Park Circulation Study Implementation Scoping May 14, 2014

#### Background

In December 2011 the Authority Board appropriated \$65,600 in Prop K funds for the Balboa Park Station Area Circulation Study to provide the local match to a \$262,400 Caltrans Planning Grant for the study, for a total budget of \$328,000. In July 2013 the Transportation Authority Board appropriated an additional \$59,400 in Prop K funds to fund the addition of a contract project manager to the study team to help maintain the study's schedule. The Study is now complete and has recommended several projects relating to the existing I-280 interchange ramps in the area. However, additional work is needed to determine the lead agency and level of participation of other stakeholder agencies, and the appropriate next step of project development.

The Circulation Study convened the Balboa Park Community Advisory Committee (BPCAC). Under a Memorandum of Agreement with the Transportation Authority, the San Francisco Municipal Transportation Agency (SFMTA) staffed the BPCAC with support from Transportation Authority staff. The charge of the BPCAC is to:

- Monitor progress on station-related projects currently in the construction phase;
- Provide input on station-related projects currently under development;
- Receive updates on additional station-related issues; and
- Provide input on this study's work to develop the next-generation pipeline of transportation capital improvements.

The BPCAC has been structured to draw membership from the neighborhood residents, businesses, MUNI riders, BART riders, bicyclists, pedestrians, motorists, and students from nearby City College and/or high schools. The BPCAC has expressed a desire to continue beyond the end of the study, and the SFMTA has offered to staff the BPCAC using its own funds.

On April 22, 2014, the BPCAC approved a motion to support to adopt the Balboa Park Station Area Circulation Study Final Report with a recommendation to advance only Elements 1 [closure of the northbound I-280 on-ramp from Geneva Avenue] and 2 [realignment of the southbound I-280 off-ramp to Ocean Avenue] of Alternative 1 for further study and implementation.

#### Purpose of this Request

We are seeking an appropriation of \$39,000 in Prop K funds for Transportation Authority staff to coordinate with other agency stakeholders to determine agency roles, determine the appropriate next step for each proposed project, and prepare a scope of work and request for proposals for the next phase of work for each project element. In addition, Transportation Authority staff will continue to support SFMTA in staffing of the BPCAC.

#### Scope of Work

##### 1. Interagency Coordination

**Task 1.1** Establish agency roles. The Transportation Authority will convene a partnership among the following agencies: Transportation Authority, SFMTA, Bay Area Rapid Transit District (BART), and Caltrans (District 4). These agencies operate transit services and maintain transportation infrastructure in the station area and played a key role in developing the recommended elements in the Circulation Study. Prior

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

to commencing project development, agency roles and responsibilities must be established, including determination of the appropriate lead agency for each project element.

**Task 1.2** Continue ongoing interagency coordination for station area projects. The Transportation Authority will continue to coordinate with SFMTA and BART, as well as the San Francisco Planning Department (SF Planning) and the San Francisco Department of Public Works (SFDPW), to ensure all agencies are aware of the status of the proposed Circulation Study projects and we are aware of the status of their various projects in the area.

**Task 1.3** FHWA Coordination. The Transportation Authority, in coordination with Caltrans, will coordinate with FHWA to review the proposed closure of the northbound I-280 on-ramp from Geneva Avenue.

<b>Task</b>	<b>Description</b>	<b>Documentation</b>
1.1	Establish Agency Roles	Draft Project Charter for each recommended project
1.2	Ongoing Interagency Coordination	Meeting notes
1.3	FHWA Coordination	Meeting notes

**2. Southbound I-280 Off-Ramp to Ocean Avenue**

**Task 2.1** Prepare next phase scope. Depending on the outcome of the determination of agency roles, the Transportation Authority will either prepare or assist in the preparation of a scope of work for the next phase of project development for the realignment of the southbound I-280 off-ramp to Ocean Avenue. This next phase is expected to be either a Caltrans Project Study Report, or combined Project Study Report/Project Report.

**Task 2.2** Prepare funding plan. Staff will prepare, or assist in the preparation of a funding plan for the next phase of project development.

**Task 2.3** Prepare next phase Request for Proposal (RFP). If the Transportation Authority is to be the lead agency for the next phase of the project development, we will prepare an RFP in anticipation of procurement of a consultant to prepare the conceptual plans and project documentation.

<b>Task</b>	<b>Description</b>	<b>Documentation</b>
2.1	Prepare scope of work for next phase of project development	Scope of Work
2.2	Prepare Funding Plan	Funding Plan
2.3	Prepare RFP for next phase of project development	RFP

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

### 3. Northbound I-280 On-Ramp from Geneva Avenue

**Task 3.1** Determine appropriate next phase of project development. The Transportation Authority will review the level of evaluation presented in the Circulation Study and, in consultation with Caltrans and SFMTA, determine if any additional feasibility studies are necessary regarding the proposed closure of the northbound I-280 on-ramp from Geneva Avenue prior to entering the Caltrans Project Initiation queue. The proposed northbound frontage road will also be assessed for additional study. Potential next steps include implementation of a pilot project and a more comprehensive transportation analysis.

**Task 3.1** Prepare next phase scope. Depending on the outcome of the determination of agency roles, the Transportation Authority will either prepare or assist in the preparation of a scope of work for the next phase of project development for the realignment of the southbound I-280 off-ramp to Ocean Avenue.

**Task 2.2** Prepare funding plan. Staff will prepare, or assist in the preparation of a funding plan for the next phase of project development.

**Task 3.2** Prepare next phase RFP. If the Transportation Authority is to be the lead agency for the next phase of the project development, and if consultant services are desired, we will prepare an RFP in anticipation of procurement of a consultant to prepare the conceptual plans and project documentation.

Task	Description	Deliverable
3.1	Determine next phase of project development	Memorandum
3.2	Prepare scope of work for next phase of project development	Scope of Work
3.3	Prepare Funding Plan	Funding Plan
3.4	Prepare RFP for next phase of project development	RFP

### 4. Balboa Park Community Advisory Committee

This task includes Transportation Authority staff performing the following:

- Support the SFMTA in staffing the BPCAC, including assistance with agenda-setting and arranging briefings and presentations to the BPCAC from other projects in the vicinity of Balboa Park Station.
- Make presentations to the BPCAC to obtain input on Balboa Park Circulation Study.
- Facilitate BPCAC input for planning goals/priorities and assist the SFMTA to provide documentation.

Task	Description	Documentation
4	BPCAC Meeting support and participation	Meeting agendas and minutes

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

FY 2013/14

**Project Name:** Balboa Park Station Area Circulation Study Implementation Scoping

**Implementing Agency:** San Francisco County Transportation Authority

**ENVIRONMENTAL CLEARANCE**

**Type :** N/A

**Completion Date (mm/dd/yy)**

**Status:**

**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	1	2014/15	2	2014/15
Environmental Studies (PA&ED)				
R/W Activities/Acquisition				
Design Engineering (PS&E)				
Prepare Bid Documents				
Advertise Construction				
Start Construction (e.g., Award Contract)				
Procurement (e.g. rolling stock)				
Project Completion (i.e., Open for Use)				
Project Closeout (i.e., final expenses incurred)				

**SCHEDULE COORDINATION/NOTES**

Provide project delivery milestones for each sub-project in the current request and a schedule for public involvement, if appropriate. For planning efforts, provide start/end dates by task here or in the scope (Tab 1). Describe coordination with other project schedules or external deadlines (e.g., obligation deadlines) that impact the project schedule, if relevant.

The subsequent phase of work will develop a more detailed implementation strategy that will include a schedule of milestones.

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

FY 2013/14

**Project Name:** Balboa Park Station Area Circulation Study Implementation Scoping

**Implementing Agency:** San Francisco County Transportation Authority

### 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		
		Total Cost	Prop K - Current Request	Prop AA - Current Request
Planning/Conceptual Engineering	Yes/No			
Environmental Studies (PA&ED)	Yes	\$39,000	\$39,000	
Design Engineering (PS&E)				
R/W Activities/Acquisition				
Construction				
Procurement (e.g. rolling stock)				
		<b>\$39,000</b>	<b>\$39,000</b>	<b>\$0</b>

### 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	\$ 39,000	Previous similar work
Environmental Studies (PA&ED)		
Design Engineering (PS&E)		
R/W Activities/Acquisition		
Construction		
Procurement (e.g. rolling stock)		
<b>Total:</b>	<b>\$ 39,000</b>	

**% Complete of Design:** 0 as of

**Expected Useful Life:** N/A Years

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

**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.

**SUMMARY BY TASK**

<b>TASK</b>	<b>Totals</b>
1. Interagency Coordination	\$ 9,936
2. Southbound I-280 Off-Ramp to Ocean Ave	\$ 5,710
3. Northbound I-280 On-Ramp to Geneva Ave	\$ 11,878
4. Balboa Park Community Advisory Committee	\$ 3,807
Contingency (17%)	\$ 7,669
<b>TOTAL</b>	<b>\$ 39,000</b>

See next page for detailed labor costs

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

MAJOR LINE ITEM BUDGET

Task	Deputy Director for Capital Projects \$123.69			Senior Engineer \$79.31			Senior Planner \$68.38			Total
	Hours	Fully Burdened Cost		Hours	Fully Burdened Cost		Hours	Fully Burdened Cost		
1. Interagency Coordination										
1.1 Establish Agency Roles	4	\$ 495		48	\$ 3,807		24	\$ 1,641		\$ 9,936
1.2 Interagency Coordination				24	\$ 1,903		12	\$ 821		\$ 5,943
1.3 FHWA Coordination				16	\$ 1,269					\$ 2,724
2. Southbound I-280 Off-Ramp to Ocean Ave										\$ 1,269
2.1 Scope of Work for Next Phase	4	\$ 495		32	\$ 2,538		14	\$ 957		\$ 5,710
2.2 Funding Plan	2	\$ 247		4	\$ 317		4	\$ 274		\$ 3,990
2.2 RFP	2	\$ 247		8	\$ 634					\$ 838
3. Northbound I-280 On-Ramp to Geneva Ave										\$ 882
3.1 Determine Next Phase of Project Development	6	\$ 742		46	\$ 3,648		24	\$ 1,641		\$ 11,878
3.2 Scope of Work for Next Phase	4	\$ 495		32	\$ 2,538		14	\$ 957		\$ 6,032
3.3 Funding Plan	2	\$ 247		4	\$ 317		4	\$ 274		\$ 3,990
3.4 RFP	2	\$ 247		8	\$ 634		2	\$ 137		\$ 838
4. Balboa Park Community Advisory Committee				48	\$ 3,807					\$ 1,019
5. Contingency (20%)										\$ 3,807
Subtotals	26			270			98			\$ 7,669
FTE Totals	0.013			0.130			0.047			
<b>Transportation Authority Staff Total</b>										<b>\$ 39,000</b>

\* Labor overhead includes fringe benefits only



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

FY 2013/14

Project Name: Balboa Park Station Area Circulation Study Implementation Scoping

**FUNDING PLAN - FOR CURRENT PROP K REQUEST**

Prop K Funds Requested: \$39,000  
 5-Year Prioritization Program Amount: \$607,206 (enter if appropriate)  
 Strategic Plan Amount for Requested FY: \$13,254,682

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.

The 5-Year Prioritization Program (5YPP) amount is the amount of Prop K funds available in Fiscal Year 2013/14 for Balboa Park BART Station Intermodal Implementation in the Balboa Park BART/Muni Station Access category of the Transit Enhancements 5YPP.

The Strategic Plan amount is the amount programmed in the entire Transit Enhancements category in Fiscal Year 2013/14 (\$2,343,800), programmed but unallocated funds from prior fiscal years (\$6,851,088) and cumulative remaining programming capacity (\$4,059,794).

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		\$39,000		\$39,000
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Total:</b>	\$39,000	\$0	\$0	\$39,000

Actual Prop K Leveraging - This Phase: 0.00%  
 Expected Prop K Leveraging per Expenditure Plan: 71.85%

\$39,000  
 Total from Cost worksheet

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

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

Fund Source	\$ Amount	Required Local Match	
		%	\$

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
				\$0
				\$0
				\$0
				\$0
<b>Total:</b>		\$0	\$0	\$ -

Actual Prop K Leveraging - Entire Project: 0.00% \$ 39,000

Expected Prop K Leveraging per Expenditure Plan: 71.85% Total from Cost worksheet

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: \$39,000

Sponsor Request - Proposed Prop K Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
FY 2014/15	\$39,000	100.00%	\$0
		0.00%	\$0
		0.00%	\$0
		0.00%	\$0
		0.00%	\$0
<b>Total:</b>	<b>\$39,000</b>		

**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:  Resolution No.  Res. Date:

Project Name:

Implementing Agency:

Amount		Phase:
Funding Recommended: Prop K Appropriat	\$39,000	Planning/Conceptual Engineering
<b>Total:</b>	<b>\$39,000</b>	

Notes (e.g., justification for multi-phase recommendations, notes for multi-EP line item or multi-sponsor recommendations):

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

Source	Fiscal Year	Maximum Reimbursement	% Reimbursable	Balance
Prop K EP 13	FY 2014/15	\$39,000	100.00%	\$0
			0.00%	\$0
			0.00%	\$0
			0.00%	\$0
			0.00%	\$0
<b>Total:</b>		<b>\$39,000</b>	<b>100%</b>	

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

Source	Fiscal Year	Phase	Maximum Reimbursement	Cumulative % Reimbursable	Balance
Prop K EP 13	FY 2014/15	Planning/Conceptual Engineering	\$39,000	100%	\$0
				100%	\$0
				100%	\$0
				100%	\$0
				100%	\$0
<b>Total:</b>			<b>\$39,000</b>		

**Prop K/Prop AA Fund Expiration Date:**  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:  Resolution No.  Res. Date:

Project Name:

Implementing Agency:

	Action	Amount	Fiscal Year	Phase
Future Commitment to:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Trigger:

**Deliverables:**

1. Quarterly progress reports shall provide percent complete by task, percent complete for the overall scope and summary of activities in the previous quarter.
2. Upon project completion, provide scopes of work and funding plans for the next phases of work.
3.
4.

**Special Conditions:**

1.
2.

**Notes:**

1.
2.

Supervisory District(s):

Prop K proportion of expenditures - this phase:	100.00%
Prop AA proportion of expenditures - this phase:	0.00%

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

SFCTA Project Reviewer:

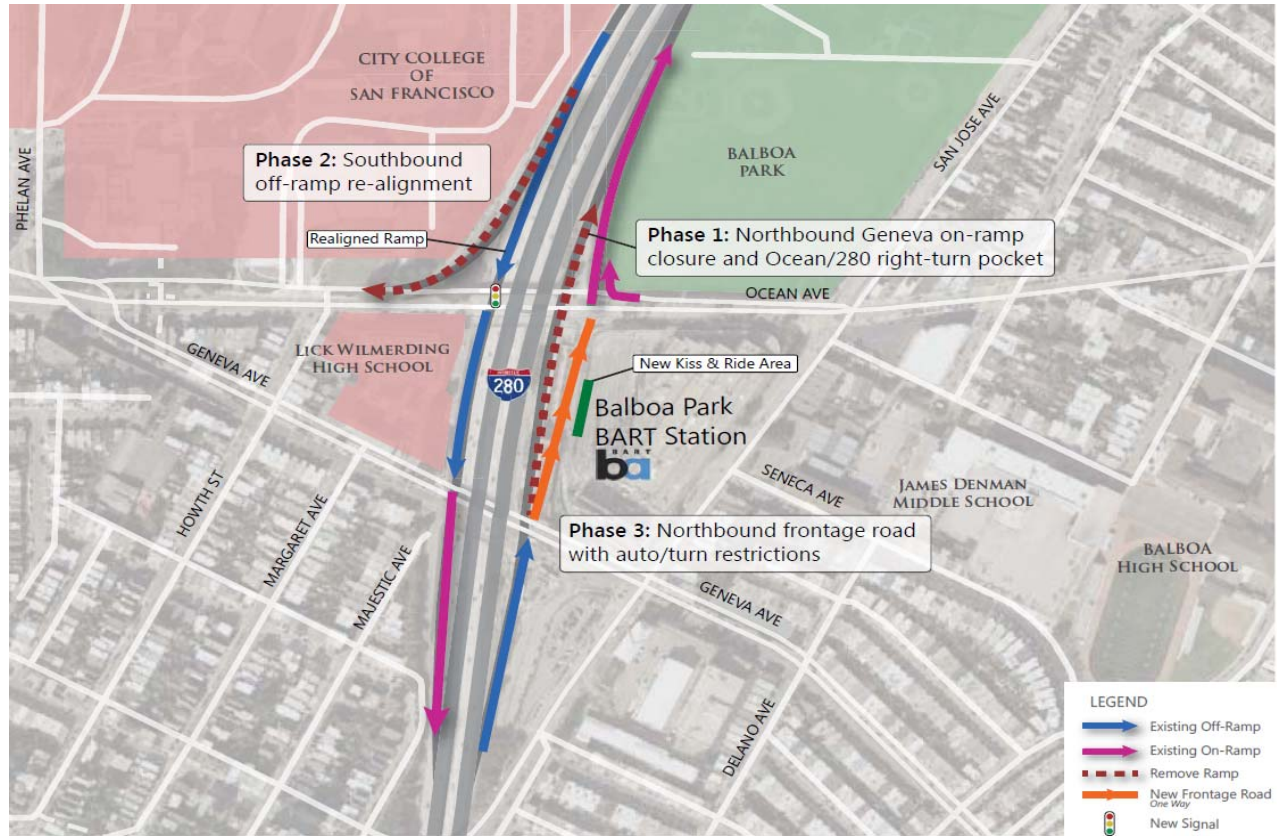
Project # from SGA:

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

**MAPS AND DRAWINGS**

Insert or attach files of maps, drawings, photos of current conditions, photo compositions, etc. to support understanding of the project scope and evaluation of how geographic diversity was considered in the project prioritization process.

This text box and the blue header may be deleted to better accommodate any graphics.



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

FY of Allocation Action: 2013/14 Current Prop K Request: \$ 39,000

Project Name: Balboa Park Station Area Circulation Study Implementation Scoping

Implementing Agency: San Francisco County Transportation Authority

### Signatures

By signing below, we the undersigned verify that: 1) the requested sales tax and/or vehicle registration fee revenues shall be used to supplement and under no circumstance replace existing local revenues used for transportation purposes and 2) the requested sales tax and/or vehicle registration fee funds will not be used to cover expenses incurred prior to Authority Board approval of the allocation.

#### Project Manager

Name (typed): Liz Rutman

Title: Senior Engineer - Capital Projects

Phone: 522-4838

Fax: 522-4829

Email: [Liz.Rutman@sfcta.org](mailto:Liz.Rutman@sfcta.org)

Address: 1455 Market Street  
San Francisco, CA 94103

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

Date: 03/06/14

#### Grants Section Contact

Anna LaForte

Deputy Director for Policy and  
Programming

522-4805

522-4829

[Ann.LaForte@sfcta.org](mailto:Ann.LaForte@sfcta.org)

1455 Market Street  
San Francisco, CA 94103

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

03/17/14

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

FY of Allocation Action:

Project Name:

Implementing Agency:

**EXPENDITURE PLAN INFORMATION**

Prop K Category:  Gray cells will automatically be filled in.

Prop K Subcategory:

Prop K EP Project/Program:

Prop K EP Line Number (Primary):  Current Prop K Request: \$

Prop K Other EP Line Numbers:

Prop AA Category:

Current Prop AA Request: \$

Supervisorial District(s):

**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, drawings, etc. should be provided on Worksheet 7-Maps.or by inserting additional worksheets.

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.

**Background:**

The San Francisco Planning Department developed the draft Glen Park Community Plan in 2003. This plan focused on the neighborhood’s business district, city streets, and public open spaces. It addressed circulation issues which included pedestrian safety, traffic flow, access to transit, and parking. The Plan also included provisions to respect the neighborhood’s character through zoning, design guidelines, and other city policies. The Plan explored public improvement opportunities like the use and design of buildings surrounding the Bay Area Rapid Transit District (BART) station, the design and character of streets, and connecting public open spaces and the neighborhood.

The role of transit providers, BART and the San Francisco Municipal Railway (Muni), was a focal point of the Plan. A past BART study showed that 55% of the people access either BART or Muni by walking and 24% arrive by transit. The close proximity of BART to the Muni J-Church light rail line along with the three Muni bus routes that serve the BART Station, creates an intermodal facility that serves those traveling within San Francisco and those traveling throughout the San Francisco Bay Area.

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

While these transit facilities are an asset to the surrounding community, access to and from these facilities is hindered on a daily basis due to the dense street network and topography surrounding the facilities. Some of the areas of concern as they relate to the transit systems include the need for better wayfinding signage, improved pedestrian connections between BART and Muni, and better pedestrian access to eliminate conflicts with vehicles. From Fiscal Year 2006 to Fiscal Year 2009, the SFMTA received federal earmark funding to improve the area immediately surrounding the BART station as part of the intermodal facility that was envisioned in the community plan – a BART station with improved ADA access and improved intermodal connections, decreased pedestrian/vehicular conflicts, improved bus to light rail access, and calmer streets.

Improvements to the Glen Park area will be done in stages. Four street intersections are planned for pedestrian/bicycle friendly and traffic calming improvements: Bosworth at Arlington, Bosworth at Diamond, Bosworth at Lyell, and Arlington at Wilder. The Bosworth/Diamond intersection improvements will be the first priority, then the Bosworth/Arlington intersection, and finally the Arlington/Lyell and Arlington/Wilder intersections, contingent on adequate funding. During outreach meetings at the Glen Park Association, the community expressed a strong desire to first initiate improvements at the Bosworth/Diamond intersection. Outreach will continue at quarterly meetings of the Glen Park Association through the completion of construction.

**Scope:**

This request for Prop K funding would be used for construction of pedestrian/traffic calming improvements at the Diamond/Bosworth intersection. Specific improvements include adding pedestrian bulb-outs at the intersection corners to reduce the length of crosswalks, repaving the intersection, adding signalized left-turn pockets to Diamond Street, upgrading existing traffic signals, adding street lighting, restriping the intersection, widening the sidewalk at the existing bus stop for west bound Bosworth Street, adding a transit shelter at the same location, and providing landscaping. The improvements will require the removal of five on-street parking spaces. The specific work being performed was an outcome of the Glen Park Community Plan approved via the Environmental Impact Report (EIR) process.

The project will make the Glen Park area of San Francisco more attractive for pedestrians and will improve pedestrian access to transit services, especially the Glen Park BART station. The design of the project was performed by SFMTA engineering staff with assistance from the San Francisco Planning Department and the Department of Public Works for landscape architecture. The construction will be let out for bid with the construction management being performed by SFMTA staff.

**Future Phases:**

All of the Federal Transit Administration (FTA) earmark and City Planning funding have been committed to this project at Diamond/Bosworth, with Prop K funding requested to provide the required 20% local match to the federal funds. The SFMTA does not have cost estimates for the remaining intersections: Bosworth at Arlington, Bosworth at Lyell, and Arlington at Wilder. The SFMTA next plans to begin conceptual design for the Bosworth at Arlington intersection later this year, leading to a cost estimate. Additional funding for improvements to all remaining intersections will be submitted for review, prioritization and inclusion in SFMTA's Capital Improvement Program. It is anticipated that local match will be requested in the future for construction of all remaining intersections.



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

FY 2013/14

**Project Name:** Glen Park Community Plan Implementation

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

**ENVIRONMENTAL CLEARANCE**

**Type :** EIR/EIS      **Completion Date (mm/dd/yy)**  
**Status:** Completed      01/30/14

**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	1	2002/03	3	2013/14
Environmental Studies (PA&ED)	1	2002/03	3	2013/14
R/W Activities/Acquisition				
Design Engineering (PS&E)	3	2013/14	4	2013/14
Prepare Bid Documents	4	2013/14	4	2013/14
Advertise Construction	4	2013/14	1	2014/15
Start Construction (e.g., Award Contract)	1	2014/15		
Procurement (e.g. rolling stock)				
Project Completion (i.e., Open for Use)			2	2014/15
Project Closeout (i.e., final expenses incurred)			4	2014/15

**SCHEDULE COORDINATION/NOTES**

Provide project delivery milestones for each sub-project in the current request and a schedule for public involvement, if appropriate. For planning efforts, provide start/end dates by task here or in the scope (Tab 1). Describe coordination with other project schedules or external deadlines (e.g., obligation deadlines) that impact the project schedule, if relevant.

The SFMTA anticipates construction will start September 2014 and end December 2014. The SFMTA has checked for conflicting repaving/utility projects and has found none.

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

FY 2013/14

**Project Name:** Glen Park Community Plan Implementation

**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.

	Yes/No	Cost for Current Request/Phase		
		Total Cost	Prop K - Current Request	Prop AA - Current Request
Planning/Conceptual Engineering	<input type="text"/>			
Environmental Studies (PA&ED)	<input type="text"/>			
Design Engineering (PS&E)	<input type="text"/>			
R/W Activities/Acquisition	<input type="text"/>			
Construction	Yes	\$ 1,650,000	\$ 330,000	
Procurement (e.g. rolling stock)	<input type="text"/>			
		\$ 1,650,000	\$ 330,000	-

**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	\$ 160,000	Actuals
Environmental Studies (PA&ED)		
Design Engineering (PS&E)	\$ 460,000	Actuals
R/W Activities/Acquisition		
Construction	\$ 1,650,000	Project Manager Estimate Based on 99% Design
Procurement (e.g. rolling stock)		
Total:	\$ 2,270,000	

**% Complete of Design:** 99 as of 4/25/2014

**Expected Useful Life:** 20 Years

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

**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.

**Construction Phase**

**Budget Summary by Task**

Overhead Rate: 1.385

Task	Classification	Salary Per FTE FY13	MFB for FTE	Salary + MFB	Overhead = (Salary + MFB) x Approved Rate	(Fully Burdened) Salary + MFB + Overhead	FTE Ratio	Hours	Total
<b>Construction</b>									
Construction Inspector	6318	\$95,186	\$54,136	\$149,322	\$206,811	\$356,133	0.334	696	\$122,517
Engineer	5241	\$126,932	\$67,197	\$194,129	\$268,869	\$462,998	0.207	432	\$98,716
Associate Engineer	5207	\$109,668	\$59,835	\$169,503	\$234,762	\$404,265	0.207	432	\$86,193
Principal Engineer	5212	\$170,560	\$85,800	\$256,360	\$355,059	\$611,419	0.038	80	\$23,931
<b>Labor Subtotal</b>							<b>0.786</b>	<b>1640</b>	<b>\$331,357</b>
<b>Labor Total</b>							<b>Rounded to:</b>		<b>\$335,000</b>
<b>Other budget items</b>									
Construction Contract									\$1,150,000
Construction Contingency (11%)									\$130,000
Project Management	5504	\$146,406	\$75,501	\$221,907	\$307,341	\$529,248	0.028	60	\$14,991
Design Support Engineer	5241	\$126,932	\$67,197	\$194,129	\$268,869	\$462,998	0.042	90	\$19,982
<b>TOTAL</b>									<b>\$1,649,973</b>
							<b>Rounded to:</b>		<b>\$1,650,000</b>

FTE = Full Time Equivalent; MFB = Mandatory Fringe Benefits

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

FY 2013/14

**Project Name:** Glen Park Community Plan Implementation

**FUNDING PLAN - FOR CURRENT PROP K REQUEST**

Prop K Funds Requested: \$ 330,000

5-Year Prioritization Program Amount: \$ 436,000 (enter if appropriate)

Strategic Plan Amount for Requested FY: \$ 12,924,682

**FUNDING PLAN - FOR CURRENT PROP AA REQUEST**

Prop AA Funds Requested: \$ -

5-Year Prioritization Program Amount:  (enter if appropriate)

Strategic Plan Amount for Requested FY:

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.

The Prop K 5-Year Prioritization Program (5YPP) amount is the amount of Prop K funds available for allocation for the subject project for construction in Fiscal Year 2013/14.

The Strategic Plan amount is the amount programmed for the entire Transit Enhancements category in Fiscal Year 2013/14 (\$2,343,800), programmed but unallocated funds from previous fiscal years (\$6,521,088), and cumulative remaining program capacity (\$4,059,794).

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
FTA 5309 Funds			\$ 1,320,000	\$ 1,320,000
Prop K		\$ 330,000		\$ 330,000
				\$ -
				\$ -
				\$ -
<b>Total:</b>	\$ 330,000	\$ 1,320,000	\$ 1,320,000	\$ 1,650,000

Actual Prop K Leveraging - This Phase: 20.00% \$ 1,650,000

Expected Prop K Leveraging per Expenditure Plan 74.12% Total from Cost worksheet

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

Is Prop K/Prop AA providing **local match funds** for a state or federal grant? Yes - Prop K

Fund Source	\$ Amount	Required Local Match	
		%	\$
FTA Funds	\$1,320,000	20.00%	\$330,000.00

**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
FTA 5309 Funds			\$ 1,524,000	\$ 1,524,000
City Planning			\$ 416,000	\$ 416,000
Prop K		\$ 330,000		\$ 330,000
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total:</b>		\$ 330,000	\$ 4,210,000	\$ 2,270,000

Actual Prop K Leveraging - Entire Project:	32.86%	<b>\$ 2,270,000</b>
Expected Prop K Leveraging per Expenditure Plan:	74.12%	Total from Cost worksheet
Actual Prop AA Leveraging - Entire Project:		

**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: \$ 330,000

Sponsor Request - Proposed Prop K Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
FY 2014/15	\$ 330,000	100.00%	\$ -
		0.00%	\$ -
		0.00%	\$ -
		0.00%	\$ -
		0.00%	\$ -
<b>Total:</b>	<b>\$ 330,000</b>		

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:  Resolution No.  Res. Date:

Project Name:

Implementing Agency:

	Amount	Phase:
Funding Recommended: Prop K Allocation	\$ 330,000	Construction
<b>Total:</b>	<b>\$ 330,000</b>	

Notes (e.g., justification for multi-phase recommendations, notes for multi-EP line item or multi-sponsor recommendations):

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

Source	Fiscal Year	Maximum Reimbursement	% Reimbursable	Balance
Prop K EP 16	FY 2014/15	\$ 330,000	100.00%	\$ -
			0.00%	\$ -
			0.00%	\$ -
			0.00%	\$ -
			0.00%	\$ -
<b>Total:</b>		<b>\$ 330,000</b>	<b>100%</b>	

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

Source	Fiscal Year	Phase	Maximum Reimbursement	Cumulative % Reimbursable	Balance
Prop K EP 16	FY 2014/15	Construction	\$ 330,000	100%	\$ -
				100%	\$ -
				100%	\$ -
				100%	\$ -
				100%	\$ -
<b>Total:</b>			<b>\$ 330,000</b>		

**Prop K/Prop AA Fund Expiration Date:**  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:  Resolution. No.  Res. Date:

Project Name:

Implementing Agency:

	Action	Amount	Fiscal Year	Phase
Future Commitment to:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Trigger: <input type="text"/>			

**Deliverables:**

1. Upon completion of design (anticipated July 2014), provide evidence of 100% design (e.g. copy of certifications page). See Special Condition #1.
2. With the first quarterly progress report due October 15, 2014, provide 2-3 digital photos of typical before conditions.
3. Upon project completion, provide 2-3 digital photos of completed project.
4.

**Special Conditions:**

1. SFMTA may not incur expenses for this construction phase until Transportation Authority staff releases the funds (\$330,000) pending receipt of evidence of completion of design (e.g. copy of certifications page).
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. SFMTA has requested and SFCTA staff has approved a waiver of the Prop K Strategic Plan policies mandating that advertisement happen after allocation of funds by the SFCTA. SFMTA justified the waiver based on a desire to finish construction before the holiday construction moratorium. The waiver does not commit the Transportation Authority Board to allocate Prop K funds.
2.

Supervisory District(s):

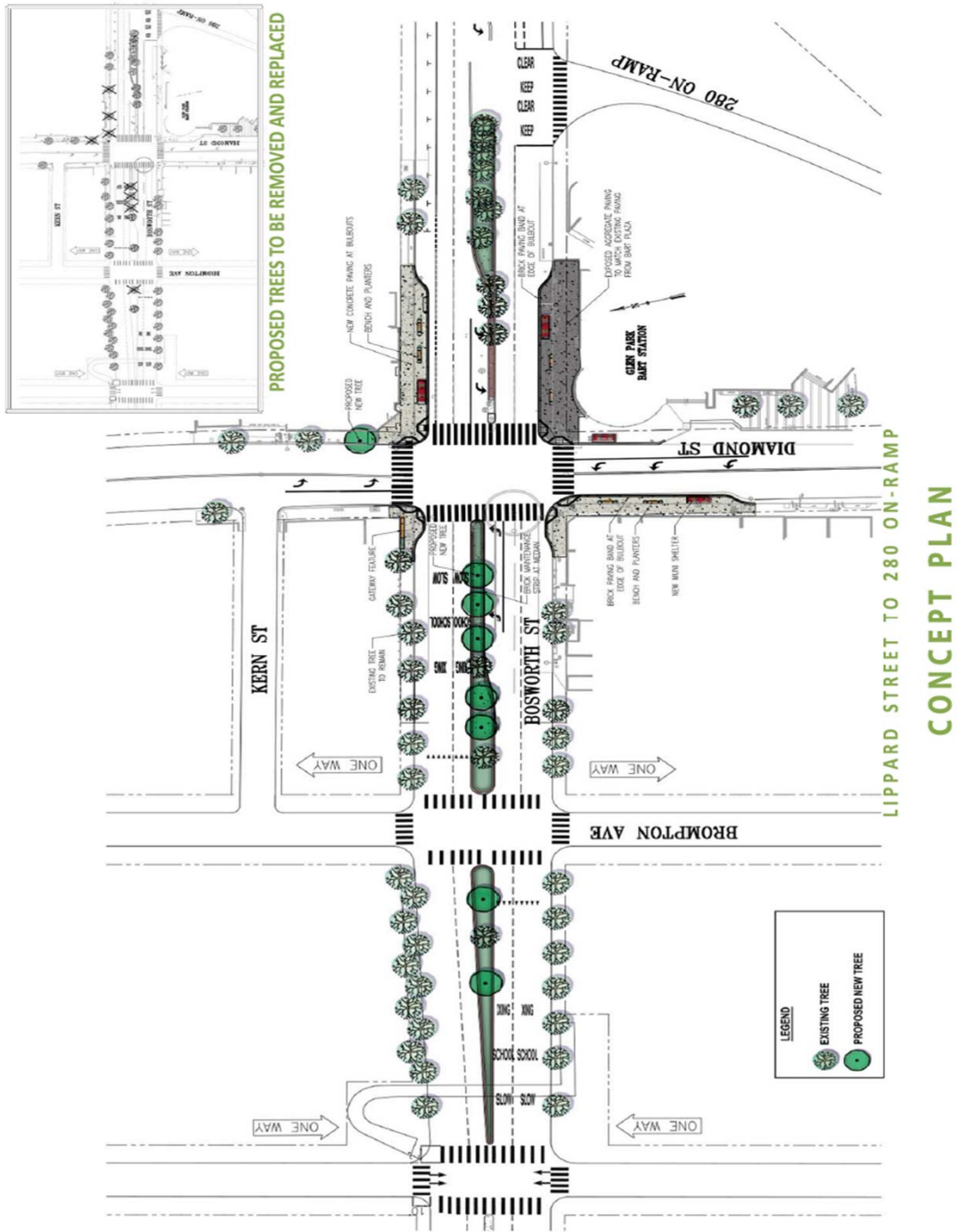
Prop K proportion of expenditures - this phase:	<input type="text" value="20.00%"/>
Prop AA proportion of expenditures - this phase:	<input type="text"/>

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

SFCTA Project Reviewer:

Project # from SGA:

MAPS AND DRAWINGS





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

FY of Allocation Action: 2013/14      Current Prop K Request: \$ 330,000  
Current Prop AA Request: \$ -

Project Name: Glen Park Community Plan Implementation

Implementing Agency: San Francisco Municipal Transportation Agency

**Signatures**

By signing below, we the undersigned verify that: 1) the requested sales tax and/or vehicle registration fee revenues shall be used to supplement and under no circumstance replace existing local revenues used for transportation purposes and 2) the requested sales tax and/or vehicle registration fee funds will not be used to cover expenses incurred prior to Authority Board approval of the allocation.

**Project Manager**

**Grants Section Contact**

Name (typed): David Greenaway

Joel Goldberg

Title: Project Manager

Manager, Capital Procurement and Management

Phone: 415-701-4237

415-701-4499

Fax: \_\_\_\_\_

\_\_\_\_\_

Email: [david.greenaway@sfmta.com](mailto:david.greenaway@sfmta.com)

[joel.goldberg@sfmta.com](mailto:joel.goldberg@sfmta.com)

Address: 1 South Van Ness, 7th floor, SF, CA 94103

1 South Van Ness, 8th floor, SF, CA 94103

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

\_\_\_\_\_

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

\_\_\_\_\_



**This Page Intentionally Left Blank**

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

FY of Allocation Action:

Project Name:

Implementing Agency:

**EXPENDITURE PLAN INFORMATION**

Prop K Category:	<input type="text" value="B. Paratransit"/>	Gray cells will automatically be filled in.
Prop K Subcategory:	<input type="text" value="i. Paratransit"/>	
Prop K EP Project/Program:	<input type="text" value="a. Paratransit"/>	
Prop K EP Line Number (Primary):	<input type="text" value="23"/>	Current Prop K Request: <input type="text" value="\$ 9,670,000"/>
Prop K Other EP Line Numbers:	<input type="text"/>	

Prop AA Category:

Current Prop AA Request:

Supervisorial District(s):

**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, drawings, etc. should be provided on Worksheet 7-Maps.or by inserting additional worksheets.

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.

The San Francisco Municipal Transportation Agency (SFMTA) requests \$9,670,000 in Prop K funds as partial funding of the \$21.1 million Paratransit Program broker contract. For further information on this request, see the following pages.

**San Francisco County Transportation Authority  
Proposition K Sales Tax Program Allocation Request Form**

The SFMTA's request for \$9,670,000 in Prop K funds will pay for a portion of the estimated \$20.7 million Fiscal Year 2014/15 cost of the contract with the broker that administers the Paratransit program. This is an annual request.

The SFMTA provides paratransit services to persons with disabilities, in compliance with the Americans with Disabilities Act. Paratransit in San Francisco is administered by a broker and delivered through a diverse set of providers and resources, including 67 City-owned vehicles (35 of which will be replaced in FY 2014/15 in a procurement partially funded by a separate Prop K grant), private taxis and group vans associated with community centers throughout the City. On January 26, 2010, the Board of Supervisors approved a new contract with Veolia Transportation Services, Inc., to provide paratransit broker services through June 30, 2015, with an option for a five-year extension, and in an amount not to exceed \$118,599,710. As in the previous contract, broker services will include determination of client eligibility, customer service, overseeing the implementation and operation of the taxi debit card system, subcontracting and oversight of van and taxi services, and reporting and record keeping. The Prop K Strategic Plan programs nearly \$9.7 million per year for the paratransit program's operating costs, or 46% of the \$21 million budget proposed for Fiscal Year 2014/15.

Over the past three years, the paratransit program's debit card payment system for paratransit taxis has allowed better enforcement of program rules, and now provides data for SFMTA's performance incentive program for ramp taxi drivers. The debit card system and performance incentives have achieved cost savings in the taxi program despite a meter rate increase in September 2011.

The paratransit broker contract includes procuring and managing subcontracts with paratransit service providers, monitoring service quality and client interface, administering client eligibility, managing the sale of fare instruments, and acting on behalf of the SFMTA as the principal customer service representative for patrons of paratransit services. Paratransit services are provided to persons with disabilities who are unable to independently ride bus or light rail service some or all of the time and are certified eligible according to federal criteria. Approximately 860,000 paratransit trips are projected to be provided to 14,000 registered consumers in Fiscal Year 2014/15.

Specific paratransit services are described below. Please note that the operating contracts for all modes of SF Paratransit van service were re-bid by Veolia Transportation Services, the paratransit broker, during Fiscal Year 2011/12 and SFMTA subsequently experienced an increase in reimbursement rates, and the taxi meter rates were increased as well, leading to an increase in the average cost per passenger trip from \$18.85 in Fiscal Year 2010/11 to \$23.84 in Fiscal Year 2012/13. In addition, the proportion of taxi trips has decreased while the share of SF Access and Group Van (which are used by those with more severe disabilities) has increased. The higher reimbursement rates for SF Access and Group Van service compared to the cost of a taxi trip has also contributed to the increase in the average cost per passenger trip since FY 2011/12.

**San Francisco County Transportation Authority  
Proposition K Sales Tax Program Allocation Request Form**

**SFMTA Paratransit Services**

## 1) Taxi –

Provides individual paratransit taxi trips to ADA-eligible paratransit users using both sedans and wheelchair accessible ramped taxis.

## 2) SF Access –

Provides pre-scheduled, shared-ride door-to-door van service in City-owned vehicles for ADA-eligible paratransit users.

## 3) Intercounty –

Pre-scheduled paratransit trips provided to paratransit users to or from Muni's service area in San Francisco, to or from destinations in Alameda County, Marin, and Contra Costa County. These trips are provided by the East Bay Paratransit Consortium and Whistle Stop Wheels.

## 4) Group Van –

Provides pre-scheduled group trips for ADA-eligible paratransit users who are going to a common destination such as an Adult Day Health Centers, developmentally disabled work sites, senior nutrition programs etc.

## 5) Department of Aging and Adult Services Group Van –

Provides pre-scheduled group van services to senior centers funded by Department of Aging & Adult Services.

San Francisco County Transportation Authority  
Proposition K Sales Tax Program Allocation Request Form

## Key Paratransit Performance Trends 2008-2013

Paratransit Performance Indicators	July – June					YTD
	FY 2008/09	FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14 (July 2013 - February 2014)
Total Passenger Trips Provided	1,139,999	1,038,866	904,598	810,663	777,324	508,985
On-time Percentage						
(Group Van & Access Van)	94.04%	88.96%	86.97%	84.10%	85.50%	85.00%
Taxi	99.00%	97.20%	85.59%	79.07%	88.26%	96.00%
Complaints	371	465	661	708	671	491
Cost per Passenger Trip	\$17.53	\$17.90	\$18.85	\$22.53	\$23.84	\$25.33

<b>Annual change in # of trips:</b>	-2.4%	-8.9%	-12.9%	-10.4%	-4.1%
<b>Change since June 2007:</b>	-1.6%	-10.3%	-21.9%	-30.0%	-32.9%
<b>Total Charges to Prop K:</b>	9,670,000	8,472,779	7,806,883	8,467,195	8,697,240
<b>Change in Prop K Charges:</b>	0%	-12%	-8%	8%	3%
<b>Cumulative Change in Prop K Charges:</b>	0%	-12%	-19%	-12%	-10%

The number of paratransit trips have decreased over the past few years due to the following reasons:

1. Uncertainty in State funding for Adult Day Health Services, which resulted in some agencies that receive Paratransit Group Van service closing their programs
2. Overall economic challenges faced by many paratransit riders have increased in the past few years, impacting individual trip
3. Increase in taxi meter rates in September 2011
4. Implementation of paratransit taxi debit card fare payment system, which minimized the opportunity for fraud and misuse of the taxi program

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

FY 2014/15

Project Name: Paratransit

Implementing Agency: San Francisco Municipal Transportation Agency

**ENVIRONMENTAL CLEARANCE**

Type : Categorically Exempt      Completion Date (mm/dd/yy)

Status: N/A

**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				
Environmental Studies (PA&ED)				
R/W Activities/Acquisition				
Design Engineering (PS&E)				
Prepare Bid Documents				
Advertise Construction				
Start Construction (e.g., Award Contract)				
Operations	1	2014/15	4	2014/15
Project Completion (i.e., Open for Use)				
Project Closeout (i.e., final expenses incurred)			4	2014/15

**SCHEDULE COORDINATION/NOTES**

Provide project delivery milestones for each sub-project in the current request and a schedule for public involvement, if appropriate. For planning efforts, provide start/end dates by task here or in the scope (Tab 1). Describe coordination with other project schedules or external deadlines (e.g., obligation deadlines) that impact the project schedule, if relevant.

The paratransit broker coordinates with SFMTA, the Department of Aging and Adult Services, paratransit service providers and patrons.

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

FY 2014/15

**Project Name:** Paratransit

**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	<input type="text"/>	
Environmental Studies (PA&ED)	<input type="text"/>	
Design Engineering (PS&E)	<input type="text"/>	
R/W Activities/Acquisition	<input type="text"/>	
Construction	<input type="text"/>	
Operations	Yes	
		\$21,141,725
		\$9,670,000
		\$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	<input type="text"/>	
Environmental Studies (PA&ED)	<input type="text"/>	
Design Engineering (PS&E)	<input type="text"/>	
R/W Activities/Acquisition	<input type="text"/>	
Construction	<input type="text"/>	
Operations	\$21,141,725	
<b>Total:</b>	<b>\$ 21,141,725</b>	SFMTA estimate based upon contract.

**% Complete of Design:** n/a as of

**Expected Useful Life:** n/a Years



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

**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.

**FY14/15 Paratransit Contract \***

Taxi	\$	4,032,383
SF Access	\$	8,493,242
Intercounty	\$	161,295
Group Van	\$	3,442,611
Department of Aging and Adult Services Group Van	\$	723,824
Broker	\$	3,816,686
<b>Total Paratransit Contract</b>	<b>\$</b>	<b>20,670,041</b>

SFMTA Labor - Paratransit Operations Staff

Position	Salary Per FTE	MFB for FTE	Fully Burdened Salary: Salary + MFB**	Hours	FTE Ratio	Cost
1446 Secretary	\$65,718	\$41,355	\$107,073	1040	0.5	\$53,537
5288 Transit Planner II	\$86,392	\$50,735	\$137,127	2080	1.0	\$137,127
5290 Transit Planner IV	\$121,554	\$56,373	\$177,927	2080	1.0	\$177,927
9174 Manager IV	\$132,426	\$73,760	\$206,186	1040	0.5	\$103,093
<b>Total Salaries</b>				<b>6,240</b>	<b>3</b>	<b>\$471,684</b>

**TOTAL COST**

**\$21,141,725**

\*Prop K funds are for reimbursement of contract expenses only.

\*\*Paratransit staff are paid through SFMTA operating budget instead of capital projects budget, so there is no additional overhead.

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

**Revenues/Recovery**

Federal Transit Operating Asst 5307  
 Prop K\*  
 BART ADA Contribution  
 State Transit Assistance-Paratransit  
 Muni Operating Budget  
 Commission on Aging Recovery  
**Total**

Approved		Proposed			
FY2013/14 Budget	% of Contract Budget	FY2014/15 Budget (as of 4/1/14)	% of Contract Budget	Increase (Decrease)	% Change
3,700,000	19%	3,783,639	18%	83,639	2%
9,670,000	49%	9,670,000	47%	0	0%
1,000,000	5%	1,225,399	6%	225,399	23%
1,020,000	5%	889,571	4%	(130,429)	-13%
3,561,616	18%	\$4,849,292	23%	1,287,676	36%
1,176,231	6%	723,824	4%	(452,407)	-38%
<b>20,127,847</b>	<b>102%</b>	<b>21,141,725</b>	<b>102%</b>	<b>1,013,878</b>	<b>5%</b>

**Apportionment**

Paratransit Broker  
 Muni Paratransit Staff\*\*  
**Total**

19,670,041	98%	\$20,670,041	98%
457,806	2%	\$471,684	2%
<b>20,127,847</b>	<b>100%</b>	<b>21,141,725</b>	<b>100%</b>

\* See Recommendations page for precise percentage of Prop K share of the budget.  
 \*\* Not Prop K funded.

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

FY 2014/15

**Project Name:** Paratransit

**FUNDING PLAN - FOR CURRENT PROP K REQUEST**

Prop K Funds Requested: \$9,670,000  
 5-Year Prioritization Program Amount: N/A (enter if appropriate)  
 Strategic Plan Amount for Requested FY: \$9,670,000

**FUNDING PLAN - FOR CURRENT PROP AA REQUEST**

Prop AA Funds Requested: \$0  
 5-Year Prioritization Program Amount: (enter if appropriate)  
 Strategic Plan Amount for Requested FY:

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.

The Strategic Plan amount is the amount programmed for paratransit in FY 2014/15. There are no subcategories within the Paratransit category, and no 5-Year Prioritization Program.

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		\$9,670,000		\$9,670,000
Section 5307 - ADA		\$3,783,639		\$3,783,639
BART ADA Contribution		\$1,225,399		\$1,225,399
State Transit Assistance - Paratransit		\$889,571		\$889,571
Muni Operating Budget		\$4,849,292		\$4,849,292
Commission on Aging Recovery		\$723,824		\$723,824
<b>Total:</b>		\$21,141,725	\$0	\$21,141,725

Actual Prop K Leveraging - This Phase: 54.26%  
 Expected Prop K Leveraging per Expenditure Plan: 48.10%

\$21,141,725  
Total from Cost worksheet

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

Is Prop K/Prop AA providing **local match funds** for a state or federal grant? Yes - Prop K

Fund Source	\$ Amount	Required Local Match	
		%	\$
Section 5307	\$3,700,000	20.00%	\$925,000.00

**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
				\$0
				\$0
				\$0
				\$0
<b>Total:</b>		\$0		\$0

Actual Prop K Leveraging - Entire Project:   \$0  
 Expected Prop K Leveraging per Expenditure Plan: 48.10% Total from Cost worksheet  
 Actual Prop AA Leveraging - Entire Project:  

**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: \$9,670,000

Sponsor Request - Proposed Prop K Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
FY 2014/15	\$9,670,000	100.00%	\$0
		0.00%	\$0
		0.00%	\$0
		0.00%	\$0
<b>Total:</b>	<b>\$9,670,000</b>		

Prop AA Funds Requested: \$0

Sponsor Request - Proposed Prop AA Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
<b>Total:</b>	<b>\$0</b>		



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:  Resolution No.  Res. Date:

Project Name:

Implementing Agency:

	Action	Amount	Fiscal Year	Phase
Future Commitment to:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Trigger: <input type="text"/>			

**Deliverables:**

- Quarterly Progress Reports shall provide a report on the number of trips, number of complaints, and on-time percentage per mode per month, in addition to the standard requirements described in the Standard Grant Agreement.
- 

**Special Conditions:**

- Prop K funds allocated to this project are only for eligible expenses incurred in the fiscal year for which the allocation was made (ending 6/30/15). After the deadline for submittal of final reimbursement requests or estimated expenditure accruals (estimated mid-August 2015), all remaining unclaimed amounts will be de-obligated and made available for future allocations.
- 

**Notes:**

- Expenses for implementation of the mobile data computer project and operation of the Shop-A-Round shuttle are not eligible for reimbursement from this grant. The SFMTA should invoice contract expenses only. SFMTA paratransit program staff costs will be paid from the SFMTA operating budget.
- 

Supervisory District(s):

Prop K proportion of expenditures - this phase:	45.74%
Prop AA proportion of expenditures - this phase:	<input type="text"/>

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

SFCTA Project Reviewer:

Project # from SGA:

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

FY of Allocation Action: 2014/15      Current Prop K Request: \$ 9,670,000  
Current Prop AA Request: \$ -

Project Name: Paratransit

Implementing Agency: San Francisco Municipal Transportation Agency

**Signatures**

By signing below, we the undersigned verify that: 1) the requested sales tax and/or vehicle registration fee revenues shall be used to supplement and under no circumstance replace existing local revenues used for transportation purposes and 2) the requested sales tax and/or vehicle registration fee funds will not be used to cover expenses incurred prior to Authority Board approval of the allocation.

**Project Manager**

**Grants Section Contact**

Name (typed): Annette Williams

Joel C. Goldberg

Title: Project Manager

Manager, Capital Procurement & Management

Phone: 415.701.4444

415.701.4499

Fax: 415.701.4728

(415) 701-4734

Email: annette.williams@sfmta.com

Joel.Goldberg@sfmta.com

Address: 1 South Van Ness Avenue, 7th Fl,  
SF, CA 94103

1 South Van Ness Avenue, 8th Fl,  
San Francisco, CA 94103

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

\_\_\_\_\_

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

\_\_\_\_\_



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

**FY of Allocation Action:**

**Project Name:**

**Implementing Agency:**

**EXPENDITURE PLAN INFORMATION**

<b>Prop K Category:</b>	<input type="text" value="C. Street &amp; Traffic Safety"/>	Gray cells will automatically be filled in.
<b>Prop K Subcategory:</b>	<input type="text" value="iii. System Maintenance and Renovations (streets)"/>	
<b>Prop K EP Project/Program:</b>	<input type="text" value="c. Pedestrian and Bicycle Facility Maintenance"/>	
<b>Prop K EP Line Number (Primary):</b>	<input type="text" value="37"/>	<b>Current Prop K Request:</b> \$ <input type="text" value="492,200"/>
<b>Prop K Other EP Line Numbers:</b>	<input type="text"/>	

**Prop AA Category:**

**Current Prop AA Request:** \$

**Supervisorial District(s):**

**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, drawings, etc. should be provided on Worksheet 7-Maps.or by inserting additional worksheets.

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.

The Department of Public Works (DPW) requests \$492,200 in Fiscal Year 2014/15 Prop K funds for sidewalk replacement/repair around city street trees.

DPW's Sidewalk Repair Program is comprised of the following program categories:

- Sidewalk Replacement Around City Street Trees (funded by Prop K through the subject request),
- Sidewalk Improvement and Repair Program (SIRP) (not funded by Prop K),
- Accelerated Sidewalk Abatement Program (ASAP) (not funded by Prop K).

Please see the following pages for details about the request and the Sidewalk Repair Program..

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

**Sidewalk Replacement Around City Street Trees:**

The City maintains approximately 38,000 street trees, of which the majority are planted in sidewalk areas. A mature tree's roots can often break, lift, or buckle the sidewalk around it and create tripping hazards. The longer sidewalk damage remains unrepaired, the more the area of damage resulting from tree roots increases as trees grow.

DPW records show a backlog of 3,539 requests for sidewalk repair since FY09/10. DPW estimates that an average of 144 square feet (16 - 3x3 flags) of sidewalk must be repaired per location because of the extensive and growing backlog of sidewalk repairs. At an average of \$16 per square foot for repairs and 144 square feet for each location, the estimated cost to eliminate this backlog is over \$14 million.

With the current Prop K request of \$492,200, DPW anticipates repairing sidewalks at approximately 210 locations, at a per-location cost of \$2,304 (\$16 x 144 sq.ft.). In addition, DPW projects an additional \$220,430 in state Transportation Development Act (TDA) Article 3 will fund repairs at approximately 95 locations. Thus, total funding of \$712,630 will allow DPW to complete repairs at approximately 305 locations. This funding level will not allow DPW to keep pace with the approximately 900 to 1,000 new locations for sidewalk repair annually and does not provide for reduction of the significant backlog of sidewalk repairs. It also means that as the backlog grows, the size of the average repair will also grow. It is also important to note that severe damage at any number of locations will reduce the total number of locations that DPW can actually repair.

As part of its Tree Maintenance Transfer Plan, DPW is transferring responsibility for the repair of sidewalks around transferred trees to property owners. After responsibility for the maintenance of a tree is transferred to a property owner, s/he will become responsible for future sidewalk repairs necessitated by the tree. However, before tree maintenance responsibility can be transferred, DPW must perform all necessary routine and major maintenance, including any necessary sidewalk repairs. For low-income homeowners, DPW's Sidewalk Nuisance Assistance Program (SNAP) is available to help with sidewalk nuisance repairs. SNAP funds can be used to help homeowners with tree-related sidewalk repairs. Over time the Tree Maintenance Transfer Plan should decrease the City's tree and sidewalk maintenance backlog, but this will take several years.

DPW's database currently shows 321 locations where sidewalk repair has been requested in the past two months but not completed. Completion of these locations will be prioritized according to the criteria in the 5YPP for Pedestrian and Bicycle Facility Maintenance, which include condition of sidewalk, extent of damage and level of pedestrian use, as well as reported accidents and complaints. The topmost priorities are related to accidents, multiple complaints, and areas of high lift and extensive damage.

In addition to these locations, DPW anticipates that emergency response may be required at sidewalks fronting federal and state, school, and housing authority properties as well as fronting undeveloped lands, roadway structures (i.e. stairways, tunnels, bridges and retaining walls); and special surface sidewalks such as Market Street bricks and Mission Street tiles. Any substitutions of locations would be made in accordance with the 5YPP prioritization criteria.

Because new locations continuously become priorities as a result of DPW's ongoing inspections, daily complaints, and reports of trip-and-fall accidents, the locations identified in the current prioritized sidewalk repair list may change based on possible future requests for repair at higher-need locations that cannot be anticipated now. This is because DPW wishes to repair locations that cause the greatest threat to public safety and have the highest likelihood of generating claims against the City and County of San Francisco (CCSF). Failure to correct defective sidewalks, whether they front public or private properties, increases CCSF's exposure to claims and lawsuits resulting from trip-and-fall injuries that are often serious.

Sometimes removal and replacement of a tree is required if root pruning would cause the tree to decline or fall. DPW's Bureau of Urban Forestry staff conducts annual inspections of sidewalks around DPW-maintained street trees as part of regular tree assessments. The tree records obtained from these inspections are maintained in a computer database. Work requests are forwarded to DPW's cement crews for completion, based on available funding. Once the work is completed, the information is updated in the database.

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

**Sidewalk Improvement and Repair Program (SIRP):**

Developed in 2007, SIRP annually inspects and makes necessary repairs to approximately 200 square blocks of San Francisco's most heavily traveled sidewalks. This ensures that the city's 5,000 plus street segments are inspected on a 25-year cycle, which is the recommended industry standard. CCSF conducts a public outreach campaign prior to inspecting to inform property owners of their legal responsibilities. Property owners are educated about how sidewalks must be maintained. After the initial outreach, inspections are made, and notices are sent to property owners who have damaged sidewalks. These property owners are provided an opportunity to discuss the amount of damage they are responsible to repair at a DPW Departmental Hearing. In addition, utility agencies and other public agencies receive a similar notice to make repairs. Work is being performed under contract.

**Accelerated Sidewalk Abatement Program (ASAP):**

In FY 2011/12, the City began implementing ASAP, a new program to address complaints on public and private properties. Specifically, it is intended to quickly repair sidewalk defects that are impeding access for disabled persons, or for which claims have been filed, when City crews are not available to make the repairs, or when TDA and Prop K sidewalk repair funds have been exhausted. Second, it is intended to reduce the City's sidewalk repair backlog in geographic areas outside of the annual bounds of SIRP. ASAP inspects specific locations referred through complaints and issue notices to those responsible. If the public agency or property owner does not promptly repair the sidewalk, the City automatically conducts the repair and charges the cost of inspection and abatement to the responsible party.

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

FY 2014/15

**Project Name:** Public Sidewalk Repair

**Implementing Agency:** Department of Public Works

**ENVIRONMENTAL CLEARANCE**

**Type :** N/A

**Completion Date  
(mm/dd/yy)**

**Status:**

**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				
Environmental Studies (PA&ED)				
R/W Activities/Acquisition				
Design Engineering (PS&E)				
Prepare Bid Documents				
Advertise Construction				
Start Construction (e.g., Award Contract)	1	2014/15		
Procurement (e.g. rolling stock)				
Project Completion (i.e., Open for Use)	N/A	N/A	4	2014/15
Project Closeout (i.e., final expenses incurred)			4	2014/15

**SCHEDULE COORDINATION/NOTES**

Provide project delivery milestones for each sub-project in the current request and a schedule for public involvement, if appropriate. For planning efforts, provide start/end dates by task here or in the scope (Tab 1). Describe coordination with other project schedules or external deadlines (e.g., obligation deadlines) that impact the project schedule, if relevant.

All eligible work will be completed in FY 2014/15.

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

FY 2014/15

**Project Name:** Public Sidewalk Repair

**Implementing Agency:** Department of Public Works

**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.

	Yes/No	Cost for Current Request/Phase		
		Total Cost	Prop K - Current Request	Prop AA - Current Request
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Design Engineering (PS&E)				
R/W Activities/Acquisition				
Construction	Yes	\$ 712,630	\$ 492,200	
Procurement (e.g. rolling stock)				
		\$712,630	\$492,200	\$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		
Environmental Studies (PA&ED)		
Design Engineering (PS&E)		
R/W Activities/Acquisition		
Construction	\$ 712,630	DPW labor and materials estimates based on costs from previous years.
Procurement (e.g. rolling stock)		
<b>Total:</b>	<b>\$ 712,630</b>	

**% Complete of Design:** n/a as of

**Expected Useful Life:** 10 Years

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

**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.

<b>DPW Budget - Construction</b>	
DPW Labor	\$ 605,736
Materials	\$ 106,895
<b>Total Prop K and TDA</b>	<b>\$ 712,630</b>

<b>DPW Labor Detail</b>	<b>Base Hourly Rate</b>	<b>Unburdened Salary</b>	<b>Overhead Multiplier</b>	<b>Fully Burdened Salary</b>	<b>FTE Ratio</b>	<b>Total Cost</b>
3435 Inspector	33.83	\$ 70,356	2.48	\$ 174,659	0.03	\$ 6,057
7227 Cement Mason Supervisor	47.95	\$ 99,736	2.66	\$ 265,228	0.09	\$ 24,229
7311 Mason	35.59	\$ 74,022	2.66	\$ 196,847	0.95	\$ 187,778
7514 Laborer	29.64	\$ 61,646	2.66	\$ 163,935	1.96	\$ 321,040
7355 Driver	38.01	\$ 79,066	2.66	\$ 210,260	0.32	\$ 66,631
<b>Total</b>					<b>3.36</b>	<b>\$ 605,736</b>

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

FY 2014/15

**Project Name:** Public Sidewalk Repair

**FUNDING PLAN - FOR CURRENT PROP K REQUEST**

Prop K Funds Requested: \$492,200  
 5-Year Prioritization Program Amount: \$492,200 (enter if appropriate)  
 Strategic Plan Amount for Requested FY: \$535,000

**FUNDING PLAN - FOR CURRENT PROP AA REQUEST**

Prop AA Funds Requested: \$0  
 5-Year Prioritization Program Amount: (enter if appropriate)  
 Strategic Plan Amount for Requested FY:

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.

The 5-Year Prioritization Program (5YPP) amount is the amount of Prop K funds proposed for programming in FY 2014/15 for public sidewalk repair in DPW's proposed 2014 Pedestrian and Bicycle Facility Maintenance 5YPP. Allocation of the requested funds is contingent on Transportation Authority Board approval of the 2014 Pedestrian and Bicycle Facility Maintenance 5YPP.

The Strategic Plan amount is the amount programmed for the entire Pedestrian and Bicycle Facility Maintenance category in FY 2014/15.

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	\$492,200			\$492,200
State Transportation Development Act (TDA) Article 3	\$220,430			\$220,430
				\$0
				\$0
<b>Total:</b>	\$712,630	\$0	\$0	\$712,630

Actual Prop K Leveraging - This Phase: 30.93% \$712,630  
 Expected Prop K Leveraging per Expenditure Plan: 48.10% Total from Cost worksheet

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

Is Prop K/Prop AA providing **local match funds** for a state or federal grant?

No

Fund Source	\$ Amount	Required Local Match	
		%	\$

**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
				\$0
<b>Total:</b>		\$0	\$0	\$0

Actual Prop K Leveraging - Entire Project:

\$ 712,630

Expected Prop K Leveraging per Expenditure Plan:

48.10%

Total from Cost worksheet

Actual Prop AA Leveraging - Entire Project:

**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:

\$492,200

Sponsor Request - Proposed Prop K Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
FY 2014/15	\$492,200	100.00%	\$0
		0.00%	\$0
		0.00%	\$0
		0.00%	\$0
		0.00%	\$0
<b>Total:</b>	<b>\$492,200</b>		

Prop AA Funds Requested:

\$0

Sponsor Request - Proposed Prop AA Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
		#DIV/0!	\$492,200
		#DIV/0!	\$492,200
		#DIV/0!	\$492,200
<b>Total:</b>	<b>\$0</b>		



**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:  Resolution No.  Res. Date:

Project Name:

Implementing Agency:

Funding Recommended:	Amount		Phase:
	Prop K Allocation	\$492,200	Construction
<b>Total:</b>	<b>\$492,200</b>		

Notes (e.g., justification for multi-phase recommendations, notes for multi-EP line item or multi-sponsor recommendations):

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

Source	Fiscal Year	Maximum Reimbursement	% Reimbursable	Balance
Prop K EP 37	FY 2014/15	\$492,200	100.00%	\$0
			0.00%	\$0
			0.00%	\$0
			0.00%	\$0
			0.00%	\$0
<b>Total:</b>		<b>\$492,200</b>	<b>100%</b>	

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

Source	Fiscal Year	Phase	Maximum Reimbursement	Cumulative % Reimbursable	Balance
Prop K EP 37	FY 2014/15	Construction	\$492,200	100%	\$0
				100%	\$0
				100%	\$0
				100%	\$0
				100%	\$0
<b>Total:</b>			<b>\$492,200</b>		

**Prop K/Prop AA Fund Expiration Date:**  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:  Resolution. No.  Res. Date:

Project Name:

Implementing Agency:

	Action	Amount	Fiscal Year	Phase
Future Commitment to:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Trigger:

**Deliverables:**

1. Quarterly progress reports shall provide the number of sidewalk repairs completed for the quarter and a list of repair locations, noting the locations identified through service requests and claims data.
2.

**Special Conditions:**

1. The recommended allocation is contingent upon Transportation Authority Board adoption of the 2014 5YPP for Pedestrian and Bicycle Facility Maintenance.
2. Prop K funds allocated to this project are only for eligible expenses incurred in the fiscal year for which the allocation was made (ending 6/30/2015). After the deadline for submittal of final reimbursement requests or estimated expenditure accruals (estimated mid-August 2015), all remaining unclaimed amounts will be deobligated and made available for future allocations.

**Notes:**

1. For sidewalk repair DPW may submit evidence of proportional billing upon completion of the project given that the TDA funds are not directly matching Prop K funds at the project level (Prop K scope), but are leveraging at the program level.
2.

Supervisorial District(s):

Prop K proportion of expenditures - this phase:	69.07%
Prop AA proportion of expenditures - this phase:	<input type="text"/>

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

SFCTA Project Reviewer:

Project # from SGA:

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

FY of Allocation Action: 2014/15 Current Prop K Request: \$ 492,200  
Current Prop AA Request: \$ -

Project Name: Public Sidewalk Repair

Implementing Agency: Department of Public Works

Signatures

By signing below, we the undersigned verify that: 1) the requested sales tax and/or vehicle registration fee revenues shall be used to supplement and under no circumstance replace existing local revenues used for transportation purposes and 2) the requested sales tax and/or vehicle registration fee funds will not be used to cover expenses incurred prior to Authority Board approval of the allocation.

Project Manager

Grants Section Contact

Name (typed): Keanway Kyi

Rachel Alonso

Title: Acting Assistant Superintendent

Administrative Analyst

Phone: (415) 695-2090

415.554.4890

Fax: (415) 695-2094

Email: [keanway.kyi@sfdpw.org](mailto:keanway.kyi@sfdpw.org)

[rachel.alonso@sfdpw.org](mailto:rachel.alonso@sfdpw.org)

Address: 2323 Cesar Chavez  
San Francisco, CA 94124

1 Carlton B Goodlett Place,  
Room 340  
San Francisco, CA 94102

Signature:

Date:



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

**FY of Allocation Action:**

**Project Name:**

**Implementing Agency:**

**EXPENDITURE PLAN INFORMATION**

<b>Prop K Category:</b>	<input type="text" value="N/A"/>	Gray cells will automatically be filled in.
<b>Prop K Subcategory:</b>	<input type="text" value="N/A"/>	
<b>Prop K EP Project/Program:</b>	<input type="text"/>	
<b>Prop K EP Line Number (Primary):</b>	<input type="text" value="#N/A"/>	<b>Current Prop K Request:</b> \$ <input type="text" value="-"/>
<b>Prop K Other EP Line Numbers:</b>	<input type="text"/>	

**Prop AA Category:**

**Current Prop AA Request:** \$

**Supervisorial District(s):**

**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, drawings, etc. should be provided on Worksheet 7-Maps.or by inserting additional worksheets.

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.

The requested Prop AA funds will be used for the construction of Phase IIA (north side of McAllister Street between Leavenworth to Hyde Streets) and Phase IIB (north side of McAllister Street between Larkin and Hyde Streets) of the UC Hastings' McAllister Street Campus Streetscape project. This project was a part of the UC Hastings Campus Streetscape Plan, which was the result of collaboration between UC Hastings, the Department of Public Works (DPW) and the San Francisco County Transportation Agency (SFMTA).

In December 2012, the Transportation Authority Board programmed \$83,000 in Prop AA funds for the design phase and \$717,000 in Prop AA funds for the construction phase of Phase IIA of the McAllister Street Campus Streetscape project. In September 2013, the Transportation Authority Board allocated Prop AA funds for the design phase. In April 2014, the Transportation Authority programmed \$1.05 million in Prop AA funds to fully fund Phase IIA, which had experienced costs increases partially related to an unanticipated relocation of the overhead contact system (OCS), and to fund the construction phase of Phase IIB. UC Hastings is funding the design for Phase IIB. UC Hastings will construct the improvements for both blocks under one construction contract.

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

Phase IIA improvements include: installation of a traffic island at the northeast corner of the intersection of Leavenworth and McAllister Streets; sidewalk widening, pedestrian level lighting and planting along McAllister Street (north) between Hyde and Leavenworth Streets; a corner bulbout at the northeast intersection of McAllister and Hyde Streets; and removing Muni OCS guy wires from the structure at 100 McAllister and replacing four OCS poles.

Phase IIB improvements include: sidewalk widening, pedestrian level lighting and planting along McAllister Street (north side) between Larkin and Hyde Streets; a corner bulbout and bus bulbout at the northwest intersection of McAllister and Hyde Streets; a corner bulbout at the northeast corner of McAllister and Larkin Streets. UC Hastings will assume responsibility for maintenance of the new landscaping. The project is being coordinated with Muni to accommodate temporary relocation of the OCS and to provide a bus bridge during construction in early Fiscal Year 2014/2015.

This project is part of the UC Hastings Campus Streetscape Plan, which was adopted by the UC Hastings' Board of Directors in June 2010. Pedestrian improvements on McAllister Street at Leavenworth and Hyde streets were also included in the Tenderloin-Little Saigon Neighborhood Transportation Plan, which was approved by the Transportation Authority Board in March 2007. This project is also located on a WalkFirst corridor. In 2009, a similar project was undertaken by UC Hastings in which the sidewalk was widened, and landscaping added on Golden Gate Avenue (south) between Larkin and Hyde. Similarly, the project scope included Muni pole and OCS wire relocations, street light and traffic signal improvements, pedestrian crosswalks, bulbouts and tree planting. The project was delivered by UC Hastings working collaboratively with the SFMTA and DPW.

Prioritization: This project is programmed within the Prop AA Strategic Plan's 5-Year Prioritization Program Pedestrian Safety Category.

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

FY 2014/15

Project Name: McAllister Street Campus Streetscape

Implementing Agency: UC Hastings

**ENVIRONMENTAL CLEARANCE**

Type : Categorical Exemption Completion Date (mm/dd/yy)  
 Status: Approved 03/04/14

**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	2	2011/12	2	2011/12
Environmental Studies (PA&ED)	1	2012/13	3	2013/14
R/W Activities/Acquisition				
Design Engineering (PS&E)	1	2013/14	4	2013/14
Prepare Bid Documents	4	2013/14	4	2013/14
Advertise Construction	4	2013/14	4	2013/14
Start Construction (e.g., Award Contract)	1	2014/15		
Procurement (e.g. rolling stock)				
Project Completion (i.e., Open for Use)			3	2014/15
Project Closeout (i.e., final expenses incurred)			3	2015/16

**SCHEDULE COORDINATION/NOTES**

Provide project delivery milestones for each sub-project in the current request and a schedule for public involvement, if appropriate. For planning efforts, provide start/end dates by task here or in the scope (Tab 1). Describe coordination with other project schedules or external deadlines (e.g., obligation deadlines) that impact the project schedule, if relevant.

October 2013 - May 2014 - Coordinate with Muni for design requirements for OCS relocation as well as to provide a bus bridge during construction  
 May 2014 - June 2014 - Phase IIB - Plan Check by DPW  
 May 2014 - Prequalify Contractors for combined Phases IIA and IIB  
 June 2014 - Advertise construction for combined Phases IIA and IIB  
 July 2014 - Award Contract, start construction  
 January 2015 - Complete Construction  
 February 2015/March 2015 - Project Closeout

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

FY 2014/15

**Project Name:** McAllister Street Campus Streetscape

**Implementing Agency:** UC Hastings

**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.

	Yes/No	Cost for Current Request/Phase		
		Total Cost	Current Request	Prop AA - Current Request
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Design Engineering (PS&E)				
R/W Activities/Acquisition				
Construction	Yes	\$ 2,175,006		\$ 1,762,206
Procurement (e.g. rolling stock)				
		<b>\$2,175,006</b>	<b>\$0</b>	<b>\$1,762,206</b>

**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	\$ 54,728	Actual costs
Environmental Studies (PA&ED)	\$ 17,000	Actual costs
Design Engineering (PS&E)	\$ 238,611	URS & Conversion Management Associates contracts with UC Hastings
R/W Activities/Acquisition		
Construction	\$ 2,175,006	65% construction drawings for Phase IIA and 35% construction drawings for Phase IIB
Procurement (e.g. rolling stock)		
Total:	<b>\$ 2,485,345</b>	

**% Complete of Design:** 85 as of 4/30/2014

**Expected Useful Life:** 25 Years



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

**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.

Planning & Design/Engineering Phases	Cost	Performed By	% of Cost
Planning & Conceptual Engineering (Completed)	\$ 71,728	DPW/UC Hastings/BMS Design Group/Mack 5	3%
Architectual/Engineering Services	\$ 204,411	URS	8%
Project Management	\$ 34,200	Conversion Management Associates	1%
<b>Total Planning &amp; Design Phase</b>	<b>\$ 310,339</b>		<b>12%</b>

Construction Phase	Cost	Performed By	% of Cost
Site Preparation	\$ 163,220	To be determined	7%
Site Improvements	\$ 356,580	To be determined	14%
Site Mechanical Utilities	\$ 380,512	To be determined	15%
Site Electrical Utilities	\$ 57,735	To be determined	2%
Other Site Construction	\$ 312,247	To be determined	13%
Subtotal	\$ 1,270,294		51%
General Conditions	\$ 148,345	To be determined	6%
Contractor's Overhead	\$ 89,007	To be determined	4%
Subtotal	\$ 237,352		10%
Permits	\$ 94,400	To be determined	4%
Utility Fees	\$ 65,000	To be determined	3%
Project Management	\$ 153,600	Conversion Management Associates	6%
Bonds & Insurance	\$ 17,992	To be determined	1%
Testing & Inspections	\$ 20,000	To be determined	1%
Subtotal	\$ 350,992		14%
Contingency (15% of construction)	\$ 316,368		13%
<b>Total Construction Phase</b>	<b>\$ 2,175,006</b>		<b>88%</b>
<b>TOTAL COST ALL PHASES</b>	<b>\$ 2,485,345</b>		<b>100%</b>

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

FY 2014/15

Project Name: McAllister Street Campus Streetscape

**FUNDING PLAN - FOR CURRENT PROP K REQUEST**

Prop K Funds Requested: \$ -  
 5-Year Prioritization Program Amount: (enter if appropriate)  
 Strategic Plan Amount for Requested FY:

**FUNDING PLAN - FOR CURRENT PROP AA REQUEST**

Prop AA Funds Requested: \$ 1,762,206  
 5-Year Prioritization Program Amount: \$ 1,762,206 (enter if appropriate)  
 Strategic Plan Amount for Requested FY: \$ 3,288,481

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.

The Prop AA 5-Year Prioritization Program (5YPP) amount is the entire amount of Prop AA funds available for allocation to the subject project for construction in Fiscal Year 2014/15.  
 The Prop AA Strategic Plan amount is the total amount of programming for the Pedestrian Safety category in Fiscal Year 2014/15.

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 AA		\$ 1,762,206		\$ 1,762,206
UC Hastings		\$ 412,800		\$ 412,800
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total:</b>	\$ -	\$ 2,175,006	\$ -	\$ 2,175,006

Actual Prop K Leveraging - This Phase:  
 Expected Prop K Leveraging per Expenditure Plan

\$ 2,175,006  
 Total from Cost worksheet

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

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

Fund Source	\$ Amount	Required Local Match	
		%	\$

**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
Prop AA		\$ 1,762,206	\$ 83,000	\$ 1,845,206
UC Hastings		\$ 440,000	\$ 200,139	\$ 640,139
				\$ -
				\$ -
<b>Total:</b>		\$ 2,202,206	\$ 283,139	\$ 2,485,345

Actual Prop K Leveraging - Entire Project:   **\$ 2,485,345**  
 Expected Prop K Leveraging per Expenditure Plan:   Total from Cost worksheet  
 Actual Prop AA Leveraging - Entire Project: 25.76%

**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: \$ -

Sponsor Request - Proposed Prop K Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
			\$ -
			\$ -
<b>Total:</b>	\$ -		

Prop AA Funds Requested: \$1,762,206

Sponsor Request - Proposed Prop AA Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
FY 2014/15	\$ 1,762,206	100.00%	\$ (1,762,206)
		0.00%	\$ (1,762,206)
		0.00%	\$ (1,762,206)
<b>Total:</b>	\$ 1,762,206		

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:  Resolution No.  Res. Date:

Project Name:

Implementing Agency:

	Amount	
Funding Recommended: Prop AA Allocation	\$ 1,762,206	Phase: Construction
<b>Total:</b>	<b>\$ 1,762,206</b>	

Notes (e.g., justification for multi-phase recommendations, notes for multi-EP line item or multi-sponsor recommendations):

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

Source	Fiscal Year	Maximum Reimbursement	% Reimbursable	Balance
Prop AA - Ped	FY 2014/15	\$ 1,762,206	100.00%	\$ -
			0.00%	\$ -
			0.00%	\$ -
			0.00%	\$ -
			0.00%	\$ -
<b>Total:</b>		<b>\$ 1,762,206</b>	<b>100%</b>	

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

Source	Fiscal Year	Phase	Maximum Reimbursement	Cumulative % Reimbursable	Balance
Prop AA - Ped	FY 2014/15	Construction	\$ 1,762,206	100%	\$ -
				100%	\$ -
				100%	\$ -
				100%	\$ -
				100%	\$ -
<b>Total:</b>			<b>\$ 1,762,206</b>		

Prop K/Prop AA Fund Expiration Date:  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:  Resolution No.  Res. Date:

Project Name:

Implementing Agency:

	Action	Amount	Fiscal Year	Phase
Future Commitment to:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Trigger: <input type="text"/>			

**Deliverables:**

1. Upon project completion, provide 2-3 digital photos of after conditions.
2.

**Special Conditions:**

1. UC Hastings may not incur expenses for the construction phase until Transportation Authority staff releases the funds (\$1,762,206) pending confirmation of completion of design, which is also a deliverable (e.g., copy of certifications page) for Project 174.222008 (Phase IIA design).
2.

**Notes:**

1. UC Hastings has requested and SFCTA staff has approved a waiver of the Prop K Strategic Plan policies mandating that advertisement happen after allocation of funds by the SFCTA, in order to keep the project on schedule. This waiver does not commit the SFCTA Board to allocate the requested funds.
2.

Supervisorial District(s):

Prop K proportion of expenditures - this phase:	<input type="text"/>
Prop AA proportion of expenditures - this phase:	81.02%

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

SFCTA Project Reviewer:

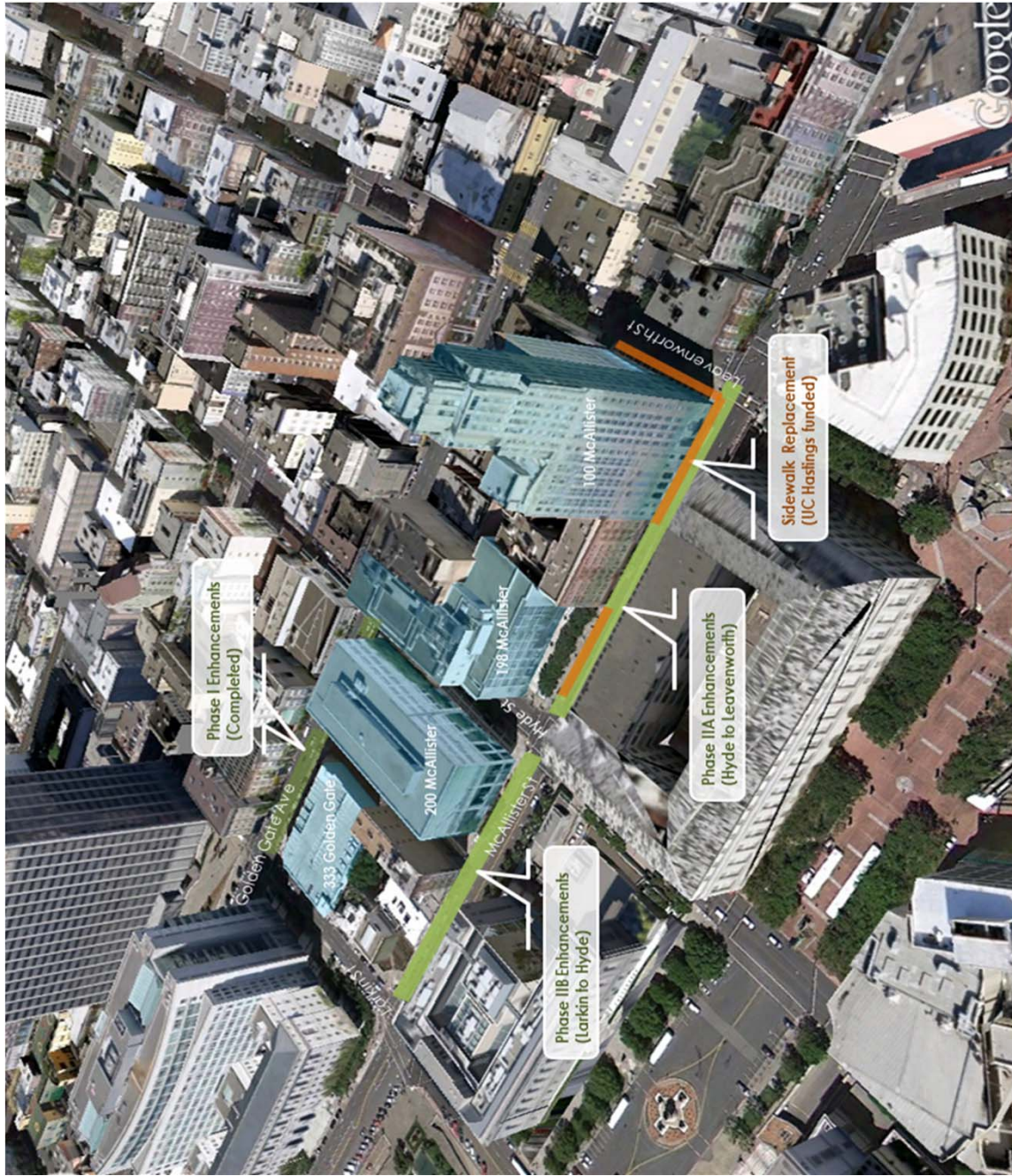
Project # from SGA:

MAPS AND DRAWINGS

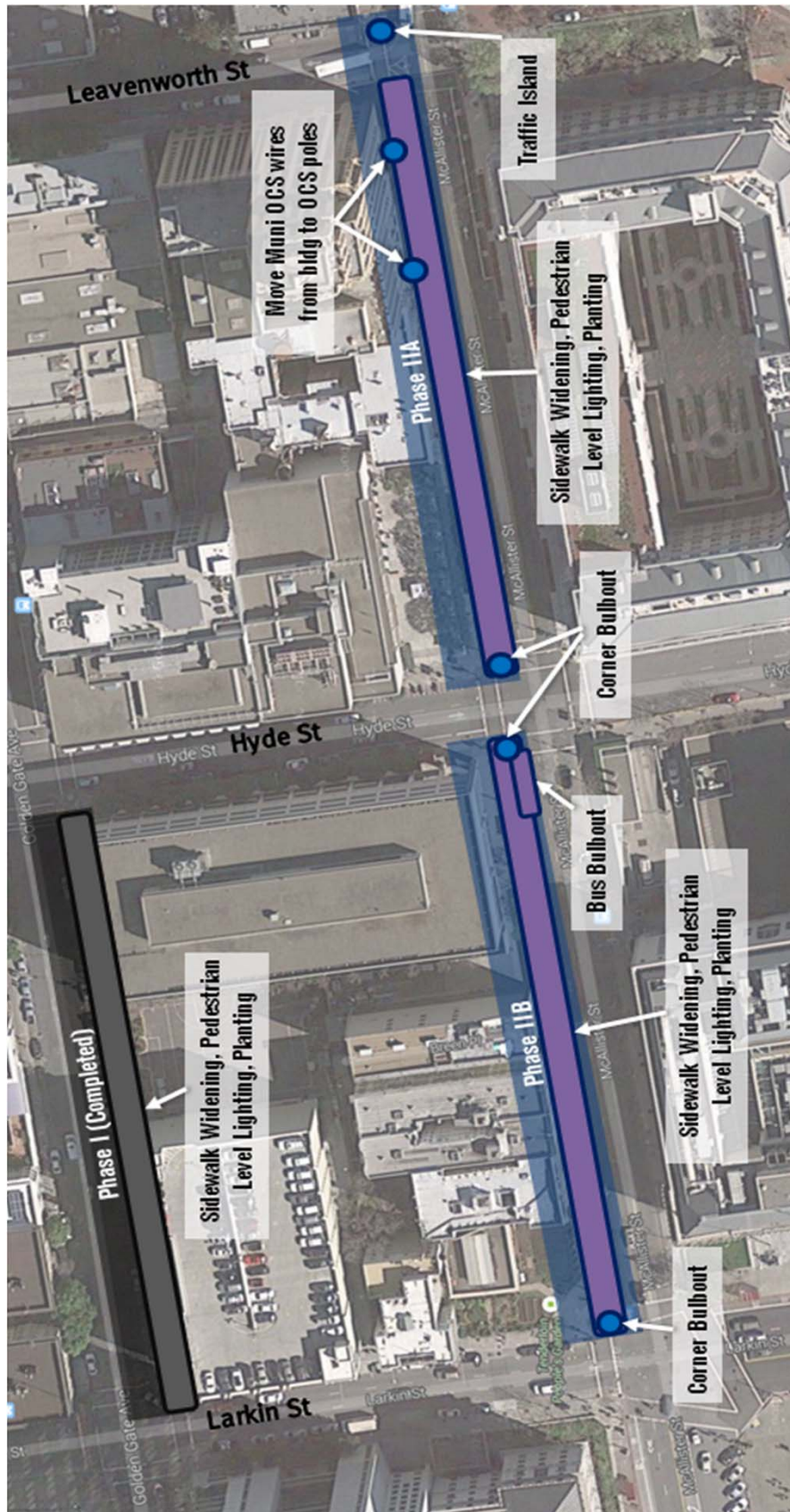
Insert or attach files of maps, drawings, photos of current conditions, photo compositions, etc. to support understanding of the project scope and evaluation of how geographic diversity was considered in the project prioritization process.

This text box and the blue header may be deleted to better accommodate any graphics.

Proposed Phasing (Note: Phase I (Golden Gate between Larkin & Hyde) is complete



Scope of Work



Edge Treatment

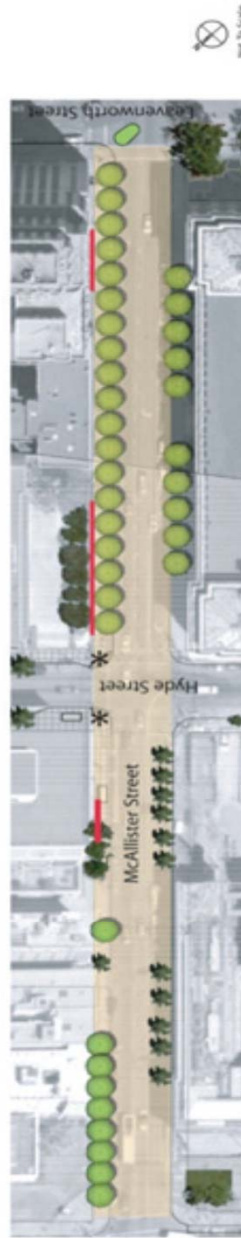


PLANTING EDGE TREATMENT



Ginkgo

TREE SELECTION



Bulbouts @ Hyde Street



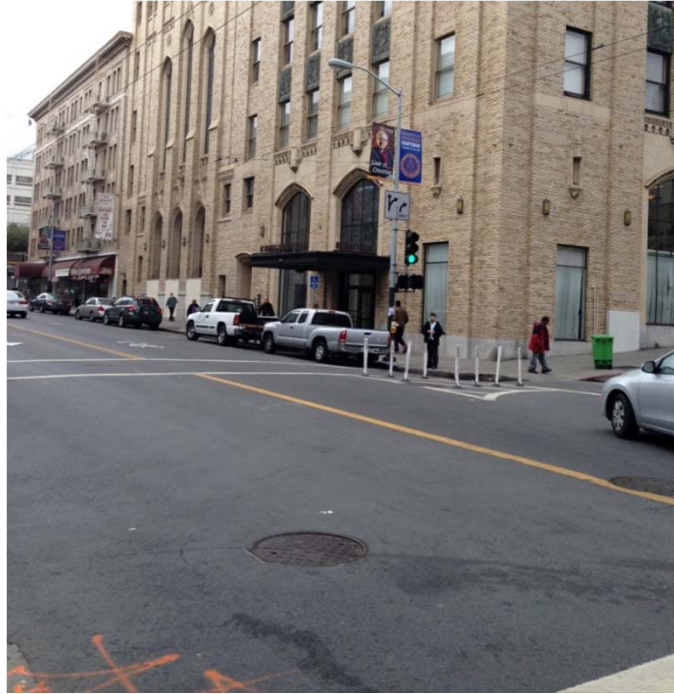
PEDESTRIAN ENHANCEMENTS



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

**Project Area Photos**

Phase IIA – McAllister Street from Leavenworth to Hyde



**Northwest Corner of McAllister and Leavenworth, 100 McAllister Street**



**Western Side of Leavenworth, next to UC Hastings' 100 McAllister Street Building**

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



100 Block of McAllister Street Looking Eastward, Project Area on the Left



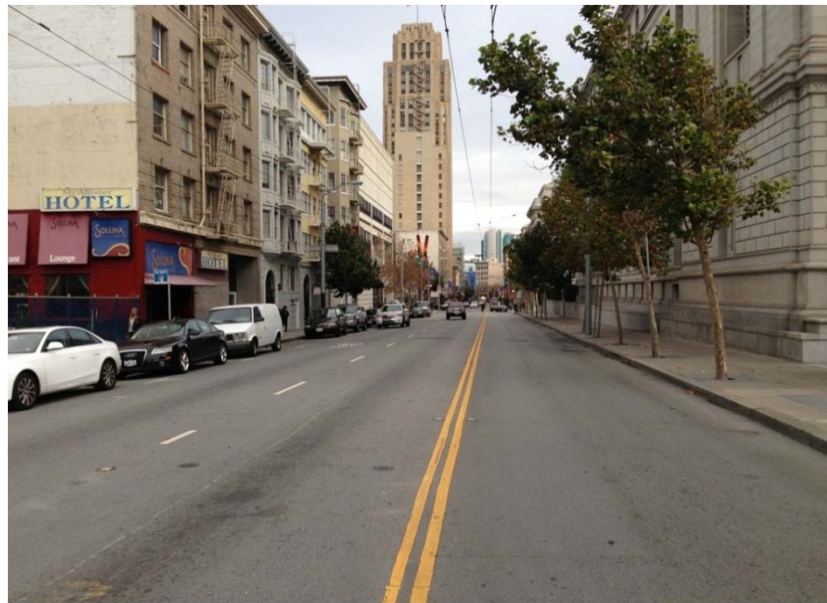
Intersection of McAllister and Hyde Streets, Project Area on the Left

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

Phase IIB – McAllister from Hyde to Larkin



200 Block of McAllister Street Looking Westward, Project Area in Forefront



200 Block of McAllister Street Looking Eastward from Larkin Street, Project Area on the Left.

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



**Northwest Corner of McAllister and Hyde Streets, UC Hastings 200 McAllister Building in the Forefront**



**Intersection of McAllister and Larkin Streets, Looking Eastward, Project Area on the Left**

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

FY of Allocation Action: 2014/15      Current Prop K Request: \$ -  
Current Prop AA Request: \$ 1,762,206

Project Name: McAllister Street Campus Streetscape

Implementing Agency: UC Hastings

**Signatures**

By signing below, we the undersigned verify that: 1) the requested sales tax and/or vehicle registration fee revenues shall be used to supplement and under no circumstance replace existing local revenues used for transportation purposes and 2) the requested sales tax and/or vehicle registration fee funds will not be used to cover expenses incurred prior to Authority Board approval of the allocation.

**Project Manager**

**Grants Section Contact**

Name (typed): David Seward

Same

Title: Chief Financial Officer

Same

Phone: 415.565.4710

Same

Fax: \_\_\_\_\_

\_\_\_\_\_

Email: [sewardd@uchastings.edu](mailto:sewardd@uchastings.edu)

Same

Address: 200 McAllister Street  
San Francisco, CA 94102

Same

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

\_\_\_\_\_

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

\_\_\_\_\_



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

FY of Allocation Action:   
 Project Name:   
 Implementing Agency:

**EXPENDITURE PLAN INFORMATION**

Prop K Category:  Gray cells will automatically be filled in.  
 Prop K Subcategory:   
 Prop K EP Project/Program:   
 Prop K EP Line Number (Primary):  Current Prop K Request:   
 Prop K Other EP Line Numbers:

Prop AA Category:   
 Current Prop AA Request: \$   
 Supervisorial District(s):

**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, drawings, etc. should be provided on Worksheet 7-Maps.or by inserting additional worksheets.

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.

Scope of work begins on next page.

## San Francisco County Transportation Authority Prop AA Vehicle Registration Fee Allocation Request Form

### **Project Background**

After the San Francisco Municipal Transportation Agency's (SFMTA's) project to reconfigure and move the Phelan bus loop from its prior configuration was approved for construction in 2012, City College of San Francisco (City College) desired a more direct pedestrian link from the new loop to the part of its campus just to the north, which is separated by an earth berm that rises approximately 12-feet, a fence, and dense undergrowth. With support from the SFMTA, City College developed a conceptual plan for a pedestrian connector which would all be on City College property, but connect directly to the north sidewalk of the loop, as well as beautify the area.

In December 2012, the San Francisco County Transportation Authority (SFCTA) Board approved programming \$937,000 in Prop AA design and construction funds to City College's Phelan Loop Pedestrian Connector project. However, as City College continued to go through an accreditation crisis, and key staff involved in the project left the College, City College requested that the funds be reprogrammed to the SFMTA for purposes of designing and constructing the project in close consultation with City College. The SFMTA has agreed to this arrangement and is planning to design and construct the project simultaneously with the adjacent public plaza project, which is funded through a federal grant and other local sources. The current Prop AA allocation request is to fund the design phase of the Phelan Loop Pedestrian Connector project. A separate request will be made in September 2014 to fund the construction phase.

### **Project Scope**

The current Prop AA request will fund the design of a safer, more direct pedestrian connector between the City College Ocean Avenue Campus and San Francisco Muni stops at the Phelan Loop and K-streetcar islands on Ocean Avenue, as well as a new public plaza linking the campus to Ocean Avenue just west of the Phelan Loop. The connector includes a 15-foot wide x 50-foot long cemented diagonal pathway with 10 steps about mid-way, handrails at the steps, pedestrian-type lights, and landscaping (grass, trees, bushes and an irrigation system). The connector's design will serve the anticipated large volumes of pedestrians moving through this pedestrian corridor. Approximately 57% of City College students commute by public transit.

### **Implementation**

The Pedestrian Connector project will be designed simultaneously with the public plaza project just to its west. The design will be under the management of the SFMTA, but the bulk of the design will be done by DPW landscape architects and engineers as they have more experience designing these types of parks and public spaces in San Francisco. Because this project is on City College land governed by the state architectural codes, the project's design will be reviewed and approved by the State Architect's Office, which is responsible for the design of facilities and grounds on Community College campuses. The design will also be given directly to City College at the 35%, 65% and 95% stages for their comments and final approval. The design for the pedestrian connector will be packaged together with the design for the public plaza for purposes of bidding and for construction by a private contractor. The construction phase will be managed by the SFMTA, which will use a combination of its own staff and DPW personnel to inspect the work done by the contractor.



**San Francisco County Transportation Authority  
Prop AA Vehicle Registration Fee Allocation Request Form**

Since this project involves the city (SFMTA/DPW) designing and building a project on City College land, there will be a written agreement (MOU equivalent) between the parties documenting the process that will allow this project to move forward. This will be in the form of an easement agreement/permit-to- enter given to the SFMTA by City College. It will grant the SFMTA the authority to enter onto and construct the project on City College property, and then maintain the area for six years after construction. It will detail responsibility as to utility connections, policing, and other issues germane to the construction and maintenance of the area for the seven year period the agreement will cover. After seven years (from the start of construction), the area will wholly revert to City College, which will agree to keep it essentially as constructed for at least another 14 years, so that the project improvements will be in place at least 20 years. City College concurs with the project delivery and maintenance approach.

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

FY 2014/15

Project Name: Phelan Loop Pedestrian Connector

Implementing Agency: San Francisco Municipal Transportation Agency

**ENVIRONMENTAL CLEARANCE**

Type : CEQA  
 Status: Cleared through City College expansion EIR  
 Completion Date (mm/dd/yy): 05/25/06

**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	2	2011/12	1	2013/14
Environmental Studies (PA&ED)	2	2003/04	4	2005/06
R/W Activities/Acquisition				
Design Engineering (PS&E)	3	2013/14	2	2014/15
Prepare Bid Documents	2	2014/15	2	2014/15
Advertise Construction	3	2014/15		
Start Construction (e.g., Award Contract)	3	2014/15		
Procurement (e.g. rolling stock)				
Project Completion (i.e., Open for Use)			2	2015/16
Project Closeout (i.e., final expenses incurred)			2	2016/17

**SCHEDULE COORDINATION/NOTES**

Provide project delivery milestones for each sub-project in the current request and a schedule for public involvement, if appropriate. For planning efforts, provide start/end dates by task here or in the scope (Tab 1). Describe coordination with other project schedules or external deadlines (e.g., obligation deadlines) that impact the project schedule, if relevant.

The pedestrian connector project will be closely coordinated with the construction of an adjacent affordable housing project anticipated to complete construction in early 2015. This project will begin construction immediately after the housing project is complete. To meet that goal, the SFMTA must complete detailed design by early fall of 2014, so that bids can be received in late fall 2014 and the construction contract can be awarded in early 2015.

This project will also be constructed as part of the adjacent public plaza project (same bid package) which has the same milestones.

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

FY 2014/15

Project Name: Phelan Loop Pedestrian Connector

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.

	Yes/No	Cost for Current Request/Phase		
		Total Cost	Prop K - Current Request	Prop AA - Current Request
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Design Engineering (PS&E)	Yes	\$ 100,000		\$ 42,000
R/W Activities/Acquisition				
Construction				
Procurement (e.g. rolling stock)				
		\$ 100,000	\$ -	\$ 42,000

**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		
Environmental Studies (PA&ED)		
Design Engineering (PS&E)	\$ 100,000	15% Design Estimate
R/W Activities/Acquisition		
Construction	\$ 891,000	Estimate from City College
Procurement (e.g. rolling stock)		
Total:	\$ 991,000	

% Complete of Design: 15 as of 4/21/2014

Expected Useful Life: 50 Years

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

**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.

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

Overhead Rate: 1.385

Task	Salary Per FTE FY13	MFB for FTE	Salary + MFB	Overhead = (Salary+MFB) x Approved Rate	(Fully Burdened) Salary + MFB + Overhead	FTE Ratio	Hours	Total
<b>Design (subject of request)</b>								
<b>Labor</b>								
SFMTA Capital Projects and Construction Project Manager I	\$ 126,516	\$ 67,019	\$ 193,535	\$ 268,046	\$ 461,581	0.019	40	\$ 9,143
DPW engineer	\$ 126,932	\$ 67,197	\$ 194,129	\$ 268,869	\$ 462,998	0.144	300	\$ 68,782
<b>Task Subtotal</b>						<b>0.163</b>	<b>340</b>	<b>\$ 77,925</b>
<b>Contingency (22%)</b>								<b>\$ 22,075</b>
<b>TOTAL DESIGN</b>								<b>\$ 100,000</b>

Overhead Rate: 1.385

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

**MAJOR LINE ITEM BUDGET**

Task	Salary Per FTE FY13	MFB for FTE	Salary + MFB	Overhead = (Salary+MFB) x Approved Rate	(Fully Burdened) Salary + MFB + Overhead	FTE Ratio	Hours	Total
<b>Construction (subject of future request)</b>								
<b>Labor</b>								
Project manager 1	\$ 126,516	\$ 67,019	\$ 193,535	\$ 268,047	\$ 461,582	0.115	240	\$54,857
DPW Resident Engineer	\$ 109,668	\$ 59,835	\$ 169,503	\$ 234,762	\$ 404,266	0.192	400	\$80,075.70
						<b>0.308</b>	<b>640</b>	<b>\$134,933</b>
<b>Other</b>								
Construction contract								<b>\$736,000</b>
Other city departments								\$20,000
								\$756,000
<b>TOTAL CONSTRUCTION</b>								<b>\$ 890,933</b>

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

FY 2014/15

**Project Name:** Phelan Loop Pedestrian Connector

**FUNDING PLAN - FOR CURRENT PROP K REQUEST**

Prop K Funds Requested:

5-Year Prioritization Program Amount:  (enter if appropriate)

Strategic Plan Amount for Requested FY:

**FUNDING PLAN - FOR CURRENT PROP AA REQUEST**

Prop AA Funds Requested: \$ 42,000

5-Year Prioritization Program Amount: \$ 65,000 (enter if appropriate)

Strategic Plan Amount for Requested FY: \$ 1,067,682

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.

The Prop AA 5-Year Prioritization Program (5YPP) amount is the amount of Prop AA funds (\$65,000) available for allocation for the subject project for design in Fiscal Year 2014/15.

The Strategic Plan amount is the total amount of programming for the Transit Reliability and Mobility Improvements category in Fiscal Year 2014/15, the year of the request.

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 AA		\$ 42,000		\$ 42,000
Proceeds from Land Sale			\$ 58,000	\$ 58,000
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total:</b>		\$ 42,000	\$ 58,000	\$ 100,000

Actual Prop K Leveraging - This Phase:

Expected Prop K Leveraging per Expenditure Plan

\$ 100,000  
Total from Cost worksheet

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

Is Prop K/Prop AA providing **local match funds** for a state or federal grant?

Fund Source	\$ Amount	Required Local Match	
		%	\$

**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
Prop AA		\$ 933,000		\$ 933,000
Proceeds from Land Sale			\$ 58,000	\$ 58,000
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total:</b>		\$ 933,000	\$ 58,000	\$ 991,000

Actual Prop K Leveraging - Entire Project:    
 Expected Prop K Leveraging per Expenditure Plan:  Total from Cost worksheet  
 Actual Prop AA Leveraging - Entire Project:

**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:

Sponsor Request - Proposed Prop K Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total:</b>	\$ -		

Prop AA Funds Requested:

Sponsor Request - Proposed Prop AA Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
FY 2014/15	\$ 42,000	100.00%	\$ -
		0.00%	\$ -
		0.00%	\$ -
<b>Total:</b>	\$ 42,000		

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:  Resolution No.  Res. Date:

Project Name:

Implementing Agency:

	Amount	Phase:
Funding Recommended: Prop AA Allocation	\$42,000	Design Engineering (PS&E)
<b>Total:</b>	<b>\$42,000</b>	

Notes (e.g., justification for multi-phase recommendations, notes for multi-EP line item or multi-sponsor recommendations):

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

Source	Fiscal Year	Maximum Reimbursement	% Reimbursable	Balance
Prop AA - Transit	FY 2014/15	\$42,000	100.00%	\$0
			0.00%	\$0
			0.00%	\$0
			0.00%	\$0
			0.00%	\$0
<b>Total:</b>		<b>\$42,000</b>	<b>100%</b>	

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

Source	Fiscal Year	Phase	Maximum Reimbursement	Cumulative % Reimbursable	Balance
Prop AA - Transit	FY 2014/15	Design Engineering (PS&E)	\$42,000	100%	\$0
				100%	\$0
				100%	\$0
				100%	\$0
				100%	\$0
<b>Total:</b>			<b>\$42,000</b>		

**Prop K/Prop AA Fund Expiration Date:**  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:  Resolution. No.  Res. Date:

Project Name:

Implementing Agency:

	Action	Amount	Fiscal Year	Phase
Future Commitment to:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Trigger: <input type="text"/>			

**Deliverables:**

1. Upon completion of the design (anticipated December 2014), provide evidence of completion of 100% design (e.g. copy of certifications page).
2.

**Special Conditions:**

1. The Transportation Authority will only reimburse SFMTA following execution of a Memorandum of Understanding (MOU), or equivalent document, between City College and SFMTA, which includes maintenance responsibilities.
2.

**Notes:**

1. Updated scope, cost estimate, schedule, and funding plan to be provided with submission of an Allocation Request Form for Prop AA construction funds.

Supervisorial District(s):

Prop K proportion of expenditures - this phase:	<input type="text"/>
Prop AA proportion of expenditures - this phase:	42.00%

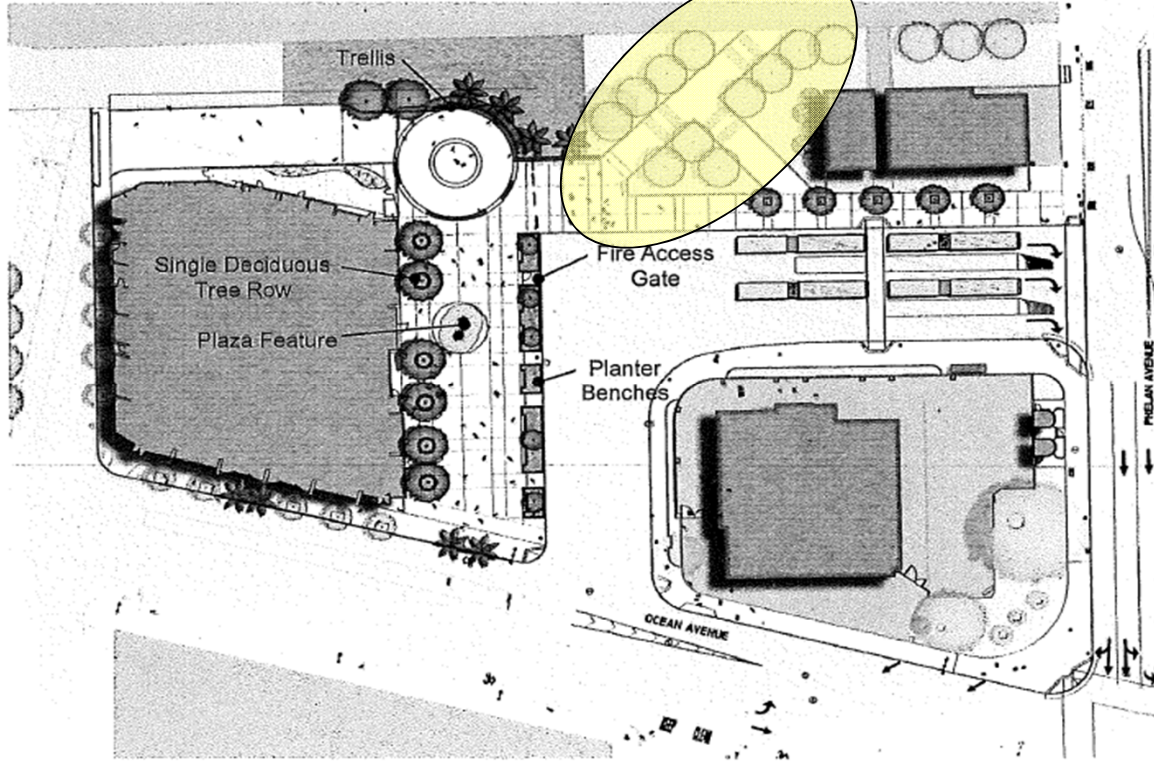
**Sub-project detail?**  If yes, see next page(s) for sub-project detail.

SFCTA Project Reviewer:

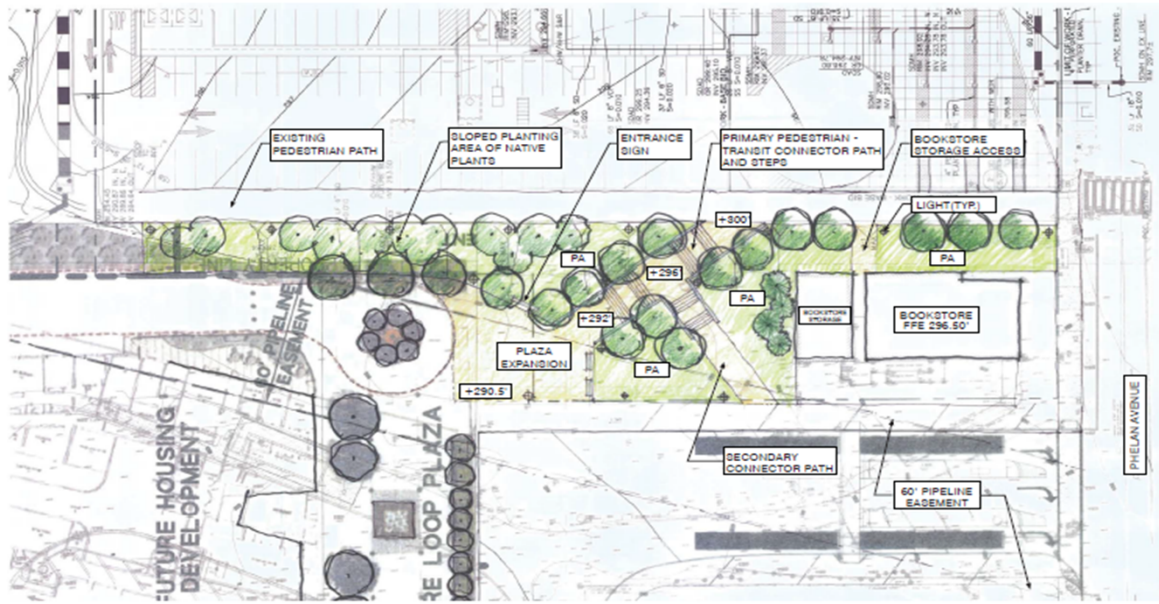
Project # from SGA:

MAPS AND DRAWINGS

# Public Plaza Design Concept 1



Public Pl



SCALE: 1"=30'-0"

CITY COLLEGE OF SAN FRANCISCO  
PHELAN LOOP PLAZA CONNECTOR

CONCEPT DESIGN PLAN

R | H | A | A  
04-30-2012

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

FY of Allocation Action:	2014/15	Current Prop K Request:	\$ -
		Current Prop AA Request:	\$ 42,000

Project Name: Phelan Loop Pedestrian Connector

Implementing Agency: San Francisco Municipal Transportation Agency

**Signatures**

By signing below, we the undersigned verify that: 1) the requested sales tax and/or vehicle registration fee revenues shall be used to supplement and under no circumstance replace existing local revenues used for transportation purposes and 2) the requested sales tax and/or vehicle registration fee funds will not be used to cover expenses incurred prior to Authority Board approval of the allocation.

**Project Manager**

**Grants Section Contact**

Name (typed): Kenny Ngan

Joel Goldberg

Title: Project Manager

Manager, Capital Procurement and Management

Phone: 415-701-5489

415-701-4499

Fax: \_\_\_\_\_

\_\_\_\_\_

Email: [kenny.ngan@sftma.com](mailto:kenny.ngan@sftma.com)

[joel.goldberg@sfmata.com](mailto:joel.goldberg@sfmata.com)

Address: 1 South Van Ness, 3rd Floor, San Francisco, CA 94103

1 South Van Ness, 8th Floor, San Francisco, CA 94103

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

\_\_\_\_\_

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

\_\_\_\_\_