

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

FY of Allocation Action: 2017/18

Project Name: District 10 Mobility Management Study [NTIP Planning]

Grant Recipient: San Francisco County Transportation Authority

EXPENDITURE PLAN INFORMATION

Prop K EP category: Transportation/Land Use Coordination: (EP-44)

Prop K EP Line Number (Primary): 44 Current Prop K Request: \$ 100,000
Prop K Other EP Line Numbers: _____

Supervisory District(s): District 10

REQUEST

Brief Project Description (type below)

This Study was requested by Commissioner Cohen and will be the District 10 Neighborhood Transportation Improvement Program Planning project. The purpose of the Study is to identify strategies to improve transit services, maintain access, and mitigate congestion impacts, including those on climate and the environment, of anticipated new development in District 10. Tasks include: defining the study area, purpose and need for actions beyond approved/pending development mitigation measures; designing mobility management scenario components; conducting outreach; and evaluation of the benefits and impacts of the scenario.

Detailed Scope, Project Benefits and Community Outreach (type below)

See attached.

Project Location (type below)

TBD

Project Phase (select dropdown below)

Planning/Conceptual Engineering (PLAN)

Map or Drawings Attached? No

Other Items Attached? Yes

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K
5YPP/Prop AA Strategic Plan? Project Drawn From Placeholder

Is the requested amount greater
than the amount programmed in
the relevant 5YPP or Strategic
Plan? Less than or Equal to Programmed Amount

Prop K 5YPP Amount: \$ 200,000 Prop AA
Strategic Plan
Amount: _____

SFCTA D10 Multimodal Mobility Management Study

The SFCTA requests \$100,000 in Prop K NTIP planning funds to study and develop strategies to improve transit services and mitigate existing and potential future congestion impacts of anticipated new development in District 10. This District 10 Neighborhood Transportation Improvement Program (NTIP) planning study was developed in response to input from the Supervisor's office. Project deliverables and recommendations will be developed in coordination with the SFMTA and Planning Department, and will respond to the Supervisor's and community concerns. The Transportation Authority's NTIP was developed to build community awareness of, and capacity to provide input to, the transportation planning process and to advance delivery of community supported neighborhood-scale projects.

Outline Scope of Work

Task 1. Project Management

July-Sep 2018

- a) Consultant Procurement *Deliverable: consultant task order or contract*
- b) Agency Involvement *Deliverable: TAC meetings and meeting summaries*
- c) Schedule, budget, and team management
Deliverable: Signed Project Charter, including final project goals, scope, schedule, and budget.

Task 2. Purpose and Need

July-Sep 2017

- a) Define Study Area(s) *Deliverable: Study area map*
 - o Eastern Neighborhoods Rezoning and Area Plan
 - o Waterfront Land Use Plan
 - o Approved Development Areas (Candlestick/Hunters Point, Shipyard)
 - o New Development Areas (India Basin to Pier 70, Giants/Mission Rock)
- b) Define Purpose and Need *Deliverable: Purpose and need narrative*
- c) Define Goals and Evaluation Framework
Deliverable: Goals and Evaluation Framework table

Task 3. Needs Assessment

Oct-Dec 2017

- a) Existing Conditions. The existing conditions will be documented based on existing travel demand estimates and other existing data sources.
Deliverable: Existing conditions narrative
- b) Future Baseline Conditions (Baseline =what's approved and planned, including physical development attributes and TDM programs). The Future Baseline includes the development authorized in the Eastern Neighborhoods plan as well as specific Development Agreements approved or under negotiation. Future Baseline transportation conditions are those identified in those developments' environmental documents and in the SFCTA's Bi-County Study. Future Baseline conditions will be synthesized based on existing travel demand forecasts and other existing data sources.¹

¹ Transportation conditions summaries are included; additional non-transportation conditions are an optional task pending additional funding.

Deliverable: Future baseline transportation conditions narrative
Optional Deliverable: Future baseline non-transportation conditions (e.g., air quality, rents, health indicators)

Task 4. Outreach/Public Involvement

Ongoing; coordinated with parallel SFMTA and Planning Department – led outreach.

- a) Study Area Stakeholders: Neighborhood groups, CBOs/NGOs, City and regional agencies, advocacy and civic organizations, developers, technology solutions providers.
- b) Citywide Outreach (limited) Outreach Activities and Input Summary Report
Deliverables: Outreach Plan narrative and list of stakeholders

**Task 5. Design Mobility Management Scenario Components. Components include:
Jan-Mar 2018**

- a) Trip Cap/Mandated Transportation Management Agency
- b) Freeway Management: HOV/Express Lane on US101 plus new local or regional public transit services
- c) Areawide Mobility Management: pricing-based strategies (rewards/incentives, congestion fees) to manage demand and fund expanded transit and other travel options, potential event management/marketing/TDM system using multi-modal “Mobility as a Service” trip routing/booking/pricing approach to actively manage travel.
Deliverables: Scenario Definition narrative, maps and infographic illustration of scenario concept

Task 6. Evaluation of Benefits and Impacts

Apr-Jun 2018

- a) Transportation effects
- b) Optional analyses²: Air Quality, Land use/rents, etc. per Goals/Evaluation Framework
- c) Revenue generation, Local Control etc. per Goals/Evaluation Framework
Deliverables: Transportation Benefit and Impact Evaluation Narrative
Optional Deliverable: Benefits and Impacts in Non-Transportation Goal Areas

Task 7. Final Report

July-Sep 2018

- a) Findings and Recommendations
- b) Draft and Final Report
Deliverables: Recommendations narrative; draft and final report; Board action

² Pending additional funding

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ENVIRONMENTAL CLEARANCE

Environmental Type: Categorically Exempt

PROJECT DELIVERY MILESTONES

Enter dates below for ALL project phases, not just for the current request, based on the best information available. For PLANNING requests, please only enter the schedule information for the PLANNING phase.

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering (PLAN)	Jul-Sep	2017	Oct-Dec	2018
Environmental Studies (PA&ED)				
Right-of-Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)				
Operations (i.e., paratransit)				
Open for Use				
Project Completion (means last eligible expenditure)				

SCHEDULE DETAILS

Provide dates for any COMMUNITY OUTREACH planned during the requested phase(s). Identify PROJECT COORDINATION with other projects in the area (e.g. paving, MUNI Forward) and relevant milestone dates (e.g. design needs to be done by DATE to meet paving schedule). List any timely use-of-funds deadlines (e.g. federal obligation deadline). If a project is comprised of MULTIPLE SUB-PROJECTS, provide milestones for each sub-project. For PLANNING EFFORTS, provide start/end dates for each task.

Project Coordination: Southern Bayfront Development Agreements. SFCTA / project management will coordinate with the Office of Economic and Workforce Development, Planning Department, and San Francisco Municipal Transportation Agency staff leading the environmental analysis and negotiation of development agreements for projects along the Southern Bayfront. See the attached Scope of Work for start/end dates for each Task.

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FUNDING PLAN - FOR CURRENT REQUEST

Enter the funding plan for the phase(s) that are the subject of the CURRENT REQUEST. Totals should match those shown in the Cost Summary below.

Fund Source	Planned	Programmed	Allocated	Total
Prop K	\$ -	\$ 100,000	\$ -	\$ 100,000
Federal CMA Planning/Private Funds	\$ 90,000	\$ -	\$ -	\$ 90,000
	\$ -	\$ -	\$ -	\$ -
Total:	\$ 90,000	\$ 100,000	\$ -	\$ 190,000

FUNDING PLAN - FOR ENTIRE PROJECT (ALL PHASES)

Enter the funding plan for all phases (planning through construction) of the project. This section may be left blank if the current request covers all project phases. Totals should match those shown in the Cost Summary below.

Fund Source	Planned	Programmed	Allocated	Total
Prop K	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -

COST SUMMARY

Show total cost for ALL project phases (in year of expenditure dollars) 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.

Phase	Total Cost	Prop K - Current Request	Prop AA - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering (PLAN)	\$ 190,000	\$ 100,000		Staff estimate based on prior similar work
Environmental Studies (PA&ED)	\$ -	\$ -		
Right-of-Way	\$ -	\$ -		
Design Engineering (PS&E)	\$ -	\$ -	\$ -	
Construction (CON)	\$ -	\$ -	\$ -	
Operations (Paratransit)	\$ -	\$ -		
Total:	\$ 190,000	\$ 100,000	\$ -	

% Complete of Design: as of
 Expected Useful Life: Years

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PROPOSED REIMBURSEMENT SCHEDULE FOR CURRENT REQUEST (instructions as noted below)

Use the table below to enter the proposed reimbursement schedule for the current request. Prop K and Prop AA policy assume these funds will not be reimbursed at a rate greater than their proportional share of the funding plan for the relevant phase unless justification is provided for a more aggressive reimbursement rate. If the current request is for multiple phases, please provide separate reimbursement schedules by phase. If the proposed schedule exceeds the years available, please attach a file with the requested information.

Fund Source	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21+	Total
Prop K	\$ -	\$ 80,000	\$ 20,000	\$ -	\$ -	\$ 100,000
Prop AA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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MAJOR LINE ITEM BUDGET

PLANNING

BUDGET SUMMARY

Agency	Task 1 - Project Management	Task 2 - Purpose & Need	Task 3 - Needs Assessment	Task 4 - Outreach	Task 5 - Scenario Design	Task 6 - Scenario Evaluation	Task 7 - Recommendations	Total
SFCTA	\$ 37,464	\$ 2,540	\$ 8,854	\$ 16,936	\$ 4,576	\$ 8,046	\$ 5,740	\$ 84,156
Consultant	\$ 11,800	\$ 6,400	\$ 14,400	\$ 24,000	\$ 8,000	\$ 16,000	\$ 8,000	\$ 88,600
Contingency (9%)								\$ 17,276
Total	\$ 49,264	\$ 8,940	\$ 23,254	\$ 40,936	\$ 12,576	\$ 24,046	\$ 13,740	\$ 190,032

SFCTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Deputy Director Planning	56	\$ 88	2.5	\$ 219	0.03	\$ 12,264
Principal Planner	157	\$ 67	2.5	\$ 167	0.08	\$ 26,219
Planner	181	\$ 50	2.5	\$ 124	0.09	\$ 22,503
Intern	114	\$ 26	2.5	\$ 65	0.06	\$ 7,410
Senior Communications Officer	32	\$ 60	2.5	\$ 151	0.02	\$ 4,838
Principal Management Analyst	12	\$ 56	2.5	\$ 140	0.01	\$ 1,685
Deputy Director Technology, Data & Analysis	10	\$ 88	2.5	\$ 219	0.01	\$ 2,190
Planner Technology, Data & Analysis	49	\$ 50	2.5	\$ 125	0.02	\$ 6,125
Staff Accountant	10	\$ 37	2.5	\$ 92	0.01	\$ 923
Total	621				0.31	\$ 84,156

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TRANSPORTATION AUTHORITY RECOMMENDATION

This section is to be completed by Transportation Authority Staff.

Last Updated: 7/24/2017 **Res. No:** 2018-004 **Res. Date:** 7/25/2017

Project Name: District 10 Mobility Management Study [NTIP Planning]

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		Action	Amount	Phase
Funding Recommended:		Prop K Appropriation	\$ 100,000	Planning/Conceptual Engineering (PLAN)
		Total:	\$ 100,000	

Total Prop K Funds: \$ 100,000

Total Prop AA Funds: \$ -

Justification for multi-phase recommendations and notes for multi-sponsor recommendations:

Fund Expiration Date: 06/30/2019 **Eligible expenses must be incurred prior to this date.**

Intended Future Action	Action	Amount	Fiscal Year	Phase

Trigger:

Deliverables:

1. Quarterly progress reports (QPRs) shall contain a percent complete by task, percent complete of the overall project, a summary of outreach activities performed the quarter prior, and a list of outreach activities planned for the quarter ahead.
2. With the QPR submitted October 2017, provide the following: signed project charter, including final project goals, scope, schedule, and budget; Outreach Plan Narrative and list of stakeholders; and Study area map, Purpose and Need Narrative, and Goals and Evaluation Framework table.
3. On completion of Task 3 (anticipated December 2017), provide a copy of Existing Conditions and Future Baseline Narratives.
4. On completion of Task 5 (anticipated March 2018), provide a copy of Scenario Definition Narrative.
5. On completion of Task 6 (anticipated June 2018), provide a copy of Benefit and Impact Evaluation Narrative.

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6. Prior to Board adoption (anticipated October 2018), staff will present a draft final report, including key findings, recommendations, next steps, implementation, and funding strategy to the Citizens Advisory Committee and Board. Upon project completion the Board will accept or approve the final report.

Special Conditions:

1.
2.
3.

Notes:

1. Quarterly progress reports may be shared with the district supervisor.
2.

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Metric	Prop K	Prop AA
Actual Leveraging - Current Request	47.37%	No Prop AA
Actual Leveraging - This Project	See Above	See Above

SFCTA Project P&PD
Reviewer: _____

SGA PROJECT NUMBER

Sponsor: San Francisco County Transportation Authority
SGA Project Number: 144-901080 **Name:** District 10 Mobility Management Study [NTIP Planning]

Phase: Planning/Conceptual Engineering (PLAN) **Fund Share:** 52.63%

Cash Flow Distribution Schedule by Fiscal Year						
Fund Source	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21+	Total
Prop K		\$80,000	\$ 20,000			\$100,000

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Current Prop K Request: \$ 100,000

Current Prop AA Request: \$ -

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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Required for Allocation Request Form Submission Initials of sponsor staff member verifying the above statement
RH

CONTACT INFORMATION

Project Manager

Grants Section Contact

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