

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

FY of Allocation Action: 2016/17

Project Name: 66 Quintara Reconfiguration Study [NTIP Planning]

Grant Recipient: San Francisco Municipal Transportation Agency - MUNI

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

Supervisorial District(s): District 04, District 07

REQUEST

**Brief Project Description:**

This study will evaluate reconfiguring the 66-Quintara, an underutilized Muni route on the West Side, in order to improve route performance and strengthen the West Side's access to transit hubs.

**Detailed Scope, Project Benefits and Community Outreach:**

See attached Word document.

**Project Location:**

Sunset District

**Project Phase:**

Planning/Conceptual Engineering (PLAN)

Map or Drawings Attached?  Yes

Other Items Attached?  Yes

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K  
5YPP/Prop AA Strategic Plan? New Project

**Please describe and justify the necessary amendment:**

This project will draw from the NTIP Placeholder in EP 44.

## 66-Quintara Reconfiguration Study

### **I. Background**

SFMTA has made, and is making, a number of transit improvements in the outer Sunset including introducing an all-day Rapid service on 19<sup>th</sup> Avenue, safety and reliability improvements along major transit corridors such as 19<sup>th</sup> Avenue and Taraval and modifying the 18 route alignment to provide a faster, more reliable connection. In 2016, the San Francisco County Transportation Authority (SFCTA) released a Strategic Analysis Report on "Improving West Side Transit Access." The report initiated by Supervisor Katy Tang, explored how the area's transit hubs could be better utilized by residents in this area of the city. The study area referred to as "West Side" includes the area south of Golden Gate Park, north of the county line, and West of the hill districts. The major transit hubs serving this area include West Portal, Balboa Park, 9<sup>th</sup>/Judah and Daly City BART Station. Despite these major transit hubs, the report states residents in this area of the city drive more for their daily trips than most other San Francisco neighborhoods. Recommendations from this report suggest both near-term and long-term solutions that focus on improving transit hub access with the goal of reducing vehicle travel.

This project proposal looks to analyze Recommendation #2, specifically, to leverage underutilized routes to strengthen connections to transit hubs. The 66-Quintara was identified as a route that stands out as one of the least utilized routes serving the West Side and suggests reconfiguring this route as an opportunity to improve route performance and strengthen the West Side's access to transit hubs.

### **II. Project Description**

There is a desire to have better transit connections to activity nodes and transit hubs in the outer Sunset as identified in the Westside Transit Access Study completed by the SFCTA in 2016. This project will identify if there is a market for reconfiguring transit routes in the west side (such as the 66, 48, 23 and 57) to better serve destinations like West Portal and what time of day those travel patterns need to be served and will carry on the next steps of the SFCTA's report recommendation to research and propose 66-Quintara reconfiguration options to the area's transit hubs.

### **III. Project Scope**

The end result of the project will be alignment recommendations and an implementation packet (Title VI analysis, CEQA, SFMTA Board documentation) for west side transit routes, including but limited to the 66-Quintara. SFMTA staff will help complete a benefits presentation associated with the final alignment selection that the consultants will develop (including but not limited to market assessment, stakeholder outreach, operating cost and expected ridership of the alternative alignment). SFMTA staff and the project team will work with Supervisor Districts 4 and 7 in identifying stakeholders and appropriate Community Based Organizations (CBO's) to assist with the outreach efforts.

### **IV. Deliverables**

Task 1 Project Initiation

Task 2 Public Participation

- a. Stakeholder Outreach Plan and Implementation

- i. Develop Stakeholder Action Committee
- ii. Develop outreach plan
  - 1. Including a culturally competent approach for communicating with the community and receiving feedback
  - 2. Including at least two (2) meetings with the community
- iii. Set up a website to develop community interaction for:
  - 1. Distribution of information
  - 2. Receiving input and comment
  - 3. Conducting surveys
- iv. Implement outreach plan

### Task 3 Survey and Analysis

- b. Market Assessment
  - i. Identify key mobility needs and opportunities related to work and school commute, shopping, health and medical, and recreation and entertainment
  - ii. Identify key destinations
    - 1. Rank transit hub connection options to West Side area
  - iii. Summarize current West Side Transit Service
    - 1. Summary of Current Transit Service
    - 2. Summary of service and ridership
    - 3. Current travel patterns (including a survey of existing ridership origin/destination)
- c. Service Analysis and Needs Assessment
  - i. Needs Assessment
    - 1. Conduct study of population demographics
    - 2. Conduct gap analysis of current service
    - 3. Conduct analysis of unmet service demand
  - ii. Service Analysis
    - 1. Analysis of current service performance, including ridership and reliability
    - 2. Analysis of opportunities and challenges to transit service in the study area
    - 3. Analysis of barriers to transit access and connectivity to transit hubs

### Task 4 Recommendations

- d. Viable Reconfiguration Options for 66-Quintara and potentially other routes (i.e., 23,48,57)
  - i. Develop 2-3 reconfiguration options that include analysis of the following:
    - 1. Potential mode shift or travel market capture and service coverage
    - 2. Key destinations and connectivity of route (major destination and/or transit hub)
    - 3. Analysis of operational and service drawback and benefits
    - 4. Analysis of route viability, including street widths, turns, and stop locations
    - 5. Summary of infrastructure needs and costs
- e. Final recommendation
  - i. Recommended alignment graphics of final alignment and presentation materials with associated benefits

- ii. Title VI analysis, if needed
- iii. CEQA documentation, if needed
- iv. Draft SFMTA Board legislative packet

**V. Schedule**

- a. Project Start Date: August 2016
- b. Project End Date: August 2017

**VI. Cost Proposal**

- a. Total estimated project cost is \$100,000.
  - i. Approximately 28% of the budget will be allocated to cover MTA labor costs.
  - ii. An estimated 63% will be allotted to the consultant. The following details the consultant cost breakdown:
    - 1. \$5,000 – Project Initiation
    - 2. \$18,000 – Public Participation
    - 3. \$20,000 – Survey and Analysis
    - 4. \$15,000 - Preliminary Engineering/Recommendations
    - 5. \$5,000 – Project Management
  - iii. A total of \$9,000 has been identified as contingency funds.



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**ENVIRONMENTAL CLEARANCE**

**Environmental Type:** TBD

**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	2016	Jul-Sep	2017
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.

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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 above.

Fund Source	Planned	Programmed	Allocated	Total
Prop K	\$ 100,000	\$ -	\$ -	\$ 100,000
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>

**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 above.

Fund Source	Planned	Programmed	Allocated	Total
Prop K	\$ 100,000		\$ -	\$ 100,000
	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>

**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)	\$ 100,000	\$ 100,000		Labor estimates, including SFMTA and consultant support.
Environmental Studies (PA&ED)	\$ -	\$ -		
Right-of-Way	\$ -	\$ -		
Design Engineering (PS&E)			\$ -	
Construction (CON)		\$ -	\$ -	
Operations (Paratransit)	\$ -	\$ -		
<b>Total:</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	

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

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Prop K/Prop AA Allocation Request Form**

**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.

<b>Fund Source</b>	<b>FY 2016/17</b>	<b>FY 2017/18</b>	<b>FY 2018/19</b>	<b>FY 2019/20</b>	<b>FY 2020/21+</b>	<b>Total</b>
Prop K	\$ 90,000	\$ 10,000		\$ -	\$ -	<b>\$ 100,000</b>
Prop AA	\$ -		\$ -	\$ -	\$ -	\$ -

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**MAJOR LINE ITEM BUDGET**

**PLANNING**

<b>BUDGET SUMMARY</b>						
Agency	Task 1 - Project Initiation	Task 2 - Public Participation	Task 3 - Survey and Analysis	Task 4 - Preliminary Engineering/Recommendations	Project Management	Total
SFMTA - Transit Operations	\$ 2,000	\$ 7,000	\$ 3,000	\$ 9,000	\$ 7,000	\$ 28,000
Consultant	\$ 5,000	\$ 18,000	\$ 20,000	\$ 15,000	\$ 5,000	\$ 63,000
Other Direct Costs *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency (~10% of total budget)	\$ 700	\$ 2,500	\$ 2,300	\$ 2,400	\$ 1,100	\$ 9,000
<b>Total</b>	<b>\$ 7,700</b>	<b>\$ 27,500</b>	<b>\$ 25,300</b>	<b>\$ 26,400</b>	<b>\$ 13,100</b>	<b>\$ 100,000</b>
% of budget	8%	28%	25%	26%	13%	

\* Direct Costs include mailing, reproduction costs room rental fees.

<b>DETAILED LABOR COST ESTIMATE - BY AGENCY</b>						
SFMTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
5288 Transportation Planner II	77	\$ 79.84	0.901	\$ 151.78	0.037	\$ 11,755
5241 Engineer	30	\$ 116.66	0.901	\$ 221.78	0.014	\$ 6,653
5290 Transportation Planner IV	30	\$ 108.95	0.901	\$ 207.11	0.014	\$ 6,213
9180 Manager VI	11	\$ 137.64	0.901	\$ 261.66	0.005	\$ 2,878
City Attorney	2	\$ 250.00		\$ 250.00	0.001	\$ 500
<b>Total</b>	<b>150</b>				<b>0.072</b>	<b>\$ 28,000</b>

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**TRANSPORTATION AUTHORITY RECOMMENDATION**  
**This section is to be completed by Transportation Authority Staff.**

**Last Updated:** 5/31/2016      **Res. No:** 2017-002      **Res. Date:** 7/26/2016

**Project Name:** 66 Quintara Reconfiguration Study [NTIP Planning]

**Grant Recipient:** San Francisco Municipal Transportation Agency - MUNI

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

**Total Prop K Funds:** \$ 100,000      **Total Prop AA Funds:** \$ -

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

**Fund Expiration Date:** 03/31/2018      **Eligible expenses must be incurred prior to this date.**

<b>Future Commitment:</b>	<b>Action</b>	<b>Amount</b>	<b>Fiscal Year</b>	<b>Phase</b>

Trigger:

**Deliverables:**

1. Quarterly progress reports shall provide a percent complete by task, percent complete for the overall project scope, and a listing of completed deliverables, in addition to the requirements described in the Standard Grant Agreement.
2. With the quarterly progress report submitted following the completion of Task 2 Public Participation, provide a memorandum summarizing the outcome of public participation and implementation of the outreach plan.
3. With the quarterly progress report submitted following the completion of Task 3 Survey and Analysis, provide a memorandum summarizing the Market Assessment and Service Analysis and Needs Assessment.
4. By June 1, 2017, provide draft recommendations for viable reconfiguration options for 66-Quintara and potentially other routes. Recommendations will be shared with the district supervisor.
5. With the quarterly progress report submitted following the completion of Task 4 Recommendations, provide a memorandum summarizing the viable reconfiguration options for 66-Quintara and potentially other routes, and final recommendations including Title IV analysis and SFMTA Board legislation (if needed).
6. Following Board adoption (anticipated September 2017), submit final report.

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**Last Updated:** 5/31/2016      **Res. No:** 2017-002      **Res. Date:** 7/26/2016

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**Special Conditions:**

1. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.
2. Prior to Board adoption (anticipated September 2017), SFMTA will present a draft final report, including key findings, recommendations, next steps, implementation and funding strategy to the Plans and Programs Committee (or committee of the requestor).
3. 

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**Notes:**

1. Quarterly Progress Reports will be shared with the district supervisor.
2. 

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Metric	Prop K	Prop AA
<b>Actual Leveraging - Current Request</b>	0.00%	No Prop AA
<b>Actual Leveraging - This Project</b>	0.00%	No Prop AA

**SFCTA Project**    P&PD  
**Reviewer:** \_\_\_\_\_

**SGA PROJECT NUMBER**

**Sponsor:** San Francisco Municipal Transportation Agency - MUNI  
**SGA Project Number:** 144-907076      **Name:** 66-Quintara Repurposing Study [NTIP Planning]  
**Phase:** Planning/Conceptual Engineering (PLAN)      **Fund Share:** 100.00%

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	\$90,000	\$10,000				<b>\$100,000</b>

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**FY of Allocation Action:** 2016/17

**Current Prop K Request:** \$ 100,000

**Current Prop AA Request:** \$ -

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**Grant Recipient:** SFMTA

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.

Initials of sponsor staff member verifying the above statement
<b>JG</b>

**CONTACT INFORMATION**

**Project Manager**

**Grants Section Contact**

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Joel Goldberg

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Capital Procurement and Management

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MAPS AND DRAWINGS

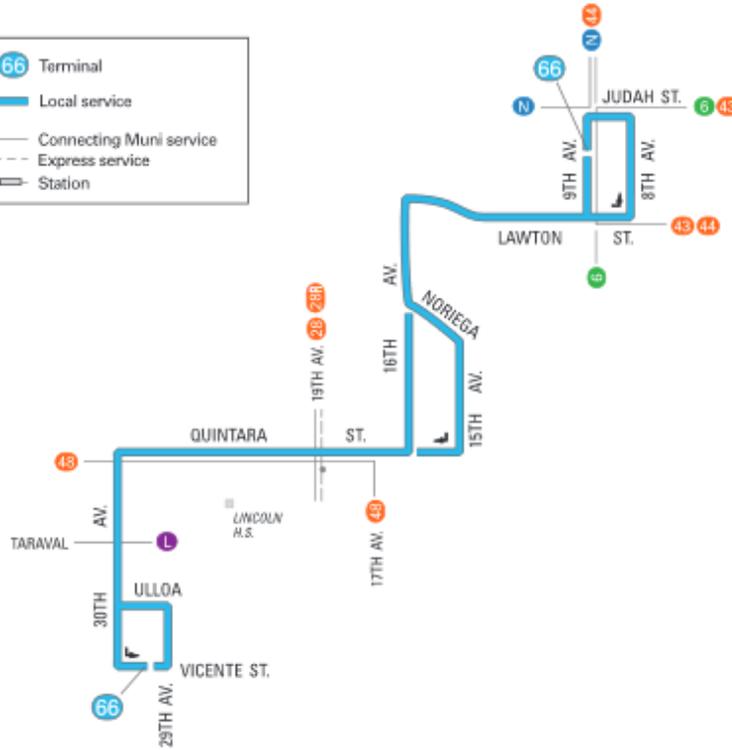


**66 QUINTARA**

effective 9/26/2015

MAP NOT TO SCALE

**66** Terminal  
 Local service  
 Connecting Muni service  
 Express service  
 Station



**SERVICE AREA**

