



AGENDA

SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY Meeting Notice

Date: Tuesday, February 12, 2019; 10:00 a.m.
Location: Legislative Chamber, Room 250, City Hall
Commissioners: Peskin (Chair), Mandelman (Vice Chair), Brown, Fewer, Haney, Mar, Ronen, Safai, Stefani, Walton and Yee

Clerk: Alberto Quintanilla

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1. Roll Call

Consent Agenda

- | | |
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| 2. Approve the Minutes of the January 29, 2019 Meeting – ACTION* | 5 |
| 3. [Final Approval] Allocate \$3,526,007 in Prop K Sales Tax Funds, with Conditions, for Two Requests – ACTION* | 11 |
| Projects: (SFMTA) Muni Metro East Expansion (\$3,487,532) and Bike to Work Day 2019 (\$38,475) | |
| 4. [Final Approval] Approve a Three-Year Professional Services Contracts, with an Option to Extend for Two Additional One-Year Periods, to Civic Edge Consulting and Convey, Inc. in a Combined Amount Not to Exceed \$300,000 for On-Call Communications, Media and Community Relations – ACTION* | 37 |
| 5. [Final Approval] Adopt the 2018 Annual Report – ACTION* | 49 |

End of Consent Agenda

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| 6. Approve the 2019 State and Federal Legislative Program – ACTION* | 51 |
| 7. State and Federal Legislation Update – ACTION* | 63 |
| Support: Assembly Bill 252 (Daly) and Senate Bill 127 (Wiener) | |
| 8. Allocate \$11,115,000 and Appropriate \$500,000 in Prop K Sales Tax Funds, with Conditions, for Six Requests – ACTION* | 67 |
| Projects: (SFMTA) Breda LRV Overhauls (\$7,500,000), Breda LRV Heating, Ventilation & Air Conditioning Refurbishments (\$3,200,000), Safe Routes to Schools Program Administration (\$160,000) and Residential Transportation Demand Management Program | |

Board Meeting Agenda

- (\$195,000); (PortSF) Downtown Ferry Terminal - Passenger Circulation Improvements (\$60,000); (SFCTA) Downtown Congestion Pricing Study (\$500,000)
9. Adopt the Valencia Street Bikeway Implementation Plan Final Report [NTIP Planning] – **ACTION*** 79
 10. Adopt the Fiscal Year 2019/20 Transportation Fund for Clean Air Local Expenditure Criteria – **ACTION*** 83
 11. Authorize the Executive Director to Execute Master Agreements, Program Supplemental Agreements, Cooperative Agreements, and Any Amendments Thereto with the California Department of Transportation for Receipt of Federal and State Funds for the Yerba Buena Island Westside Bridges Seismic Retrofit Project in the Amount of \$7 Million and the Yerba Buena Island Southgate Road Realignment Improvements Project in the Amount of \$30 Million – **ACTION*** 93
 12. Award a Two-Year Professional Services Contract, with an Option to Extend for Two Additional Two-Year Periods, to Wiltec, Inc. in an Amount Not to Exceed \$100,000 for Performance Monitoring and Analysis Services for the Congestion Management Program – **ACTION*** 99

Other Items13. Introduction of New Items – **INFORMATION**

During this segment of the meeting, Commissioners may make comments on items not specifically listed above, or introduce or request items for future consideration.

14. Public Comment

15. Adjournment

***Additional Materials**

Items considered for final approval by the Board shall be noticed as such with **[Final Approval]** preceding the item title.

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The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 6, 7, 9, 19, 21, 47, and 49. For more information about MUNI accessible services, call (415) 701-4485. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. Accessible curbside parking is available on Dr. Carlton B. Goodlett Place and Grove Street.

Board Meeting Agenda

If any materials related to an item on this agenda have been distributed to the Board after distribution of the meeting packet, those materials are available for public inspection at the Transportation Authority at 1455 Market Street, Floor 22, San Francisco, CA 94103, during normal office hours.

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DRAFT MINUTES

SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY

Tuesday, January 29, 2019

1. Roll Call

Chair Peskin called the meeting to order at 10:06 a.m.

Present at Roll Call: Commissioners Brown, Haney, Mandelman, Peskin, Ronen, Stefani and Walton (7)

Absent at Roll Call: Commissioners Fewer (entered during Item 2), Mar (entered during Item 2), Yee (entered during Item 2) and Safai (entered during Item 9) (4)

2. Citizens Advisory Committee Report – INFORMATION

John Larson, Chair of the Citizens Advisory Committee (CAC), reported that the CAC requested an in-person presentation from the San Francisco Municipal Transportation Agency (SFMTA) in regard to the progress of the Van Ness Bus Rapid Transit (BRT) project. He noted that Peter Tannen, member of the CAC, presented a bar graph, based upon the monthly progress reports requested by the CAC, that demonstrated the slow rate of progress, including at least one month-to-month decline in percent completion on the Van Ness BRT project between November 2017 and November 2018. Mr. Larson also commented that the CAC members wondered if lessons from Van Ness BRT could be applied to Geary BRT and Better Market Street projects going forward, specifically pointing out the need for better coordination across city agencies. He also stated that Van Ness BRT updates would be a standing discussion item on CAC agendas.

Mr. Larson commented on another presentation given by SFMTA that was about Muni operator issues which also addressed the need for internal coordination, specifically citing how the Muni operator shortages during the twin peaks tunnel shutdown could have been avoided.

Mr. Larson reported that the CAC supported the \$3.5 million the Prop K requests presented in the day's Board meeting agenda. The CAC also highly recommended support for the Valencia Bikeway Implementation report to be presented to the Board at the February 12, 2019, Board meeting which was of particular interest to CAC members, specifically in regard to student safety and curb management issues on the Valencia corridor.

3. Chair's Report – INFORMATION

Chair Peskin welcomed the newest members of the Board, Commissioners Mar, Haney, and Walton, to the Transportation Authority. He also thanked Commissioner Ronen for her upcoming service as representative to the Metropolitan Transportation Commission (MTC) and thanked former Commissioner Jane Kim for serving on the MTC through the selection process for MTC's new Executive Director, Therese McMillan, citing her as an excellent choice to lead MTC, having served for two and a half decades at the MTC including 8 years as its Deputy Executive Director

for Policy. Chair Peskin further listed Director McMillan's accomplishments and accolades, noting that the Board is looking forward to working her and her team at MTC and the Association of Bay Area Governments starting in March.

Chair Peskin also expressed congratulations and appreciation for outgoing long-time MTC Executive Director Steve Heminger, retiring at the end of February, for being a strong partner to San Francisco for the past two decades and for his leadership on funding many major capital projects, such as Central Subway, and partnerships, such as Regional Bridge Toll Measures 2 and 3.

Chair Peskin also thanked Bay Area Rapid Transit (BART) Board Chair Bevan Dufty for his leadership over the past year and thanked Executive Director Tilly Chang for providing welcoming remarks at BART's annual board workshop and expressing the Transportation Authority's Board appreciation for BART's partnership with San Francisco. He further discussed BART's agenda for the coming year, which includes a focus on modernization and maintenance of the entire system and planning activities for a second Transbay crossing, which would hopefully extend BART to San Francisco's west side. Chair Peskin further thanked BART Board members, including Latifah Simon and Janice Li, as well as BART staff.

Chair Peskin recognized partnerships with two additional regional agencies: Caltrain, in regard to its progress on the electrification project and Business Plan that will act as a roadmap for projects like the Downtown Rail Extension, and the Water Emergency Transportation Authority (WETA), in regards to its work with the Transportation Authority's Treasure Island team on ferry plans.

There was no public comment.

4. Executive Director's Report – INFORMATION

Tilly Chang, Executive Director, said she would forego the Executive Director's Report and instead present the Annual Report later on the agenda.

There was no public comment.

5. Approve the Minutes of the December 11, 2018 Meeting – ACTION

There was no public comment.

Commissioner Yee moved to approve the minutes, seconded by Commissioner Fewer.

The minutes were approved without objection by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mandelman, Mar, Peskin, Ronen, Stefani, Walton and Yee (10)

Absent: Commissioner Safai (1)

6. Election of Chair and Vice Chair for 2019 – ACTION

Commissioner Stefani moved to nominate Commissioner Peskin for Chair of the Transportation Authority, seconded by Commissioner Ronen.

There was no public comment.

Commissioner Peskin was elected Chair by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mandelman, Mar, Peskin, Ronen, Stefani, Walton and Yee (10)

Absent: Commissioner Safai (1)

Chair Peskin thanked his fellow board members for re-electing him as Chair and urged them to help get the TNC tax on the ballot and passed this year.

Commissioner Brown moved to nominate Commissioner Mandelman for Vice Chair of the Transportation Authority, seconded by Commissioner Yee.

There was no public comment.

Commissioner Mandelman was elected Vice Chair by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mandelman, Mar, Peskin, Ronen, Stefani, Walton and Yee (10)

Absent: Commissioner Safai (1)

7. Allocate \$3,526,007 in Prop K Sales Tax Funds, with Conditions, for Two Requests – ACTION

Anna LaForte, Deputy Director for Policy and Programming, presented the item per the staff memorandum.

There was no public comment.

Commissioner Fewer moved to approve the minutes, seconded by Commissioner Mandelman.

The minutes were approved without objection by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mandelman, Mar, Peskin, Ronen, Stefani, Walton and Yee (10)

Absent: Commissioner Safai (1)

8. Approve a Three-Year Professional Services Contracts, with an Option to Extend for Two Additional One-Year Periods, to Civic Edge Consulting and Convey, Inc. in a Combined Amount Not to Exceed \$300,000 for On-Call Communications, Media and Community Relations – ACTION – ACTION

Eric Young, Senior Communications Officer, presented the item per the staff memorandum.

Chair Peskin asked for verification that that none of the winning contractors were lobbyists.

Mr. Young confirmed that none of the prime contractors, nor the subcontractors, were lobbyists.

During public comment, Paul Pendergast, a subcontractor of the winning company, praised the Transportation Authority for its continual outreach to the disadvantaged business community, the local business community, and LGBTQ businesses, and for setting the example for the region and nation.

Commissioner Mandelman moved to approve the item, seconded by Commissioner Stefani.

The item was approved without objection by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mandelman, Mar, Peskin, Ronen, Stefani, Walton and Yee (10)

Absent: Commissioner Safai (1)

9. Adopt the 2018 Annual Report – ACTION

Tilly Chang, Executive Director, presented the Annual Report.

Chair Peskin thanked Executive Director Chang for her report and commented that the new Commissioners should consider this presentation a good overview of the Transportation Authority's work program. He further commented on impacts to small businesses from major transportation projects, like Central Subway and Van Ness BRT, and stated that all the Commissioners would need to work with the SFMTA to mitigate the fiscal impacts to the businesses affected by these projects.

Commissioner Yee thanked Executive Director Chang for her report and echoed Chair Peskin's concerns about the small businesses. He also asked for clarification on the emerging mobility section of the Annual Report and whether it would align with the City's emerging technology task force.

Executive Director Chang acknowledged the commissioners' concerns about small businesses and offered that the agency could follow up on this topic with the SFMTA and perhaps prepare a strategic analysis report. To Commissioner Yee's question, Director Chang said that Transportation Authority staff were participating in the City's emerging technology task force which was drawing upon some of the work the Transportation Authority had completed on this topic. She praised City Administrator Naomi Kelly for unifying city agencies and information across multiple departments through her leadership of the task force.

Commissioner Fewer expressed concerns about impacts of construction work on small businesses and how District 1 would be affected with the implementation of the Geary BRT. She said she hoped that lessons learned from Van Ness BRT could be applied to the Geary BRT work.

Executive Director Chang said that the Transportation Authority staff was listening to all the concerns raised about small business impacts. She noted that city agencies would have a few years to plan for the more intensive construction work for Geary BRT and that the same thinking needed to apply to the Better Market Street, which was currently in its environmental approval period.

Chair Peskin stated that having observed small business impacts from the Central Subway and watching what is happening on Van Ness, the Board of Supervisors and the Transportation Authority Board might be reluctant to appropriate funds for projects if the city agencies don't come up with meaningful mitigation for small businesses in the impacted areas.

Commissioner Brown commented that her constituents had expressed to her that they could not afford to take out more loans, one of the mitigations offered by the City, to keep their businesses afloat when they were already struggling. She opined that the only way to move forward was by offering some form of compensation to affected businesses and to have it written within the project funding guidelines.

Commissioner Walton recalled a previous instance of displaced businesses during a Super Bowl event that received financial compensation and wondered if a similar larger strategy could be put into place for the businesses affected by construction.

Chair Peskin explained that with respect to the Super Bowl event, street vendors with Department of Public Works permits were given a small cash payment for their loss, and with respect to the Central Subway project, cash assistance was given to affected businesses on the 900 and 1000 block of Stockton. Chair Peskin noted that the latter were able to demonstrate a 50 percent decrease in business due to the construction.

Commissioner Safai said the Public Utilities Commission built a mitigation fund into their Visitacion Valley project and echoed Chair Peskin's comments that businesses that could demonstrate impacts based on their previous revenues and gross receipts and should be able to use this information as the basis for a compensation request. He further commented that future transportation projects should have the same kind of mitigation fund written into the scope of the project.

Chair Peskin commented that city agencies were hesitant to write mitigation into the project scope due to the increase in project budget and he reiterated his comment that if small businesses would not be taken care of, then projects should just not happen.

Commissioner Safai observed that if there's flexibility to allow for a change order for unforeseen construction scope, there should be flexibility to accommodate financial mitigation for businesses.

Chair Peskin commented that the Van Ness BRT and Central Subway projects were behind schedule and that businesses should not have to suffer way beyond the announced deadlines.

Executive Director Chang committed to work with her colleagues and the Chair's office to address the issues.

There was no public comment.

Commissioner Safai moved to approve the item, seconded by Commissioner Yee.

The item was approved without objection by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mandelman, Mar, Peskin, Ronen, Safai, Stefani, Walton and Yee (11)

10. Internal Accounting Report, Investment Report, and Debt Expenditure Report for the Six Months Ending December 31, 2018 – INFORMATION

Cynthia Fong, Deputy Director for Finance and Administration, presented the item per the staff memorandum.

Chair Peskin asked about the lack of expenditure of the revenue bonds.

Ms. Fong confirmed that more reimbursements were to be made and the agency would soon be closer to its target.

Chair Peskin asked for clarification on the pending amount.

Ms. Fong commented that the Transportation Authority was still waiting for invoices from sponsor agencies.

Chair Peskin asked what specific items were purchased by the SFMTA and not billed for.

Ms. Fong answered that vehicles were purchased. In response to a request for further clarification by the chair, Ms. Fong explained that the agency works on a reimbursement-basis and that sponsors must incur costs and then request reimbursement from the Transportation Authority before the agency can disburse the funds. She said the Transportation Authority was waiting for invoices from city agencies, especially the SFMTA.

Commissioner Walton asked if it was appropriate to ask the SFMTA if they had acquired vehicles that they mentioned.

Chair Peskin invited Joel Ramos of SFMTA to speak.

Joel Ramos, SFMTA liaison, answered that he did not have the information on hand, but would provide the answer by the end of the meeting.

Chair Peskin responded that the SFMTA had enough cash to purchase light rail vehicles, but its accounting team was short-staffed and had been slow in billing the Transportation Authority for the purchase.

Commissioner Walton commented that the information was helpful, but after a conversation with SFMTA leadership about the new fleet, he still wanted to know about whether the vehicles had been purchased or not.

Ms. LaForte, Deputy Director for Policy and Programming, referenced information in the Annual Report indicating that most of the vehicles, including motor coaches, trolley buses, and LRVs were already purchased and many were in revenue service. She reiterated that the SFMTA had not yet submitted invoices to the Transportation Authority to request reimbursement of Prop K funds.

There was no public comment.

Other Items

11. Introduction of New Items – INFORMATION

There were no new items introduced.

12. Public Comment

During public comment, Francisco DaCosta expressed concerns on multiple topics, including environmental, public health, and constituency representation.

13. Adjournment

The meeting was adjourned at 11:07 a.m.

RESOLUTION ALLOCATING \$3,526,007 IN PROP K SALES TAX FUNDS, WITH
CONDITIONS, FOR TWO REQUESTS

WHEREAS, The Transportation Authority received two requests for a total of \$3,526,007 in Prop K local transportation sales tax funds, as summarized in Attachments 1 and 2 and detailed in the enclosed allocation request forms; and

WHEREAS, The requests seek funds from the following Prop K Expenditure Plan categories: Facilities–Muni and Bicycle Circulation/Safety; and

WHEREAS, As required by the voter-approved Expenditure Plan, the Transportation Authority Board has adopted a Prop K 5-Year Prioritization Program (5YPP) for each of the two aforementioned programmatic categories; and

WHEREAS, Both requests are consistent with the 2019 Prop K Strategic Plan and the relevant 5YPPs; and

WHEREAS, After reviewing the requests, Transportation Authority staff recommended allocating a total of \$3,526,007 in Prop K funds, with conditions, for two projects, as described in Attachment 3 and detailed in the enclosed allocation request forms, which include staff recommendations for Prop K allocation amounts, required deliverables, timely use of funds requirements, special conditions, and Fiscal Year Cash Flow Distribution Schedules; and

WHEREAS, There are sufficient funds in the Capital Expenditures line item of the Transportation Authority's approved Fiscal Year 2018/19 budget to cover the proposed actions; and

WHEREAS, At its January 23, 2019 meeting, The Citizens Advisory Committee considered the subject and unanimously adopted a motion of support for the staff recommendation; now, therefore, be it



RESOLVED, That the Transportation Authority hereby allocates \$3,526,007 in Prop K funds, with conditions, as summarized in Attachment 3 and detailed in the attached allocation request forms; and be it further

RESOLVED, That the Transportation Authority finds the allocation of these funds to be in conformance with the priorities, policies, funding levels, and prioritization methodologies established in the Prop K Expenditure Plan, Strategic Plan, and relevant 5YPPs; and be it further

RESOLVED, That the Transportation Authority hereby authorizes the actual expenditure (cash reimbursement) of funds for these activities to take place subject to the Fiscal Year Cash Flow Distribution Schedules detailed in the enclosed allocation request forms; and be it further

RESOLVED, That the Capital Expenditures line item for subsequent fiscal year annual budgets shall reflect the maximum reimbursement schedule amounts adopted and the Transportation Authority does not guarantee reimbursement levels higher than those adopted; and be it further

RESOLVED, That as a condition of this authorization for expenditure, the Executive Director shall impose such terms and conditions as are necessary for the project sponsors to comply with applicable law and adopted Transportation Authority policies and execute Standard Grant Agreements to that effect; and be it further

RESOLVED, That as a condition of this authorization for expenditure, the project sponsors shall provide the Transportation Authority with any other information it may request regarding the use of the funds hereby authorized; and be it further

RESOLVED, That the Capital Improvement Program of the Congestion Management Program is hereby amended, as appropriate.

Attachments:

1. Summary of Applications Received
2. Project Descriptions
3. Staff Recommendations
4. Prop K Allocation Summaries – FY 2018/19
5. Prop K/Prop AA Allocation Request Forms (2)

Attachment 1: Summary of Applications Received

Source	EP Line No./ Category ¹	Project Sponsor ²	Project Name	Current Prop K Request	Total Cost for Requested Phase(s)	Leveraging			Phase(s) Requested	District(s)
						Expected Leveraging by EP Line ³	Actual Leveraging by Project Phase(s) ⁴			
Prop K	20M	SFMTA	Muni Metro East Expansion	\$ 3,487,532	\$ 3,487,532	90%	0% - significant leveraging in future phases		Planning	10
Prop K	39	SFMTA	Bike to Work Day 2019	\$ 38,475	\$ 38,475	28%	0%		Construction	2
TOTAL				\$ 3,526,007	\$ 3,526,007	89%	0%			

Footnotes

- ¹ "EP Line No./Category" is either the Prop K Expenditure Plan line number referenced in the 2019 Prop K Strategic Plan or the Prop AA Expenditure Plan category referenced in the 2017 Prop AA Strategic Plan, including: Street Repair and Reconstruction (Street), Pedestrian Safety (Ped), and Transit Reliability and Mobility Improvements (Transit).

² Acronyms: SFMTA (San Francisco Municipal Transportation Agency)

³ "Expected Leveraging By EP Line" is calculated by dividing the total non-Prop K funds expected to be available for a given Prop K Expenditure Plan line item (e.g. Pedestrian Circulation and Safety) by the total expected funding for that Prop K Expenditure Plan line item over the 30-year Expenditure Plan period. For example, expected leveraging of 90% indicates that on average non-Prop K funds should cover 90% of the total costs for all projects in that category, and Prop K should cover only 10%.

⁴ "Actual Leveraging by Project Phase" is calculated by dividing the total non-Prop K or non-Prop AA funds in the funding plan by the total cost for the requested phase or phases. If the percentage in the "Actual Leveraging" column is lower than in the "Expected Leveraging" column, the request (indicated by yellow highlighting) is leveraging fewer non-Prop K dollars than assumed in the Expenditure Plan. A project that is well leveraged overall may have lower-than-expected leveraging for an individual or partial phase.

Attachment 2: Brief Project Descriptions ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Project Description
20M	SFMTA	Muni Metro East Expansion	\$3,487,532	Funds will be used for the planning phase to expand the capacity of the Muni Metro East light rail storage and maintenance facility by developing an empty 4-acre lot adjacent to the existing site. The additional capacity is necessary to accommodate an expanding light rail fleet, and will also allow for temporary storage of trolley coach vehicles during planned reconstruction of other vehicle maintenance and storage facilities. This project is on an accelerated schedule with overlapping planning and design phases to allow construction to start by the end of 2022. This request will get the project to about 30% design.
39	SFMTA	Bike to Work Day 2019	\$38,475	Requested funds will be used for promotion and event-day services for Bike to Work Day (BTWD) on May 9, 2019. BTWD is an annual event that encourages newer cyclists to engage in bicycle commuting and supports longer-term cyclists in sustaining their commute habits. Prop K funds will help sponsor BTWD, which is organized by the San Francisco Bicycle Coalition. The SFMTA conducts bicycle counts before, during, and after BTWD during the peak commute hour and has consistently observed increases in bike commuting rates between the pre- and post-BTWD counts over the years.
TOTAL			\$3,526,007	

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendations ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Recommendations
20M	SFMTA	Muni Metro East Expansion	\$ 3,487,532	
39	SFMTA	Bike to Work Day 2019	\$ 38,475	Upon project completion, SFMTA will provide an evaluation report on Bike to Work Day 2019 ridership (e.g. pre-, day-of, and post-day counts).
TOTAL			\$3,526,007	

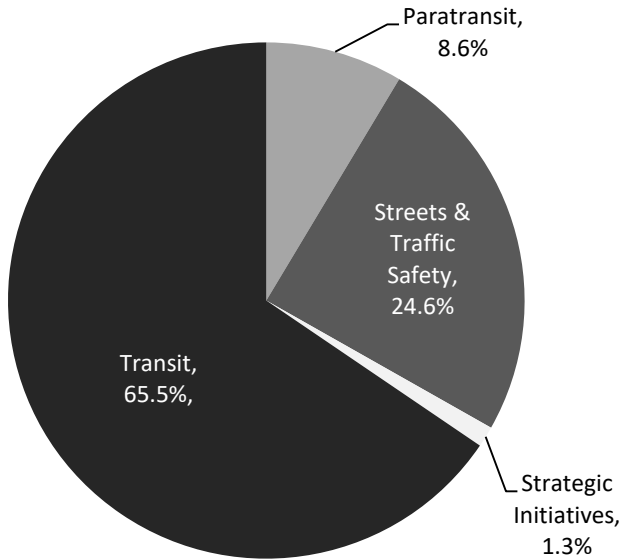
¹ See Attachment 1 for footnotes.

Attachment 4.
Prop K Allocation Summary - FY 2018/19

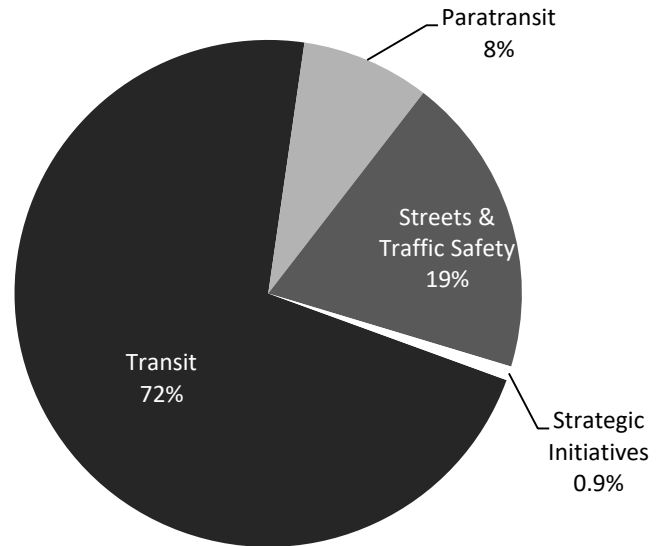
PROP K SALES TAX							
	Total	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Prior Allocations	\$ 76,568,312	\$ 39,436,739	\$ 18,078,869	\$ 16,026,599	\$ 2,457,042	\$ 569,063	\$ -
Current Request(s)	\$ 3,526,007	\$ 38,475	\$ 964,130	\$ 1,062,332	\$ 1,461,070	\$ -	\$ -
New Total Allocations	\$ 80,094,319	\$ 39,475,214	\$ 19,042,999	\$ 17,088,931	\$ 3,918,112	\$ 569,063	\$ -

The above table shows maximum annual cash flow for all FY 2018/19 allocations and appropriations approved to date, along with the current recommended allocation(s).

**Investment Commitments,
per Prop K Expenditure Plan**



Prop K Investments To Date



San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2018/19
Project Name:	Muni Metro East Expansion
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Facilities - MUNI
Current Prop K Request:	\$3,487,532
Supervisory District(s):	District 10

REQUEST

Brief Project Description

The Muni Metro East Expansion Project will expand the capacity of the Muni Metro East light rail storage and maintenance facility to allow for an expanded light rail fleet by developing an empty 4-acre lot adjacent to the existing site. SFMTA also plans to use the additional capacity for temporary storage of trolley coach vehicles during planned reconstruction of other vehicle maintenance and storage facilities.

Detailed Scope, Project Benefits and Community Outreach

The Muni Metro East Expansion Project will develop an empty 4-acre lot east of the existing 17-acre Muni Metro East Facility. Improvements will include paving the site, construction of electrical infrastructure for the storage of trolley coach vehicles and the operation of a trolley operations division. In the future, these baseline improvements will be converted for the storage of up to 36 light rail vehicles, and possible construction of a maintenance building for light rail vehicles as the light rail fleet grows and additional fleet storage capacity is needed. Increasing the capacity of the site will provide vehicle storage capacity for future expansion of both the bus and light rail fleets. It will also be a "swing facility" for interim storage of transit vehicles while other vehicle storage/maintenance facilities are reconfigured, expanded and/or rebuilt as planned in SFMTA's 2017 Facilities Framework.

Scope by Task

Task 1: Finalize Project Scope

Deliverable: Final Scope Statement

This task will, upon completion of a site survey and preliminary environmental and geotechnical investigations, prepare a detailed scope statement of what will be constructed at the site. This will include the power requirements for the site, what the storm drainage system will entail, the hazardous remediation required for existing soil conditions, the level of geotechnical investigation required, the pavement design across the site, the requirements for overhead catenary system, the requirements for trailers for bus dispatch and employee restrooms, lockers, and break areas, traffic striping criteria, bus routing through the site, and site lighting criteria.

Work will begin Feb 2019 and end June 2019. Estimated Cost: \$270,000

Task 2: Develop 30% Design Drawings

Deliverable: 30% Design Drawings

This task will develop drawings to the roughly 30% design level. These drawings will include an alta survey, a demolition drawing that will show the site, drainage drawings that will show rough storm drain lines and where they would connect to, a utility composite, layout of the site that shows the bus parking lanes, the overhead catenary poles, and the trailer locations, and site lighting that will show pole locations. Work will begin Jan 2019 and end Jan 2021.

Estimated Cost: \$2,017,000

Task 3: Develop Project Schedule, including construction schedule

Deliverable: Refined Project Schedule

This task will provide a refined schedule for the project. This will include the planning, design, bid and award, construction, construction closeout, and project closeout phases. It will have a separate activity for the environmental

clearance.

Work will begin Feb 2019 and end Jan 2021.

Estimated Cost: \$400,000

Task 4: Develop environmental clearance

Deliverable: Approved environmental clearance documentation, expected to be a categorical exemption

This task is the development of the environmental clearance for the project. This will require the development of an application memo to the San Francisco Planning Department that describes the scope of the work and conceptual drawings of the site layout. It will also include language stating what the purpose of the project will be.

Work will begin Feb 2019 and end Jan 2020.

Estimated cost: \$400,000

Task 5: Refine project cost and funding

Deliverable: Refined Project Cost Estimate

This task will provide a refined cost estimate and funding plan for the project. Costs will include environmental clearance, design fees, staff costs, construction costs including demolition, haz mat remediation, soil stabilization, storm drainage, electrical power, concrete pavements, furnishing trailers, striping costs, site lighting, and overhead catenary system.

Contingencies will also be included.

Work will begin Feb 2019 and end Jan 2021.

Estimated cost \$400,000

SFMTA's complete 2017 Facilities Framework is available for download at:

https://www.sfmta.com/sites/default/files/reports-and-documents/2018/04/sfmta_-_2017_facilities_framework_final.pdf.

Project Location

The four acre lot east of the existing Muni Metro East Facility

Project Phase(s)

Planning/Conceptual Engineering

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Named Project
Is 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:	\$3,487,532

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2018/19
Project Name:	Muni Metro East Expansion
Grant Recipient:	San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Environmental Type:	TBD
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering	Jan-Feb-Mar	2019	Jan-Feb-Mar	2021
Environmental Studies (PA&ED)	Jan-Feb-Mar	2019	Jan-Feb-Mar	2020
Right of Way				
Design Engineering (PS&E)	Jul-Aug-Sep	2020	Jan-Feb-Mar	2022
Advertise Construction	Apr-May-Jun	2022		
Start Construction (e.g. Award Contract)	Oct-Nov-Dec	2022		
Operations				
Open for Use			Jan-Feb-Mar	2024
Project Completion (means last eligible expenditure)			Jan-Feb-Mar	2025

SCHEDULE DETAILS

SFMTA anticipates a Categorical Exemption and that an EIR will not be required, as the project was included as part of the EIR for the Eastern Neighborhoods area plan. Project is on an accelerated schedule, with overlapping planning and design phases.

The Planning and Design phases overlap to facilitate an accelerated project schedule. SFMTA expects to finalized the scope of early construction work (e.g. drainage, street design, electrical supply etc.) before full completion of the Planning phase. SFMTA will begin final design of those elements while the rest of the scope of the project is still being developed. SFMTA also plans to compress the bid-and-award process, allowing construction to start in the same fiscal quarter that the contract will be advertised.

Planning phase schedule by task:

Task #	Start	End
Task 1	Feb 2019	June 2019
Task 2	Feb 2019	Jan 2021
Task 3	Feb 2019	Jan 2021
Task 4	Feb 2019	Jan 2020
Task 5	Feb 2019	Jan 2021

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2018/19
Project Name:	Muni Metro East Expansion
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Facilities - MUNI	\$0	\$3,487,532	\$0	\$3,487,532
Phases in Current Request Total:	\$0	\$3,487,532	\$0	\$3,487,532

FUNDING PLAN - ENTIRE PROJECT (ALL PHASES)

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K	\$0	\$8,187,209	\$0	\$8,187,209
TBD - (GO BOND, SFMTA OPERATING, REVENUE BOND, DEVELOPER FEES)	\$7,258,076	\$0	\$0	\$7,258,076
PROP B GENERAL FUND	\$8,400,000	\$0	\$0	\$8,400,000
DEVELOPER - PIER 70	\$4,743,044	\$0	\$0	\$4,743,044
DEVELOPER - MISSION ROCK	\$8,788,295	\$0	\$0	\$8,788,295
Funding Plan for Entire Project Total:	\$29,189,415	\$8,187,209	\$0	\$37,376,624

COST SUMMARY

Phase	Total Cost	Prop K	Source of Cost Estimate
Planning/Conceptual Engineering	\$3,487,532	\$3,487,532	2017 SFMTA Facilities Framework
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$4,699,677	\$1,899,677	2017 SFMTA Facilities Framework
Construction	\$29,189,415	\$2,800,000	2017 SFMTA Facilities Framework
Operations	\$0	\$0	
Total:	\$37,376,624	\$8,187,209	

% Complete of Design:	2.0%
As of Date:	10/24/2018
Expected Useful Life:	25 Years

MAJOR LINE ITEM BUDGET - PLANNING

BUDGET SUMMARY	
Agency	Total
SFMTA	\$ 3,487,032
Attorney Fees	\$ 500
Total	\$ 3,487,532

DETAILED LABOR COST ESTIMATE - SFMTA							
SFMTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total	
Project Manager III	2,232	\$ 78.45	\$ 3.26	\$ 255.36	1.09	\$	569,917
Engineer	1,500	\$ 73.40	\$ 3.26	\$ 239.27	0.73	\$	358,905
Planner IV	1,588	\$ 68.51	\$ 3.26	\$ 223.33	0.77	\$	354,648
Associate Engineer	10,557	\$ 64.03	\$ 3.26	\$ 208.73	5.15	\$	2,203,563
Total	15,877				7.74	\$	3,487,032

SFMTA LABOR - COST BY TASK					
Task	Total Cost by Task	Project Manager	Engineer	Planner	Assoc. Engineer
Task 1 - Finalize Project Scope	270,682	270,682			
Task 2 - Develop 30% Design Drawings	2,017,242	49,029	358,905		1,609,308
Task 3 - Develop project Schedule including construction schedule	400,606	79,162			321,444
Task 4 - Develop environmental clearance	403,119	48,471		354,648	
Task 5 - Refine project cost	395,383	122,573			272,810
Total	3,487,032	569,917	358,905	354,648	2,203,563

MAJOR LINE ITEM BUDGET - DESIGN PHASE (Not part of subject request)

SUMMARY BY MAJOR LINE ITEM - DESIGN		
Budget Line Item	Totals	% of phase
1. Total Labor	\$ 2,799,677	
2. Consultant	\$ 700,000	
3. Other Direct Costs	\$ 100,000	
4. Contingency	\$ 1,100,000	31%
TOTAL PHASE	\$ 4,699,677	

TOTAL LABOR COST BY AGENCY		
SFMTA	\$	2,799,677
SFPW	\$	1,900,000
TOTAL	\$	4,699,677

MAJOR LINE ITEM BUDGET - CONSTRUCTION (Not part of subject request)

SUMMARY BY MAJOR LINE ITEM (BY AGENCY LABOR BY TASK)					
Budget Line Item	Totals	% of contract	SFPW	SFMTA	Contractor
1. Contract					
Task 1: Site Demolition	\$ 1,100,000				\$ 1,100,000
Task 2: Soil Remediation	\$ 2,100,000				\$ 2,100,000
Task 3: Site Utilities	\$ 4,000,000				\$ 4,000,000
Task 3: Concrete Paving	\$ 10,000,000				\$ 10,000,000
Task 4: OCS	\$ 1,100,000				\$ 1,100,000
Task 5: Fencing and Gates	\$ 700,000				\$ 700,000
Task 5: Operations Trailers	\$ 1,100,000				\$ 1,100,000
Subtotal	\$ 20,100,000				\$ 20,100,000
2. Construction Management/Support	\$ 3,015,000	15%	\$ 500,000	\$ 2,515,000	
3. Other Direct Costs *	\$ 100,000		\$ 10,000	\$ 90,000	
4. Contingency	\$ 5,974,415.00	30%		\$ 5,974,415	
TOTAL CONSTRUCTION PHASE	\$ 29,189,415		\$ 510,000	\$ 8,579,415	\$ 20,100,000

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2018/19
Project Name:	Muni Metro East Expansion
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$3,487,532	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$3,487,532	Total Prop AA Recommended:	\$0

SGA Project Number:	120-910***	Name:	Muni Metro East Expansion
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	09/30/2022
Phase:	Planning/Conceptual Engineering	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-120M	\$0	\$964,130	\$1,062,332	\$1,461,070	\$0	\$3,487,532

Deliverables

1. Quarterly progress reports shall provide the percent complete for the planning phase as a whole, percent complete for each major task, and any changes to the anticipated completion dates of the individual tasks or the project as a whole, in addition to all other requirements described in the Standard Grant Agreement (SGA). See SGA for definitions.
2. On completion of Task 1 (anticipated June 2019): Provide final scope statement.
3. On completion of Task 2 (anticipated January 2021): Provide 30% design drawings.
4. On completion of Task 3 (anticipated January 2021): Provide refined project schedule.
5. On completion of Task 4 (anticipated January 2020): Provide evidence of environmental clearance.
6. On completion of Task 5 (anticipated January 2021): Provide refined project cost estimate and funding plan.

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.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.0%	No Prop AA
Actual Leveraging - This Project	78.1%	No Prop AA

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

FY of Allocation Action:	FY2018/19
Project Name:	Muni Metro East Expansion
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

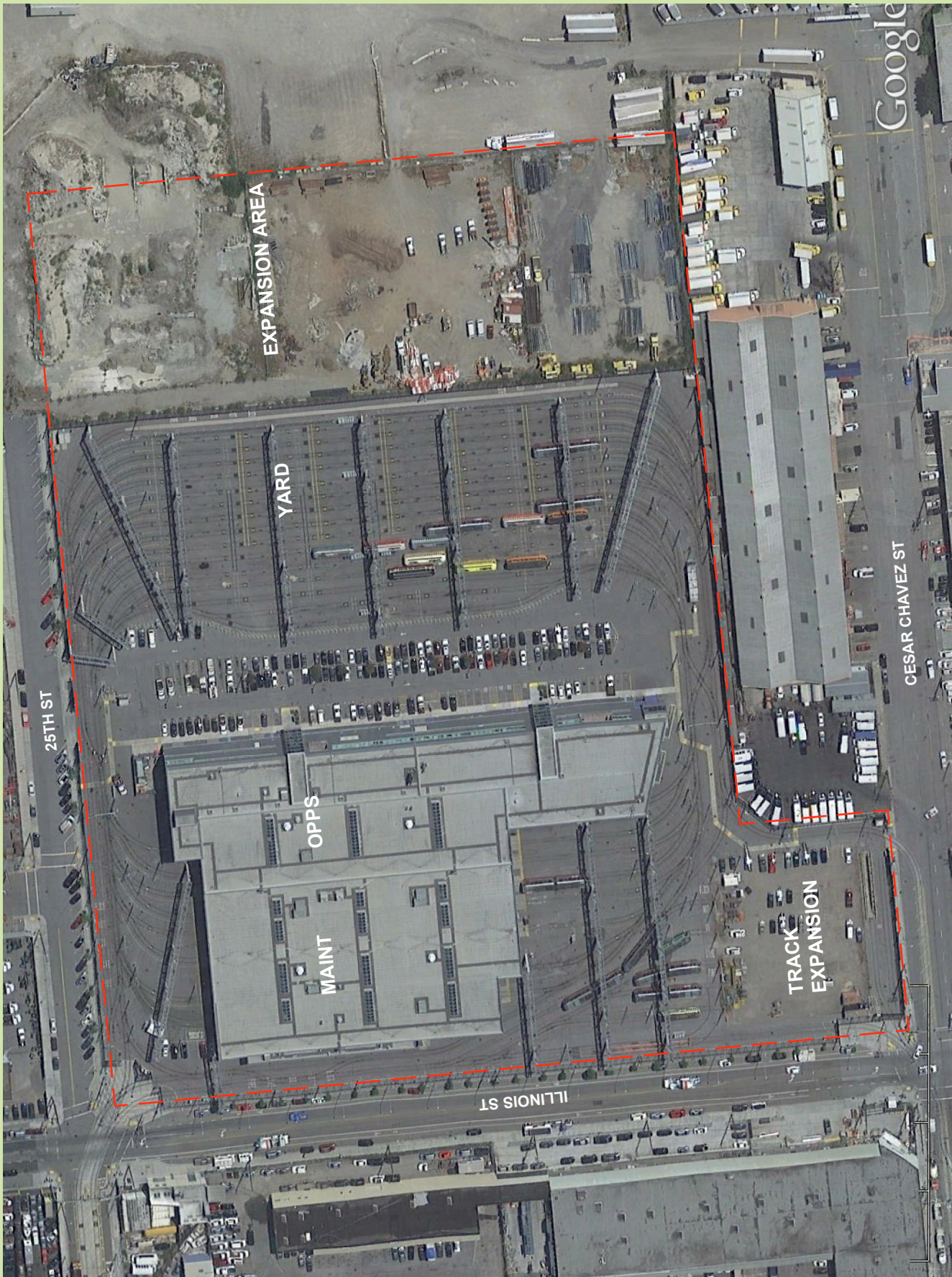
Current Prop K Request:	\$3,487,532
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement
LY

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	David Greenaway	Joel C Goldberg
Title:		Grants Procurement Manager
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San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2018/19
Project Name:	Bike to Work Day 2019
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Bicycle Circulation/Safety
Current Prop K Request:	\$38,475
Supervisory District(s):	Citywide

REQUEST

Brief Project Description

Bike to Work Day (BTWD) is an annual event that promotes cycling as a viable option for commuting to work or school. Prop K funds will be used for sponsorship of BTWD, including event promotion in advance of BTWD as well as event-day services like energizer stations with educational materials and activities.

Detailed Scope, Project Benefits and Community Outreach

The SFMTA requests \$38,475 to sponsor Bike to Work Day activities in San Francisco.

Scope

Bike to Work Day (BTWD) is an annual event that promotes cycling as a viable option for commuting. BTWD is a nationwide event but is sponsored locally by public agencies and private advocacy groups. This year, San Francisco's BTWD event will be held on Thursday, May 9, 2019. BTWD is a highly popular and publicized event with a steadily increasing participation rate.

The San Francisco Municipal Transportation Agency (SFMTA) and SFCTA will be the primary sponsors of the 2019 BTWD event. The SFMTA intends to use Prop K funds to cover the costs associated with the sponsorship of the 2019 BTWD event. Prop K will fund a contract with the San Francisco Bicycle Coalition (SFBC). The SFBC is responsible for the design, printing, and distribution of promotional materials; event-day services like energizer station pop-ups where BTWD participants can receive refreshments, prizes, bicycle safety education/information or basic repairs; and transit vehicle and shelter advertisements.

Benefits

BTWD, perhaps the most widely celebrated and best-promoted event for bicycling in the San Francisco Bay Area, introduces new cyclists to bicycle commuting and supports long-time cyclists in sustaining their commute habits. The benefits of bicycle commuting are numerous and well-documented. For commuters, bicycling is an economical, flexible and healthy mode of travel. For the greater community and environment, bicycles are a non-polluting, congestion-reducing mode that makes the most efficient use of both scarce natural resources and the existing transportation system.

While there have been few studies specifically focused on the effectiveness of events like BTWD in changing behavior/attracting new bike commuters and riders, local evidence suggests that BTWD and similar marketing campaigns are successful at recruiting new bicycle commuters. In 2011, the Alameda County Transportation Commission completed a two-year study evaluating the impact of BTWD participation on bicycle commuting within Alameda County. Twenty-seven percent of those surveyed stated that they rode their bicycles more often than before BTWD. A survey conducted in June and July of 2010 of registered BTWD participants across the Bay Area found that 14% of respondents started biking because of the 2010 BTWD, and 20% of respondents reported that they started biking because of a previous BTWD. In San Francisco, participation in BTWD continues to increase. The number of bikes counted during the morning BTWD commute along the Market Street corridor increased by 30% between 2009 and 2016. In 2018*, the number of cyclists on Market Street captured by our in-pavement counters was 33% higher than in 2016, although lower numbers were reported in 2017.

Public Engagement

The SFMTA will coordinate with the SFBC to promote BTWD prior to and on the day of the event. Event promotion and outreach for the broadest public audience feasible will be accomplished through broadcast, print, and outdoor media and will include the design, printing, and distribution of promotional posters in English, Spanish, and Chinese. Day-of public engagement will occur at the aforementioned energizer stations, which will be strategically and equitably distributed through San Francisco, including in underserved communities and along high volume bicycle routes. The SFMTA and SFBC are committed to fostering a well-publicized and well-attended event that encourages newer cyclists to engage in bicycle commuting and supports longer-term cyclists in sustaining their commute habits.

Project Evaluation

The SFMTA will collect data from bicycle counters located throughout San Francisco prior to, on the day of, and after BTWD 2019. The SFMTA will use this data to assess participation in BTWD in 2019 and compare 2019 participation rates to previous BTWD events.

* In-pavement counter figures from 2018 are preliminary as data cleaning has not been completed.

Project Location

Citywide

Project Phase(s)

Construction

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Named Project
Is 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:	\$38,475

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2018/19
Project Name:	Bike to Work Day 2019
Grant Recipient:	San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Environmental Type:	N/A
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)	Apr-May-Jun	2019		
Operations				
Open for Use				
Project Completion (means last eligible expenditure)			Apr-May-Jun	2019

SCHEDULE DETAILS

Bike to Work Day 2019 will be held on Thursday, May 9, 2019.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2018/19
Project Name:	Bike to Work Day 2019
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Bicycle Circulation/Safety	\$0	\$38,475	\$0	\$38,475
SFMTA OPERATING FUNDS	\$0	\$0	\$1,700	\$1,700
Phases in Current Request Total:	\$0	\$38,475	\$1,700	\$40,175

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$40,175	\$38,475	Equivalent to past years for same project
Operations	\$0	\$0	
Total:	\$40,175	\$38,475	

% Complete of Design:	N/A
As of Date:	N/A
Expected Useful Life:	N/A

MAJOR LINE ITEM BUDGET

SUMMARY BY MAJOR LINE ITEM (BY AGENCY LABOR BY TASK)				
Budget Line Item	Totals	SFMTA	Contractor	
SFBC Sponsorship	\$ 38,475		\$	38,475
SFMTA Staff Support*	\$ 1,700	\$ 1,700		
TOTAL CONSTRUCTION PHASE	\$ 40,175	\$ 1,700	\$	38,475

* Includes \$500 in City Attorney Fees

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2018/19
Project Name:	Bike to Work Day 2019
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$38,475	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$38,475	Total Prop AA Recommended:	\$0

SGA Project Number:		Name:	Bike to Work Day 2019
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	12/31/2019
Phase:	Construction	Fundshare:	95.77

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-139	\$38,475	\$0	\$0	\$0	\$0	\$38,475

Deliverables

- SFMTA shall provide electronic copies of draft 2019 BTWD collateral to the SFCTA to approve the Prop K attribution prior to their hard copy production or public distribution.
- Upon project completion, provide electronic copies of 2019 BTWD collateral, an evaluation report on BTWD ridership (at a minimum including pre-, day of, and post BTWD counts, and comparison to prior year participation), and 2 to 3 digital photos of BTWD events.

Special Conditions

- The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

Notes

- As a reminder, per the Standard Grant Agreement, all flyers, brochures, posters, websites and other similar materials prepared with Proposition K funding shall comply with the attribution requirements established in the Standard Grant Agreement

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	4.23%	No Prop AA
Actual Leveraging - This Project	4.23%	No Prop AA

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2018/19
Project Name:	Bike to Work Day 2019
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$38,475
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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.

Initials of sponsor staff member verifying the above statement
LY

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Miriam Sorell	Joel C Goldberg
Title:	TDM Program Manager	Grants Procurement Manager
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Memorandum

Date: January 16, 2019
To: Transportation Authority Board
From: Anna LaForte – Deputy Director for Policy and Programming
Subject: 01/29/2019 Board Meeting: Allocate \$3,526,007 in Prop K Sales Tax Funds, with Conditions, for Two Requests

RECOMMENDATION ☐ Information ☒ Action

Allocate \$3,526,007 in Prop K funds to the San Francisco Municipal Transportation Authority (SFMTA) for two requests:

1. Muni Metro East Expansion (\$3,487,532)
2. Bike to Work Day 2019 (\$38,475)

SUMMARY

We are presenting two requests totaling \$3,526,007 in Prop K funds to the Board for approval. Attachment 1 lists the requests, including requested phase(s) and supervisorial district(s) for each project. Attachment 2 provides a brief description of each project. Attachment 3 contains the staff recommendations.

- ☒ Fund Allocation
- ☐ Fund Programming
- ☐ Policy/Legislation
- ☐ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☐ Budget/Finance
- ☐ Contracts
- ☐ Other: _____

DISCUSSION

Attachment 1 summarizes the subject allocation requests, including information on proposed leveraging (i.e. stretching Prop K sales tax dollars further by matching them with other fund sources) compared with the leveraging assumptions in the Prop K Expenditure Plan. Attachment 2 includes a brief description of each project. Attachment 3 summarizes the staff recommendations for the requests, highlighting special conditions and other items of interest. An Allocation Request Form for each project is attached, with more detailed information on scope, schedule, budget and funding.

FINANCIAL IMPACT

The recommended action would allocate \$3,526,007 in Prop K funds. The allocations would be subject to the Fiscal Year Cash Flow Distribution Schedules contained in the attached Allocation Request Forms.

Attachment 4 shows the approved Fiscal Year (FY) 2018/19 allocations and appropriations to date, with associated annual cash flow commitments as well as the recommended allocations, appropriation and cash flow amounts that are the subject of this memorandum.

Sufficient funds are included in the adopted FY 2018/19 budget to accommodate the recommended actions. Furthermore, sufficient funds will be included in future budgets to cover the recommended cash flow distribution for those respective fiscal years.

CAC POSITION

The CAC unanimously adopted a motion of support for this item at its January 23, 2019, meeting.

SUPPLEMENTAL MATERIALS

Attachment 1 – Summary of Applications Received

Attachment 2 – Project Descriptions

Attachment 3 – Staff Recommendations

Attachment 4 – Prop K Allocation Summaries – FY 2018/19

Attachment 5 – Prop K/AA Allocation Request Forms (2)

RESOLUTION AWARDING THREE-YEAR PROFESSIONAL SERVICES CONTRACTS, WITH AN OPTION TO EXTEND FOR TWO ADDITIONAL ONE-YEAR PERIODS, TO CIVIC EDGE CONSULTING AND CONVEY, INC. IN A COMBINED AMOUNT NOT TO EXCEED \$300,000 FOR ON-CALL STRATEGIC COMMUNICATIONS, MEDIA AND COMMUNITY RELATIONS SERVICES, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE CONTRACT PAYMENT TERMS AND NON-MATERIAL CONTRACT TERMS AND CONDITIONS

WHEREAS, The Transportation Authority has regular needs to communicate with the public, the media, policymakers, and key stakeholders in partner agencies and the private and non-profit sectors on a wide range of agency and project-specific matters; and

WHEREAS, Given the wide range of desired proficiencies and experience, the amount and complexity of the Transportation Authority's work program, and occasional conflicts of interest or availability that arise for specific efforts, there is a need for broad and deep access to communications, media, and community relations skills; and

WHEREAS, Staff propose to contract with two consultant teams with whom the Transportation Authority may call upon on a task order basis; and

WHEREAS, On November 1, 2018, the Transportation Authority and the Treasure Island Mobility Management Agency (TIMMA) issued a Request for Qualifications (RFQ) on-call strategic communications, media and community relations services to support the Transportation Authority's and TIMMA's work program over the next three years; and

WHEREAS, The Transportation Authority received ten Statements of Qualifications in response to the RFQ by the due date of December 5, 2018; and

WHEREAS, A selection panel comprised of San Francisco Environment and Transportation



Authority staff evaluated the Statements of Qualifications based on qualifications and other criteria identified in the RFQ and interviewed six firms between January 8-9, 2019; and

WHEREAS, Based on the competitive process defined in the evaluation criteria of the RFQ document, the selection panel recommended awarding contracts to the two highest-ranked firms: Civic Edge Consulting and Convey, Inc.; and

WHEREAS, The selection panel recommended that the Transportation Authority and TIMMA both award contracts to the same two firms as the agencies' share communications staff resources which will enhance staff efficiency in issuing task orders and supporting project needs; and

WHEREAS, The Transportation Authority's portion of the scope of work described in the RFQ is anticipated in the Transportation Authority's adopted Fiscal Year 2018/19 work program and budget through relevant projects and studies, and sufficient funds will be included in future fiscal year budgets to cover the cost of these contracts; and

WHEREAS, The professional services contracts will be funded by a combination of federal Surface Transportation Planning grants, federal and/or state grants from Caltrans and the Metropolitan Transportation Commission, local agency contributions and Prop K sales tax funds; and

WHEREAS, At its January 23, 2019 meeting, the Citizens Advisory Committee considered the subject and unanimously adopted a motion of support for the staff recommendation; now, therefore, be it

RESOLVED, That the Transportation Authority hereby awards three-year professional services contracts, with an option to extend for two additional one-year periods, to Civic Edge Consulting and Convey, Inc. in a combined amount not to exceed \$300,000 for on-call strategic communications, media and community relations services; and be it further

RESOLVED, That the Executive Director is hereby authorized to negotiate contract payment terms and non-material contract terms and conditions; and be it further

RESOLVED, That for the purposes of this resolution, “non-material” shall mean contract terms and conditions other than provisions related to the overall contract amount, terms of payment, and general scope of services; and be it further

RESOLVED, That notwithstanding the foregoing and any rule or policy of the Transportation Authority to the contrary, the Executive Director is expressly authorized to execute agreements and amendments to agreements that do not cause the total agreement value, as approved herein, to be exceeded and that do not expand the general scope of services.

Attachment:

1. Scope of Services

Attachment 1

Scope of Services

The Transportation Authority has regular needs to communicate with policymakers, the media, key stakeholders, the general public, partner agencies and the private and non-profit sectors, on a wide range of agency and project-specific matters. The below areas of expertise and example task types are representative of the Transportation Authority needs in the coming three years – additional undetermined task types are anticipated to be needed and not all task types listed below will necessarily be produced under this contract in the next three years. Example tasks include: 1) agency-wide outreach/communications, and 2) project-specific outreach/communications.

Areas of Expertise

In seeking assistance with communications, outreach and engagement efforts, the Transportation Authority seeks to advance the following goals and objectives:

- Raise awareness about our roles, purpose, and operations to the general public;
- Provide consistent and easy-to-understand public communication regarding our work;
- Maintain a common communications voice and strengthen quality assurance/quality control, while maintaining the flexibility for rapid responses;
- Collaborate with the community to develop shared visions and action plans for improving transportation in San Francisco; and
- Engage with, and solicit input from, policymakers, the general public, and stakeholder groups in our initiatives and projects, and in particular develop methods to obtain meaningful input from hard-to-reach-population segments.

To achieve these goals, we will need expertise in the following communications and outreach areas:

1. Strategic Communications
2. Message Framing
3. Public Relations
4. Media Relations
5. Public Outreach
6. Marketing
7. Public Opinion Surveys/Market Research/Focus groups
8. Crisis Communications
9. Graphic Design
10. Meeting Facilitation and/or Design Thinking
11. Event planning
12. Photography/videography
13. Online and/or Technology Engagement/Outreach Tools (examples could include webinars, online data visualization tools, online engagement tools, telephone town halls, etc.)

Attachment 1

Scope of Services

14. Translation (both verbal and written). Translation services must also include interpretation to culturally relevant terms.

Details of Scopes of Work

We anticipate that Task Orders will be developed to address the following areas of work during the duration of the contract(s):

A. Agency-wide Outreach/Communications

1. Media/Public Relations Services

- a. Support communications with the media, including development of communications materials
- b. Demonstrate experience with all media formats, including print/radio/television from local to national level, bloggers, advertising, social media, etc.
- c. Demonstrate experience placing media stories/opinion-editorials/letters to the editor

Deliverables: press list and kit; media plan; media advisories; press kit development and distribution; press events; log of media hits

2. Opinion/Market Research

- a. Administer opinion research such as focus groups, polls, surveys conducted via a range of methodologies (intercept, mail, phone, online) or other types of opinion research as needed

Deliverables: focus group/polling results; development and administration of focus groups/polling

3. Events

- a. Support communications with the planning and execution of events, including ribbon cutting ceremonies, press events, networking events, celebratory events, etc.

Deliverables: event plan; invitation list; event logistics including catering/food/beverage service/entertainment

4. Branding, Messaging, Images

- a. Develop messaging/branding/images/graphics to support Transportation Authority initiatives

Deliverables: messaging, branding, and images that support agency initiatives

5. Relationship Building and Management Support

- a. Track partner agency and policymaker initiatives and suggest ways for the Transportation Authority to provide cross support or to collaborate on relevant initiatives
- b. Facilitate meetings with key groups/individuals related to the Transportation Authority's initiatives

Deliverables: proposals on communications initiatives/events that advance Transportation Authority goals and align with relevant initiatives

Attachment 1

Scope of Services

6. Administration and Reporting

- a. Project phone calls/in-person meetings, including agendas and meeting minutes
- b. Management of overall project tasks and invoice preparation

Deliverables: meeting notes; progress updates; project reporting and monthly invoices by task

B. Project-Specific Outreach/Communications**1. Communications Plan Development**

- a. Develop and implement robust outreach and communications strategies - which will include strategies to reach non-English speaking and/or other hard to reach communities - to support advancement of agency plans, programs or efforts
- b. Be proficient in taking complicated technical material and translating it into readily digestible and publicly understandable concepts
- c. Identify innovative public engagement and involvement methods and processes
- d. Identify strategies for developing projects and recommendations that gain the support of/respond to the needs of all project stakeholders
- e. Develop and/or review communications collateral and/or plans

Deliverables: draft and final communications plans; draft and final versions of communications collateral

2. Communications Plan Execution

- a. Implement outreach plan, working with any combination of the project team, communications staff and potentially outside agencies reporting to the Transportation Authority
- b. Secure venues for meetings
- c. Reach out to relevant audiences online and in-person to participate in meetings and events
- d. Oversee logistics to arrange for food/beverage, child care, or other needed services at public events
- e. Staff meetings, open houses or other events as appropriate
- f. Arrange for translation of materials or arrange for live translation services
- g. Arrange for notification to the public of open house or other public outreach events

Deliverables: venues secured for meetings with appropriate services provided; translation services; advance public notification of events

3. Administration and Reporting

- a. Project phone calls/in-person meetings, including agendas and meeting minutes
- b. Management of overall project tasks and invoice preparation

Deliverables: meeting notes; progress updates; project reporting and monthly invoices by task



Memorandum

Date: January 16, 2019
To: Transportation Authority Board
From: Eric Young – Senior Communications Officer
Subject: 01/29/19 Board Meeting: Award Three-Year Professional Services Contracts, with an Option to Extend for Two Additional One-Year Periods, to Civic Edge Consulting and Convey, Inc. in a Combined Amount Not to Exceed \$300,000 for On-Call Strategic Communications, Media and Community Relations Services

RECOMMENDATION ☐ Information ☒ Action

- Award three-year professional services contracts, with an option to extend for two additional one-year periods, to Civic Edge Consulting and Convey, Inc. in a combined amount not to exceed \$300,000 for on-call strategic communications, media, and community relations services
- Authorize the Executive Director to negotiate contract payment terms and non-material terms and conditions

SUMMARY

We are seeking consultant services to provide on-call strategic communications, media, and community relations services. The Transportation Authority has regular needs to communicate with policymakers, the media, key stakeholders, the general public, partner agencies, and the private and non-profit sectors on a wide range of agency and project-specific matters. We issued a Request for Qualifications (RFQ) in November. By the proposal due date, we received 10 Statements of Qualifications. Following interviews with six firms, the multi-agency selection panel recommend award of contracts to the two highest-ranking firms: Civic Edge Consulting and Convey, Inc. The establishment of multiple contracts with consultant teams will enable the Transportation Authority to enlist the services of a broad range of communications and outreach consultants on an on-call, as-needed basis.

- ☐ Fund Allocation
- ☐ Fund Programming
- ☐ Policy/Legislation
- ☐ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☐ Budget/Finance
- ☒ Contract/Agreement
- ☐ Other:

DISCUSSION

Background.

The Transportation Authority has regular needs to communicate with policymakers, the media, key stakeholders, the general public, partner agencies, and the private and non-profit sectors on a wide range of agency and project-specific matters. We initiated a procurement process seeking on-call strategic communications, media, and community relations services to support the Transportation Authority's work program. Our current on-call communications contracts, with one team led by Civic

Edge Consulting (formerly Barbary Coast Consulting) and the other by Davis & Associates Communications, Inc. are approaching the end of their contract term.

In seeking assistance with communications, outreach, and engagement efforts, we strive to advance the following goals and objectives:

- Raise awareness about the our roles, purpose, and operations to the general public;
- Provide consistent and easy-to-understand public communication regarding the our work;
- Maintain a common communications voice and strengthen quality assurance/quality control, while maintaining the flexibility for rapid responses;
- Collaborate with the community to develop shared visions and action plans for improving transportation in San Francisco; and
- Engage with, and solicit input from, policymakers, the general public, and stakeholder groups in our initiatives and projects, and in particular, develop methods to obtain meaningful input from hard-to-reach-population segments.

The scope of services, included as Attachment 1, covers two major areas of work: agency-wide outreach and communications and project-specific outreach and communications.

Given the wide range of desired proficiencies and experience; the amount and complexity of the Transportation Authority's work program; and occasional conflicts of interest or availability that arise for specific efforts, there is a need for broad and deep access to communications, media, and community relations skills. Therefore, we propose to contract with two consultant teams with whom the Transportation Authority may call upon on a task order basis. This also is intended to increase competition and allow for improved responsiveness (e.g., during times of peak demand). We have used this type of arrangement for our previous on-call communications contracts, and found it to be beneficial to the Transportation Authority's work program.

Procurement Process.

The Transportation Authority and TIMMA issued a joint RFQ for on-call strategic communications, media, and community relations services on November 1, 2018. We hosted a pre-proposal conference at our offices on November 14, which provided opportunities for small businesses and larger firms to meet and form partnerships. 22 firms attended the conference. We took steps to encourage participation from small and disadvantaged business enterprises, including advertising in six local newspapers: the San Francisco Chronicle, San Francisco Examiner, the Small Business Exchange, Nichi Bei, the Western Edition, and the San Francisco Bayview. We also distributed the RFQ and questions and answers to certified small, disadvantaged, and local businesses; Bay Area and cultural chambers of commerce; and small business councils.

By the due date of December 5, 2018, we received 10 Statements of Qualifications in response to the RFQ. A selection panel comprised of Transportation Authority and San Francisco Environment staff evaluated the proposals based on qualifications and other criteria identified in the RFQ, including the proposer's understanding of project objectives, technical and management approach, and capabilities and experience. The panel selected six firms to interview between January 8 and 9, 2019. Based on the competitive process defined in the RFQ, the panel recommends that the Board award contracts to the

Agenda Item 4

two highest-ranked firms: Civic Edge Consulting and Convey, Inc. The two highest-ranked teams provide a strong set of skills, specialists, and relevant project experience. Civic Edge Consulting has a proven track record of performance in all on-call task areas and a deep bench of experienced sub-consultants, while Convey demonstrates strong capabilities to execute creative communications to support our agency's work in emerging mobility and pricing.

The selection panel recommends that the Transportation Authority and TIMMA both award contracts to the same two firms, as both agencies share communications resources. Awarding contracts to the same on-call communications consultant teams will enhance staff efficiency in issuing task orders and supporting project needs. The contract award for TIMMA's portion of the contract will be considered by the TIMMA Committee at its next scheduled meeting.

We plan to use federal funds to cover a portion of this contract and have adhered to federal procurement regulations. We established a Disadvantaged Business Enterprise (DBE) goal of 17% for this contract, accepting certifications by the California Unified Certification Program. Both teams have made commitments to exceed the DBE goal. The Civic Edge Consulting team includes 21.5% DBE participation from four San Francisco-based subconsultants: African-American-owned firm JBR Partners, Inc., African-American-owned firm RDJ Enterprises, Hispanic-owned firm Jungle Communications, Inc., and Women-owned firm ACE Mailing Corporation. The Convey, Inc. team includes 40% DBE participation through Convey being a Women-owned firm.

The selected consultant teams will remain eligible for consideration for task order negotiation on an as-needed basis for the initial three-year term, plus two optional one-year extensions. While the Transportation Authority intends to engage pre-qualified firms based on capabilities, experience, and availability, no selected team is guaranteed a task order.

FINANCIAL IMPACT

The scope of work described in the RFQ is anticipated in the Transportation Authority's adopted Fiscal Year 2018/19 work program and budget through relevant projects and studies. Budget for these activities will be funded by a combination of federal Surface Transportation Planning grants, other federal and/or state grants from Caltrans and the Metropolitan Transportation Commission, local agency contributions, and Prop K sales tax funds. The first year's activities are included in the Transportation Authority's adopted Fiscal Year 2018/19 budget and sufficient funds will be included in future fiscal year budgets to cover the cost of these contracts.

CAC POSITION

The CAC unanimously adopted a motion of support for this item at its January 23, 2019, meeting.

SUPPLEMENTAL MATERIALS

Attachment 1 – Scope of Services

Attachment 2 – Past Task Order Assignments (2014 – 2019)

Attachment 2

**On-Call Strategic Communications, Media and Community Relations Services
Past Task Order Assignments (2014 – 2019)**

Prime Consultant	Task Order Description	Amount
Civic Edge Consulting (formerly Barbary Coast Consulting)	Overall Communications ¹	\$257,414
	Geary Corridor Bus Rapid Transit	\$218,975
	Graphic Design Support	\$74,841
	BART Travel Incentives Program	\$65,000
	Vision Zero Ramps Phase II	\$52,980
	Treasure Island Mobility Management Agency	\$32,956
	Geneva-Harney Bus Rapid Transit	\$28,675
	Quint-Jerrold Connector Road	\$6,472
	San Francisco Parking Supply and Utilization Study	\$1,531
Total Task Orders Awarded to Civic Edge Consulting		\$738,844
Davis & Associates Communications, Inc.	Treasure Island Mobility Management Agency	\$67,901
	San Francisco Transportation Plan	\$29,178
	Overall Communications ¹	\$20,000
	2019 Proposition K / 5-Year Prioritization Program Update	\$17,536
	Communications Assessment	\$16,748
	U.S. 101/I-280 Managed Lanes	\$15,000
	Chinatown Community-Based Transportation Plan	\$11,417
Total Task Orders Awarded to Davis & Associates Communications, Inc.		\$177,780
Total Task Orders Awarded to Date		\$916,624

¹ Overall communications encompasses activities such as overall image development and branding of the Transportation Authority and creating communication materials, including translating documents to comply with Title VI requirements. In addition, consultant teams monitor legislative, community and media activity for various Transportation Authority projects and provide comprehensive support services for Transportation Authority initiatives not covered by separate task orders.

Attachment 2

Total Amount Awarded to DBE Firms	\$299,737
Total Contract Amount	\$960,800



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MOTION ADOPTING THE SAN FRANCISCO COUNTY TRANSPORTATION
AUTHORITY 2018 ANNUAL REPORT

Pursuant to Section 131303 of the California Public Utilities Code, the Transportation
Authority hereby adopts the San Francisco County Transportation Authority 2018 Annual Report.

Enclosure:

1. Draft 2018 Annual Report



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RESOLUTION APPROVING THE 2019 STATE AND FEDERAL LEGISLATIVE PROGRAM

WHEREAS, The Transportation Authority routinely monitors pending legislation that may affect the Transportation Authority and San Francisco's transportation program; and

WHEREAS, Each year the Transportation Authority adopts a set of legislative principles to guide its transportation policy and funding advocacy in the sessions of the State and Federal Legislatures; and

WHEREAS, The attached 2019 State and Federal Legislative Program reflects key principles gathered from common positions with other local sales tax transportation authorities, Congestion Management Agencies, and the Metropolitan Transportation Commission; the Transportation Authority's understanding of the most pressing issues facing the San Francisco Municipal Transportation Agency, regional transit providers serving the City of San Francisco, and other City agencies charged with delivering transportation projects; and are consistent with the advocacy approaches of the Mayor's Office; and

WHEREAS, At its January 23, 2019 meeting, the Citizens Advisory Committee was briefed on the proposed 2019 State and Federal Legislative Program and unanimously adopted a motion of support for its adoption; and

RESOLVED, That the Transportation Authority does hereby adopt the attached 2019 State and Federal Legislative Program; and be it further

RESOLVED, That the Executive Director is authorized to communicate this program to the appropriate parties.

Attachment:

1. 2019 State and Federal Legislative Program

Attachment 1
 San Francisco County Transportation Authority
 Draft 2019 State and Federal Legislative Program

STATE		
Area	Goal	Strategy
1. Funding	a. Protect transportation funding	<ul style="list-style-type: none"> • Advocate that funds dedicated to transportation not be eliminated or diverted to other purposes. • Educate public about transportation projects funded by state programs and the associated benefits.
	b. Enact new revenue and financing measures for transportation	<ul style="list-style-type: none"> • Support efforts at the state to raise additional dedicated transportation revenue to address ongoing funding shortfalls for both capital projects and operations. • Support efforts at the state to establish new transportation revenue mechanisms that local and regional entities can choose to implement to fund both capital projects and operations. This includes amendments to existing statutes that may make existing revenue options more feasible. • Support efforts at the state to broaden the sales tax base to include collection from out-of-state internet retailers. • Continue to monitor and, as appropriate, provide input into the next phase of the California Road Charge Pilot Program.
	c. Secure cap-and-trade revenues for transportation	<ul style="list-style-type: none"> • Maintain funding for current transportation and affordable housing programs and seek opportunities to direct additional cap-and-trade funds to them. • Advocate for the dedication of a significant portion of future cap-and-trade expenditure plans to transportation and to San Francisco's investment priorities.
	d. Modify allocation formulas for state transportation funds	<ul style="list-style-type: none"> • Advocate for using factors that better tie transportation funding to the true demands placed on the system, such as daytime population or transit usage. • Advocate to broaden the state definition of disadvantaged communities (DACs) to better align with San Francisco's communities of concern.

Attachment 1

San Francisco County Transportation Authority
Draft 2019 State and Federal Legislative Program

STATE		
Area	Goal	Strategy
	e. Improve implementation of state grant programs (e.g. cap-and-trade, Active Transportation Program, Senate Bill 1 program) f. Lower the 2/3 supermajority voter approval requirement for transportation taxes	<ul style="list-style-type: none"> • Advocate for grant application and allocation processes that are clear, streamlined, and flexible. • Advocate for a stronger role for regional and local governments in prioritizing local and regional projects for funding. • Support a constitutional amendment to lower the voter approval requirement for special taxes dedicated to local transportation projects from 66.67% to 55% or a simple majority.
2. Policy Initiatives	a. Advance San Francisco's Vision Zero goals, improving safety for all users	<ul style="list-style-type: none"> • Work with local partners to identify and secure state and federal funding for Vision Zero projects. • Support efforts to improve safety for all road users, including supporting bills that advance Complete Streets or provide municipalities the flexibility to reduce speed limits and educating stakeholders about automated speed enforcement. • Advocate for urban representation in the state's new Zero Fatalities Task Force and engage in the Task Force process to build support for innovative safety measures.
	b. Support the Treasure Island Mobility Management Agency's (TIMMA) work for sustainable mobility on Treasure Island	<ul style="list-style-type: none"> • Support funding for study, piloting, and implementation of innovative mobility management such as tolling infrastructure, transportation and housing affordability programs, bike and car share initiatives, and autonomous vehicles.

Attachment 1
San Francisco County Transportation Authority
Draft 2019 State and Federal Legislative Program

STATE		
Area	Goal	Strategy
	c. Improve effectiveness of managed lanes and other transportation demand management (TDM) strategies	<ul style="list-style-type: none"> • Support new legislation that promotes innovative TDM strategies authorizes area-wide congestion pricing pilot programs. • Seek state authorization for a toll and/or reservation system on the crooked portion of Lombard Street. • Advocate for measures to provide flexibility and local control over the operation of managed lanes and pricing programs with respect to access, toll and fee levels, expenditure plans, and enforcement. • Support MTC's efforts to strengthen enforcement of High Occupancy Vehicle lanes.
	d. Advance the adoption and integration of emerging mobility innovations in a way that balances their benefits and impacts, and ensures safety, equity and accessibility	<ul style="list-style-type: none"> • Support legislation and regulation to ensure that shared mobility services (e.g. Transportation Network Companies, commuter shuttles, private transit, bike share, and scooters) balance their benefits and impacts, and ensure safety, equity, and accessibility. • Seek authorization for local regulation of certain aspects of emerging mobility, where appropriate (e.g. operational standards, local mitigation fees). • Advocate to require access to critical data for local and regional governments (e.g. open Application Programming Interfaces). • Participate in efforts to develop a policy framework for testing, deploying, and regulating autonomous and connected vehicles and consider pursuing pilot opportunities.
	e. Advance the adoption and integration of electric vehicles (EVs) in a manner consistent with other city priorities	<ul style="list-style-type: none"> • Support funding opportunities for EV infrastructure planning, promotion, and deployment. • Advocate for EV legislation to be equitable and consistent with San Francisco's other mobility policies (e.g. transit-first, emerging mobility).

Attachment 1

San Francisco County Transportation Authority
Draft 2019 State and Federal Legislative Program

STATE		
Area	Goal	Strategy
	f. Authorize parking and curb management policy reform	<ul style="list-style-type: none"> Support SFMTA's coordination with other public parking stakeholders on policy advocacy efforts, including accessible parking reform and curbside management strategies.
	g. Modernize Congestion Management Program (CMP) regulations	<ul style="list-style-type: none"> With other Congestion Management Agencies (CMAs), engage in efforts to modernize CMP regulations to support key policies and reinforce CMAs' role in state, regional, and local transportation planning and funding.
	h. Advance measures to increase production of affordable housing	<ul style="list-style-type: none"> Support efforts to revive the authority of local governments to use tax-increment financing for affordable housing and related improvements including transportation. Support efforts to establish new, dedicated state and regional funding for affordable housing. Support legislative efforts to incentivize and reduce barriers to the construction of new housing, in particular affordable and moderate rate housing, that are consistent with San Francisco's growth strategy.
3. High-Speed Rail (HSR)	Strengthen state commitment to a blended HSR and electrified Caltrain system from San Francisco to San Jose	<ul style="list-style-type: none"> Work with partner agencies to advocate that the HSR early investment projects are implemented in a manner consistent with the northern California Memorandum of Understanding to develop a blended system, including achieving level boarding at all shared Caltrain/High Speed Rail facilities. Advocate for full funding of the Caltrain Downtown Extension, and advance the Caltrain Modernization Program.

Attachment 1
 San Francisco County Transportation Authority
 Draft 2019 State and Federal Legislative Program

FEDERAL		
Area	Goal	Strategy
4. Transportation Funding	a. Sustain or increase federal transportation funding	<ul style="list-style-type: none"> • Ensure Congress appropriates funding consistent with the amounts authorized in the Fixing America's Surface Transportation (FAST) Act. • Advocate for San Francisco priorities in any federal infrastructure bill and/or reauthorization of the federal surface transportation bill, anticipated in 2020. • • Retain a strong multi-modal focus for federal grant programs and ensure funding is spread equitably among rural and urban jurisdictions. • Advocate for increasing the federal gasoline tax, and for indexing it to inflation to help close the Highway Trust Fund funding deficit. • Support study and piloting of innovative approaches to transportation challenges such as road usage charges, technology demonstration, and alternative project delivery methods.
	b. Secure federal appropriations for San Francisco's Core Capacity and New and Small Starts priorities	<ul style="list-style-type: none"> • Advocate that Congress approves annual Core Capacity appropriations consistent with the Full Funding Grant Agreement for the Caltrain Modernization project. • Seek entry of Geary Boulevard Bus Rapid Transit project into the Federal Transit Administration New Starts Program. • Work with local and regional partners to secure federal funding for San Francisco's other New Starts, Small Starts and Core Capacity project priorities, including the BART Core Capacity Program, Better Market Street, and the Caltrain Downtown Extension.
5. Transportation Policy Initiatives	a. Preserve and expand pre-tax commuter benefits on par with parking benefits	<ul style="list-style-type: none"> • Defend the pre-tax commuter and employer benefit for transit and bicycling. • Advocate to expand pre-tax benefits for other non-single occupancy vehicle modes such as bikeshare and private transit services.

Attachment 1

San Francisco County Transportation Authority
Draft 2019 State and Federal Legislative Program

FEDERAL		
Area	Goal	Strategy
	b. Advance connected and autonomous vehicle regulations that advance safety and preserve local control	<ul style="list-style-type: none"> • Support efforts to regulate connected and autonomous vehicles that aim to accelerate safety, mobility, environmental, equity, and economic benefits while ensuring the availability of collected data to enable research and inform future policies. • Partner with state and local governments to advocate for regulations that preserve the ability of jurisdictions to appropriately oversee safe operation of vehicles on their own highways and local roads.
	c. Advance regulatory actions in support of other city policy goals	<ul style="list-style-type: none"> • Support state agencies' advocacy efforts to preserve California's ability to set the state's own vehicle fuel efficiency standards, independent of federal standards. • Monitor other potential regulation activities (e.g. emerging mobility, mobile applications, privacy protection) that would impact San Francisco's range of transportation services.

PROJECT DELIVERY AND ADMINISTRATION (State and Federal)		
Area	Goal	Strategy
6. Project Delivery	a. Expand use of innovative project delivery strategies for transportation infrastructure	<ul style="list-style-type: none"> • Advocate for additional opportunities to use alternative delivery methods to manage risk and increase local control for transportation infrastructure projects. • Advocate for retention and expansion of financing programs such as Transportation Infrastructure Finance and Innovation Act (TIFIA).

Attachment 1

San Francisco County Transportation Authority
Draft 2019 State and Federal Legislative Program

PROJECT DELIVERY AND ADMINISTRATION (State and Federal)		
Area	Goal	Strategy
	b. Seek integrated state and federal environmental impact studies and streamlined permitting	<ul style="list-style-type: none"> • Support state legislation to sustain the delegation of National Environmental Policy Act (NEPA) activity to the California Department of Transportation (Caltrans). • Advocate for more efficient environmental processes (both CEQA and NEPA) to reduce administrative inefficiencies, expedite project delivery, and reduce costs. • Support efforts to increase the efficiency of Caltrans in reviewing and approving documents and permits.
7. General Administration	Ensure efficient and effective Transportation Authority operations	<ul style="list-style-type: none"> • Advocate for the streamlining of administrative requirements when multiple fund sources are used on a single project. • Oppose legislation and regulations adversely affecting our ability to efficiently and effectively contract for goods and services, conduct business, and limit or transfer the risk of liability and support legislation and regulations that positively affect our effectiveness.



Memorandum

Date: January 16, 2019
To: Transportation Authority Board
From: Maria Lombardo – Chief Deputy Director
Subject: 1/29/19 Board Meeting: Approval of 2019 State and Federal Legislative Program

RECOMMENDATION ☐ Information ☒ Action

Approve the 2019 State and Federal Legislative Program.

SUMMARY

Every year the Transportation Authority adopts high level goals and strategies to guide legislative strategy and advocacy while still providing the necessary flexibility to respond to specific bills and policies over the course of the legislative sessions. The 2019 State and Federal Legislative Program (Attachment 1) was developed in coordination with local, regional, and statewide partners and focuses on advancing San Francisco's priority projects, protecting existing transportation funds, authorizing new revenues, engaging in the regulation of new transportation technologies, expanding the use of pricing and other innovative project delivery and financing approaches, and advancing the City's Vision Zero goals.

- ☐ Fund Allocation
- ☐ Fund Programming
- ☒ Policy/Legislation
- ☐ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☐ Budget/Finance
- ☐ Contract/Agreement
- ☐ Other: _____

DISCUSSION

Background.

The State and Federal Legislative Program, adopted annually by the Board, establishes a general framework to guide our legislative and funding advocacy efforts at the state and federal levels. Transportation Authority staff and legislative advocacy consultant in Sacramento will use this program to plan strategy and communicate positions to the City's legislative delegations in Sacramento and Washington D.C., and other transportation agencies and advocates.

The proposed 2019 State and Federal Legislative Program reflects key principles, gathered from our common positions with the Mayor's Office, City agencies, transit operators serving San Francisco, other local transportation sales tax authorities around the state, and the Metropolitan Transportation Commission (MTC), as well as our understanding of the most pressing issues facing the city, the region, and our partner agencies. It is presented in the form of principles rather than specific bills or legislative initiatives, in order to allow staff the necessary flexibility to respond to legislative proposals and policy concerns that may arise over the course of the session. Throughout the year we will be reporting on the status of bills that are of significance to the Transportation Authority and developing recommendations for positions as appropriate.

2018 Legislative Outcomes.

In 2018, several bills directly related to San Francisco's transportation systems passed into law. Assemblymember Ting's Assembly Bill (AB) 1184 authorized the City and County of San Francisco to levy a local tax on fares charged by transportation network companies (TNCs) on trips originating in San Francisco. Chair Peskin collaborated with Assemblymember Ting on this bill, working closely with TNC companies Uber and Lyft to ensure their support. AB 2865, which Assemblymember Chiu sponsored on our behalf, gave the Transportation Authority the option of asking the Santa Clara Valley Transportation Authority to operate managed lanes on US-101 and I-280 north of the divide in San Francisco, with a mandate that revenues be spent according to a Board-approved expenditure plan. We are still evaluating managed lanes in San Francisco, but this bill provides greater flexibility and local control if the Board decides to move forward with the project.

While the San Francisco Municipal Transportation Agency (SFMTA) was unable to secure passage of its bill to authorize the use of automated speed enforcement to advance Vision Zero goals, the state did establish a new Zero Fatalities Task Force to look more comprehensively at traffic safety strategies. Some of the more controversial pieces of legislation in 2018 pertained to emerging mobility services, including TNCs, autonomous vehicles, and scooters, and we anticipate this to continue in the next session. Outside of the legislative process, Bay Area voters approved Regional Measure 3 in June, securing new regional bridge toll revenues for transportation, and Proposition 6 failed in November, preserving billions per year in state transportation funds.

Congress and the Administration did not focus on transportation in 2018. Still, we had some successes with the Central Subway project securing the last tranche of its \$942 million in federal New Starts funds and the Caltrain Modernization project received its annual apportionment from the Core Capacity program. Congressional committees deliberated autonomous vehicle regulations, which will continue in 2019, and the Administration announced its intent to freeze fuel economy targets and revoke California's waiver that allows the state to set its own fuel standards. Finally, in a surprise decision, the Supreme Court confirmed the ability of states to collect sales taxes from out-of-state retailers, which could increase revenue forecasts for state and local sales tax programs, including Prop K.

2019 State and Federal Legislative Program.

Our 2019 State and Federal Legislative Program (Attachment 1) continues many of the themes from the previous year, emphasizing advancing San Francisco's priority projects and programs, protecting existing transportation funds, supporting allocation of state cap and trade revenues for transportation, improving the implementation of state grant programs, engaging in the regulation of new transportation technologies, supporting the city's Vision Zero goals, and expanding the use of pricing and other innovative project delivery and financing approaches.

The State Legislature has indicated its intent to focus its energy this year on addressing the housing crisis. We expect to see renewals of 2018's efforts to increase revenues, streamline environmental review and permitting processes for housing, enact by-right zoning near transit, and establish new redevelopment-like tools to help accelerate the production of moderate and affordable housing. At the regional level, recommendations coming out of the Committee to House the Bay Area (CASA) include the formation of a new Regional Housing Enterprise and an ambitious menu of new regional revenue measures for housing, both requiring state authorization. MTC and the Association of Bay

Agenda Item 6

Area Governments have authorized its chair to sign the CASA Compact . We will work with the San Francisco Planning Department as well as other local and regional partners to identify how proposed policies will impact San Francisco and will support efforts to advance the city's housing goals.

We do not anticipate a significant new state transportation revenue measure in 2019. We will work with other sales tax counties to engage with the Legislature as it establishes distribution policies for the anticipated increase in sales tax revenue from out of state sellers, and advocate for a fair share returning to San Francisco through Prop K and other transit and local streets and roads programs. We will also continue to work with the SFMTA and the City and County of San Francisco on Vision Zero goals, in particular, supporting San Francisco's engagement in the new state Zero Fatalities Task Force. We expect that the rise of emerging mobility services will continue to produce legislation, and we will advocate for policies that balance their benefits and impacts; ensure safety, equity, and accessibility; ensure local access to data; and authorize local regulation where appropriate. Finally, we will support a renewal of Senator Wiener's and Assemblymember Bloom's effort to establish a congestion pricing pilot program and will seek authorization for implementing a reservation and/or tolling program on the crooked portion of Lombard Street to manage demand.

At the federal level, our efforts will focus on ensuring that Congress appropriates funding consistent with the amounts authorized in the Fixing America's Surface Transportation (FAST) Act, including the outstanding commitments to the Caltrain Modernization project. Since the FAST Act expires in 2020, as discussions pick up around the next federal transportation bill, we will advocate for San Francisco's priorities, including federal appropriations for San Francisco's current and future transit capital priorities such as Caltrain Modernization, Better Market Street and the Caltrain Downtown Extension, and seek entry of the Geary Bus Rapid Transit project into the pipeline for the New Starts program. We will also carefully monitor federal rulemaking for autonomous and connected vehicles to ensure state and local governments maintain the ability to oversee safe operation of vehicles on their own highways and local roads and to ensure our access to collected data to enable research and inform future policies.

FINANCIAL IMPACT

The recommended action would not have an impact on the adopted Fiscal Year 2018/19 budget.

CAC POSITION

The CAC will consider this item at its January 23, 2019 meeting.

SUPPLEMENTAL MATERIALS

Attachment 1 – 2019 State and Federal Legislative Program



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RESOLUTION ADOPTING A SUPPORT POSITION ON ASSEMBLY BILL (AB) 252 (Daly)
AND SENATE BILL (SB) 127 (WIENER)

WHEREAS, The Transportation Authority approves a set of legislative principles to guide transportation policy advocacy in the sessions of the Federal and State Legislatures; and

WHEREAS, With the assistance of the Transportation Authority's legislative advocate in Sacramento, staff has reviewed pending legislation for the current Legislative Session and analyzed it for consistency with the Transportation Authority's adopted legislative principles and for impacts on transportation funding and program implementation in San Francisco and recommended adopting a support position on AB 252 (Daly) and SB 127 (Wiener); and

WHEREAS, At its February 12, 2019 meeting, the Board reviewed and discussed AB 252 (Daly) and SB 127 (Wiener); now, therefore, be it

RESOLVED, That the Transportation Authority hereby adopts a support position on AB 252 (Daly) and SB 127 (Wiener); and be it further

RESOLVED, That the Executive Director is directed to communicate this position to all relevant parties.

Attachment: Table 1

State Legislation – February 2019

To view documents associated with the bill, click the bill number link.

On January 3, 2019, the State Legislature reconvened for the 2018/19 session. This is the first year of the two-year legislative cycle; therefore, no bills were carried over or continued. At the Board meeting, we will provide a verbal update on new bills introduced so far this session.

Staff is recommending two new support positions on Assembly Bill (AB) 252 (Daly), and Senate Bill (SB) 127 (Wiener) as shown in **Table 1**, which also includes five new bills and one new constitutional amendment to watch. The Board does not need to take an action on legislation recommended to watch.

Table 1. Recommendations for New Positions

Recommended Position	Bill # Author	Title and Description
Watch	AB 11 Chiu D	<p>Community Redevelopment Law of 2019.</p> <p>Redevelopment agencies were dissolved as of February 1, 2012. This bill would allow cities and counties to create new redevelopment agencies to fund affordable housing and infrastructure projects. The bill requires public hearings prior to the formation of a redevelopment agency, and the state's Strategic Growth Council must also approve the formation, which requires a finding that the redevelopment agency 1) would not result in state fiscal impacts that exceed a TBD limit and 2) would promote the state's greenhouse gas reduction goals. The bill would also require that at least 30% of the taxes allocated to the redevelopment agency be used for the purpose of increasing, improving, and preserving low- and moderate-income affordable housing.</p>
Watch	AB 40 Ting D	<p>Zero-emission vehicles: comprehensive strategy.</p> <p>This legislation would require the California Air Resources Board to develop a comprehensive strategy by January 1, 2021 to ensure that all new vehicles are zero-emission by 2040. The prior legislative session saw many bills intended to promote the sale and use of zero-emission vehicles that targeted different individual market segments. We support the state seeking to advance a comprehensive strategy to advance zero-emission vehicles rather than address the issue piecemeal. We also would like to ensure that any strategy is carefully balanced with other transportation priorities, such as reducing vehicle miles traveled and ensuring high occupancy vehicle lanes continue to provide benefits to their users. We will coordinate with SF Environment and consider recommending a position once additional detail is available.</p>

Watch	AB 47 Daly D	<p>Driver records: points: distracted driving.</p> <p>Current law prohibits the use of cell phones while driving a motor vehicle, unless the phone is used in hands-free mode. Violations of this law are not currently counted as points against a driver's record. This bill would abolish the exemption, effective January 1, 2021. We will agendize this bill for discussion at a future Vision Zero Committee meeting.</p>
Support	AB 252 Daly D	<p>Department of Transportation: environmental review process: federal program.</p> <p>California participates in a voluntary program where the state assumes authority over National Environmental Policy Act (NEPA) decision-making in the delivery of surface transportation projects, a role typically assumed by the US Department of Transportation. This bill would remove the sunset provision on California's program. Agencies around the state have found that California's program has helped to speed up the process for completing projects. The bill is sponsored by the Self Help Counties Coalition, of which the Transportation Authority is a member agency.</p>
Watch	ACA 1 Aguiar-Curry D	<p>Local government financing: affordable housing and public infrastructure: voter approval.</p> <p>The California constitution requires that the imposition of a special, or dedicated, tax by local governments be approved by a 2/3 majority of voters. This constitutional amendment would lower the voter-approval threshold on local taxes to 55% if the revenues would be used to fund the construction, rehabilitation, or replacement of public infrastructure or affordable housing. This could help local jurisdictions advance measures to address critical safety, mobility, and housing shortfalls, similar to the lower voter threshold that currently applies to school infrastructure bonds.</p>
Watch	SB 50 Wiener D	<p>Planning and zoning: housing development: equitable communities incentive</p> <p>This bill would require local jurisdictions to allow 45 or 55 feet tall apartment buildings within a half-mile of rail transit stations, within a quarter-mile of high-frequency bus stops, or within job-rich neighborhoods. The bill would provide exceptions to this program for economically vulnerable communities, which may obtain a five-year delay to the zoning changes, and to protect buildings that currently house renters.</p>

Watch	SB 59 Allen D	<p>Automated vehicle technology: Statewide policy</p> <p>This bill would establish a set of policies for state agencies relating to autonomous vehicle technologies, to ensure that these technologies support the state's efforts to reduce greenhouse gas emissions, encourage efficient land use, and other goals. It would also establish an interagency working group of state agencies, convened by the Governor's Office of Planning and Research in coordination with the California Air Resources Board. We will work with the SFMTA's Emerging Mobility Steering Committee to analyze the proposed policies and will monitor the bill as additional detail becomes available. Along with the SFMTA, we are closely tracking autonomous vehicle policies at both the state and federal levels to ensure that our local controls are not superseded.</p>
Support	SB 127 Wiener D	<p>Transportation funding: active transportation: complete streets.</p> <p>This bill would establish a Division of Active Transportation within the Department of Transportation (Caltrans), and require that an undersecretary of the Transportation Agency be assigned to guide the department's progress toward meeting the active transportation program goals and objectives. It would require that the California Transportation Commission adopt performance measures that include the conditions of bicycle and pedestrian facilities; accessibility and safety for pedestrians, bicyclists, and transit users; and vehicle miles traveled on the state highway system. The bill would also require that Caltrans include new, or improve existing, bicycle and pedestrian facilities on State Highway Operation and Protection Program-funded capital improvement projects on state highways. The Board of Supervisors unanimously adopted a resolution of support for this bill on January 29.</p>

RESOLUTION ALLOCATING \$11,115,000 AND APPROPRIATING \$500,000 IN PROP K SALES TAX FUNDS, WITH CONDITIONS, FOR SIX REQUESTS

WHEREAS, The Transportation Authority received six requests totaling \$11,615,000 in Prop K local transportation sales tax funds, as summarized in Attachments 1 and 2 and detailed in the enclosed allocation request forms; and

WHEREAS, The requests seek funds from the following Prop K Expenditure Plan categories: Ferry, Vehicles–Muni and Transportation Demand Management/ Parking Management; and

WHEREAS, As required by the voter-approved Expenditure Plans, the Transportation Authority Board has adopted a Prop K 5-Year Prioritization Program (5YPP) for each of the aforementioned Expenditure Plan programmatic categories; and

WHEREAS, Four of the requests are consistent with the 2019 Prop K Strategic Plan and the relevant 5YPP; and

WHEREAS, After reviewing the requests, Transportation Authority staff recommended allocating a total of \$11,115,000 in Prop K sales tax funds for five requests, with conditions, and appropriating \$500,000 in Prop K Funds for one request, as described in Attachment 3 and detailed in the enclosed allocation request forms, which include staff recommendations for Prop K allocation and appropriation amounts, required deliverables, timely use of funds requirements, special conditions, and Fiscal Year Cash Flow Distribution Schedules; and

WHEREAS, There are sufficient funds in the Capital Expenditures line item of the Transportation Authority's approved Fiscal Year 2018/19 budget to cover the proposed actions; and

WHEREAS, The Citizens Advisory Committee considered the item and unanimously



adopted a motion of support for the staff recommendation at its January 23, 2019 meeting; now, therefore, be it

RESOLVED, That the Transportation Authority hereby allocates \$11,115,000 in Prop K sales tax funds for five requests, with conditions, and appropriates \$500,000 in Prop K funds for one request, as summarized in Attachment 3 and detailed in the enclosed allocation request forms; and be it further

RESOLVED, That the Transportation Authority finds the allocation and appropriation of these funds to be in conformance with the priorities, policies, funding levels, and prioritization methodologies established in the Prop K Expenditure Plan and Strategic Plan, as well as the relevant 5YPPs; and be it further

RESOLVED, That the Transportation Authority hereby authorizes the actual expenditure (cash reimbursement) of funds for these activities to take place subject to the Fiscal Year Cash Flow Distribution Schedules detailed in the enclosed allocation request forms; and be it further

RESOLVED, That the Capital Expenditures line item for subsequent fiscal year annual budgets shall reflect the maximum reimbursement schedule amounts adopted and the Transportation Authority does not guarantee reimbursement levels higher than those adopted; and be it further

RESOLVED, That as a condition of this authorization for expenditure, the Executive Director shall impose such terms and conditions as are necessary for the project sponsors to comply with applicable law and adopted Transportation Authority policies and execute Standard Grant Agreements to that effect; and be it further

RESOLVED, That as a condition of this authorization for expenditure, the project sponsors shall provide the Transportation Authority with any other information it may request regarding the

use of the funds hereby authorized; and be it further

RESOLVED, That the Capital Improvement Program of the Congestion Management Program, the Prop K Strategic Plan and the relevant 5YPPs are hereby amended, as appropriate.

Attachments:

1. Summary of Applications Received
2. Brief Project Descriptions
3. Staff Recommendations
4. Prop K Allocation Summaries – FY 2018/19

Enclosure:

Prop K/Prop AA Allocation Request Forms (6)

Attachment 1: Summary of Applications Received

Source	EP Line No./ Category ¹	Project Sponsor ²	Project Name	Current Prop K Request	Total Cost for Requested Phase(s)	Leveraging		Phase(s) Requested	District(s)
						Expected Leveraging by EP Line ³	Actual Leveraging by Project Phase(s) ⁴		
Prop K	9	PortSF	Downtown Ferry Terminal - Passenger Circulation Improvements	\$ 60,000	\$ 60,000	95%	0%	Design	3
Prop K	17M	SFMTA	Breda LRV Overhauls	\$ 7,500,000	\$ 7,500,000	84%	0%	Construction	Citywide
Prop K	17M	SFMTA	Breda LRV Heating, Ventilation & Air Conditioning Refurbishments	\$ 3,200,000	\$ 3,200,000	84%	0%	Construction	Citywide
Prop K	43	SFMTA	Safe Routes to Schools Program Administration	\$ 160,000	\$ 160,000	54%	0%	Construction	Citywide
Prop K	43	SFMTA	Residential Transportation Demand Management Program	\$ 195,000	\$ 195,000	54%	0%	Planning	Citywide
Prop K	43	SFCTA	Downtown Congestion Pricing Study	\$ 500,000	\$ 1,800,000	54%	72%	Planning	Citywide
	TOTAL			\$ 11,615,000	\$ 12,915,000	79%	10%		

Footnotes

¹ "EP Line No./Category" is either the Prop K Expenditure Plan line number referenced in the 2019 Prop K Strategic Plan or the Prop AA Expenditure Plan category referenced in the 2017 Prop AA Strategic Plan, including: Street Repair and Reconstruction (Street), Pedestrian Safety (Ped), and Transit Reliability and Mobility Improvements (Transit).

² Acronyms: PortSF (Port of San Francisco), SFCTA (San Francisco County Transportation Authority, and SFMTA (San Francisco Municipal Transportation Agency)

³ "Expected Leveraging By EP Line" is calculated by dividing the total non-Prop K funds expected to be available for a given Prop K Expenditure Plan line item (e.g. Pedestrian Circulation and Safety) by the total expected funding for that Prop K Expenditure Plan line item over the 30-year Expenditure Plan period. For example, expected leveraging of 90% indicates that on average non-Prop K funds should cover 90% of the total costs for all projects in that category, and Prop K should cover only 10%.

⁴ "Actual Leveraging by Project Phase" is calculated by dividing the total non-Prop K or non-Prop AA funds in the funding plan by the total cost for the requested phase or phases. If the percentage in the "Actual Leveraging" column is lower than in the "Expected Leveraging" column, the request (indicated by yellow highlighting) is leveraging fewer non-Prop K dollars than assumed in the Expenditure Plan. A project that is well leveraged overall may have lower-than-expected leveraging for an individual or partial phase.

Attachment 2: Brief Project Descriptions ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Project Description
9	PortSF	Downtown Ferry Terminal - Passenger Circulation Improvements	\$60,000	Requested funds are for the design phase of a protected pedestrian walkway between The Embarcadero Promenade and the Ferry Pier Plaza at the south end of the Ferry Building. Currently, ferry passengers accessing Golden Gate Ferry and public spaces on the pier share the access to the pier with about 250 vehicles daily. Improvements would provide a separated walkway, lighting, and seating to improve the safety, comfort and quality of the passenger experience. Project should be open for use in early 2020.
17M	SFMTA	Breda LRV Overhauls	\$7,500,000	Overhaul critical systems in up to 149 Breda light rail vehicles (LRVs) in SFMTA's transit fleet to improve reliability and performance, and enable the vehicles to meet their useful lives. Overhauls will include substantial work to four of the systems that have been identified as leading to common issues that result in out-of-service vehicles: propulsion system gate driver boards, master controllers, advanced train control systems, and headlight systems. Overhauls will be completed by December 2021.
17M	SFMTA	Breda LRV Heating, Ventilation & Air Conditioning Refurbishments	\$3,200,000	Refurbish and replace heating, ventilation, and air conditioning (HVAC) units on about 71 the Breda LRV fleet to improve reliability and passenger comfort, and reduce required maintenance, energy consumption, and environmental impact from outmoded refrigerant, per standards set by the Environmental Protection Agency. Refurbishments will be completed by December 2021.
43	SFMTA	Safe Routes to Schools Program Administration	\$160,000	Administration of the SF Safe Routes to School program for an 8 month period from February 2019 to September 2019 as the program transitions from the Department of Public Health to SFMTA in July 2019. This request will fund SFMTA staff time during the transition period as it designs the program and creates a new program coordinator position, with a new hire expected by April 2019. Under the new structure, funded with \$2.8 million in federal One Bay Area Grant funds programmed by the Transportation Authority, the SFMTA will oversee and coordinate San Francisco's school transportation programs and allow for an increased focus on the core goals of school transportation: safety and mode shift.

Attachment 2: Brief Project Descriptions ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Project Description
43	SFMTA	Residential Transportation Demand Management Program	\$195,000	Develop an implementation plan for a San Francisco resident-based travel demand management program to reduce single occupant vehicle use and increase travel by transit, biking, and walking. This request represents the development phase of a multi-year program, focused on best practices, market research, and developing, implementing, and evaluating pilot strategies. This early work is expected to be completed by October 2020. In future years, the SFMTA will request implementation phase funding to broaden the reach of successful strategies.
43	SFCTA	Downtown Congestion Pricing Study	\$500,000	In December 2018, the Transportation Authority Board directed staff to study congestion pricing alternatives for San Francisco, including alternative packages of congestion charges, discounts, subsidies, incentives, and multi modal transportation improvements. Funds will be used to develop scenarios based on community input, recent changes in the city's land use and transportation, and finding from the 2010 Mobility, Access, and Pricing Study (MAPS). The Study will evaluate each scenario based on the goals and objectives of the program, including examining how well each one would reduce congestion and vehicle miles-traveled and their associated safety, health, and environmental effects. It will also consider how each proposal can be designed to benefit low-income travelers and communities of concern. The Study is expected to be completed by June 2020.
TOTAL			\$11,615,000	

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendations ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Recommendations
9	PortSF	Downtown Ferry Terminal - Passenger Circulation Improvements	\$ 60,000	
17M	SFMTA	Breda LRV Overhauls	\$ 7,500,000	<p>5-Year Prioritization Program (5YPP) amendment: Recommendation is contingent upon a concurrent Vehicles-Muni 5YPP amendment to reprogram \$7,500,000 from Replace 30 30-foot Hybrid Diesel Motor Coaches to the subject project. SFMTA is deferring that procurement pending results of an upcoming pilot project to test a small fleet of battery-powered electric buses, which will inform the type of propulsion technology SFMTA will utilize for its next generation of buses.</p> <p>Special Condition: SFMTA is exploring whether it can accelerate replacement of its Breda light rail vehicles (LRVs) prior to the end of their 25-year FTA approved useful lives. Should this accelerated replacement occur, SFMTA plans to redistribute the overhaul equipment among remaining Bredas for use until the equipment reaches the end of its useful life or until all of the Bredas have been retired. Upon such redistribution of the overhaul equipment, SFMTA shall provide confirmation to the Transportation Authority, in a manner to be determined but as mutually agreed to between the Transportation Authority and SFMTA (agreed to prior to the redistribution) that the equipment has been redistributed and will reach its useful life.</p> <p>Special Condition (approved through 2019 5YPP for the Vehicles-Muni category): SFMTA may not issue notice to proceed on accelerated procurement of the replacement LRVs prior to allocation of additional Prop K funds (up to \$62.7 million) for the LRV replacement project. As a prerequisite to the Prop K allocation, SFMTA shall present to the SFMTA Board and Transportation Authority Board and CAC the proposed schedule, cost and funding plan, including any associated financing costs, along with an updated cost benefit analysis of early retirement of the LRVs, and confirmation that all funds are committed to the project.</p>
17M	SFMTA	Breda LRV Heating, Ventilation & Air Conditioning Refurbishments	\$ 3,200,000	<p>5YPP amendment: Recommendation is contingent upon a concurrent Vehicles-Muni 5YPP amendment to reprogram \$3,200,000 from Replace 30 30-foot Hybrid Diesel Motor Coaches to the subject project. See above Breda LRV Overhauls for details.</p> <p>Special Conditions: See above special conditions for the Breda LRV Overhauls.</p>

Attachment 3: Staff Recommendations ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Recommendations
43	SFMTA	Safe Routes to Schools Program Administration	\$ 160,000	Deliverable: By June 2019, SFMTA staff will provide an update to and seek feedback from the Transportation Authority Board and CAC on the San Francisco Safe Routes to School program, including how the program is being designed to reach all SFUSD schools, advance mode-shift, and implement the school area engineering program.
43	SFMTA	Residential Transportation Demand Management Program	\$ 195,000	Special Condition: SFMTA may not incur expenses for Phase 2: Test Pilot Strategies until Transportation Authority staff releases the funds (\$103,000) pending receipt of a viable implementation and evaluation plan.
43	SFCTA	Downtown Congestion Pricing Study	\$ 500,000	Deliverables: At key milestones throughout the Study, Transportation Authority staff will give presentations to the Board and CAC on the results of public opinion research, proposed goals and objectives, and the proposed metrics and methodology to evaluate the potential congestion pricing alternatives.
TOTAL			\$11,615,000	

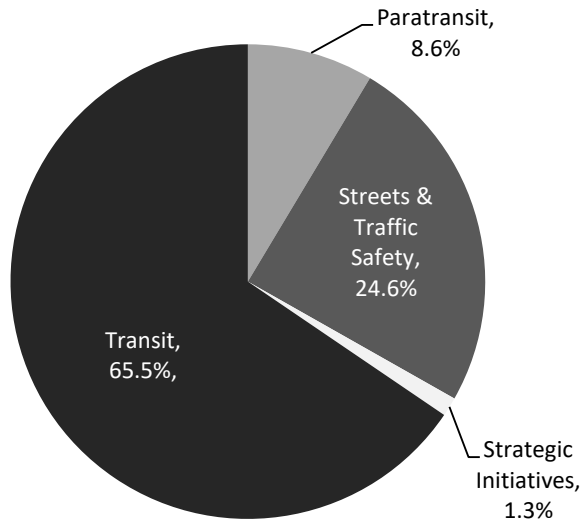
¹ See Attachment 1 for footnotes.

Attachment 4.
Prop K Allocation Summary - FY 2018/19

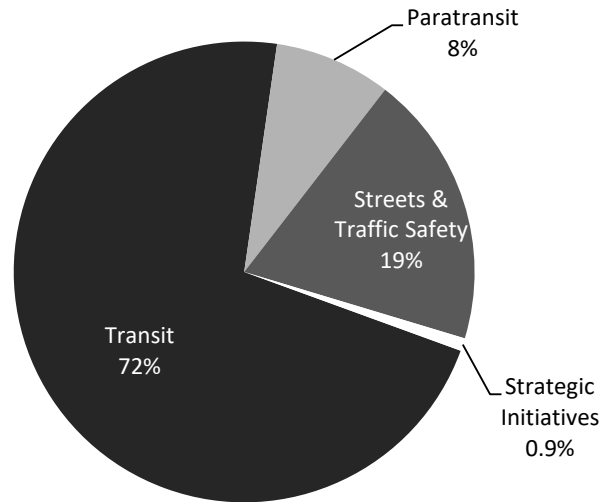
PROP K SALES TAX							
	Total	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Prior Allocations	\$ 80,094,319	\$ 39,475,214	\$ 19,042,999	\$17,088,931	\$3,918,112	\$569,063	\$ -
Current Request(s)	\$ 11,615,000	\$ 703,000	\$ 8,622,000	\$ 2,290,000	\$ -	\$ -	\$ -
New Total Allocations	\$ 91,709,319	\$ 40,178,214	\$ 27,664,999	\$ 19,378,931	\$ 3,918,112	\$ 569,063	\$ -

The above table shows maximum annual cash flow for all FY 2018/19 allocations and appropriations approved to date, along with the current recommended allocation(s).

**Investment Commitments,
per Prop K Expenditure Plan**



Prop K Investments To Date





Memorandum

Date: January 16, 2019
To: Transportation Authority Board
From: Anna LaForte – Deputy Director for Policy and Programming
Subject: 2/12/2019 Board Meeting: Allocate \$11,115,000 and Appropriate \$500,000 in Prop K Sales Tax Funds, with Conditions, for Six Requests

RECOMMENDATION ☐ Information ☒ Action

- Allocate \$11,055,000 in Prop K funds to the San Francisco Municipal Transportation Authority (SFMTA) for four requests:
 1. Breda LRV Overhauls (\$7,500,000)
 2. Breda LRV Heating, Ventilation & Air Conditioning Refurbishments (\$3,200,000)
 3. Safe Routes to Schools Program Administration (\$160,000)
 4. Residential Transportation Demand Management Program (\$195,000)
- Allocate \$60,000 in Prop K funds to the Port of San Francisco (PortSF) for one request:
 5. Downtown Ferry Terminal - Passenger Circulation Improvements (\$60,000)
- Appropriate \$500,000 in Prop K funds for one request:
 6. Downtown Congestion Pricing Study (\$500,000)

- ☒ Fund Allocation
- ☒ Fund Programming
- ☐ Policy/Legislation
- ☐ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☐ Budget/Finance
- ☐ Contracts
- ☐ Other: _____

SUMMARY

We are presenting six requests totaling \$11,615,000 in Prop K funds to the Board for approval. Attachment 1 lists the requests, including requested phase(s) and supervisorial district(s) for each project. Attachment 2 provides a brief description of each project. Attachment 3 contains the staff recommendations.

DISCUSSION

Attachment 1 summarizes the subject allocation requests, including information on proposed leveraging (i.e. stretching Prop K sales tax dollars further by matching them with other fund sources) compared with the leveraging assumptions in the Prop K Expenditure Plan. Attachment 2 includes a brief description of each project. Attachment 3 summarizes the staff recommendations for the requests, highlighting special conditions and other items of interest. An Allocation Request Form for each project is enclosed, with more detailed information on scope, schedule, budget and funding.

FINANCIAL IMPACT

The recommended action would allocate \$11,115,000 and appropriate \$500,000 in Prop K funds. The allocations and appropriation would be subject to the Fiscal Year Cash Flow Distribution

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Schedules contained in the enclosed Allocation Request Forms.

Attachment 4 shows the approved Fiscal Year (FY) 2018/19 allocations and appropriations to date, with associated annual cash flow commitments as well as the recommended allocations, appropriation and cash flow amounts that are the subject of this memorandum.

Sufficient funds are included in the adopted FY 2018/19 budget to accommodate the recommended actions. Furthermore, sufficient funds will be included in future budgets to cover the recommended cash flow distribution for those respective fiscal years.

CAC POSITION

The CAC will be briefed on this item at its January 23, 2019 meeting.

SUPPLEMENTAL MATERIALS

Attachment 1 – Summary of Applications Received

Attachment 2 – Project Descriptions

Attachment 3 – Staff Recommendations

Attachment 4 – Prop K Allocation Summaries – FY 2018/19

Enclosure – Prop K/AA Allocation Request Forms (6)



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RESOLUTION ADOPTING THE VALENCIA STREET BIKEWAY IMPLEMENTATION
PLAN FINAL REPORT [NTIP PLANNING]

WHEREAS, In response to safety concerns and advocacy from neighborhood and bicycle groups, Former Commissioner Jeff Sheehy recommended the Valencia Street Bikeway Implementation Plan for Prop K sales tax funds from the Transportation Authority's Neighborhood Transportation Improvement Program (NTIP); and

WHEREAS, The goal of the plan was to develop recommendations to improve safety for all users by providing a traffic-separated bikeway, improve curb management including commercial and passenger parking and loading, and reduce the number of conflicts between those who walk, bike, and drive along Valencia Street between Market and Mission streets; and

WHEREAS, The San Francisco Municipal Transportation Agency (SFMTA) conducted data analysis and significant stakeholder outreach, including door-to-door outreach to merchants, stakeholder meetings with community and advocacy groups, meetings with schools and fire department, public workshops, and attending neighborhood events; and

WHEREAS, The findings of this analysis are described in Chapters 2 and 3 of the enclosed report, and include three proposed bikeway design alternatives to upgrade the existing bike lanes along the corridor; and

WHEREAS, In November 2018 at the direction of Mayor Breed, the SFMTA developed a near-term pilot parking protected bikeway proposal for Valencia between Market and 15th streets; and

WHEREAS, At its December 4, 2018 meeting, the SFMTA Board unanimously approved the pilot parking-protected bikeway proposal; and

WHEREAS, Outreach and community engagement efforts will continue through 2019 to determine the preferred long-term bikeway design alternative and curb management proposal for the



entire corridor between Market and Mission streets; and

WHEREAS, At its January 23, 2019 meeting, the Citizens Advisory Committee was briefed on the Final Report and adopted a motion of support for its adoption; now, therefore, be it

RESOLVED, That the Transportation Authority hereby adopts the enclosed Valencia Street Bikeway Implementation Plan Final Report [NTIP Planning]; and be it further

RESOLVED, That the Executive Director is hereby authorized to prepare the document for final publication and to distribute the document to all relevant agencies and interested parties.

Enclosure:

1. Valencia Street Bikeway Implementation Plan Final Report [NTIP Planning]



Memorandum

Date: January 16, 2019
To: Citizens Advisory Committee
From: Anna LaForte – Deputy Director for Policy and Programming
Subject: 02/12/2019 Board Meeting: Adopt the Valencia Street Bikeway Implementation Plan Final Report [NTIP Planning]

RECOMMENDATION ☐ Information ☒ Action

Adopt the Valencia Street Bikeway Implementation Plan Final Report [NTIP Planning].

SUMMARY

In October 2017, the Transportation Authority allocated \$145,000 in Prop K sales tax funds to the San Francisco Municipal Transportation Agency (SFMTA) for the Valencia Street Bikeway Implementation Plan, including \$50,000 in District 8 Neighborhood Transportation Improvement Program (NTIP) planning funds as recommended by former Commissioner Jeff Sheehy. He requested the work in response to safety concerns and advocacy from neighborhood and bicycle groups. The study conducted data analysis and significant stakeholder outreach, and developed near-term and long-term recommendations for upgrading the existing bike lanes and improving safety along Valencia Street between Market and Mission streets. In September 2018, Mayor Breed directed the SFMTA to expedite implementation of Vision Zero safety projects starting with Valencia Street. The project's draft final report is attached to this memorandum and describes key findings, the near-term bikeway pilot project currently under implementation, and the next steps for advancing the long-term improvements.

- ☐ Fund Allocation
- ☐ Fund Programming
- ☐ Policy/Legislation
- ☒ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☐ Budget/Finance
- ☐ Contract/Agreement
- ☐ Procurement
- ☐ Other:

DISCUSSION

Background.

The NTIP is intended to strengthen project pipelines and advance the delivery of community-supported neighborhood-scale projects, especially in Communities of Concern and other underserved neighborhoods and areas with at-risk populations (e.g. seniors, children, and/or people with disabilities).

Valencia Street is a vibrant commercial and residential corridor, and a major north-south bicycle route for San Francisco. Competing needs between cyclists, pedestrians, passenger pick-ups and drop-offs, commercial loading, and parking have created safety concerns for all travelers along the corridor.

The SFMTA's goals for this NTIP study were to develop recommendations to improve safety for all

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users by providing a traffic-separated bikeway, improve curb management including commercial and passenger parking and loading, and reduce the number of conflicts between those who walk, bike, and drive along the corridor.

As part of the study, the SFMTA collected traffic pattern data and information about the corridor. This included video data collection, analyzing bike and pedestrian interactions, crash data analysis, color curb inventory, parking and loading occupancy and turnover analysis, as well as increased enforcement. The findings of this analysis are described in Chapter 2 of the report (see enclosure).

Stakeholder Engagement.

Chapter 3 of the draft final report describes the stakeholder engagement process, which included door-to-door outreach to merchants, stakeholder meetings with community and advocacy groups, meetings with schools and fire department, public workshops, and attending neighborhood events. Representatives from District 8 and District 9 offices participated in the stakeholder meetings and have provided feedback to the project team throughout the process. The study resulted in three proposed bikeway design alternatives to upgrade the existing bike lanes.

Near-term Improvements.

Chapter 4 of the draft final report describes near-term improvements installed early in the study phase to reduce double-parking and stopping in the bike lane. Following these near-term efforts, in September 2018 Mayor Breed directed the SFMTA to accelerate implementation of safety improvements on Valencia Street. As described in Chapter 4, SFMTA staff developed a pilot parking protected bikeway proposal for Valencia between Market and 15th streets, which was approved by the SFMTA Board in December 2018 and is now being implemented. This pilot implements one of the design alternatives to convert the existing Class II bike lane into a Class IV parking-protected lane. The project also includes changes to roadway striping, parking and loading changes, and other pedestrian safety improvements. The pilot project will last 18 months and includes a full evaluation to determine its effectiveness and inform the long-term improvements.

Long-term Improvements.

Outreach and community engagement efforts will continue through 2019 to determine the preferred long-term bikeway design alternative(s) and curb management proposal for the entire corridor between Market and Mission streets. Chapter 5 of the report describes the schedule and funding plan for implementation of the long-term improvements, which was incorporated in SFMTA's 5-year Capital Improvement Plan.

FINANCIAL IMPACT

The recommended action does not impact the adopted Fiscal Year 2018/19 budget.

CAC POSITION

The CAC will be briefed on this item at its January 23, 2019 meeting.

SUPPLEMENTAL MATERIALS

Enclosure – Valencia Street Bikeway Implementation Plan Draft Report

RESOLUTION ADOPTING THE LOCAL EXPENDITURE CRITERIA FOR EVALUATION
OF FUNDING APPLICATIONS FOR THE FISCAL YEAR 2019/20 TRANSPORTATION
FUND FOR CLEAN AIR PROGRAM

WHEREAS, The Transportation Fund for Clean Air (TFCA) Program is funded by a \$4 vehicle registration fee collected by the California Department of Motor Vehicles in the nine-county Bay Area and forty percent of the revenues collected are available to each county on a return-to-source basis to implement strategies to improve air quality by reducing motor vehicle emissions; and

WHEREAS, The Transportation Authority is the designated Program Manager for San Francisco for the (TFCA) Program; and

WHEREAS, The passage of Assembly Bill 434 required that the designated Program Manager annually adopt criteria establishing a set of priorities for expenditure of funds for certain types of projects; and

WHEREAS, Drawing on over two decades of experience as the Program Manager for TFCA, incorporating feedback on TFCA-funded projects from the Board and Citizens Advisory Committee over the past year, and after consulting with the agency's technical working group, Transportation Authority staff developed the attached draft Fiscal Year 2019/20 TFCA Local Expenditure Criteria; and

WHEREAS, At its January 23, 2019 meeting, the Citizens Advisory Committee was briefed on the staff recommendation and unanimously adopted a motion of support for its adoption; now, therefore, be it

RESOLVED, That the Transportation Authority adopts the attached Fiscal Year 2019/20 TFCA Local Expenditure Criteria; and be it further

RESOLVED, That the Executive Director is hereby authorized to communicate this



information to all relevant agencies and interested parties.

Attachment (1):

1. FY 2019/20 TFCA Local Expenditure Criteria
County Program Manager Fund Expenditure Plan Guidance – FY Ending 2020

Enclosure:

County Program Manager Fund Expenditure Plan Guidance - FY Ending 2020

Attachment 1
Fiscal Year 2019/20 Transportation Fund for Clean Air (TFCA)
DRAFT LOCAL EXPENDITURE CRITERIA

The following are the Fiscal Year 2019/20 Local Expenditure Criteria for San Francisco's TFCA County Program Manager Funds.

ELIGIBILITY SCREENING

In order for projects to be considered for funding, they must meet the eligibility requirements established by the Air District's TFCA County Program Manager Fund Policies for Fiscal Year 2019/20. Consistent with the policies, a key factor in determining eligibility is a project's cost effectiveness (CE) ratio. The TFCA CE ratio is designed to measure the cost effectiveness of a project in reducing motor vehicle air pollutant emissions and to encourage projects that contribute funding from non-TFCA sources. TFCA funds budgeted for the project are divided by the project's estimated emissions reduction. The estimated reduction is the weighted sum of reactive organic gases (ROG), oxides of nitrogen (NOx), and particulate matter (PM) emissions that will be reduced over the effective life of the project, as defined by the Air District's guidelines.

TFCA CE is calculated by inputting information provided by the applicant into the Air District's CE worksheets. Transportation Authority staff will be available to assist project sponsors with these calculations and will work with Air District staff and the project sponsors as needed to verify reasonableness of input variables. The worksheets also calculate reductions in carbon dioxide (CO₂) emissions, which are not included in the Air District's official CE calculations, but which the Transportation Authority considers in its project prioritization process.

Consistent with the Air District's Guidelines, in order to be eligible for Fiscal Year 2019/20 TFCA funds, a project must meet the CE ratio for emissions (i.e., ROG, NOx, and PM) reductions as specified in the guidelines for each project type. Projects that do not meet the appropriate CE threshold cannot be considered for funding.

PROJECT PRIORITIZATION

Candidate projects that meet the cost effectiveness thresholds will be prioritized for funding based on the two-step process described below:

Step 1 - TFCA funds are programmed to eligible projects, as prioritized using the Transportation Authority Board-adopted Local Priorities (see next page).

Step 2 - If there are TFCA funds left unprogrammed after Step 1, the Transportation Authority will work with project sponsors to develop additional TFCA candidate projects. This may include refinement of projects that were submitted for Step 1, but were not deemed eligible, as well as new projects. This approach is in response to an Air District policy that does not allow County Program Managers to rollover any unprogrammed funds to the next year's funding cycle. If Fiscal Year 2019/20 funds are not programmed within 6 months of the Air District's approval of San Francisco's funding allocation, expected in June 2019, funds can be redirected (potentially to non-San Francisco projects) at the Air

District's discretion. New candidate projects must meet all TFCA eligibility requirements and will be prioritized based on the Transportation Authority Board's adopted Local Priorities.

Local Priorities

The Transportation Authority's Local Priorities for prioritizing TFCA funds include the following factors:

1. Project Type – In order of priority:

- 1) Zero emissions non-vehicle projects including, but not limited to, bicycle and pedestrian facility improvements, transit priority projects, traffic calming projects, and transportation demand management projects;
- 2) Shuttle services that reduce vehicle miles traveled (VMT);
- 3) Alternative fuel vehicles and alternative fuel infrastructure; and
- 4) Any other eligible project.

2. Cost Effectiveness of Emissions Reduced– Priority will be given to projects that achieve high CE (i.e. a low cost per ton of emissions reduced) compared to other applicant projects. The Air District's CE worksheet predicts the amount of reductions each project will achieve in ROG, NOx, PM, and CO₂ emissions. However, the Air District's calculation only includes the reductions in ROG, NOx, and PM per TFCA dollar spent on the project. The Transportation Authority will also give priority to projects that achieve high CE for CO₂ emission reductions based on data available from the Air District's CE worksheets. The reduction of transportation-related CO₂ emissions is consistent with the City and County of San Francisco's 2013 *Climate Action Strategy*.

3. Project Readiness – Priority will be given to projects that are ready to proceed and have a realistic implementation schedule, budget, and funding package. Projects that cannot realistically commence in calendar year 2020 or earlier (e.g. to order or accept delivery of vehicles or equipment, begin delivery of service, award a construction contract, start the first TFCA-funded phase of the project) and be completed within a two-year period will have lower priority. Project sponsors may be advised to resubmit these projects for a future TFCA programming cycle.

4. Community Support (*new*)– Priority will be given to projects with demonstrated community support (e.g. recommended in a community-based transportation plan, outreach conducted to identify locations and/or interested neighborhoods, or a letter of recommendation provided by the district Supervisor).

5. Benefits Communities of Concern (*new*) – Priority will be given to projects that directly benefit Communities of Concern, whether the project is directly located in a Community of Concern (see map) or can demonstrate benefits to disadvantaged populations.

6. Investment from Non-Public Project Sponsors or Partners (*new*) – Non-public entities may apply for and directly receive TFCA grants for alternative-fuel vehicle and infrastructure projects and may partner with public agency applicants for any other project type. For projects where a non-public entity is the applicant or partner, priority will be given to projects that include an investment from the non-public entity that is commensurate with the TFCA funds requested.

7 Project Delivery Track Record – Projects that are ranked high in accordance with the above local expenditure criteria may be lowered in priority or restricted from receiving TFCA funds if either of the following conditions applies or has applied during the previous two fiscal years:

- **Monitoring and Reporting** – Project sponsor has failed to fulfill monitoring and reporting requirements for any previously funded TFCA project.
- **Implementation of Prior Project(s)** – Project sponsor has a signed Funding Agreement for a

TFCA project that has not shown sufficient progress; the project sponsor has not implemented the project by the project completion date without formally receiving a time extension from the Transportation Authority; or the project sponsor has violated the terms of the funding agreement.

. **Program Diversity** – Promotion of innovative TFCA projects in San Francisco has resulted in increased visibility for the program and offered a good testing ground for new approaches to reducing motor vehicle emissions. Using the project type criteria established above, the Transportation Authority will continue to develop an annual program that contains a diversity of project types and approaches and serves multiple constituencies. The Transportation Authority believes that this diversity contributes significantly to public acceptance of and support for the TFCA program.



Memorandum

Date: January 16, 2019
To: Transportation Authority Board
From: Anna LaForte – Deputy Director for Policy and Programming
Subject: 02/12/19 Board Meeting: Adoption of the Fiscal Year 2019/20 Transportation Fund for Clean Air Local Expenditure Criteria

RECOMMENDATION ☐ Information ☒ Action

- Adopt the Fiscal Year (FY) 2019/20 Transportation Fund for Clean Air (TFCA) Local Expenditure Criteria

SUMMARY

The TFCA program is funded by a \$4 vehicle registration fee collected by the California Department of Motor Vehicles in the nine-county Bay Area. The Bay Area Air Quality Management District (Air District) makes 40 percent of the TFCA program revenues available to each county on a return-to-source basis to implement strategies to improve air quality by reducing motor vehicle emissions, in accordance with the Air District's Clean Air Plan.

As the County Program Manager for San Francisco, the Transportation Authority is required annually to adopt Local Expenditure Criteria to guide how projects will be prioritized for San Francisco's share of TFCA funds. Reflecting discussions at CAC and Board meetings over the past year, we are proposing three new criteria to add to our time-tested criteria from prior years (see Attachment 1). The new criteria would give higher priority to projects that benefit communities of concern, to projects that demonstrate community support, and, for projects with non-public entity applicants or partners, to projects that include commensurate non-public investments. We are not proposing changes to existing criteria, which include ranking priority by project type, cost effectiveness of emissions reduced, project readiness, sponsor's project delivery track record, and program diversity. Following Board approval of the criteria, we will issue the FY 2019/20 call for projects for approximately \$720,000.

- ☐ Fund Allocation
- ☒ Fund Programming
- ☐ Policy/Legislation
- ☐ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☐ Budget/Finance
- ☐ Contract/Agreement
- ☐ Other:

DISCUSSION

Background. In 1991, the California Legislature authorized the Air District to impose a \$4 vehicle registration surcharge to provide grant funding to projects that address on-road motor vehicle emissions, helping the Bay Area meet state and federal air quality standards and greenhouse gas emission reduction goals. The Air District awards sixty percent of the TFCA funds through the TFCA Regional Fund, a suite of competitive grant programs for projects that reduce emissions from on-road motor vehicles. The Air District holds calls for projects for each of the project categories available

(i.e. bikeways, electric vehicle charging stations, zero-emission and partial-zero-emission vehicles, and shuttle and ridesharing projects).

The Air District transfers the remaining forty percent of the TFCA funds to designated County Program Managers, such as the Transportation Authority, in each of the nine Bay Area counties to be awarded to TFCA-eligible projects. Each year the Air District adopts the County Program Manager Fund Expenditure Plan Guidance, which includes the list of eligible projects and defines policies for the expenditure of the County Program Manager Fund. The latest guidance document (Attachment 3) includes policy changes that we have advocated for, such as increasing the cost-effectiveness eligibility limit for electric vehicle charging stations in multi-dwelling unit buildings, transit stations, and park-and-ride facilities to incentivize these projects and allowing the replacement of heavy-duty vehicles with light-duty vehicles, where such vehicles would be more appropriate.

As in past years, any public agency may be a project sponsor for a TFCA-funded project. Private entities may sponsor vehicle projects such as alternative-fuel vehicles and infrastructure projects, or partner with public agencies for all other project types.

Local Expenditure Criteria. Our experience with previous application cycles shows that the projected TFCA revenues generally are sufficient to fund most, if not all, of the projects that satisfy TFCA eligibility requirements established by the Air District, including a requirement that each project must achieve a cost effectiveness ratio as established in the adopted TFCA County Program Manager Fund Guidance. Thus, while some counties have established a complex point system for rating potential TFCA projects across multiple local jurisdictions and project sponsors, our assessment is that over time San Francisco has been better served by not assigning a point system to evaluate applications.

Our proposed FY 2019/20 Local Expenditure Criteria, detailed in Attachment 1, include the following three new criteria (#4-6, in Attachment 1):

- **Community Support** – Priority will be given to projects with demonstrated community support (e.g. recommended in a community-based transportation plan, outreach conducted to identify locations and/or interested neighborhoods, or a letter of recommendation provided by the district Supervisor).
- **Benefits Communities of Concern** – Priority will be given to projects that directly benefit Communities of Concern, whether the project is directly located in a Community of Concern (see map) or can demonstrate benefits to disadvantaged populations.
- **Investment from Non-Public Project Sponsors or Partners** – Non-public entities may apply for and directly receive TFCA grants for alternative-fuel vehicle and infrastructure projects and may partner with public agency applicants for any other project type. For projects where a non-public entity is the applicant or partner, priority will be given to projects that include an investment from the non-public entity that is commensurate with the TFCA funds requested.

We have reviewed the proposed changes with the Transportation Authority's Technical Working Group, composed of representatives from local and regional transportation agencies, which was supportive of the staff proposal.

Upon application, projects first undergo an eligibility screening. As in prior years, only projects that meet all of the Air District's TFCA eligibility requirements will be prioritized for funding using the Transportation Authority's Local Expenditure Criteria.

We continue to work with the Air District and other County Program Managers to improve the TFCA

program's effectiveness at achieving air quality benefits, decrease its administrative burden, and allow the County Program Manager's more flexibility to address each county's unique air quality challenges and preferred methods of mitigating mobile source emissions.

Next Steps. Following Board approval of the Local Expenditure Criteria, we will release the TFCA call for projects, anticipated by March 1, 2019. After reviewing and evaluating project applications, we will present a recommended TFCA FY2019/20 program of projects to the CAC in May and the Board in June 2019 for approval. Attachment 2 details the proposed schedule for the FY 2019/20 TFCA call for projects.

FINANCIAL IMPACT

There are no impacts to the Transportation Authority's adopted FY 2018/19 budget associated with the recommended action. Approval of the Local Expenditure Criteria will allow the Transportation Authority to program approximately \$720,000 in local TFCA funds to eligible San Francisco projects and to receive about \$50,000 for ongoing administration of the TFCA program. These funds will be incorporated into the FY 2019/20 budget and subsequent year budgets to reflect anticipated TFCA project cash reimbursement needs.

CAC POSITION

The CAC will consider this item at its January 23, 2019 meeting.

SUPPLEMENTAL MATERIALS

Attachment 1 – Draft FY 2019/20 TFCA Local Expenditure Criteria

Attachment 2 – Proposed Schedule for TFCA FY 2019/20 Call for Projects

Enclosure – County Program Manager Fund Expenditure Plan Guidance for Fiscal Year Ending 2020

Attachment 2
 San Francisco County Transportation Authority
 Fiscal Year 2019/20 Transportation Fund for Clean Air

Draft Schedule for Fiscal Year 2019/20 TFCA Call for Projects*

Thursday, January 17, 2019	Technical Working Group – DISCUSSION Local Expenditure Criteria
Wednesday, January 23, 2019	Citizens Advisory Committee Meeting – ACTION Local Expenditure Criteria
Tuesday, February 12, 2019	Transportation Authority Board Meeting – PRELIMINARY ACTION Local Expenditure Criteria
Tuesday, February 26, 2019	Transportation Authority Board Meeting – FINAL ACTION Local Expenditure Criteria
By Friday, March 1, 2019	Transportation Authority Issues TFCA Call for Projects
Friday, April 19, 2019, 5pm	TFCA Applications Due to the Transportation Authority
Wednesday, May 22, 2019	Citizens Advisory Committee Meeting – ACTION TFCA staff recommendations
Tuesday, June 11, 2019	Transportation Authority Board Meeting - PRELIMINARY ACTION TFCA staff recommendations
Tuesday, June 25, 2019	Transportation Authority Board Meeting – FINAL ACTION TFCA staff recommendations
Sept 2019 (estimated)	Funds expected to be available to project sponsors

* Meeting dates are subject to change. Please check the Transportation Authority's website for the most up-to-date schedule (www.sfcta.org/agendas).



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RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE MASTER AGREEMENTS, PROGRAM SUPPLEMENTAL AGREEMENTS, COOPERATIVE AGREEMENTS AND ANY AMENDMENTS THERETO WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR RECEIPT OF FEDERAL AND STATE FUNDS FOR THE YERBA BUENA ISLAND WESTSIDE BRIDGES SEISMIC RETROFIT PROJECT IN THE AMOUNT OF \$7 MILLION AND THE YERBA BUENA ISLAND SOUTHGATE ROAD REALIGNMENT IMPROVEMENTS PROJECT IN THE AMOUNT OF \$30 MILLION

WHEREAS, The Transportation Authority is a recipient of federal and state funds administered by the California Department of Transportation (Caltrans); and

WHEREAS, Guidelines established by Caltrans require that certain funding agreements be signed by the project sponsor and returned to Caltrans within 90 days or Caltrans may disencumber and/or de-obligate funds, and the guidelines also require a Board resolution identifying the person(s) authorized to execute these funding agreements and the title of the grant; and

WHEREAS, In 2019 staff anticipate receiving federal and state funds from Caltrans for the Yerba Buena Island (YBI) Westside Bridges Seismic Retrofit Project and YBI Southgate Road Realignment Improvements Project, both of which are included in the agency's adopted work program for Fiscal Year 2018/19; and

WHEREAS, The YBI Westside Bridges Seismic Retrofit Project will reconstruct or seismic retrofit eight existing bridge structures and will be challenging to implement given its unique location along the western edge of YBI along steep terrain on the hillside overlooking the San Francisco Bay; and

WHEREAS, In March 2018, through Resolution 18-42, the Board approved the Construction



Manager/General Contractor (CM/GC) Project Delivery Method for this project; and

WHEREAS, In November 2018, Caltrans awarded an additional \$7 million in federal Highway Bridge Program funds for the project, and

WHEREAS, These funds will be used for the project's CM/GC preconstruction services contract and related expenditures, and a program supplemental agreement with Caltrans needs to be executed prior to seeking reimbursement of grant funds; and

WHEREAS, The YBI Southgate Road Realignment Improvements Project will increase the length of the on-ramp and off-ramp on a new alignment to allow the YBI Westbound Ramps Project to function as designed; and

WHEREAS, The Transportation Authority submitted a federal Highway Bridge Program funding application request to Caltrans in October 2017; and

WHEREAS, Caltrans has approved programming approximately \$30 million of federal and state Prop 1B funds in the Federal Transportation Improvement Program for federal Fiscal Year 2018/19 for the YBI project, and staff anticipate that grant funds will be authorized in spring 2019; and

WHEREAS, Procurements for each project and mid-year budget amendments, where applicable, will be brought to the Transportation Authority Board for approval as part of separate actions, and

WHEREAS, This authorization would facilitate compliance with Caltrans' funding agreement deadlines and enable the Transportation Authority to seek reimbursement of federal and/or state grant funds administered by Caltrans for the YBI Westside Bridges Seismic Retrofit Project and the YBI Southgate Road Realignment Improvements Project; now, therefore, be it

RESOLVED, That the Transportation Authority hereby authorizes the Executive Director to execute master agreements, program supplemental agreements, cooperative agreements and any

amendments thereto with Caltrans for receipt of federal and state funds for the Yerba Buena Island Westside Bridges Seismic Retrofit Project in the amount of \$7 million and the Yerba Buena Island Southgate Road Realignment Improvements Project in the amount of \$30 million.



Memorandum

Date: February 4, 2019
To: Transportation Authority Board
From: Cynthia Fong – Deputy Director for Finance and Administration
Subject: 02/12/19 Board Meeting: Authorize the Executive Director to Execute Master Agreements, Program Supplemental Agreements, Cooperative Agreements, and Any Amendments Thereto with the California Department of Transportation for Receipt of Federal and State Funds for the Yerba Buena Island Westside Bridges Seismic Retrofit Project in the Amount of \$7 Million and the Yerba Buena Island Southgate Road Realignment Improvements Project in the Amount of \$30 Million

RECOMMENDATION ☐ Information ☒ Action

- Authorize the Executive Director to execute master agreements, program supplemental agreements, cooperative agreements, and any amendments thereto with the California Department of Transportation (Caltrans) for receipt of federal and state funds for the following projects:
 - Yerba Buena Island (YBI) Westside Bridges Seismic Retrofit Project in the amount of \$7 million
 - YBI Southgate Road Realignment Improvements Project in the amount of \$30 million

- ☐ Fund Allocation
- ☐ Fund Programming
- ☐ Policy/Legislation
- ☐ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☐ Budget/Finance
- ☒ Contract/Agreement
- ☐ Other: _____

SUMMARY

We are seeking authorization for the Executive Director to execute funding agreements between the Transportation Authority and Caltrans for receipt of federal and state funds for several grants that we anticipate receiving this year for the YBI Westside Bridges Seismic Retrofit Project and YBI Southgate Road Realignment Improvements Project. Guidelines established by Caltrans require that certain funding agreements be signed by the project sponsor and returned to Caltrans within 90 days. Caltrans may disencumber and/or de-obligate funds if the deadline is not met. Caltrans also requires a Board resolution identifying the person(s) authorized to execute these funding agreements and the title of the grant. The Board has previously adopted similar resolutions with the last one being Resolution 16-22 in November 2015.

DISCUSSION

Background.

We are working jointly with the Treasure Island Development Authority and the Office of Economic and Workforce Development on the development of the I-80/YBI Interchange Improvement Project.

The scope of the project includes two major components: 1) the I-80/YBI Ramps Improvement Project Phase 1, which includes constructing new westbound on- and off-ramps (on the east side of YBI) to the new Eastern Span of the San Francisco-Oakland Bay Bridge and the YBI Southgate Road Realignment Improvements Phase 2, which includes increasing the length of the on-ramp and off-ramp on a new alignment to allow the westbound ramps to function as designed; and 2) the YBI Westside Bridges Seismic Retrofit Project on the west side of the island. We are in the process of completing Phase 1 (I-80/YBI Ramps Improvement Project) and are now implementing Phase 2 (YBI Southgate Road Realignment Improvements Project).

Discussion.

Brief descriptions of the two YBI projects for which we are recommending approval of the subject resolution are provided below along with information on the relevant federal and state grants. Both projects are included in the agency's adopted work program for Fiscal Year 2018/19.

YBI Westside Bridges Seismic Retrofit Project: The project will reconstruct or seismically retrofit eight existing bridge structures and will be challenging to implement, given its unique location along the western edge of YBI along steep terrain on the hillside overlooking the San Francisco Bay. In addition to the challenging location, the project presents numerous complex structural (bridge/retaining wall foundations) and geotechnical challenges (unstable soils), as well as difficult construction access (very steep terrain) and environmental constraints (construction adjacent to and above the San Francisco Bay).

In March 2018, through Resolution 18-42, the Board approved the Construction Manager/General Contractor (CM/GC) Project Delivery Method for this project. In October 2018, through Resolution 19-17, the Board awarded a professional services contract to Golden State Bridge/Obayashi Joint Venture for CM/GC preconstruction services and a contract amendment to WMH Corporation, subject to Caltrans' approval of additional federal Highway Bridge Program funds. Caltrans awarded an additional \$7 million in federal Highway Bridge Program funds for the project on November 29, 2018. These funds will be used for the project's CM/GC preconstruction services contract and related expenditures. We need to execute a program supplemental agreement with Caltrans prior to seeking reimbursement of grant funds and have until March 27 to do so to avoid losing the funds. Construction of the project is scheduled to begin in spring/summer 2020 and be completed by the end of 2021.

YBI Southgate Road Realignment Improvements Project: This project will increase the length of the on- and off-ramp on a new alignment to allow the YBI Westbound Ramps Project to function as designed. Southgate Road as realigned would effectively function as an extension of the on- and off-ramps for the YBI Westbound Ramps Project and would separate traffic heading down westbound and eastbound I-80, thereby eliminating queue spillback onto I-80 and the LOS F intersection. The extended ramps would provide direct access from Hillcrest Road to the westbound on-ramp and would ensure all truck turning movements are accommodated. In addition, the eastbound off-ramp is being reconstructed. We submitted a federal Highway Bridge Program funding application request to Caltrans in October 2017. Caltrans has approved programming of approximately \$30 million of federal and state Prop 1B funds in the Federal Transportation Improvement Program for federal Fiscal Year 2018/19 for the YBI project. We anticipate grant funds will be authorized in spring 2019.

FINANCIAL IMPACT

Approval of the recommended action would facilitate compliance with Caltrans funding agreement deadlines and enable the Transportation Authority to seek reimbursement of federal and/or state grant funds administered by Caltrans for the YBI Westside Bridges Seismic Retrofit Project and the YBI Southgate Road Realignment Improvements Project. We will bring procurements for each project and mid-year budget amendments, where applicable, to the Board for approval as part of future agenda items.

CAC POSITION

At its January 23, 2019 meeting the CAC unanimously adopted a motion of support for Transportation Authority staff recommendation for a blanket authorization to execute all agreements with Caltrans for receipt of federal and state funds, including the YBI Westside Bridges Seismic Retrofit Project and YBI Southgate Road Realignment Improvements Project. Subsequently, we revised the recommended action to provide the needed authorization for the two subject projects.

SUPPLEMENTAL MATERIALS

None

RESOLUTION AWARDDING A TWO-YEAR PROFESSIONAL SERVICES CONTRACT, WITH AN OPTION TO EXTEND FOR TWO ADDITIONAL TWO-YEAR PERIODS, TO WILTEC, INC. IN AN AMOUNT NOT TO EXCEED \$100,000 FOR PERFORMANCE MONITORING AND ANALYSIS SERVICES FOR THE CONGESTION MANAGEMENT PROGRAM, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE CONTRACT PAYMENT TERMS AND NON-MATERIAL CONTRACT TERMS AND CONDITIONS

WHEREAS, As the Congestion Management Agency for San Francisco, the Transportation Authority prepares the Congestion Management Program (CMP) for San Francisco every two years in accordance with state law to monitor congestion on the CMP roadway network and adopt plans for mitigating traffic congestion that falls below certain thresholds; and

WHEREAS, Although not specifically required by the state CMP legislation, the Transportation Authority also monitors transit speeds and transit reliability and collects data related to pedestrians and bicycles as measures of multi-modal system performance; and

WHEREAS, Consultant services are needed to assist with vehicle level of service data collection, processing, and analysis; traffic counts; transit speed and volume monitoring; transit coverage; and associated data collection, processing and analysis; and

WHEREAS, On November 2, 2018, the Transportation Authority issued a Request for Proposals (RFP) seeking consultant services to provide performance monitoring and analysis services for the CMP; and

WHEREAS, The Transportation Authority received two proposals in response to the RFP by the due date of December 3, 2018; and

WHEREAS, A selection panel comprised of San Francisco Municipal Transportation Agency



and Transportation Authority staff reviewed the proposals based on the evaluation criteria and interviewed two firms on December 12, 2018; and

WHEREAS, Based on the results of the competitive selection process, the selection panel recommended award of the contract to the highest-ranked firm, the University of Kentucky Research Foundation, which included Wiltec, Inc. as its sole sub-contractor; and

WHEREAS, At its January 23, 2019 meeting, the Citizens Advisory Committee considered the subject request and unanimously adopted a motion of support for the staff recommendation; and

WHEREAS, Following the Citizens Advisory Committee's approval, contract negotiations with the University of Kentucky Research Foundation regarding changes to the structure of the proposed team resulted in Wiltec, Inc. performing the majority of the requested services and therefore being recommended for contract award with the University of Kentucky Research Foundation as its sole sub-contractor; and

WHEREAS, The contract will be funded by federal Surface Transportation Program funds matched by Prop K sales tax, and the adopted Fiscal Year 2018/19 includes this year's activities; and

WHEREAS, Sufficient funds will be included in future fiscal year budgets to cover the remaining cost of the contract; now, therefore, be it

RESOLVED, That the Transportation Authority hereby awards a two-year professional services contract, with an option to extend for two additional two-year periods, to Wiltec, Inc. in an amount not to exceed \$100,000 for performance monitoring and analysis services for the CMP; and be it further

RESOLVED, That the Executive Director is hereby authorized to negotiate contract payment terms and non-material contract terms and conditions; and be it further

RESOLVED, That for the purposes of this resolution, "non-material" shall mean contract terms and conditions other than provisions related to the overall contract amount, terms of payment,

and general scope of services; and be it further

RESOLVED, That notwithstanding the foregoing and any rule or policy of the Transportation Authority to the contrary, the Executive Director is expressly authorized to execute agreements and amendments to agreements that do not cause the total agreement value, as approved herein, to be exceeded and that do not expand the general scope of services.

Attachment:

1. Scope of Services

Attachment 1

Scope of Services

The Transportation Authority seeks vehicle Level of Service (LOS) and transit speed monitoring services to support the 2019 Congestion Management Program (CMP), which will collect traffic speed and transit speeds and report corresponding performance measures, including segment vehicle LOS, for the designated CMP roadway network, as well as assemble and collect multimodal counts at designated locations. Specific tasks include: 1) work program and project management, 2) LOS monitoring and data analysis, 3) traffic counts, 4) transit speed monitoring, 5) transit volume monitoring, 6) transit coverage, 7) preparation of the draft speed and LOS monitoring report and 8) preparation of the final report. The tasks are detailed below:

TASK 1 – Work Program and Project Management

The Contractor will work with Transportation Authority staff to prepare a Work Program for the scope of services described herein. The Work Program will be a detailed plan of the study procedures and process. The Contractor will clearly describe the firm's approach and schedule for completing the Work Program, which will build on the Transportation Authority's experience from previous LOS monitoring cycles. The Transportation Authority and the Contractor will mutually agree upon the Work Program.

The 2019 project schedule is shown in the table below.

Schedule

Kick-off meeting	February 2019
2019 Monitoring and Data Analysis	April-May 2019
2019 Draft Report	October 2019
2019 Final Report	November 2019

Deliverables:

1. *Work Program*
2. *Detailed Schedule*

TASK 2 – LOS Monitoring & Data Analysis

The Contractor will assemble private commercial traffic speed data (INRIX) for spring 2019 to generate speed, LOS, and travel time data at the CMP segment level. For purposes of this data assembly effort, the AM peak period is from 7:00 a.m. to 9:00 a.m. and the PM peak period is from 4:30 p.m. to 6:30 p.m. Data shall be screened to avoid Mondays and Fridays, holidays, school district breaks, inclement weather, major events such as sporting events or festivals, and any other special incidents. The Contractor will also ensure the results for each segment are based on a sufficient sample size as necessary for accuracy.

The Contractor will conduct floating car runs to collect data for LOS monitoring during the weekday AM and PM peak periods where INRIX data is not provided or is deemed unreliable by both the Contractor and the Transportation Authority for the arterial and freeway segments listed in Appendix 5 of the 2017 CMP (link provided in Section III). The Contractor will identify segments requiring data collection through floating car runs through a review of INRIX data and provide a complete list to the Transportation Authority before conducting data collection runs. For purposes of this data collection effort, the AM peak period is from 7:00 a.m. to 9:00 a.m. and the PM peak period is from 4:30 p.m. to 6:30 p.m. The Transportation Authority reserves the right to substitute any of the

Attachment 1

Scope of Services

proposed segments with other roadway segments. Data collection shall avoid Mondays and Fridays, holidays, school district breaks, inclement weather, major events such as sporting events or festivals, and any other special incidents. The Contractor will submit progress reports to the Transportation Authority that will include a list of the data collected, the data yet to be collected, data processing steps completed and remaining, data that had to be discarded, any monitoring problems/issues, and an updated schedule.

The Contractor shall clean and process the private commercial traffic speed data (INRIX) and the floating car run data for the same timeframe (spring 2019) to generate speed, LOS, and travel time data at the CMP segment level. Again, data shall be screened to avoid Mondays and Fridays, holidays, school district breaks, inclement weather, major events such as sporting events or festivals, and any other special incidents. The Contractor will also ensure the results for each segment are based on a sufficient sample size as necessary for accuracy. The Contractor will calculate LOS based on both the Highway Capacity Manual (HCM)-1985 (all CMP segments) and HCM-2000 (interrupted flow urban street segments only) methodologies for the existing network segmentation. This information, as well as the raw data, will be submitted to the Transportation Authority in a spreadsheet compatible with the Transportation Authority's transportation analysis database. The Contractor will report speed, LOS, and travel time data at the CMP segment level.

The Contractor will submit progress reports to the Transportation Authority that will include a list of the data collected, the data yet to be collected, data processing steps completed and remaining, data that had to be discarded, any monitoring problems/issues, and an updated schedule. A geo-database (compatible with ArcGIS Desktop 10.0) will be submitted to the Transportation Authority (in addition to the spreadsheets) and will include applicable attributes. The Contractor will provide Python scripts used for processing the INRIX data to produce the final cleaned data set.

Deliverables:

1. *LOS data collection progress reports*
2. *Speed and LOS spreadsheets*
3. *Geo-database of speed and LOS data*
4. *Python scripts for processing INRIX data*

TASK 3 – Traffic Counts

The Contractor will collect traffic volume and/or turning movement data on segments or at intersections to be specified by the Transportation Authority. The Contractor shall clean and process the data to generate the required outputs. The Contractor will also assemble counts from the Caltrans Performance Measurement System (PeMS) and Caltrans Count Census for key locations, and will clean and process the data to generate the required outputs.

For count locations specified by the Transportation Authority as 48 half-hour machine count locations, counter placement shall be positioned within the boundaries specified by the Transportation Authority unless otherwise approved by the Transportation Authority's project manager. Digital photographs shall be taken at each count location clearly showing the number of lanes, median type, and hose location. The location and orientation of each photo shall be noted within the filename of each photo. The count locations shall be accurately recorded in latitude and longitude decimal degrees to at least five decimal places. Such locations shall be established using Global Positioning System (GPS) technology. Latitude and longitude coordinates shall be based on the Universal Transverse

Attachment 1

Scope of Services

Mercator (UTM) coordinate system. All machine counts will be provided in a spreadsheet format compatible with the Transportation Authority's "Count Dracula" count database.

For count locations specified by the Transportation Authority as 48 half-hour turning movement counts, digital photographs shall be taken at each count intersection. The location and orientation of each photo shall be noted within the filename of each photo. At each intersection approach, the number of lanes and usage of each (left, right or thru) at the stop line shall be recorded. If a manual count is used, a camcorder shall be set on a tripod beside the technician to record the same traffic for the entire counting duration. The Contractor is not required to conduct video review except in instances where a quality review suggests the reported data to be incomplete or incorrect in some way; however video files will serve as a ground truth for future data analysis or in the case that data must be verified. Bicycles, counted in the same manner as other roadway vehicles but reported separately, and the number of pedestrian crossings at each approach of intersection shall be a part of the intersection Turning Movement Count data collection. All turning movement counts will be provided in a spreadsheet format compatible with the Transportation Authority's "Count Dracula" count database.

The Contractor will review the traffic count data provided by any subcontractors to ensure its reasonableness. If issues are encountered, these will be raised with the Transportation Authority for direction on how to proceed. Traffic count data will be provided in a format agreed upon by the Contractor and the Transportation Authority, and will include traffic volumes, turning movements (where specified as a turning movement count), digital photographs and count location description information.

For count locations specified by the Transportation Authority from PeMS and the Caltrans Count Census, the Contractor will develop scripts to collect and summarize average counts for typical weekdays, Saturdays and Sundays at a half-hour resolution. The Contractor will also investigate PeMS back-end database to identify the integration of Caltrans Count Census data into PeMS, if any, based on the available census stations in the City and County of San Francisco. The Contractor will identify and use the most appropriate channel to access and analyze the Caltrans Count Census data (i.e., via PeMS backend/PeMS clearing house/Caltrans Traffic Census Program webpage). For count locations specified by the Transportation Authority from PeMS and the Caltrans Count Census, the Contractor will develop scripts to collect and summarize average counts for typical weekdays, Saturdays and Sundays at a half-hour or other user-defined data resolution.

The Contractor will submit progress reports to the Transportation Authority that will include a list of the data collected, the data yet to be collected, data processing steps completed and remaining, data that had to be discarded, any monitoring problems/issues, and an updated schedule.

Deliverables:

1. *Traffic count data collection progress reports*
2. *Spreadsheets with machine counts at half-hour resolution*
3. *Spreadsheets with turning movement counts at half-hour resolution*
4. *Spreadsheets with PeMS/Caltrans Count Census counts at half-hour resolution*
5. *Technical memorandum outlining the methodology for PeMS/Caltrans Count Census Data Processing*
6. *Python scripts to collect and process PeMS and Caltrans Count Census data*

Attachment 1

Scope of Services

TASK 4 – Transit Speed Monitoring

The Transportation Authority will provide the Contractor with a set of raw transit (Automatic Vehicle Location (AVL)/Automatic Passenger Count (APC)) data for the same AM and PM peak periods as the LOS monitoring performed in a prior contract in order to provide for direct transit-to-auto comparisons. The Transportation Authority will provide the data in a single submittal. The Contractor will utilize Geographic Information System (GIS) and database processing tools developed in the prior contract to clean the data and summarize transit performance. The Contractor will provide transit speeds, segment travel time and travel time variability, and transit-to-auto speed ratios by CMP network segment for all segments on which surface transit is operated.

Deliverables:

1. *Spreadsheets and geo-database with transit speeds, transit-to-auto speed ratios, and reliability (variability)*
2. *Technical memorandum outlining methodologies and assumptions used to create transit database processing tool and outputs*
3. *Python scripts to process AVL and APC for generating transit speeds, segment travel time and travel time variability, and transit-to-auto speed ratios by CMP network segment for all segments on which surface transit is operated*

TASK 5 – Transit Volume Monitoring

The Transportation Authority will provide the Contractor with a set of raw APC data and station flow data for all 24-hours for all major transit operators serving San Francisco, which the Contractor will analyze in order to calculate transit boardings, alightings and loads by time-of-day. The Transportation Authority will provide the data in a single submittal. The Contractor will provide average boardings, alightings, loads at key cordons at a 30-minute resolution for typical weekdays, Saturday and Sunday. Note that balancing or adjusting the alightings and boardings are not a part of this task. If the Contractor identifies this to be a major issue, it will be brought to the Transportation Authority's attention, with recommendations on plausible methods to reconcile the observed discrepancies.

Deliverables:

1. *Spreadsheets with average boardings, alightings, loads at key cordons at a 30-minute resolution for typical weekdays, Saturday and Sunday*
2. *Technical memorandum outlining methodologies and assumptions used to create transit database processing tool and outputs*

TASK 6 – Transit Coverage

The Contractor will research transit coverage performance measures and recommend a preferred measure or small set of performance measures that can be tracked over time using existing data sources, such as stop density, geographic coverage by population, employment density, etc. The Contractor will document the inputs and processing steps required to compute the recommended performance measure after confirming the measure with Transportation Authority staff.

Deliverables:

1. *Spreadsheets and transit coverage performance measures*
2. *Technical memorandum outlining transit coverage performance measure methodology and assumptions*
3. *Python script(s) for producing transit coverage metric(s)*

TASK 7 – Draft 2019 Speed, Volume, and LOS Monitoring Report

Attachment 1

Scope of Services

The Contractor will produce a draft report that includes:

- Information on construction or other temporary conditions that appear to impact any of the monitored segments;
- Tabulations comparing LOS measurements (using both HCM-1985 and HCM-2000 criteria to facilitate comparisons), transit speeds, and transit-to-auto speed ratios for each segment to those obtained in previous years;
- Tabulations showing traffic volume data collected in 2019, compared to previous counts at similar locations, if available (to be provided by the Transportation Authority);
- GIS maps illustrating the monitored network and observed LOS conditions (using both HCM-1985 and HCM-2000 criteria to facilitate comparisons), traffic volumes, and transit speeds;
- Identification of segments with LOS F and whether they a) may need follow-up monitoring or deficiency planning, or b) are exempt from deficiency planning requirements. The Transportation Authority may be required to conduct deficiency planning if a non-exempt segment is found to be at LOS F for the past two monitoring cycles. Monitored segments with LOS F that are not exempt may require additional data collection equivalent to two floating car runs to verify the LOS F finding.
- A general summary/analysis of citywide speed, volume, and LOS, with trends for the same, including the percentages of the network where speeds have increased, decreased, or remained the same and an identification of segments that are contributing significantly to overall trends; and
- A set of citywide metrics such as an average citywide freeway speed, an average citywide arterial speed, and an average transit speed based on the CMP segments monitored in this cycle.

Deliverable:

1. *Spring 2019 Speed and LOS Monitoring Draft Report (digital format)*

TASK 8 – 2019 Final Report

Following one round of review of the draft report and consultation with the Transportation Authority, the Contractor will provide a final report containing revisions and clarifications as necessary. The final report will also include a digital copy of all tabulations, spreadsheets, databases, and GIS files.

Deliverables:

1. *Final Report (five hard copies and one digital copy)*
2. *Final Monitoring Results Spreadsheets/ Database/ GIS (digital format)*



Memorandum

Date: February 1, 2019
To: Transportation Authority Board
From: Joe Castiglione – Deputy Director for Technology, Data & Analysis
Subject: 02/12/19 Board Meeting: Award a Two-Year Professional Services Contract, with an Option to Extend for Two Additional Two-Year Periods, to Wiltec, Inc. in an Amount Not to Exceed \$100,000 for Performance Monitoring and Analysis Services for the Congestion Management Program.

RECOMMENDATION ☐ Information ☒ Action

- Award a two-year professional services contract, with an option to extend for two additional two-year periods, to Wiltec, Inc. in an amount not to exceed \$100,000 for performance monitoring and analysis services
- Authorize the Executive Director to negotiate contract payment terms and non-material terms and conditions

SUMMARY

We are seeking consultant services to provide performance monitoring and analysis services for the Congestion Management Program (CMP). As the Congestion Management Agency (CMA) for San Francisco and in accordance with the state CMP legislation, we monitor the CMP roadway network for level of service (LOS) on a biennial basis. Although not specifically required by the CMP legislation, we also monitor transit speeds and transit reliability and collect data related to pedestrians and bicycles as a measure of multi-modal system performance. We issued a Request for Proposals (RFP) in November. By the proposal due date, we received two proposals. Following interviews with both firms, the multi-agency selection panel recommend award of the contract to the highest-ranking team of Wiltec, Inc. and the University of Kentucky Research Foundation.

- ☐ Fund Allocation
- ☐ Fund Programming
- ☐ Policy/Legislation
- ☐ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☐ Budget/Finance
- ☒ Contract/Agreement
- ☐ Other:

DISCUSSION

Background.

Every two years, the Transportation Authority prepares the CMP for San Francisco. This program is conducted in accordance with state law to monitor congestion and adopt plans for mitigating traffic congestion that falls below certain thresholds. The purpose of 2019 CMP is to:

- Define San Francisco's performance measures for congestion management;

- Report congestion monitoring data for San Francisco county to the public and the Metropolitan Transportation Commission (MTC);
- Describe and synthesize San Francisco's congestion management research, strategies and efforts (infrastructure/capital investment, land-use and Travel Demand Management policies); and
- Outline the congestion management work program for Fiscal Years 2019/20 and 2020/21.

We are seeking consultant services to assist with monitoring vehicle LOS on close to 250 directional roadway segments in San Francisco, during AM and PM peak hours. The LOS measure is primarily derived from private commercial traffic speed data (INRIX) made available to the Transportation Authority at no cost by MTC. At locations where INRIX data does not provide adequate coverage, the consultant will conduct floating car runs.

Although not specifically required by the CMP legislation, we also monitor transit speeds, transit reliability, and auto-transit speed ratios on CMP segments using Automated Passenger Counter data. In addition, we collect multi-modal traffic counts at several key intersections to monitor multi-modal system performance. Consultant services are needed to help with data collection, processing, and analysis. The scope of services is included as Attachment 1.

In coordination with the 2017 CMP, we developed a website (congestion.sfcta.org) for visualization and exploration of all historic congestion metrics. The data collected for 2019 CMP will also be used to update this website. Iteris, Inc. held the previous contract and provided vehicle LOS and transit speed monitoring services as part of the 2013, 2015, and 2017 CMP update efforts.

Procurement Process.

We issued a RFP for performance monitoring and analysis services for the CMP on November 2, 2018. We hosted a pre-proposal conference at our offices on November 13, which provided opportunities for small businesses and larger firms to meet and form partnerships. Five firms attended the conference. We took steps to encourage participation from small and disadvantaged business enterprises, including advertising in six local newspapers: the San Francisco Chronicle, San Francisco Examiner, the Small Business Exchange, Nichi Bei, the Western Edition and the San Francisco Bayview. We also distributed the RFP and questions and answers to certified small, disadvantaged, and local businesses; Bay Area and cultural chambers of commerce; and small business councils.

By the due date of December 3, 2018, we received two proposals in response to the RFP. A selection panel comprised of Transportation Authority and San Francisco Municipal Transportation Agency staff evaluated the proposals based on qualifications and other criteria identified in the RFP, including the proposer's understanding of project objectives, technical and management approach, and capabilities and experience. The panel interviewed both firms on December 12. Based on the competitive process defined in the RFP, the panel recommends that the Board award the contract to the highest-ranked team of Wiltec, Inc. and the University of Kentucky Research Foundation. The Wiltec, Inc. and the University of Kentucky Research Foundation team distinguished itself based on having a better understanding of project objectives and challenges; specifically, around the multi-modal aspect of San Francisco's CMP. In addition, the Wiltec, Inc. and the University of Kentucky Research Foundation team demonstrated stronger capabilities and experience in delivering data processing and analysis scripts that are essential to make this effort more efficient for future CMP updates.

Agenda Item 12

Following the selection panel's recommendations, contract negotiations with the University of Kentucky Research Foundation regarding changes to the structure of the proposed team resulted in Wiltec, Inc. performing the majority of the requested services. Therefore, we are recommending contract award to Wiltec, Inc. with the University of Kentucky Research Foundation as its sole sub-contractor.

We will use federal funds to cover a portion of this contract and have adhered to federal procurement regulations. We established a Disadvantaged Business Enterprise (DBE) goal of 16% for this contract, accepting certifications by the California Unified Certification Program. Proposals from both teams exceeded the DBE goal. As originally proposed, the University of Kentucky and Wiltec team included 42% DBE participation from Wiltec as an African-American-owned firm. However, with Wiltec, Inc. now recommended as the prime contractor, the DBE participation has increased to 51% for the team.

FINANCIAL IMPACT

This contract will be funded by federal Surface Transportation Program funds matched by Prop K sales tax. The adopted Fiscal Year 2018/19 budget includes this year's activities and sufficient funds will be included in future budgets to cover the remaining cost of the contract.

CAC POSITION

At its January 23, 2019 meeting the CAC unanimously adopted a motion of support for the selection panel's recommendation for award of the contract to the University of Kentucky Research Foundation. As noted above, subsequently, contract negotiations with the University of Kentucky Research Foundation regarding changes to the structure of the proposed team resulted in Wiltec, Inc. performing the majority of the requested services and being recommended for contract award.

SUPPLEMENTAL MATERIALS

Attachment 1 – Scope of Services