



AGENDA

San Francisco County Transportation Authority Meeting Notice

Date: Tuesday, April 28, 2020; 10:00 a.m.

Location: Watch SF Cable Channel 26

Watch www.sfgovtv.org

Watch <https://bit.ly/3cEJWNV>

PUBLIC COMMENT CALL-IN: 1-888-204-5987; Access Code: 2858465

Commissioners: Peskin (Chair), Mandelman (Vice Chair), Fewer, Haney, Mar, Preston, Ronen, Safai, Stefani, Walton and Yee

Acting Clerk: Angela Tsao

Remote Access to Information and Participation:

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In accordance with Governor Gavin Newsom's statewide order for all residents to "Stay at Home" - and the numerous local and state proclamations, orders and supplemental directions - aggressive directives have been issued to slow down and reduce the spread of the COVID-19 virus. Pursuant to the lifted restrictions on video conferencing and teleconferencing, the Transportation Authority Board and Committee meetings will be convened remotely and allow for remote public comment. Members of the public are encouraged to watch SF Cable Channel 26 or visit the SFGovTV website (www.sfgovtv.org) to stream the live meetings or watch them on demand. If you want to ensure your comment on any item on the agenda is received by the Board in advance of the meeting, please send an email to clerk@sfcta.org by 8 a.m. on Tuesday, April 28, or call (415) 522-4800.

1. Roll Call
2. Chair's Report - **INFORMATION**
3. Executive Director's Report - **INFORMATION**

Consent Agenda

4. Approve the Minutes of the April 14, 2020 Meeting - **ACTION***
5. **[Final Approval]** Authorize the Executive Director to Execute a Memorandum of Understanding with the Transbay Joint Powers Authority (TJPA), the Metropolitan Transportation Commission, the Peninsula Corridor Joint Powers Board, the

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- California High Speed Rail Authority, and the City and County of San Francisco for the Establishment of a New Organizational Structure that Will Support the Efforts of the TJPA in the Development of the Downtown Rail Extension to a Ready-for-Procurement Status - **ACTION*** 15
6. **[Final Approval]** Allocate \$11,906,558, with Conditions, for Downtown Rail Extension - Phasing and Partial 15% Design and Appropriate \$2,636,109 in Prop K Sales Tax Funds for Rail Program Oversight and Project Development Support - **ACTION*** 41
7. **[Final Approval]** Approve Programming Priorities for Up to \$3,794,003 in San Francisco's Estimated Fiscal Year 2020/21 State Transit Assistance County Block Grant Funds - **ACTION*** 93
8. **[Final Approval]** Allocate \$580,000 in Prop K Sales Tax Funds and \$383,776 in Prop AA Vehicle Registration Fee Funds, with Conditions, for Three Requests - **ACTION*** 101
- Projects:** Prop K: (SFMTA) Cesar Chavez/Bayshore/Potrero Intersection Improvements (The Hairball) Phase 2 (\$480,000) and Bicycle Safety Education and Outreach (\$100,000). Prop AA: (SFMTA) Third Street Transit and Safety Improvements (\$383,776)

End of Consent Agenda

9. **[Final Approval on First Appearance]** Reprogram \$197,500 in Transportation Fund for Clean Air funds from the San Francisco Municipal Transportation Agency's Fiscal Year 2016/17 Alternative Fuel Taxicab Incentive Program to San Francisco Department of the Environment's Fiscal Year 2018/19 Emergency Ride Home Program - **ACTION*** 153
10. Update on the San Francisco Municipal Transportation Agency's Transportation Programs to Assist Seniors and People with Disabilities - **INFORMATION*** 165
- Several commissioners have asked about the transportation services offered by the San Francisco Municipal Transportation Agency (SFMTA) to support the mobility of people with disabilities and older adults due to transit service reductions during the COVID-19 pandemic. In response to these requests, staff from the SFMTA will provide an update to the Board, including on how the current paratransit program is operating and on the new Essential Trip Card to help seniors and people with disabilities take and pay for essential trips in taxis during this crisis.

Other Items

11. 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.
12. Public Comment
13. Adjournment



***Additional Materials**

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

The meeting proceedings can be viewed live or on demand after the meeting at www.sfgovtv.org. To know the exact cablecast times for weekend viewing, please call SFGovTV at (415) 554-4188 on Friday when the cablecast times have been determined.

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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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San Francisco
County Transportation
Authority



DRAFT MINUTES

San Francisco County Transportation Authority

Tuesday, April 14, 2020

1. Roll Call

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

Present at Roll Call: Commissioners Fewer, Haney, Preston, Peskin, Ronen, Safai, Stefani, and Walton (8)

Absent at Roll Call: Commissioners Mandelman (entered during Item 5), Mar (entered during Item 15), and Yee (entered during Item 15) (3)

2. Acknowledge and Adopt Meeting Notice and Meeting Conduct Requirements Pursuant to the Governor's Executive Order N-29-20 - ACTION

Jill Jaffe, counsel for the Transportation Authority, provided context for the proposed action.

There was no public comment.

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

The item was approved without objection by the following vote:

Ayes: Commissioners Fewer, Haney, Mandelman, Preston, Peskin, Ronen, Stefani, Walton and Yee (9)

Absent: Commissioners Mandelman, Mar, and Yee (3)

3. Chair's Report - INFORMATION

Chair Peskin began by stating that it was good to be able to convene as a board again, albeit virtually. He noted that the last meeting of the Transportation Authority was on March 10 and then meetings were temporarily suspended due to the shelter-in-place orders related to the pandemic. Despite having to temporarily halt meetings, Chair Peskin stated the he and staff had continued to tackle the day-to-day business of the Transportation Authority, along partner agencies. He also report that the agency's strong financial position ensures that the Transportation Authority can continue to meet sponsors' cashflow needs for a multitude of needs across the city, particularly the City's transit systems and the riders who depend on them. Chair Peskin thanked SFMTA Director of Transportation Jeff Tumlin and Transit Director Julie Kirschbaum for the rapid response to the challenging conditions of the past month and making tough decisions to restructure service to maintain access, while protecting operators' health and safety. He further thanked transit operators, maintenance workers, and other front-line staff locally and across the region working hard to maintain access for essential workers and others with essential business in the City.

Chair Peskin also thanked United States House Speaker Nancy Pelosi and the federal



Bay Area delegation for their advocacy and leadership on behalf of transit providers and their riders, referencing the federal Coronavirus Aid Relief and Economic Security Act or CARES Act that provides \$1.3 billion to the Bay Area through the Metropolitan Transportation Commission. Chair Peskin thanked Director Chang and staff for working with transit partners and Commissioner Ronen in her role on the Metropolitan Transportation Commission to help shape the process in a way that prioritizes the most transit-dependent riders in the region. He also commented that the agency will continue to work with the city and region to provide input on the next step of legislative initiatives to help further give relief to local governments and transportation agencies, including potential capital stimulus funds at both the federal and state levels.

Chair Peskin closed by acknowledging that the needs in the transportation sector, as with other sectors, far exceed the available services and reported that he had asked staff to work with Commissioners' offices and partner agencies to find additional resources and creative ways to respond to the most pressing challenges. He said that staff will also be working with sponsoring agencies to ensure that we are prioritizing things correctly at this time.

There was no public comment.

4. Executive Director's Report - INFORMATION

Tilly Chang, Executive Director, presented the item.

There was no public comment.

Consent Agenda

5. **Approve the Minutes of the March 10, 2020 Meeting - ACTION***
6. **[Final Approval] Appoint John Larson to the Citizens Advisory Committee - ACTION***
7. **[Final Approval] State and Federal Legislation Update - ACTION***
Support: Assembly Bill (AB) 2828 (Friedman)
Conditional Support with Amendments: AB 2824 (Bonta)
8. **[Final Approval] Adopt a Support Position for the Seamless Transit Principles - ACTION***
9. **[Final Approval] Allocate \$60,732,027 in Prop K Sales Tax Funds, with Conditions, for the Light-Rail Vehicle Procurement - ACTION***
10. **[Final Approval] Allocate \$1,819,800 in Prop K Sales Tax Funds, with Conditions, for Two Projects - ACTION***
11. **[Final Approval] Amend the Adopted Fiscal Year 2019/20 Budget to Increase Revenues by \$2.1 Million, Decrease Expenditures by \$71.9 Million and Decrease Other Financing Sources by \$67.0 Million for a Total Net Increase in Fund Balance of \$7.0 Million - ACTION***
12. **[Final Approval] Approve San Francisco's Draft Plan Bay Area 2050 Fiscally Constrained Project List - ACTION***
13. **[Final Approval] Award a Construction Contract to the Lowest Responsible and**



Responsive Bidder, Ghilotti Construction Company, Inc., in an Amount not to Exceed \$29,684,453, Authorize the Executive Director to Execute All Other Related Supporting and Supplemental Agreements, and Authorize an Additional Construction Allotment of \$10,961,417, for a Total Construction Allotment Not to Exceed \$40,645,870, for the Southgate Road Realignment Improvement Project - ACTION*

14. **[Final Approval] Extend the Vision Zero Committee of the Transportation Authority Until December 31, 2020 - ACTION***

Chair Peskin made a motion to excuse Commissioners Mar and Yee from voting on the consent agenda, seconded by Commissioner Preston.

The motion to excuse Commissioners Mar and Yee was approved without objection by the following vote:

Ayes: Commissioners Fewer, Haney, Mandleman, Peskin, Preston, Ronen, Safai, Stefani, and Walton (9).

Absent: Commissioners Mar and Yee (2)

There was no public comment on Item 5.

Commissioner Fewer requested to sever Item 9 from the Consent Agenda.

Commissioner Walton moved to approve the remainder of the Consent Agenda, seconded by Commissioner Mandelman.

Items 5-8 and 10-14 of the Consent Agenda were approved without objection by the following vote:

Ayes: Commissioners Fewer, Haney, Mandelman, Peskin, Preston, Ronen, Safai, Stefani, and Walton (9)

Absent: Commissioners Mar and Yee (2)

Commissioner Mandelman moved to approve Item 9, seconded by Commissioner Stefani.

There was no public comment on Item 9.

Item 9 was approved by the following vote:

Ayes: Commissioners Haney, Mandelman, Peskin, Preston, Ronen, Safai, Stefani, and Walton (8)

Nays: Commissioner Fewer (1)

Absent: Commissioners Mar and Yee (2)

End of Consent Agenda

Chair Peskin called Item 15 and Item 16 together.

Eric Cordoba, Deputy Director for Capital Projects, presented the items.



15. **[Final Approval on First Appearance] Increase the Amount of Professional Services Contract with MNS Engineers, Inc. by \$1,600,000, to a Total Amount Not to Exceed \$4,600,000, and Extend the Contract through December 31, 2022, for Construction Management Services for the Yerba Buena Island Southgate Road Realignment Improvement Project - ACTION***

There was no public comment.

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

The item was approved without objection by the following vote:

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

Absent: none

16. **[Final Approval on First Appearance] Authorize the Executive Director to Execute Amendments to the Memorandums of Agreement with Treasure Island Development Authority for Both the Right-of-Way Phase and Construction Phase Related to the Southgate Road Realignment Improvement Project - ACTION***

There was no public comment.

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

The item was approved without objection by the following vote:

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

Absent: none

Chair Peskin called Item 17 and Item 18 together.

Chair Peskin expressed thanks to Director Chang and staff for working tirelessly to get the two items ready for Board approval, despite the long process, and he noted that he understood that the Transbay Joint Powers Authority (TJPA) had already acted to approve the subject Memorandum of Understanding.

Eric Cordoba, Deputy Director for Capital Projects, presented the item.

Commissioner Fewer observed that these items set up the next steps for one of the largest public works projects in the region funded largely by San Francisco. As such, she said she wanted to ensure that the contracts ultimately issued by the TJPA include assurances that it would follow San Francisco's contracting law, requiring participation of small and local businesses; promoting local hiring and compliance with Ordinances 12X and 12X.2.

Chair Peskin mentioned that he believes Commissioner Walton shares these concerns and had worked with Mr. Cordoba and Executive Director Tilly Chang to prepare language to address these issues.

Executive Director Chang said she believe Commissioner Walton intended to make a



similar request to ensure that the funds in Item 18 for both the TJPA and the Transportation Authority include a special condition requiring consistency with the City's local business and disadvantaged business enterprise policies.

Commissioner Fewer asked about compliance with Ordinances 12X and 12X.2.

Director Chang replied that the condition would also include consistency with Ordinances 12X and 12X.2.

Commissioner Walton confirmed Chair Peskin's statement that he shares the same concerns as Commissioner Fewer and said he understood that TJPA typically followed the City's policies on LBEs, MBEs, and WBEs, but requested a special condition be added to Item #18 to apply to both requests to require consistency with the City's Local and Disadvantaged Business Enterprise policies and local hire policies.

Director Chang confirmed that language would be added addressing Commissioner Fewer's and Commissioner Walton's comments.

Commissioner Haney commented he also raised this concern at the TJPA meeting in the previous week and was glad to have amendments to address the issue. He thanked Chair Peskin, Director Chang, and Mr. Cordoba for their leadership on developing a creative approach to organizing, phasing, and funding a critical regional transportation project, and said he looked forward to continuing to support this regional partnership both at the Transportation Authority and at the TJPA.

Director Chang interjected that staff would attach the condition "as applicable," where federal rules precluding local preference did not apply, which was noted by the Chair.

Commissioner Mar commented that he shared the same questions and concerns raised by Commissioners Fewer, Walton, and Haney and said maximum participation by San Francisco local and small businesses and the local workforce should be a high priority for the agency, especially due to the negative economic impact the current pandemic crisis is having on them.

Commissioner Walton reminded everyone that the project was largely funded by San Francisco, which Commissioner Fewer reiterated, and was noted by the Chair.

During public comment the first speaker identified as a small business owner and expressed support for the proposed contract conditions requiring consistency with City policies on local business participation. He also said he would like these rules to be applied to future projects as well.

Matthew Ajiake of the San Francisco African American Chamber of Commerce thanked Commissioners Fewer and Walton for including the proposed LBE special condition and asked that since the project would be primarily funded by the City, to not default to federal DBE standards which would leave local, small businesses hanging.

Eloise Patton, a community advocate in the Bayview, expressed appreciation for the additional language in the proposed amendment that supports small businesses, especially during these uncertain times where it could be a difference of survival for the businesses. She advocated for strict compliance and adherence to the item amendment language.

Roland LeBrun of San Jose asked that a portion of the Memorandum of



Understanding (MOU)(clause 7 on page 6 of the MOU) related to consistency with the existing NEPA and CEQA approvals for the project be stricken. Mr. Lebrun elaborated on his rationale saying that while the current committed funding is \$1 billion, he believes both DTX and the Pennsylvania alignment can be done for less than \$1 billion. He continued by saying that CEQA reform is on the table and will be accelerated, and that the California High Speed Rail Authority has received NEPA clearance from the Federal Railroad Administration. Mr. Lebrun suggested that the savings of \$5 billion from the total project cost could be routed to other projects. Mr. Lebrun also requested that the Downtown Extension Executive Steering Committee meetings be made open to the public and said he hoped the Transportation Authority CAC would have a chance to review and comment on the item before coming back to the Board for full approval. Lastly, with respect to the proposed allocations, Mr. Lebrun said there are emerging technical issues that he would be writing the Board about.

Bruce Agid, former chair of the TJPA CAC, member of the RAB and High Speed Rail Community Working Group, and member of the Friends of DTX, expressed support for the MOU, as well as the two funding requests. Mr. Agid said he recognized that the complexity of the project, the number of agencies involved, and the cost of the project warrant a thorough and robust governance and oversight model. He said he hoped the new approach would rebuild public confidence and the confidence of elected leaders. He concluded by urging the Board to approve both items so work could restart on the 2-year work program.

- 17. Authorize the Executive Director to Execute a Memorandum of Understanding with the Transbay Joint Powers Authority (TJPA), the Metropolitan Transportation Commission, the Peninsula Corridor Joint Powers Board, the California High Speed Rail Authority, and the City and County of San Francisco for the Establishment of a New Organizational Structure that Will Support the Efforts of the TJPA in the Development of the Downtown Rail Extension to a Ready-for-Procurement Status - ACTION***

Commissioner Haney moved to approve the item, seconded by Commissioner Walton.

The item was approved without objection by the following vote:

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

Absent: none

- 18. Allocate \$11,906,558, with Conditions, for Downtown Rail Extension - Phasing and Partial 15% Design and Appropriate \$2,636,109 in Prop K Sales Tax Funds for Rail Program Oversight and Project Development Support - ACTION***

Commissioner Walton moved to amend the item to include a special condition for both grants requiring that procurements are conducted consistent with the City and County of San Francisco's Local Business Enterprise Program, local hire policies, and Ordinances 12.X and 12.X.2, to the extent allowable by the various fund sources that are used to fund the approved scope of work, seconded by Commissioner Fewer.

The item was amended without objection by the following vote:



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

Absent: none

Commissioner Walton moved to approve the amended item, seconded by Commissioner Fewer.

The amended item was approved without objection by the following vote:

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

Absent: none

19. Award a Two-Year Professional Services Contract to WMH Corporation, in an Amount Not to Exceed \$3,000,000, for Engineering and Environmental Consulting Services for the U.S. 101/I-280 Express Lanes and Bus Project - ACTION*

Eric Cordoba, Deputy Director for Capital Projects, presented the Item.

Commissioner Safai expressed that this particular item should not proceed under these times of economic uncertainty, and given the current amount of traffic. He said the money should be spent on putting people to work in terms of other needed capital-related work. He further stated that the project was not a priority in these uncertain times and he would not support the item.

Director Chang responded by saying that in order for the project to be eligible for near-term grant opportunities, the project needs to be cleared environmentally so it would be competitive for state grant funding. She further noted that the near term opportunity is simply in the northbound direction and would be a High Occupancy Vehicle Lane using the striped shoulder of the existing I-280 facility, and would not involve tolling or take any existing traffic lanes in the northbound direction. She noted the scope of work included the equity considerations and the operational studies that the Board previously directed staff to conduct.

Commissioner Safai responded by saying that he did not think the agency had taken enough time in this time of crisis and economic uncertainty to step back and see what pools of money were still at its disposal, and that further conversation was needed to determine what projects should be prioritized in light of the amount of tax revenue loss over the next year and a half. He further stated that in times of budget surplus, it makes sense to proceed with some of these studies and professional service contracts; but with millions of people out of work and so much economic uncertainty, it would be a mistake on the part of the agency to not take a step back and have conversation about the economic security of the Transportation Authority overall.

Chair Peskin responded by saying that the early conversations he had with the Director Chang and staff discussed what prioritization lens should be applied on capital and operating costs on each and every project, including re-evaluating long-term commitment projects. He acknowledged that the financial landscape is quite uncertain, and said in talking to the agency's Chief Financial Officer, there was no question that the agency needs to revise its initial budgetary projections and staff would bring that to the Board in June. Chair Peskin continued by saying there also was no question that the agency needs to reevaluate priorities and suggested that while the agency is still in the process of developing the lens to do that evaluation, the



subject item be continued to at least the next Board meeting.

Commissioner Walton asked what would be the ramification of continuing the item until we get more information on our economic picture.

Chair Peskin answered that the delay would be minimal, seeing that environmental clearance is still a ways away; and he thought a few weeks to allow time to look through a policy consistent priority lens would not make a difference. He also asked Director Chang to weigh in on the matter.

Director Chang agreed that the agency can take the next couple of weeks to look more closely at the budget, noting that the regional Metropolitan Transportation Commission (MTC) was preparing its recommendations for the state's \$30 million grant application for the state's Solutions For Congested Corridors (SCC) program, which is funded with State gas tax. She said the agency was hoping to apply for funds for the northbound High Occupancy Vehicle lanes. She said MTC was preparing its staff recommendation for the SCC program for May Commission action.

Commissioner Fewer echoed Chair Peskin's suggestion to continue the item.

There was no public comment.

Commissioner Safai moved to continue the item, seconded by Commissioner Fewer.

The item was continued without objection by the following vote:

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

Absent: Ronen (1)

20. Approve Programming Priorities for Up to \$3,794,003 in San Francisco's Estimated Fiscal Year 2020/21 State Transit Assistance County Block Grant Funds - ACTION*

Anna LaForte, Deputy Director for Policy & Programming, presented the Item.

There was no public comment.

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

The item was approved without objection by the following vote:

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

Absent: none

21. Allocate \$580,000 in Prop K Sales Tax Funds and \$383,776 in Prop AA Vehicle Registration Fee Funds, with Conditions, for Three Requests - ACTION*

Anna LaForte, Deputy Director for Policy & Programming, presented the Item.

Chair Peskin asked if the delays in starting projects due to the COVID-19 epidemic would result in cost savings for Fiscal Year 2020/21.

Ms. LaForte confirmed that was the case.



Chair Peskin commented that business could not be conducted as usual, that the Board would be faced with difficult decisions, and those decisions should be made sooner rather than later.

Ms. LaForte reported that sponsor agencies are requesting funds earlier than usual in order to be able to set up the implementation structure for fund distribution in the new budget cycle.

Commissioner Yee asked about the number of people who benefitted from the Bicycle Safety Education Classes program.

Ms. LaForte answered that there was an average of 440 adult attendees, with 27 classes in 2019 and 26 classes in 2018; for the novice classes, there were nine classes and 703 attendees in 2019 and nine classes and 780 attendees in 2018. Ms. LaForte added that SFMTA would follow the City Controller's policy regarding payment to non-profit contractors, such as San Francisco Bicycle Coalition being paid at a reduced fixed rate for cancelled classes due to shelter-in-place orders.

Commissioner Yee commented that those were pretty good numbers but wondered if improvements to those numbers could be made. He further commented that he would still support the item.

There was no public comment.

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

The item was approved without objection by the following vote:

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

Absent: none

Other Items

22. Introduction of New Items - INFORMATION

Commissioner Haney said he had been working with SFMTA and SFCTA staff but wanted to make a formal request. He cited the necessary, but painful cuts to Muni service, especially late night Muni service, and late night BART service, which has had a big impact on essential workers, in particular. He recounted hearing from homeless service providers that many of their employees rely on BART to get to work, with some reporting that up to 30% of their employees residing in the East Bay and depending on BART. Commissioner Haney observed that we are relying on these workers more than ever and asking them to do more. He acknowledged that Uber and Lyft and some companies like them are offering credit, but said he felt it was important to offer a public program to support the essential workers, especially those who are providing services like at hotels where homeless people will be staying, other homeless providers, hospital workers, etc. He requested help from staff to create a taxi voucher program to help essential workers who are impacted by the recent cuts.

Commissioner Safai said that due to the massive reduction in SFMTA service citywide, there are certain areas of the city, such as Lakeview and OMI in his district that are totally cut off leaving a lot of seniors, and low-income families and individuals without



public transit options to get around. He said he also has been in conversation with SFMTA about taxi vouchers given that parts of his district are completely cut off from any form of public transportation. He asked during this time of reduced service, for Transportation Authority staff to work with SFMTA staff to provide services like taxi vouchers for these affected communities not just in his district, but citywide, citing this as an essential service for seniors and disabled persons, in particular.

Chair Peskin assured that Director Chang and staff would follow up on the two Commissioners' requests.

23. Public Comment

During public comment, Francisco DaCosta spoke about the pandemic and the areas of the city where there are no services; and where there are services, some of the lines are jam-packed, which is not consistent with health guidance.

Roland Lebrun mentioned that none of the meeting's presentations were posted on the website and asked they be posted as soon as possible.

24. Adjournment

The meeting was adjourned at 11:58 a.m.



RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE TRANSBAY JOINT POWERS AUTHORITY (TJPA), THE METROPOLITAN TRANSPORTATION COMMISSION, THE PENINSULA CORRIDOR JOINT POWERS BOARD, THE CALIFORNIA HIGH SPEED RAIL AUTHORITY AND THE CITY AND COUNTY OF SAN FRANCISCO FOR THE ESTABLISHMENT OF A NEW ORGANIZATIONAL STRUCTURE THAT WILL SUPPORT THE EFFORTS OF THE TJPA IN THE DEVELOPMENT OF THE DOWNTOWN RAIL EXTENSION TO A READY-FOR-PROCUREMENT STATUS

WHEREAS, On October 23, 2018, the Transportation Authority Board unanimously voted to suspend a Prop K funding agreement with the TJPA for the Downtown Rail Extension (DTX), and recognizing the local and regional significance of the project, the technical and institutional complexity, the high investment cost, and limited funding identified to date, the Transportation Authority Board commissioned a review of current and best practices for governance, oversight, management, funding and project delivery of the DTX; and

WHEREAS, Transportation Authority staff subsequently convened a multidisciplinary Peer Review Panel (Panel) of experts with local, national, and international experience; and

WHEREAS, The Panel conducted research, expert interviews, and a series of workshops, with participation by key stakeholders including: Peninsula Corridor Joint Powers Board (PCJPB), California High-Speed Rail Authority (CHSRA), TJPA, Metropolitan Transportation Commission (MTC), AC Transit District, the SF Mayor's Office, SF Planning, San Francisco Municipal Transportation Agency, and the Transportation Authority; and

WHEREAS, Transportation Authority staff also sought input from TJPA's Citizens Advisory Committee, Friends of DTX, SPUR, the California State Transportation Agency and BART/Capitol Corridor staff; and



WHEREAS, The Panel presented its final recommendations to the Board on October 22, 2019; and

WHEREAS, The Panel's recommendations proposed actions in the areas of rail program re-positioning, funding, project delivery, and governance and oversight; and

WHEREAS, The Panel proposed that certain activities need to take place over the next two years to better position the project for success, regardless of the governance and oversight structures chosen; and

WHEREAS, To that effect the Panel developed a work program that summarizes the activities necessary for the implementation of the recommendations; specifically, this effort will re-envision and re-position the DTX program as a project of regional, state and national significance; confirm the project's phasing and funding plan; identify the governing entity and organization with a clear mandate and capability to implement it; and select a project delivery method; and

WHEREAS, Over the last several months, Transportation Authority staff has taken the lead in the development of a Memorandum of Understanding (MOU) with the TJPA, the MTC, the PCJPB, the CHSRA, the City and County of San Francisco, and the Transportation Authority (collectively, the 'Partners') for the implementation of most of the Panel's recommendations; and

WHEREAS The resulting MOU (attached) describes a new organizational structure that will support the efforts of the TJPA in the development of the DTX project to a ready-for-procurement status and make direct recommendations to the TJPA Board, based on a set of activities outlined therein; and

WHEREAS, Those activities will be undertaken by an integrated multi-agency project team, comprised of senior staff of the signatory agencies to the agreement, over a period of up to 3 years, following approval of the MOU by all Partners; and

WHEREAS, An Executive Steering Committee (ESC) will be instituted to support the TJPA in project development efforts for the DTX in accordance with the



MOU and will make recommendations to the TJPA Board regarding the scope of efforts and key decisions outlined in the MOU; and

WHEREAS, The ESC will consist of the executives (or their designee) of the signatory partnering agencies; and

WHEREAS, The ESC will be supported by an Integrated Project Management Team (IPMT) consisting of representatives with relevant experience in large complex projects from each of the partners, as designated by their corresponding executive; and

WHEREAS, The IPMT will be led by a new Project Director, who may be a TJPA employee or consultant, or a consultant seconded by any of the partners, and who will report to the ESC for purposes of coordinating the work of the IPMT; and

WHEREAS, The Project Director should have proven leadership, organizational acumen and relevant experience in delivering all aspects of mega rail projects and tunneling and will be responsible for the day-to-day management of those portions of the DTX work program identified for TJPA to lead, reporting on those matters to the TJPA's Executive Director; and

WHEREAS, Attachment 1 to the MOU names the initial members of the ESC and IPMT; and

WHEREAS, Attachment 2 to the MOU is the Summary Work Program, which describes the tasks and subtasks to be performed under the MOU and assigns responsibilities for their execution, which will be the basis for a detailed work plan to be developed by the IPMT as the first order of business upon the execution of the MOU; and

WHEREAS, As defined in the Summary Work Program, the ESC will work to develop an initial operating phase that provides the necessary capacity to operate a reliable blended system to the Salesforce Transit Center at the earliest practicable date and with consideration of reasonably available funding; and



WHEREAS, Attachment 3 to the MOU contains conceptual Organization Charts depicting the participation of partner and stakeholder agencies in the rail program (3a) and the TJPA organization for the project (3b); and

WHEREAS, The MOU commits the Partners to consider providing funding or resources, but does not commit any partner to provide any resources other than those the agency has already funded and programmed to support DTX; and

WHEREAS, The term of this MOU shall be 36 months following finalization of approvals or when the DTX reaches ready-for-procurement status, whichever is earlier; and

WHEREAS, The Partners may amend, conclude or extend this MOU by mutual agreement; now therefore, be it

RESOLVED, That the Transportation Authority hereby authorizes the Executive Director to Execute the attached MOU with the TJPA, the MTC, the PCJPB, the CHSRA and the City and County of San Francisco for the establishment of a new organizational structure that will support the efforts of the TJPA in the development of the DTX to a ready-for-procurement status.

Attachments: San Francisco Peninsula Rail Program MOU

1. List of initial members of the ESC and IPMT
2. Summary Work Program
3. Organizational Charts

San Francisco Peninsula Rail Program MOU

This San Francisco Peninsula Rail Program Memorandum of Understanding (MOU), effective _____, 2020 is between the Transbay Joint Powers Authority (TJPA); the Metropolitan Transportation Commission (MTC); the San Francisco County Transportation Authority (SFCTA); the Peninsula Corridor Joint Powers Board (Caltrain); the California High Speed Rail Authority (CHSRA); and the City and County of San Francisco (CCSF) (each a “Partner” and collectively the “Partners”).

1. Definitions:

DTX Rail Program: Activities directed toward the advancement of the environmentally cleared Downtown Rail Extension Project (DTX)

SF Peninsula Rail Program: A program of projects comprised of the DTX and Related Projects

Related Projects: Pennsylvania Avenue Extension (PAX), Railyards Development, and 22nd St Station Study

Regional and State Rail Efforts: Related regional and state rail efforts including the ongoing development of Caltrain and CHSRA programs, the State Rail Plan, New Transbay Rail Crossing, and others, including any future regional rail planning or funding programs

Ready-for-Procurement: All work in planning and engineering is advanced to a level consistent with the contract(s) delivery method(s), has completed all required planning and National Environmental Policy Act/California Environmental Quality Act, and applicable other permit/approval requirements, has secured necessary funding, has obtained or identified Right-of-Way and/or easements and permits, and is ready to proceed to bid.

2. Purpose:

The Partners recognize that the DTX is a critical rail link in the Bay Area, mega-region, and state transportation system and that it will be more efficiently and effectively developed through a multi-agency partnership among local, regional, and state stakeholder agencies with expertise in developing, funding, and implementing major infrastructure projects.

The Partners also recognize that – and nothing in this MOU is intended to imply otherwise – state law and the TJPA’s 2001 Joint Powers Agreement (as amended) currently provide that the TJPA has primary jurisdiction over and will implement all aspects of the DTX that will connect the new Salesforce Transit Center (STC) to the regional rail system.

This MOU describes a new organizational structure that will support the efforts of the TJPA in the development of the DTX to a Ready-for-Procurement status and would make direct recommendations to the TJPA Board based on a set of activities outlined below. These activities will be undertaken by an integrated multi-agency project team, comprised of senior staff of the signatory agencies to this agreement, as shown in Attachment 1, who will oversee the Work Program shown in Attachment 2.

3. Structure

The new organizational structure described by this MOU is summarized below and depicted in the Organization Charts in Attachment 3.

Executive Steering Committee (ESC):

By virtue of this MOU, an Executive Steering Committee (ESC) will be instituted to support the TJPA in project development efforts for the DTX as described in Attachment 2, and empowered to implement this MOU. The ESC is responsible for making recommendations to the TJPA Board regarding the scope of efforts under this MOU. The TJPA Board will maintain its ultimate authority over the DTX. Accordingly, it may accept or reject recommendations of the ESC, and it may act in the absence of a recommendation from the ESC.

The ESC will consist of the executives (or their designee) of the TJPA, MTC, SFCTA, Caltrain, CHSRA, and the CCSF (for CCSF the executive will be the Mayor or her designee). The initial and alternate members of the ESC are named on Attachment 1. Each Partner may change its appointment to the ESC by providing written notice to the ESC. The ESC will meet at least monthly, sufficiently in advance of the TJPA Board's regularly scheduled meetings that the ESC will have an opportunity to provide a progress update or to present items to the TJPA Board; a majority of authorized representatives shall constitute quorum. The ESC will elect a Chair and Vice-Chair as a first order of business. At the request of the TJPA Board Chair, the ESC Chair or Vice-Chair will report to the TJPA Board on a monthly basis on the status of the program. The ESC will be responsible for the DTX work program as summarized in Attachment 2, which specifies which elements of the DTX work program must be brought to the TJPA Board for information and/or approval. The ESC will also help resolve conflicting areas of work among the Partners. While the ESC will attempt to reach consensus, it will make recommendations to the TJPA Board by a majority vote of the representatives present. The ESC may also serve as a coordinating forum for the SF Peninsula Rail Program and other relevant regional or statewide rail system planning and development efforts.

Integrated Program Management Team (IPMT):

For the DTX Rail Program, the ESC will be supported by an IPMT consisting of representatives with relevant experience in large complex projects from each of the Partners, as designated by their corresponding executive. In addition, the IPMT may also be supplemented with relevant qualified personnel from within their own agencies or their supporting consultancy organizations.

Project Director (PD):

The PD should have proven leadership, organizational acumen and relevant experience in delivering all aspects of mega rail projects and tunneling. The ESC, or a sub-committee thereof, will recruit and recommend a short list of the PD candidates to the TJPA Board for final selection. The TJPA prefers that the PD be a TJPA employee or direct consultant. However, the TJPA may also consider PD candidates as a consultant seconded to the TJPA through one of the Partners; in such case, a separate agreement between the TJPA and the Partner would be required. The PD will lead the IPMT.

The PD will report to his/her hiring entity for purposes of administrative matters and report to the ESC for purposes of coordination of the IPMT. The PD will coordinate the IPMT in its development of recommendations to present to the TJPA Board as to the delivery of the Work Program (Attachment 2). The PD will be responsible for the day-to-day management of those portions of the DTX work program identified for TJPA to lead, reporting on those matters to the TJPA's Executive Director. The PD shall also be responsible for directing TJPA DTX staff and consultants as needed. To the extent another Partner is identified as assuming a lead role for portions of the DTX work program, that Partner will be responsible for day-to-day management of its tasks.

The PD will coordinate with other IPMT members leading other tasks, as well as with the SF Peninsula Rail program of projects. The PD may also coordinate with other relevant Regional and State Rail Projects as needed.

4. Scope/Responsibilities**SF Peninsula Rail Program Group of Projects:**

The DTX is part of a set of regional rail projects within San Francisco that will provide valuable connectivity for the Bay Area and mega-region rail network.¹ A subset of these, called "Related Projects" for the purpose of this MOU, is covered under a separately executed San Francisco 4th/King Railyard MOU (Railyards MOU)², which describes cooperative planning and project development activities for the Related Projects.

Whereas the DTX Rail Program will be managed as described in this MOU, the Related Projects are coordinated in accordance with the Railyards MOU and managed according to their own responsible agency's individual governance. For the Related Projects, the ESC will serve in an advisory and supporting role.

While the Partners recognize that coordinating activities can improve their planning and delivery in order to maximize public benefit for the region as a whole, the Partners confirm

¹ Additional regional rail system planning, and coordination is being undertaken for potential BART and standard gauge Transbay rail crossings with BART, Capitol Corridor, Caltrain and the California State Transportation Agency (CalSTA).

²San Francisco 4th/King Railyard MOU dated June 3, 2019 between Caltrain, Prologis, CCSF/SFCTA, and TJPA

that each project within the SF Peninsula Rail Program has independent utility from every other project.

Summary of Work Elements Under this MOU:

DTX Rail Program:

The following are the main activities that comprise the DTX work program.

DTX Project Development -- anticipated activities include, but are not limited to, developing a phasing strategy that addresses both Caltrain and CHSRA needs, conducting industry reviews, performing design of the phased project to a level that will allow for a reliable bottom-up cost estimate, updating the right-of-way plan, conducting robust risk assessment, implementation planning, and developing the project delivery strategy to advance the DTX to a Ready-for-Procurement status.

Coordination for Regional Planning and Funding— this effort will focus on articulating the regional context for the DTX and integrating the planning and funding of the DTX with broader regional, mega-regional, statewide plans, and funding programs. This includes helping to design and advance DTX funding strategies and analyzing implementation options in coordination with other regional and statewide entities and efforts.

A Summary Work Program is attached (Attachment 2) that includes detailed description of the roles and responsibilities for each participating agency. The Summary Work Program consists of the following main tasks, for which the ESC will develop recommendations to the TJPA Board for decision:

- Establish and Initiate New Management Structure
- Define a Fundable and Deliverable Initial Phase of the DTX Project
- Select the Project Delivery Strategy
- Undertake a Governance and Oversight Review
- Prepare for Procurement

Select work elements under the Railyards MOU:

Pennsylvania Avenue Extension (PAX)– Led by the SFCTA, this project will perform scoping and pre-environmental engineering to affect an underground rail grade separation at 16th Street and Mission Bay Drive by means of a tunnel following the general alignment of Pennsylvania Avenue, with a special focus on the interface with the DTX at 4th/Townsend rail station and the transition to the mainline at its southern end.

4th and King Railyard Studies – Led by Caltrain, in coordination with Prologis, Inc. (the property owner), this project will perform studies to determine Caltrain's needs within San Francisco, develop railyard alternatives, determine storage, service,

station, and maintenance requirements, among others, in accordance with the agreement set forth in the Railyards MOU for the possible development of the railyard.

22nd Street Station Study – Led by SF Planning, in close coordination with Caltrain, this project will study the options for improving or relocating the current 22nd Street Station.

Railyard Site Land Use and Development Study – Led by Prologis, Inc., this work will examine the feasibility of various development options at the 4th and King railyards; options will consider DTX, PAX, and/or the undergrounding of some or all of the current railyard.

5. External Resources and Engagement:

The Partners will work together to identify the necessary resources to support their respective activities to carry out the DTX work program. Some agencies' budgets have identified sources, while others are to be confirmed. Within two months after signing the MOU, the Partners will develop a more detailed work plan, identify a budget for the total resource requirement (staffing and contractor) for each agency and in total, and confirm funding sources. Notwithstanding the above, this MOU commits the Partners to consider providing funding or resources, but does not commit any Partner to provide any resources other than those the agency already has funded and programmed to support DTX or to provide any funding.

These resources may include, among others, on-call consultants and legal counsel. Actual staffing and support from each agency will be based on their designated roles and responsibilities. This MOU commits the Partners to participation in the ESC/IMPT process but does not constitute a commitment of financial resources.

The Partners recognize that other state, regional and local government agencies, such as BART, Capitol Corridor, California State Transportation Agency, and Caltrans, have an interest in and/or expertise regarding the matters contemplated in the Summary Work Program. Accordingly, the Partners agree to work collaboratively to engage those agencies as appropriate during implementation of the Summary Work Program.

6. Work Plan:

A Summary Work Program, delineating the scope of efforts to be executed under this MOU, is attached (Attachment 2). Once the MOU is executed and the ESC and IPMT instituted, the first order of business will be the development of a comprehensive Work Plan, for presentation and approval by the TJPA Board, building upon the activities of the Summary Work Program. The Detailed Work Plan will detail all the necessary tasks, their relationships, schedule, and responsible Partner to take the project to start of construction. The Detailed Work Plan should be completed within 2 months.

As defined in the Summary Work Program, the ESC will work to develop an initial operating phase that provides the necessary capacity to operate a reliable blended system to the Salesforce Transit Center at the earliest practicable date and with consideration of reasonably available funding. Any proposed initial operating phase recommended by the ESC must have prior concurrence of Caltrain and CHSRA members of the ESC.

7. NEPA/CEQA:

Any recommendations regarding modifications to the DTX resulting from the work under the MOU is intended to be consistent with and not require any material modification of the existing DTX NEPA/CEQA documentation.

8. Funding:

The Partners recognize that Federal funding programs require demonstration of strong local financial capacity and commitment and intend to collaborate on strengthening project funding plans.

9. Principles for Collaboration:

- Follow the decision-making processes and communication models established by the ESC and IPMT
- Share information and resources to assist with the successful and timely completion of tasks and follow-on studies
- Respond and provide input within agreed-upon response times
- Design meetings as small working sessions and provide appropriate staff to focus on the outcomes required, in accordance with the roles and responsibilities established in the attached Summary Work Program
- Seek to make decisions by consensus when possible, by majority vote otherwise

10. Policy Recommendations:

Policy recommendations of the ESC to the TJPA Board for the DTX will require majority support of the ESC. Policy recommendations are expected to include, but are not limited to:

- Phasing Plan for the Initial Operating Segment
- Adoption of a new Funding Plan
- Project Delivery Plan, including ROW acquisition plan, project delivery method(s), contracting strategy
- Final institutional arrangement for project delivery through initial operating segment as proposed in the Summary Work Program
- Significant design decisions

11. No Adjudication of Rights:

The MOU does not adjudicate legal rights with respect to the development of the DTX or provide the Partners with any rights with respect to the revenues derived therefrom.

12. Other MOUs:

The Partners acknowledge that there are other agreements already entered into by the Partners or which may be entered in the future related to the SF Peninsula Rail Program, including but not limited to operating and maintenance agreements between the TJPA (or another entity designated to carry out the DTX) and Caltrain and the California High-Speed Rail Authority; MOU between the TJPA the Federal Railroad Administration related to the allocation of \$400 million for the construction of the train box at the STC; and the Railyards MOU. This MOU is separate from and does not modify or replace any other MOU or other agreement between the Partners regarding the DTX.

13. Term

13.1 The term of this MOU shall be 36 months or when the DTX reaches Ready-for-Procurement status, whichever is earlier.

13.2 The Partners may amend, conclude or extend this MOU by mutual agreement; such agreement shall be evidenced in writing. Notwithstanding the foregoing, the TJPA may terminate this MOU in its discretion by action of the TJPA Board; prior to any such proposed termination, the TJPA shall meet and confer with the other Partners in a good faith effort to resolve any concerns and avoid the need for termination. Any other Partner may withdraw from this MOU in its discretion, following a meet and confer with the other Partners in a good faith effort to resolve any concerns and avoid the need for withdrawal.

14 General Conditions

14.1 Each Partner will conduct its activities under this MOU in accordance with applicable federal, state, and local laws, regulations, and standards.

14.2 Each Partner will ensure that personnel assigned by it to conduct activities under this MOU are appropriately qualified or licensed to the perform the tasks assigned to them.

14.3 Each Partner will hold all administrative drafts and administrative final reports, studies, materials, and documentation relied upon, produced, created, or utilized for the activities under this MOU in confidence to the extent permitted by law. Where applicable, the provisions of California Government Code section 6254.5(e) shall protect the confidentiality of such documents in the event that said documents are shared between the Partners. The Partners will not distribute, release, or share said documents with anyone other than employees, agents, and consultants who require access to complete the activities under this MOU without the written consent of the Partner authorized to release

them, unless required and authorized to do so by law. If a Partner receives a public records request pertaining to activities under this MOU, that Partner will notify the other Partners within five (5) working days of receipt and make the other Partners aware of any intent to disclose public documents. The Partners will consult with each other prior to the release of any public documents or statements related to the activities under this MOU. Nothing herein shall require any Partner to waive any attorney-client privileges or other protections it otherwise has a right to assert.

14.4 The Partners do not intend this MOU to create a third- party beneficiary or define duties, obligations, or rights in parties not signatory to this MOU.

14.5 The Partners will not assign or attempt to assign their rights or obligations under this MOU to parties not signatory to this MOU without an amendment to this MOU.

14.6 The following documents are **Attachments** hereto:

Attachment 1: Initial members of the ESC

Attachment 2: Summary DTX Rail Program - Work Program

Attachment 3: Organization Chart

IN WITNESS WHEREOF, the Partners have executed this MOU as of the date first written above.

Transbay Joint Powers Authority

Metropolitan Transportation Commission

By: _____
TJPA Board Chair

Address:

By: _____

Address:

San Francisco County Transportation
Authority

Peninsula Corridor Joint Powers Board

By: _____

Address:

By: _____

Address:

California High Speed Rail Authority

City and County of San Francisco

By: _____

By: _____

Address:

Address:

DTX MOU Attachment 1 Initial ESC and IPMT Membership		
Executive Steering Committee	Member	Alternate
Caltrain	Jim Harnett	Michelle Bouchard
CCSF	Paul Supawanich	TBD
CHSRA	Boris Lipkin	Simon Whitehorn
MTC/BATA	Andrew Fremier	Lisa Klein
TJPA	Mark Zabaneh	Erin Roseman
SFCTA	Tilly Chang	Eric Cordoba
Integrated Program Management Team		
Caltrain	Sebastian Petty	Anthony Simmons
CCSF	Doug Johnson	Anna Harvey
CHSRA	Simon Whitehorn	Paul Hebditch
MTC/BATA	Stephen Wolf	Trish Stoops
TJPA	TBD	TBD
SFCTA	Eric Cordoba	Luis Zurinaga

	<p>Roles and Responsibilities</p> <p>Lead: Agency responsible for executing the task</p> <p>Co-Lead: Agencies jointly responsible for executing the task</p> <p>Concur: Agency that must sign off on deliverables</p> <p>Contribute: Agency that will provide input and assistance to Lead</p> <p>Consulted: Agency that must be informed and consulted by Lead</p>									
Task No	Task	Sub-task Description	Caltrain	CCSF	CHSRA	MTC/BATA	SFCTA	TJPA	To TJPA Board For	
A.	Establish and Initiate New Management Structure									
1	Establish Executive Steering Committee (ESC) and Integrated Project Management Team (IPMT), identify resources and develop a staffing plan.	(a)Develop MOU (b)Develop Summary Work Program (c) Define roles and responsibilities (d) Determine staffing levels for IPMT from participating agencies	Concur	Concur	Concur	Concur	Lead	Concur	Reporting	
2	ESC and IPMT Program Management	(a) Execute and implement transition to the new structure and agreements (b) Ongoing oversight and management of the program (c) Manage key initiatives to address issues (d) Coordinate with other regional and state projects (e.g. BART/Capitol Corridor on the development of the New Transbay Rail Crossing and State Rail Plan)	Contribute	Contribute	Contribute	Contribute	Contribute	Contribute	Reporting	
3	Recruit Program Director		Contribute	Contribute	Contribute	Contribute	Contribute	Lead	Approval	
4	Coordinate with Project Initiation phase of the Pennsylvania Avenue Extension (PAX)	(a) Interface with PAX pre-environmental engineering and funding permitting, environmental studies.	Contribute	Contribute	Contribute	Contribute	Lead	Contribute	Reporting	
5	Coordinate with other SF Peninsula Rail Program components	(a) Coordinate with Railyards Development planning (per Railyards MOU) and 22nd Street Station study led by SF Planning (b) Coordinate with BART/CCJPA on potential through running of conventional rail services	Contribute	Lead	Contribute	Contribute	Contribute	Contribute	Reporting	
6	Develop a comprehensive Work Plan, building upon the activities of this Summary Work Program. The Detailed Work Plan will describe all the necessary tasks, their relationships, schedule, and responsible party to take the project to start of construction. (target completion: within 2 months)	(a) Identify all tasks, including programmatic documentation (PMP and associated management plans and criteria), a project phasing study and business case analysis; branding, planning and funding plans; outreach and stakeholder engagement; qualitative and quantitative risk analyses, constructability review and industry review;	Concur	Concur	Concur	Concur	Concur	Lead	Approval	

Attachment 2: DTX Summary Work Program FINAL V7 3-31-20

		project delivery plan; and other tasks necessary to bring the DTX Rail Program to bid, and assign responsibilities								
Task No	Task	Sub-task Description	Caltrain	CCSF	CHSRA	MTC/BATA	SFCTA	TJPA	To TJPA Board For	
7	Develop a re-branding strategy to reposition the DTX Rail Program	Develop a plan for re-branding of the Program with updated graphics and messaging based on economic benefits for the region, state, and nation	Contribute	Contribute	Contribute	Contribute	Concur	Lead	Approval	
8	Perform public outreach by engaging external stakeholders, advocacy groups, and the public at large, and perform public outreach	(a) Develop external outreach plan (b) Conduct public outreach (c) Conduct advocacy group outreach (d) Maintain clear records of stakeholder engagement (e) Coordinate with adjacent developments, related and interconnected plans and projects by other agencies, such as Transbay rail planning, and stakeholder business plans	Contribute	Contribute	Contribute	Contribute	Contribute	Lead	Reporting	
B.	Define a Fundable and Deliverable Initial Phase of the DTX Project									
9	Develop operational plans for near-term and long-term rail operations at the STC	(a) Develop a consolidated set of service assumptions (b) Develop operational objectives, timetables, track usage, and platform distribution. (c) Perform all necessary modeling, including perturbation analysis, to assure reliable, smooth operations at the STC and the Peninsula	Co-Lead	Contribute	Co-Lead	Contribute	Contribute	Contribute	Reporting	
10	Conduct planning for DTX	(a) Identify the full extent of the Salesforce Transit Center users, currently planned and future, direct and indirect, and existing relevant plans and studies (b) perform ridership forecasts, and coordinate with Caltrain and CHSR based on their current/updated Business Plans; transit users; and, New Transbay Crossing based on 2018 State Rail Plan, regional rail plan, and current BART/CCJPA planning study	Concur	Contribute	Concur	Concur	Lead	Concur	Reporting	

Task No	Task	Sub-task Description	Caltrain	CCSF	CHSRA	MTC/BATA	SFCTA	TJPA	To TJPA Board For
11	Perform technical studies and design to re-define and deliver a DTX initial operating phase as soon as possible	(a) Engineering studies to achieve project re-definition and initial operating phase (b) Utilizing input from the operational plans developed under task 9, perform demand vs capacity scenario analysis over time and side-by-side comparison of options in terms of benefits (economic, riders, housing, etc.), costs, schedules, operations, etc. (c) Perform design of the phased project to a level that will allow for the reliability of the tasks below (d) Develop detailed cost estimates, schedules, and extensive risk register and analysis based on structured workshops, including risk management program and independent reviews (e) Develop plans for utility relocations and ROW acquisition requirements, including risk management and insurance plans, early works packages, and third-party agreements as needed (f) Resolve critical operational issues for all users of the initial operating phase, conduct operational analysis, and coordinate operators' plans and requirements	Concur	Contribute	Concur	Contribute	Concur	Lead	Approval
12	Prepare a preferred Phasing Plan conforming with technical studies and policy direction on realistic amounts/timing of funding and stakeholder delivery date expectations -with an explicit goal to deliver rail service to the STC as soon as possible	(a) Utilizing input from tasks 9, 10, 11 and 13, prepare Rail Program phasing options in response to rail service scenarios, funding sources and availability, and stakeholder requirements (b) Develop detailed risk management and assurance plans including ownership, staffing, independent strategic advisor / independent engineer, and management processes (c) Develop Business Case for the phased project (d) Revisit Detailed Work Plan to assure compatibility with preferred phasing plan	Concur	Concur	Concur	Concur	Concur	Lead	Approval
13	Develop and confirm Funding Plan strategy for the DTX Rail Program based on achievable funding assumptions and securing adequate capital funding and O&M revenues enough for the initial phase	(a) Develop funding plan for construction and operations, inter-agency responsibilities, securing commitments, schedule of availability, and tasks to enter FTA funding process (b) Conduct assessment of high/ low confidence sources of funding with focus on funding initial operating phase and funding strategy of subsequent phases (c) Develop new/innovative funding and financing sources including joint development (e-g, Railyards) enabled by project re-definition strategy (d) Develop funding plan strategy for operations phase, including funding agreements and commitments to support initial operating phase operating costs	Contribute	Contribute	Contribute	Concur	Lead	Concur	Approval

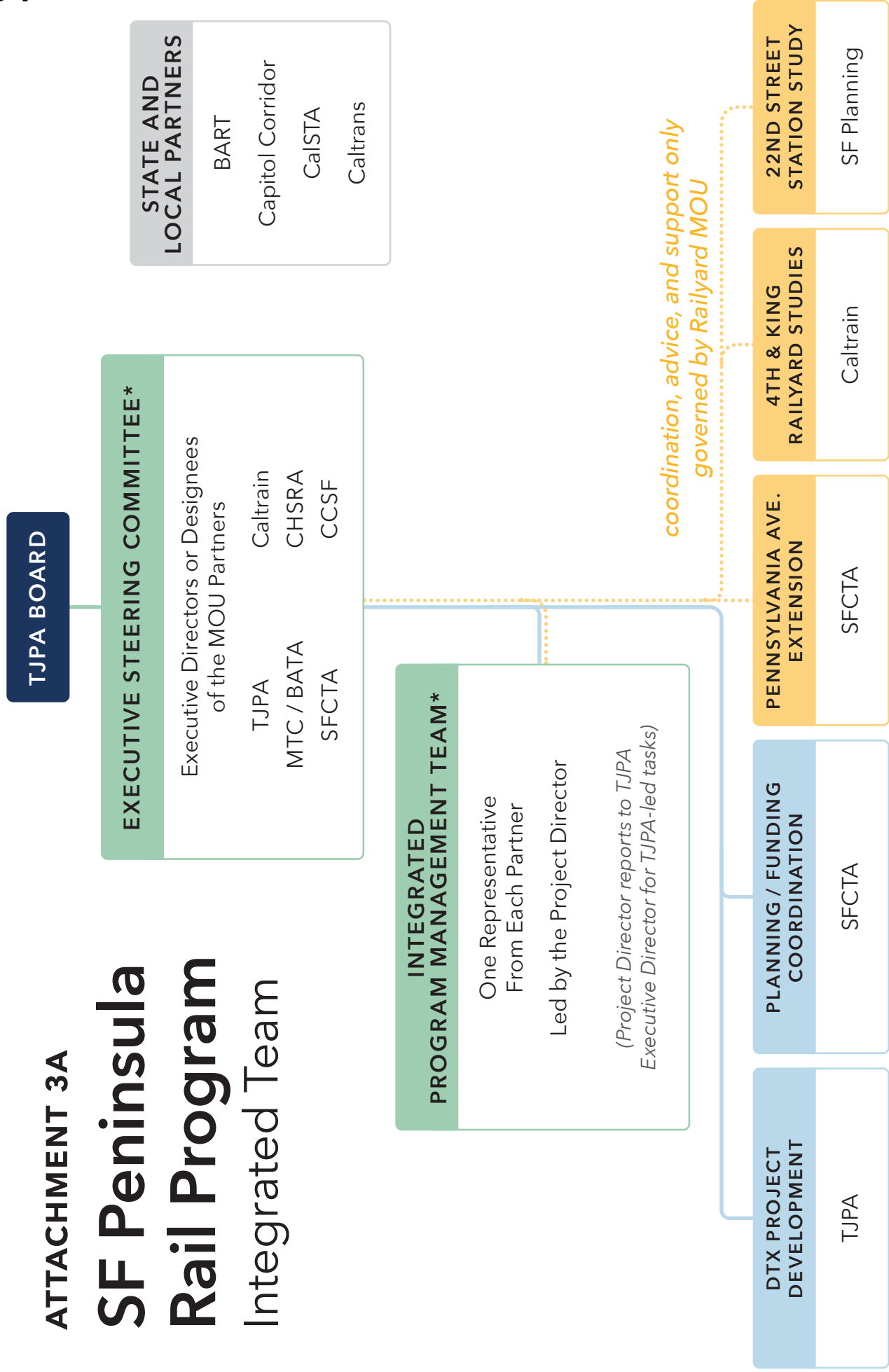
Task No	Task	Sub-task Description	Caltrain	CCSF	CHSRA	MTC/BATA	SFCTA	TJPA	To TJPA Board For
14	Prepare the project to enter the federal New Starts Program	(a)Develop all the documentation required by the FTA to enter the New Starts Program (b) Engage with the FTA to develop a road map to the Full Funding Grant Agreement	Concur	Concur	Concur	Concur	Concur	Lead	Report on progress and approval of final documents
C.	Select the Project Delivery Strategy								
15	Conduct industry outreach to validate construction methodology and contracting strategy	Conduct market sounding through engagement with the infrastructure industry and update the qualitative delivery options analysis previously completed.	Contribute	Contribute	Contribute	Contribute	Contribute	Lead	Report
16	Develop a project delivery and contracting strategy	(a) Analyze project delivery options analysis based on a business case and risk-adjusted financial analysis, including input from the market sounding (b) Analyze legal framework and issues for delivery options, procurement, and development of contracts (c) Develop a strategic implementation roadmap including a procurement and contracting plan, risk management plan, and organizational requirements (d) Conduct workshops to allocate risk based on risk analysis performed under tasks above, and develop analysis and plans for insurance (e) Scope pre-procurement engineering and early works contracts tailored to the delivery options	Contribute	Contribute	Contribute	Concur	Co-Lead	Co-Lead	Approval
17	Develop an O&M plan with roles and responsibilities	(a) Prepare a 20-year financial plan for Operations and Maintenance (b) Review and identify the ownership and governance of project elements for construction, operations, and maintenance (c) Develop and execute agreements for Operations and Maintenance	Concur	Consulted	Concur	Concur	Concur	Lead	Approval
D.	Undertake a Governance and Oversight Review and Transition								
18	Explore the best institutional arrangement and governance for the delivery of the DTX Rail Program thru construction and make recommendations to TJPA Board	(a) Detailed study to identify the governance structure to enable stakeholder alignment, effective mega-project delivery, oversight, independent strategic advice, and assurance (b)Stress-test options to maximize opportunities for Federal, State, and Regional funding as a Project of Regional and National Significance. Recommend governance/ project delivery structure for delivery (c) Develop management structure, briefs with roles and responsibilities, staffing qualifications, reporting and communication protocols, contracting, and staffing plan (d) Conduct assessment with strategic, economic, commercial, financial, management cases and consider	Contribute	Contribute	Contribute	Co-Lead	Co-Lead	Concur	Approval

Task No	Task	Sub-task Description	Caltrain	CCSF	CHSRA	MTC/BATA	SFCTA	TJPA	To TJPA Board For			
19.	Select lead agency for Construction. Should an alternate structure be adopted by the TJPA Board as a result of the above task, effect transition to final institutional arrangement and organization	Execution and implementation of Task 18 outcomes in coordination with the selected project delivery method.	Concur	Concur	Concur	Concur	Concur	Lead	Approval			
E.	Prepare for Procurement											
20	Start procurement tasks as applicable based on final institutional agreement, selected project delivery method, and scoping	(a) Finalize Plans, Specifications, and Estimates (PS&E) to the level required by the contracting strategy and delivery method(s) (b) Develop draft Commercial Terms and Conditions as appropriate for each contract (c) Conduct additional industry outreach to create interest and create a competitive environment (d) Develop draft bid documents for each contract	Concur	Concur	Concur	Concur	Concur	Lead	Report on Progress Approval to begin procurement			

ATTACHMENT 3A

SF Peninsula Rail Program

Integrated Team

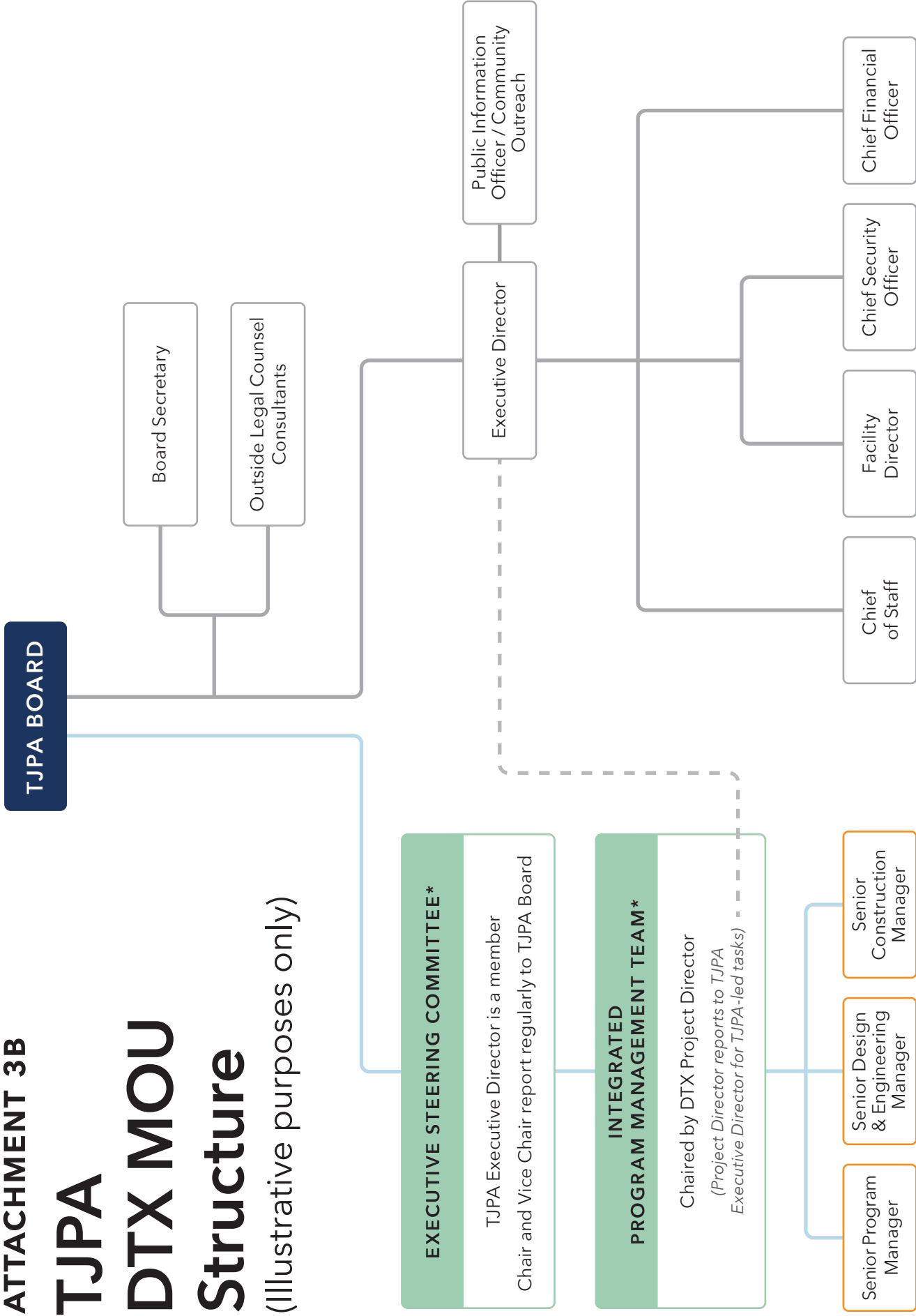


* Consistent with and limited to the Summary Work Program (Attachment 2) defined by the San Francisco Peninsula Rail Program MOU approved by TJPA Board on April 9, 2020

ATTACHMENT 3B

TJPA DTX MOU Structure

(Illustrative purposes only)



* Consistent with and limited to the Summary Work Program (Attachment 2) defined by the San Francisco Peninsula Rail Program MOU approved by TJPA Board on April 9, 2020



Memorandum

AGENDA ITEM 5

DATE: April 3, 2020

TO: Transportation Authority Board

FROM: Eric Cordoba - Deputy Director for Capital Projects

SUBJECT: 04/14/20 Board Meeting: Authorize the Executive Director to Execute a Memorandum of Understanding with the Transbay Joint Powers Authority (TJPA) the Metropolitan Transportation Commission, the Peninsula Corridor Joint Powers Board, the California High Speed Rail Authority and the City and County of San Francisco for the Establishment of a New Organizational Structure that Will Support the Efforts of the TJPA in the Development of the Downtown Rail Extension to a Ready-for-Procurement Status

RECOMMENDATION ☐ Information ☒ Action

- Authorize the Executive Director to execute a Memorandum of Understanding (MOU) with the TJPA, the Metropolitan Transportation Commission (MTC), the Peninsula Corridor Joint Powers Board (PCJPB), the California High Speed Rail Authority (CHSRA), and the City and County of San Francisco (CCSF) for the establishment of a new organizational structure that will support the efforts of the TJPA in the development of the Downtown Rail Extension (DTX) to a ready-for-procurement status

SUMMARY

At the request of the Board, we convened an expert panel (Panel) to review current and best practices for governance, oversight, management, funding, and project delivery for the DTX. The Panel presented its final recommendations to the Board on October 22, 2019. Over the last several months, we have taken the lead in the development of the subject MOU with the major partner agencies for the implementation of most of the Panel's recommendations. The TJPA is scheduled to consider approval of the MOU at a special meeting on April 9. Consistent with guidance from Chair Peskin, consideration of the Prop K allocation to the TJPA to continue DTX design activities, a separate item at the April 14 Transportation Authority Board meeting, is contingent upon TJPA approval of the subject MOU.

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



BACKGROUND

On October 23, 2018, the Transportation Authority Board unanimously voted to suspend the Prop K funding agreement with the TJPA for the DTX project. Recognizing the local and regional significance of the project, the technical and institutional complexity, the high price tag, and limited funding identified to date, the Board commissioned a review of current and best practices for governance, oversight, management, funding, and project delivery of the DTX project. To that effect, staff convened a multidisciplinary panel composed of industry experts. The effort consisted of research of best practices and lessons learned from other megaprojects, expert and stakeholder interviews, and a series of workshops, with participation by key stakeholders: PCJPB or Caltrain, CHSRA, TJPA, MTC, A/C Transit, the SF Mayor's Office, SF Planning, the San Francisco Municipal Transportation Agency, and Transportation Authority staff. We also sought input from TJPA's Citizens Advisory Committee, Friends of DTX, SPUR, the California State Transportation Agency and BART/Capitol Corridor staff on the work ahead.

The Panel presented its final recommendations to the Board on October 22, 2019. The recommendations proposed actions in the areas of rail program re-positioning, funding, project delivery, and governance and oversight. The Panel proposed that certain activities need to take place over the next two years to better position the project for success, regardless of the governance and oversight structures chosen. To that effect they developed a work program that summarizes the activities necessary for the implementation of the recommendations. This effort will re-envision the DTX program; identify the governing entity and organization with a clear mandate and capability to implement it; and select a project delivery method.

Transportation Authority staff have presented updates on the MOU to the TJPA's Citizens Advisory Committee and TJPA Executive Director Zabaneh provided a briefing on the MOU to the TJPA Board on March 12. The TJPA Board will consider approving the MOU at a special meeting on April 9, which is why we are bringing this item forward now.

DISCUSSION

The attached MOU describes a new organizational structure that will support the efforts of the TJPA in the development of the DTX project to a ready-for-procurement status and make direct recommendations to the TJPA Board, based on a set of activities outlined therein. These activities will be undertaken by an integrated multi-agency project team, comprised of senior staff of the signatory agencies to the agreement, over a period of up to 3 years, following approval of the MOU by all partners.

An Executive Steering Committee (ESC) will be instituted to support the TJPA in project development efforts for the DTX in accordance with the MOU, the ESC will make recommendations to the TJPA Board regarding the scope of efforts and key decisions outlined in the MOU. The TJPA Board will maintain its ultimate authority over the DTX and,



accordingly, it may accept or reject recommendations of the ESC, and it may act in the absence of a recommendation from the ESC.

The ESC will consist of the executives (or their designee) of the signatory partnering agencies. The ESC will meet at least monthly, sufficiently in advance of the TJPA Board's regularly scheduled meetings that the ESC will have an opportunity to provide a progress update or to present items to the TJPA Board. The ESC will be responsible for the DTX work program as summarized in Attachment 2 of the MOU, which specifies which elements of the DTX work program must be brought to the TJPA Board for information and/or approval. The ESC will guide the work of the Integrated Project Management Team (IPMT)(see below) and also help resolve conflicting areas of work among the partners. The ESC may also serve as a coordinating forum for the San Francisco Peninsula Rail Program and other relevant regional or statewide rail system planning and development efforts.

The ESC will be supported by an IPMT consisting of representatives with relevant experience in large complex projects from each of the partners, as designated by their corresponding executive. In addition, the IPMT may also be supplemented with relevant qualified personnel from within their own agencies or their supporting consultancy organizations. The IPMT will be led by a new Project Director, who may be a TJPA employee or consultant, or a consultant seconded by any of the partners. The Project Director should have proven leadership, organizational acumen and relevant experience in delivering all aspects of mega rail projects and tunneling.

The Project Director will be responsible for the day-to-day management of those portions of the DTX work program identified for TJPA to lead, reporting on those matters to the TJPA's Executive Director. The Project Director shall also be responsible for directing TJPA DTX staff and consultants as needed. To the extent another partner is identified as assuming a lead role for portions of the DTX work program, that partner will be responsible for day-to-day management of its tasks.

The Project Director will coordinate with other IPMT members leading other tasks, as well as with the San Francisco Peninsula Rail program of projects and other relevant regional and state rail projects as needed. The Project Director will report to the ESC for purposes of coordinating the work of the IPMT.

Attachment 1 to the MOU names the Initial members of the ESC and IPMT. Attachment 2 to the MOU is the Summary Work Program, which describes the tasks and subtasks to be performed under the MOU and assigns responsibilities for their execution. It will be the basis for a detailed work plan to be developed by the IPMT as the first order of business upon the execution of the MOU. Finally, Attachment 3 to the MOU contains conceptual Organization Charts depicting the relationships in for the rail program (3a) and the TJPA organization for the project (3b).



Next Steps. Based on recent meetings with partner agencies, we anticipate that following TJPA and Transportation Authority approval of the subject MOU, the other partner agencies will execute the MOU over the next few months. Pending the Transportation Authority Board approval of the two related funding requests on this April 14 Board agenda, we will continue to refine the DTX work program with TJPA and the other partner agencies. We may bring a subsequent set of funding requests to the Board to fund the work of partner agencies which would be reimbursable, once the Regional Measure 3 bridge toll program funds are available.

FINANCIAL IMPACT

The MOU commits the partners to consider providing funding or resources, but does not commit any partner to provide any resources other than those the agency already has funded and programmed to support DTX or to provide any funding. Therefore, approving the MOU does not create a financial impact. However, a Prop K allocation request to fund the first 18 months of the TJPA portion of the program, together with an appropriation request to fund the Transportation Authority's participation and oversight, will be presented to the Board as a separate item on the April 14 agenda.

CAC POSITION

None. The March 25 CAC meeting was cancelled in light of the local health emergency related to the COVID-19 pandemic.

SUPPLEMENTAL MATERIALS

- Attachments: San Francisco Peninsula Rail Program MOU
 1. List of initial members of the ESC and IPMT
 2. Summary Work Program
 3. Organizational Charts

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San Francisco
County Transportation
Authority



RESOLUTION ALLOCATING \$11,906,558, WITH CONDITIONS, FOR DOWNTOWN RAIL EXTENSION - PHASING AND PARTIAL 15% DESIGN AND APPROPRIATE \$2,636,109 IN PROP K SALES TAX FUNDS FOR RAIL PROGRAM OVERSIGHT AND PROJECT DEVELOPMENT SUPPORT

WHEREAS, In late 2019, The Transportation Authority convened an expert panel review of the governance, oversight, management, funding, and project delivery of the Downtown Rail Extension (DTX), which resulted in a series of recommendations presented to the Transportation Authority Board on October 22, 2019; and

WHEREAS, To implement those recommendations, Transportation Authority staff, together with other major stakeholders, developed the San Francisco Peninsula Rail Program Memorandum of Understanding (MOU) which proposes a new management structure and defines a work program for the development of the project to ready-for-procurement status; and

WHEREAS, The Transportation Authority has received the two requests for a total of \$14,542,667 in Prop K local transportation sales tax funds, as summarized in Attachments 1 and 2 and detailed in the attached allocation request forms; and

WHEREAS, The requests seek funds from the DTX to a Rebuilt Transbay Terminal category of the Prop K Expenditure Plan and will provide funding to cover the Transbay Joint Powers Authority and Transportation Authority's respective involvement for the first eighteen months of the implementation of the work program defined in the aforementioned MOU; and

WHEREAS, The adopted Prop K Strategic plan has funds programmed to the named projects such as DTX to a Rebuilt Transbay Terminal, which have no requirement for adoption of a 5-Year Prioritization Program (5YPP); and

WHEREAS, The Prop K Strategic Plan establishes that all remaining funds for



the DTX to a Rebuilt Transbay Terminal, beyond those already programmed for Phase 1, shall be for construction of Phase 2 (DTX); and

WHEREAS, Funding the two requests requires a concurrent Prop K Strategic Plan amendment to reprogram \$8.7 million in de-obligated funds and advance \$5.8 million in out year Prop K funds to Fiscal Year 2019/20 to the subject requests in the DTX to a Rebuilt Transbay Terminal category; and

WHEREAS, The requested Strategic Plan amendment would result in a decrease (-0.9%) to the assumed level of financing costs due to the de-obligated funds being reprogrammed at a less aggressive cash flow schedule than originally programmed; and

WHEREAS, After reviewing the requests, Transportation Authority staff recommended allocating \$11,906,558, with conditions, and appropriating \$2,636,109 in Prop K Sales Tax funds for the two requests, as described in Attachment 3 and detailed in the attached 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 2019/20 budget to cover the proposed actions; and

WHEREAS, Following discussion of the subject requests at the April 14, 2020 Transportation Authority Board meeting, recognizing that the DTX is one of the largest regional transportation projects in the Bay Area, that it is predominantly funded at this stage by San Francisco, and in light of the importance of supporting San Francisco employment and workers during the COVID-19 pandemic, the Board amended the staff recommendation to add the following special condition to both of the subject requests: "Any procurements funded wholly or partially by this Prop K



grant shall be consistent with the City and County of San Francisco's Local Business Enterprise Program, local hire policies, and Ordinances 12.X and 12.X.2 to the extent allowable by the various revenue sources that are used to fund the approved scope of work"; now therefore, be it

RESOLVED, That the Transportation Authority hereby waives the Prop K Strategic Plan policy requiring that all remaining unprogrammed funds in the DTX to a Rebuilt Transbay Terminal category be programmed for construction of the DTX and amends the Prop K Strategic Plan to reprogram \$8.7 million in de-obligated funds and advance \$5.8 million in out year Prop K funds programmed to the DTX design phase in Fiscal Year 2019/20, as summarized in Attachment 3 and detailed in the attached allocation request forms; and be it further

RESOLVED, That the Transportation Authority hereby allocates \$11,906,558, with conditions, and appropriates \$2,636,109 in Prop K Sales Tax funds for the two subject requests, 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 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; 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 attached 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 sponsor 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, both the Transbay Joint Powers Authority and Transportation Authority's requests to require that procurements funded by these grants are consistent with the City's Local Business Enterprise Ordinance to the extent allowable by the various revenue sources that are used to fund the approved scope of work; and be it further

RESOLVED, That as a condition of this authorization for expenditure, the project sponsor 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 Requests Received
2. Project Descriptions
3. Staff Recommendations
4. Prop K Allocation Summary - FY 2019/20
5. Allocation Request Forms (2)

Attachment 1: Summary of Requests 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	5	TJPA	Downtown Extension - Phasing and Partial 15% Design	\$ 11,906,558	\$ 132,267,646	86%	91%	Design	6, 10
Prop K	5	SFCTA	Rail Program Oversight and Project Development Support	\$ 2,636,109	\$ 2,636,109	86%	0%	Planning	6, 10
TOTAL						\$ 14,542,667	\$ 134,903,755	86%	89%

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: SFCTA (San Francisco County Transportation Authority) TJPA (Transbay Joint Powers Authority)

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
5	TJPA	Downtown Extension - Phasing and Partial 15% Design	\$11,906,558	The Downtown Rail Extension (DTX) will extend Caltrain 1.3 miles from Fourth and King Streets to the new Transbay Transit Center at First and Mission Streets, with accommodations for future high-speed rail. The requested funds will support preliminary engineering work including a phasing study, industry review, project delivery and other management plans, and development of 15% design submittals for key elements of the DTX project consistent with the work program described in the 6 party Memorandum of Understanding (MOU) that is the subject of a separate agenda item at the April 14 Board meeting. The work funded by the subject request is scheduled for completion in June 2021.
5	SFCTA	Rail Program Oversight and Project Development Support	\$2,636,109	response to the Board's interest in enhanced oversight for the DTX, the work to be performed under this appropriation is intended to complement and enhance the Transportation Authority's ongoing oversight functions for the DTX and the Peninsula Rail Program. It also partially funds the Transportation Authority's roles to lead Planning and Funding Strategy updates, and to co-lead Project Delivery and Institutional Options analyses to help prepare the DTX project for procurement. These key tasks are consistent with the Expert Peer Review Final Report recommendations. This request covers the first 18 months of the Transportation Authority's efforts on the work program described in the 6-party MOU.
TOTAL			\$14,542,667	

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendations ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Recommendations
5	TJPA	Downtown Extension - Phasing and Partial 15% Design	\$ 11,906,558	<p>Prop K Strategic Plan Amendment: Recommendation is contingent upon an amendment to the Prop K Strategic Plan to advance outyear funds in the Downtown Extension (DTX) to a Rebuilt Transbay Terminal category to Fiscal Year 2019/20. See attached allocation request forms for details.</p> <p>Exception to Prop K Strategic Plan Policy: Recommendation is contingent upon an exception to the Strategic Plan policy that sets aside all remaining funds not already programmed to Phase 1 for Phase 2 (DTX) construction.</p> <p>NTP #2 Funds on Reserve: Funds for the second Notice to Proceed or NTP #2 (\$8,177,927) will be on reserve until released by the Board following: (1) Board acceptance of the Project Phasing Strategy and Interim Budget and Schedule for Phase 2, and (2) the identification of a new Program Director in accordance with the 6-party Memorandum of Understanding (see memo for additional details).</p>
5	SFCTA	Rail Program Oversight and Project Development Support	\$ 2,636,109	<p>Prop K Strategic Plan Amendment: See above project.</p> <p>Exception to Prop K Strategic Plan policy: See above project.</p>
TOTAL			\$14,542,667	

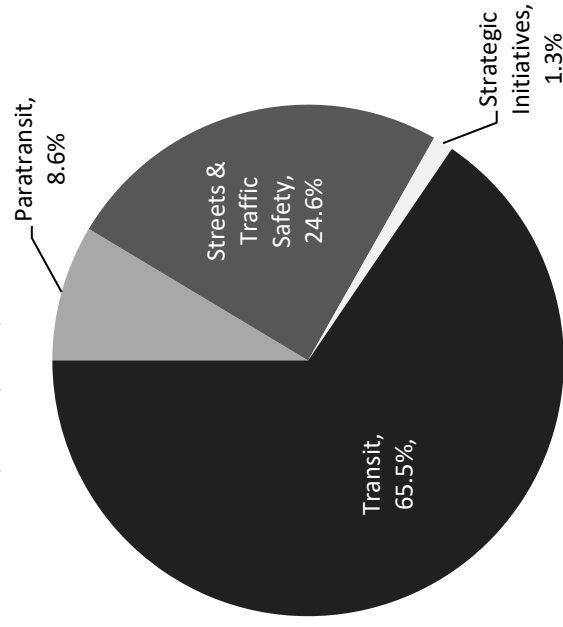
¹ See Attachment 1 for footnotes.

Attachment 4.
Prop K and Prop AA Allocation Summaries - FY 2019/20

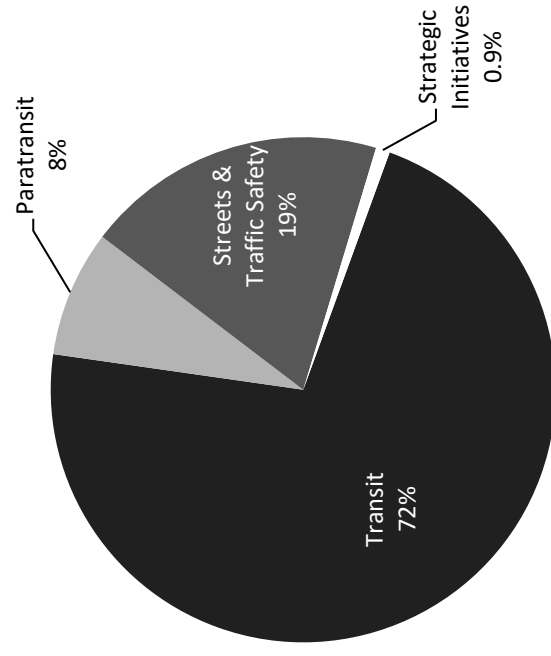
PROP K SALES TAX								
	Total	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Prior Allocations	\$ 135,833,357	\$ 22,978,137	\$56,088,049	\$7,827,707	\$ 9,934,729	\$ 35,560,081	\$ 2,727,154	\$ 717,500
Current Request(s)	\$ 14,542,667	\$ 792,901	\$ 9,409,407	\$ 4,340,359	\$ -	\$ -	\$ -	\$ -
New Total Allocations	\$ 150,376,024	\$ 23,771,038	\$ 65,497,456	\$ 12,168,066	\$ 9,934,729	\$ 35,560,081	\$ 2,727,154	\$ 717,500

The above table shows maximum annual cash flow for all FY 2019/20 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

49

FY of Allocation Action:	FY2019/20
Project Name:	Downtown Extension - Phasing and Partial 15% Design
Grant Recipient:	Transbay Joint Powers Authority

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Transbay Terminal / Downtown Caltrain Extension
Current Prop K Request:	\$11,906,558
Supervisory District(s):	District 06

REQUEST

Brief Project Description

Extension of Caltrain 1.3 miles from Fourth and King Streets to the new Transbay Transit Center at First and Mission Streets, with accommodations for future high-speed rail. The requested funds will support preliminary engineering work including a phasing study, industry review, project delivery and other management plans, and development of 15% design submittals for key elements of the Caltrain Downtown Extension (DTX) project.

Detailed Scope, Project Benefits and Community Outreach

See attached document for details.

Project Location

First & Mission Streets, San Francisco, CA

Project Phase(s)

Design Engineering (PS&E)

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?	Greater than Programmed Amount
Prop AA Strategic Plan Amount:	\$7,096,290

Justification for Necessary Amendment

In 2018 the Transportation Authority programmed and allocated \$9,678,626 in EP-5 funds for DTX 30% Design Part 1, of which \$8,696,290 was deobligated in November 2019 pursuant to suspension of the grant by the Transportation Authority. Also in November 2019 the Board approved reprogramming and appropriation of \$1.6 million of the deobligated funds for the Pennsylvania Avenue Extension Pre-environmental project. The TJPA and Transportation Authority are now requesting a total of \$14.5 million for Downtown Extension—Phasing and Partial 15% Design and Rail Program Oversight. These requests require a Prop K Strategic Plan amendment to program the remainder of the deobligated funds to the two projects in FY2019/20, and advance an additional \$5.8 million in unprogrammed capacity in the Downtown Extension to a Rebuilt Transbay Terminal category.

**Transbay Program Phase 2
Scope of Work, Deliverables and Schedule
May 1, 2020 –November 26, 2021**

The DTX MOU includes work scope to achieve ready for procurement status; however, this allocation only the initial 18 months of this scope; the remainder of the scope will be the subject of future funding request. Based upon direction from SFCTA staff, the scope of services is split into two terms, each of which will have a separate Notice to Proceed (NTP). Scope indicated as being included in NTP#1 is anticipated to commence on May 1, 2020. Scope within NTP #1 is expected to take approximately 6 to eight months to complete. The scope of NTP#2 will be initiated once the scope of NTP#1 is complete.

NTP#1 (May 1, 2020 – November 30, 2020)

The work during NTP#1 will focus on a project phasing study which will review options for identifying an initial operating segment for the DTX project in support of planning and funding strategy efforts. The work will also include creating a log of changes made to the program since the Supplemental EIS/EIR, a real estate acquisition plan, and the preparation of a configuration management plan, all of which will support and inform the phasing study and the procedures for implementing findings from the phasing study. The NTP will also include an industry review with contractors which will feed into a review with contractors which will feed into a review of project delivery planned in NTP#2

A. Program Management \$1,078,311

Manage program scope of work and develop and implement Program Management and Program Controls (PMPC). Other direct office costs. Manage staff and coordinate the following activities.

A.1 Program Manager and Staff

- Hire a Project Director in accordance with the Memorandum of Understanding prepared in coordination with all stakeholders. (TJPA)
- Provide a Program Manager and Deputy Program Manager (referred to collectively herein as the “Program Manager”) with overall responsibility for managing the program scope of work and developing and implementing PMPC. The Program Manager shall provide staff planning, supervision, and support for the Program Team, including coordination among project teams. As requested by TJPA, the Program Manager shall also assist the TJPA in the acquisition of funding for the Program, various Program approvals, and other third party agreements. The Program Manager, or his or her designee, will attend the TJPA’s weekly staff meetings and other meetings as required by the TJPA. The Program Manager will provide all other related services as requested by the TJPA. The Program Manager and Deputy Program Manager are designated as key personnel positions. The Program Manager also works with the project team to ensure schedule adherence.
- Program Management staff serve as a point of technical contact in connection to the planning and Phase 2 design. Coordinate and maintain contact with key Program members, PMPC consultant team members, the Transit Center design team, outside agency representatives, and others as directed.
- Staff provide assistance for the development and management of project design criteria, cost estimates and schedule.
- Staff also provides technical and project specific assistance to TJPA, including preparation of letters and presentations.

A.2 Program Management Plans

- Preparation of a log of changes to the configuration of the Program since issuance of the Supplemental EIS/EIR.
- Preparation of a configuration management plan. The supplemental environmental document for Phase 2 completed in late 2018 established the baseline configuration for Phase 2. A configuration management plan will be developed to document the baseline configuration and the processes for ensuring that the baseline configuration is not changed without a systematic review of the changes to the design and the impact that design changes may have on all other aspects of the project. The configuration management plan will address changes during the design and construction phases, interface management, O&M interfaces, and procurement bid documents.
- Develop a preliminary real estate acquisition plan. A real estate acquisition plan was completed in 2005. Between 2008 and 2014, fifteen parcels were acquired to preserve right-of-way for the DTX. Since then, the right-of-way estimate has been updated (2017), and during the supplemental environmental process, DTX designers determined that underpinning could be used to support several historic buildings along the DTX alignment that previously had been slated for partial demolition and rebuilding. Work associated with an updated plan includes
 - Evaluating all affected properties to determine what engineering solutions are available to preserve as much of the buildings as possible
 - Estimating the right-of-way costs based on market rates of the buildings/portions of the buildings, potential for occupancy during construction, and the cost of construction of the engineering solutions
 - Updating the 2017 ROW estimate including utility relocations

Deliverables/Schedule:

1. *Log of changes made to the Program (PMPC): NTP#1 plus 2 months*
2. *Configuration Management Plan (PMPC): NTP#1 plus 6 months*
3. *Preliminary Real Estate acquisition plan (PMPC): NTP#1 plus 5 months*

- ## A.3 Program Meetings and Coordination.
- PMPC will plan and attend project meetings including bi-monthly meetings with SFCTA staff and the design team. PMPC Program Coordination activities including organizing project meetings with outside agencies and other stakeholder coordination activities to support the phasing concept study and stakeholder management efforts. Coordination with adjacent properties along the alignment to determine potential impacts to Phase 2 project elements and/or the properties.

Deliverables/Schedule:

1. *Bi-weekly meetings/meeting minutes (PMPC, attended by Design Team).*
2. *As-needed coordination and meetings/meeting minutes with stakeholders. (PMPC with Design Team support)*
3. *Analyze at a preliminary level impacts or benefits to the project if a specific concern or comment from a stakeholder increased or decreased project risk, scope, cost, or duration. (Design Team with support from PMPC)*
4. *Coordinate with rail operators on design criteria. (PMPC with Design Team support).*
5. *Prepare a draft updated East Bay Crossing memorandum including: coordination with BART on BART's second bay crossing effort, updated aerial mapping, updates to route constraints including potentially affected properties, and review Main Street route with reduced trainbox extension. (Design Team with management by PMPC)*

A.4 Rebrand Program and Public Outreach. TJPA and their consultants, in coordination with planning and modeling efforts by the SFCTA will develop a plan for re-branding of the Program with updated graphics and messaging based on economic benefits for the region, state, and nation. (TJPA)

A.5 Public Outreach. TJPA will perform outreach by engaging external stakeholders, advocacy groups, and the public at large, and perform public outreach. An external outreach plan will be developed. (TJPA)

A.6 Design Team Invoicing, Subconsultant Management, Scheduling and Reporting. Prepare monthly invoices including monthly invoice reports. Manage subconsultant contracts.

Deliverables/Schedule:

1. *Monthly invoice and invoice reports. (Design Team)*
2. *Bi-monthly updates to the design schedule. (Design Team)*

B Program Implementation and Support Activities \$1,151,000

B.1 Project Phasing Concept. Review opportunities for project phasing.

- Develop evaluation criteria including, but not limited to: constructability, scalability, cost and risk. (PMPC)
- Workshop#1: Host a one-day “brainstorming” workshop with the project team, Caltrain, CHSRA, MTC and SFCTA staff and their consultants to agree initial and subsequent operational assumptions and constraints to form the basis of the review and develop phasing opportunities. (PMPC, attended by Design Team)
- Analyze ideas from first workshop which may be selected for further study, including but not limited to the following:
 - High-level review of the loop concept to determine if two tracks is feasible for a near term scenario before a loop is built with connection to a new bay crossing including alignment and operations analyses to determine the maximum number of Caltrain trains which can operate reliably on two tracks. (Design Team)
 - Potential high-level review of the opportunity to lower profile on southern end to determine if there is a cost advantage to a one-tunnel solution for the Pennsylvania Avenue Extension, if agreed at the brainstorming workshop. (Design Team)
 - Provide a cost estimate for a high-level study of at least five other options as determined at the first workshop. (Design Team for construction costs, PMPC for program costs)
 - Costs for all options reviewed including the cost of deferred project elements will be based on current understanding of tunnel costs per mile, adjusted based on professional opinion. (Design Team for construction costs, PMPC for program costs)
- Workshop#2: Host a second one-day workshop with the project team, Caltrain, CHSRA, MTC, and SFCTA staff and their consultants to present findings (a menu of options that details costs and assumed timing of the phasing and potential related issues that may be caused by deferral) from analyses of options carried forward from first workshop. (PMPC, Design Team to attend)
- Hold up to two additional two-hour meetings to review with stakeholders. (PMPC, Design Team to attend)
- Prepare draft project phasing report to summarize phasing opportunities, tradeoffs and recommendations consistent with DTX MOU. (PMPC with input from Design Team)

- Present the draft report to the Executive Steering Committee (ESC). (PMPC with input from Design Team)
- Prepare final report with feedback from ESC. (PMPC with input from Design Team)
- Present to the final report to the SFCTA board and CAC. (PMPC with input from Design Team)
- Present to the final report to the TJPA board. (PMPC with input from Design Team)

***Deliverables/Schedule:** Evaluation criteria, preliminary risk matrix, phasing workshops and summary report and plan: NTP#1 plus 6 months. (PMPC with support from Design Team)*

- B.2 Project Implementation Plan.** Organize an initial Industry Review to review construction methodology, contract packaging, and project scheduling in consultation with the design teams and contractors and prepare a summary memorandum. Assumed five meetings at 2 hours/meeting. Design Team will provide on set of documents/graphics to support the meetings.

***Deliverables/Schedule:** Industry Review with contractor interviews: NTP#1 plus 2 months (PMPC with attendance and input from Design Team)*

- B.3 Issue Resolution.** Track and resolve issues related to design, construction and operations with regulatory agencies and other stakeholders that have an interest or are participants in the Program. Maintain issue-action logs.

***Deliverables/Schedule:** On-going. (PMPC)*

- B.4 Permit Management.** Prepare a list of required permits for the design and construction of Phase 2 of the Program.

***Deliverables:** Permit list: NTP#1 plus 3 months (PMPC)*

C Phase 2 Design \$82,531

The Phase 2 PMPC Project Manager will be responsible for managing the project scope, schedule, budgets and contracting during the design phase. The Phase 2 PMPC Project Manager and support staff will perform the following:

- C.1 Engineering Contract Management.** Assist in finalizing the scope, deliverables, schedule and budget for Engineering Contract. (PMPC)
- C.2 Project Management.** Provide project management oversight of the design team. (PMPC)
- C.3 Design Submittal Reviews.** Perform independent reviews of design submittal packages to verify that design intent is properly implemented, project scope is accurately represented in various contracts and QC/QA plans are effective. (PMPC)
***Deliverables:** Comments on design submittals, as needed. (PMPC)*
- C.4 Design Work.** Perform a review of the throat trackwork geometry to reassess impacts on affected properties.
***Deliverables:** Trackwork sketches for coordination and discussion with stakeholders. (Design Team)*

D Program/Project Controls \$285,533

PMPC Program/Project Controls Manager will develop and implement program/project controls. The PMPC Program Controls Manager and support staff will work with the PMPC Project Managers in accomplishing the following scope of work.

- D.1 Project Phasing Concept.** Provide cost estimating support to develop phasing concept cost estimates based on different time horizons for phasing project elements. Participate in phasing concept workshops and provide cost and schedule support for the entirety of the phasing concept study.
Deliverables/Schedule: On-going support throughout study. (PMPC)
- D.2 Program Master Schedule.** Develop and maintain Program master schedule based on the WBS and the Project Delivery and Procurement Plan. Update the Program master schedule monthly, to include current information regarding project and contract progress.
Deliverables/Schedule: Quarterly Program Master Schedule update. (PMPC)
- D.4 Work Plan.** Develop a comprehensive work plan in accordance with the DTX MOU, which will describe all necessary tasks and their relationships, and includes the prepared Program Master Schedule. (PMPC)
Deliverables/Schedule: Work Plan. (PMPC)
- D.5 Status Reporting.** Prepare quarterly reports of Program status.
Deliverables/Schedule: Quarterly Program Status Reports to the Authority Board, Stakeholders and Funding Agencies. (PMPC)
- D.6 Work Breakdown Structure.** Update and maintain a work breakdown structure (WBS) as needed for the implementation of the Program that will be used for organizing and reporting on cost, schedule and scope. (PMPC)
- D.7 Invoicing and Subconsultant Contract Management.** Draft and receipt of appropriate approvals of subconsultant agreements, amendments and work authorizations in accordance with company and contractual guidelines. Coordination with TIPA staff on approvals of subconsultants scopes of work and authorizations including management of billing rates, overhead, coding of invoices and eligibility of charges. Work with TIPA staff on invoicing issues. (PMPC)

E Quality Control/Quality Assurance (QC/QA) \$37,586

- E.1 QA Oversight.** Provide oversight of design activities relative to implementation of the adopted QC/QA program. Identify areas needing improvement, recommend corrective action plans and provide oversight to confirm compliance.
Deliverables/Schedule: Quarterly audit reports. (PMPC)

F Document Management and Administrative Support \$397,040

- F.1 Administrative Support.** Administrative support will include, but not be limited to, documentation of meetings, report writing, and preparation of correspondence. Edits and produces technical documents and presentations issued by the PMPC team for the Transbay Program. This includes, but is not limited to: status reporting, Board reports and presentations, program plans and procedures, and letters and reports. Ensures that all documents reflect standard practices for good technical writing, are complete and accurate, and adhere overall to the Program's quality standards. Administrative staff are

also responsible for day-to-day operations of the Program office operations and for management of office resources such as scheduling conference rooms. (PMPC) TJPA staff will provide administrative support for the Executive Steering Committee. (TJPA)

F.2 Document Control. Maintain document control to serve as the official records management function for the Program and be the source for all official documentation and provide storage for all Program records and files. Coordinate with the TJPA IT Manager and Constructware representatives to ensure backup and disaster file procedures and protocols are in place. Perform day-to-day handling of all documents provided to Document Control for coding, reproduction, distribution, file sharing, storage and document searches and retrieval, and trouble-shooting office equipment such as printers and copiers. Provide quality assurance audits by checking documents for completeness. Provide the Program Information and Support Services as program software administrator responsible for creating and monitoring user accounts, profiles, permission levels, and training and assisting system users by trouble-shooting problems. Develop and updates databases used mostly by Document Control (e.g., software Interface, Protected Information List, Nondisclosure Agreements List, Annual Office Inventory, Reprographic Services, Messenger Services, and Agreements Lists). Implements the Program's compliance to its Protected Information Procedure by maintaining the Protected Information List and List of Approved Nondisclosure Agreement Holders while adhering to proper document handling protocol particularly involving the disseminating and securing of such documents. (PMPC)

F.3 Presentation Support. Provide data, graphics and other materials as required for internal, external and public presentation. Develop maps, diagrams, infographics and general graphics for the program including those needed for funding applications. Assist with all property issues including reviews of plats and legals, and existing and future use planning. (PMPC)

G Management Information Systems (MIS) Support \$20,000

G.1 Program Software. Maintain document management software to facilitate team communication and manage storage of Program documents. (PMPC)

NTP#2 (December 1, 2020 – November 26, 2021)

During NTP#2 the PMPC will be examining project delivery and developing a work plan. The NTP also will progress the design team's work on the design and cost estimate of the tunnel and Fourth and Townsend Street Station to a draft 15% design level and allow for a risk assessment to be performed. Additionally, the NTP supports the preparation of a third-party agreement plan. It is anticipated that this scope will take approximately 12 months after NTP.

A. Program Management \$2,853,865
Manage program scope of work and develop and implement Program Management and Program Controls. Other direct office costs. Manage staff and coordinate the following activities.

A.1 Program Management Staff

- Maintain a Project Director in accordance with the Memorandum of Understanding prepared in coordination with all stakeholders. (TJPA)

- Provide a Program Manager and Deputy Program Manager (referred to collectively herein as the “Program Manager”) with overall responsibility for managing the program scope of work and developing and implementing PMPC. The Program Manager shall provide staff planning, supervision, and support for the Program Team, including coordination among project teams. As requested by TJPA, the Program Manager shall also assist the TJPA in the acquisition of funding for the Program, various Program approvals, and other third party agreements. The Program Manager, or his or her designee, will attend the TJPA’s weekly staff meetings and other meetings as required by the TJPA. The Program Manager will provide all other related services as requested by the TJPA. The Program Manager and Deputy Program Manager are designated as key personnel positions. The Program Manager also works with the project team to ensure schedule adherence.
- Program Management staff serve as a point of technical contact in connection to the planning and Phase 2 design. Coordinate and maintain contact with key Program members, PMPC consultant team members, the Transit Center design team, outside agency representatives, and others as directed.
- Staff provide assistance for the development and management of project design criteria, cost estimates and schedule.
- Staff also provides technical and project specific assistance to TJPA, including preparation of letters and presentations.

A.2 Program Management Plans. Preparation of a third-party agreement plan. A third-party agreement plan will be developed to address:

- New agreements with the operators Caltrain and CHSRA regarding design oversight, passenger facility charges, and operations and maintenance
- Coordination with utility companies and government agencies to determine the location of existing utility infrastructure, who will be responsible for relocation costs and the party that undertakes the relocation work, the phasing of the design and construction work needed; and the needed agreements with the various public agencies and utility companies
- Whether the existing agreements with the State and various City agencies and departments for various services can be amended or whether new agreements are required

The plan will include a matrix showing the status of all existing third-party agreements.

Deliverables/Schedule: Third-party agreement plan: NTP#2 plus 8 months (PMPC)

A.3 Program Meetings and Coordination. PMPC will plan and attend project meetings including bi-monthly meetings with SFCTA staff and the design team. PMPC Program Coordination activities including organizing project meetings with outside agencies and other stakeholder coordination activities to support design and stakeholder management efforts.

Deliverables/Schedule:

1. *Bi-weekly meetings/meeting minutes (PMPC, attended by Design Team).*
2. *As-needed coordination with stakeholders (PMPC and Design Team).*
3. *Analyze at a preliminary level impacts to the project if a specific concern or comment from a stakeholder increases project risk, scope, cost, or duration. (Design Team with support from PMPC)*
4. *Coordinate with rail operators on design criteria. (PMPC with Design Team support)*
5. *Updated East Bay Crossing memorandum with additional information from BART’s second bay crossing effort as available during NTP#2 duration. (Design Team with management by PMPC)*

A.4 Public Outreach. TJPA and their consultants will conduct public outreach and advocacy group outreach. (TJPA)

A.5 Construction Cost Estimating. Update the construction cost estimate prepared in April 2018 based on updated quantities based on the updated design work performed in this scope of work and current market rates. Divide cost estimate into phases as determined and approved in NTP#1. Submit a draft construction cost estimate.

Deliverables/Schedule: Draft Construction Cost Estimate. (Design Team)

B. Program Implementation and Support Activities \$830,238

B.1 Project Implementation Plan. An in depth, detailed study to determine the most appropriate delivery option for the DTX. This study will analyze traditional methods of delivery such as Design Bid Build and Design Build as well as alternative methods such as Construction Manager at Risk, Design Build Finance, Design Build Finance Maintain, and other forms of Public Private Partnerships as appropriate. Prepare and update the Contract Packaging Strategy Report including project phasing in consultation with the design teams and contractors. Prepare a work plan incorporating project phasing and contract packaging. Provide recommendations for optimization of program delivery as necessary. This work will support the DTX Work Program Funding Planing/Strategy development.

Deliverables/Schedule:

- *Project Delivery Report: NTP#2 plus 6 months (PMPC)*
- *Updated Contract Packaging Report: NTP#2 plus 6 months (PMPC)*
- *Work Plan Memorandum: NTP#2 plus 9 months (PMPC)*

B.2 Issue Resolution. Track and resolve issues related to design, construction and operations with regulatory agencies and other stakeholders that have an interest or are participants in the Program. Maintain issue-action logs.

Deliverables/Schedule: On-going. (PMPC)

B.3 Risk Management. Provide Risk Manager. Organize and facilitate risk management and follow up mitigations workshop in conjunction with FTA and stakeholders. Develop and maintain Risk Register. Update Risk Register quarterly in conjunction with stakeholders. Prepare risk simulation modeling sufficient to develop project risk-based contingency. Summarize all work in performed in risk assessment report. It is assumed that any external experts required to attend the workshop would be provided by the funding partner.

Deliverables/Schedule:

- *Conduct formal risk management process. (PMPC with participation and support of Design Team to resolve recommendations)*
- *Prepare risk assessment report: NTP#2 plus 5 months (PMPC)*
- *Develop and maintain Risk Register: Ongoing. (PMPC)*

B.4 Utility Coordination. Provide limited utility coordination oversight to verify project teams are successful in making arrangements for timely and cost-effective relocations of existing facilities. (PMPC)

C. Phase 2 Design \$3,924,490

The PMPC Phase 2 Project Manager will be responsible for managing the project scope, schedule, budgets and contracting during the design phase. The PMPC Phase 2 Project Manager and support staff will perform the following:

- C.1 Engineering Contract Management.** Assist in finalizing the scope, deliverables, schedule and budget for Engineering Contract. (PMPC)
- C.2 Project Management.** Provide project management oversight of the design team. (PMPC)
- C.3 Design Submittal Reviews.** Perform independent reviews of design submittal packages to verify that design intent is properly implemented, project scope is accurately represented in various contracts and QC/QA plans are effective.
***Deliverables:** Comments on design submittals, as needed. (PMPC)*
- C.4 Design Work.** Perform design work for limited Phase 2 elements as described below:
- **Train Operations:** Update alignment for TBM+SEM and new train operations model train for use in review. Review analysis performed by Caltrain, CHSRA and others that feed into DTX line. Prepare draft submittal. Assumption: No new analysis.
 - **Track:** Revise precise 1"=40' PE track plan and profiles to include adjustments at Fourth and Townsend Street Station and lower profile for TBM+SEM. Verification of special trackwork elements and identification of long-lead specialty items. Revised at-grade interlocking design concept along Seventh Street, including MOW tracks, turnback tracks and provisions for at-grade crossings. Continue to coordinate with Transit Center Phase 2 planning. Update track alignment and profile design calculations. Prepare technical memorandum documenting assumptions, outstanding issues and variances. Develop staging plans for cut-over of tunnel stub to a future rail connecting tunnel. Prepare draft submittal. Exclusion: Incorporate Caltrain North Terminal design.
 - **Fire/Life/Safety (FLS):** Update design plans for 2nd and Harrison emergency vent/exit building. Develop mechanical design for 3rd and Townsend emergency ventilation. Develop design for Fourth and Townsend Street Station emergency ventilation. Perform CFD station fire/life/safety modeling. Perform SES FLS modeling for DTX tunnel. Perform pedestrian flow/exit analysis for underground station. Update tunnel exiting technical memorandum (SES & CFD report). Prepare draft submittal. Assumption: Update for TBM+SEM and deeper tunnel profile.
 - **Geotechnical:** Conceptual evaluation of 655 Fourth Street impact. All field efforts (including tunnel stub explorations) and 80% of needed lab testing. Monitor groundwater in the existing and new wells for 6 months. Update Geotechnical Data Report (GDR) to include the new explorations and lab testing. Provide update parameters for the soil and rock units as given in the original Geotechnical Interpretive Reports (GIR) in a technical memorandum. (No other evaluations and updates to the GIR to be performed.) Reapply permitting, signages, and re-start investigation program for additional tunnel stub explorations which were approved in 2018. Prepare draft submittals. Exclusion: Does not include preparation of GBR.
 - **Tunnel:** Replace and extend with TBM+SEM method proposed in Tunnel Options Study including mining under 235 Second Street (and associated underpinning, as necessary) and mining under Howard Street. Assumes no code updates or review comments for previously accepted memos, calculations or drawings. Preparation of a draft submittal. Design temporary shafts, as needed.

Continue technical support of TJPA coordination with adjacent properties related to the staging locations by discipline lead.

- **Fourth and Townsend Street Station:** Prepare updated technical memorandum input and update 2016 conceptual plans to incorporate new station design utilizing third platform face on southside of station proposed by SFCTA Rail Operations Peer Review including updated rail operations analyses for third platform face. Includes coordination with Caltrain and CHSRA regarding platforms, Caltrain's surface station, and Prologis for underground station coordination. Includes update for TBM launch. Preparation of a draft submittal.
- **U-wall and Tunnel Stub:** Prepare technical memorandum and drawings for permanent structure and shoring to incorporate new track alignment (not to preclude future undergrounding of surface yard tracks by others) and tunnel stub transition. Perform impact analysis for U-Wall/Tunnel Stub adjacent to I-280 6th Street off-ramp foundations. Preparation of a draft submittal.
- **Fourth Street Central Subway Interface:** Technical support of TJPA coordination with SFMTA by discipline lead. Prepare conceptual design and technical memoranda of bridging structure/pipe canopy/tunnel. Prepare draft design plans.
- **Existing Building Settlement Analysis:** Update zone of influence of entire alignment using including Second Street based on new cross section and depth. Updated building assessment analysis as needed on Second Street. New development at 4th/Townsend coordination. Preparation of draft submittal.
- **Utilities:** Support advanced utility relocation package scoping by PMPC. Update technical memorandum and 1"=20' PE relocation plans to extend to Townsend Street, Seventh Street and at-grade crossings, including identification of temporary relocations. Technical support of TJPA coordination with City and utilities by discipline lead. Assist in coordination with utility providers as part of the Accela Notice of Intent process. Update existing utility CAD linework based on utility coordination. Coordination for potholing process. Utility potholing to confirm locations/depths/ sizes of utilities. Preparation of draft submittal. Assumptions: Utility companies and agencies will participate in the Accela Notice of Intent process at their own expense.

Deliverables:

- *Draft Train Operations submittal (Design Team)*
- *Trackwork Technical Memorandum and draft updated trackwork drawings (Design Team)*
- *FLS Modeling Technical Memorandum and draft updated submittal (Design Team)*
- *Draft Update to GDR and Limited Updates to GIR. (Design Team)*
- *Draft Tunnel Drawings for TBM+SEM method (Design Team)*
- *Draft Underpinning Drawings for 235 Second Street (as necessary) (Design Team)*
- *Draft Temporary Shaft Drawings (as necessary) (Design Team)*
- *Draft Technical Memorandum and drawings for Fourth and Townsend Street Station Design (Design Team)*
- *Draft U-wall and Tunnel Stub Technical Memorandum and drawings (Design Team)*
- *Draft Fourth Street Interface Technical Memorandum and drawings (Design Team)*
- *Draft Technical Memorandum on Existing Buildings (Design Team)*
- *Draft Potholing Memorandum and Utility Drawings (Design Team)*

D. Program/Project Controls **\$321,253**
 PMPC Program/Project Controls Manager will develop and implement program/project controls. The PMPC Program Controls Manager and support staff will work with the Project Managers in accomplishing the following scope of work.

- D.1 Program Budget.** Update and maintain a Baseline Budget for the Program based on the results of the phasing study in accordance with the updated Work Breakdown Structure. Incorporate construction budgets using cost estimates developed by design teams. Estimate other soft costs for each line item. Conduct market and escalation studies to forecast potential cost increases and market pressures over the life of the Program. Work with Risk Manager to develop contingency budgets at the project and Program level that are consistent with the risks associated with each Program element. Monitor, update and manage the budget over the course of the Program. (PMPC)
- D.2 Program Master Schedule.** Develop and maintain Program master schedule based on the WBS and the Project Delivery and Procurement Plan. Update the Program master schedule monthly, to include current information regarding project and contract progress. Prepare an updated baseline schedule at the conclusion of the NTP#2.
***Deliverables/Schedule:** Quarterly Program Master Schedule update including update to Program Baseline Schedule at conclusion of NTP#2. (PMPC)*
- D.3 Cash Flow Planning.** Working with the Authority's Program Grant Administration, Budgeting, Financial Management and Cost Control consultant, analyze, prepare and maintain current and projected cash flow requirements for the Program. Provide limited support for funding plan development by others. (PMPC)
- D.4 Status Reporting.** Prepare quarterly reports of Program status.
***Deliverables/Schedule:** Quarterly Program Status Reports to the Authority Board, Stakeholders and Funding Agencies. (PMPC)*
- D.5 Work Breakdown Structure.** Update and maintain a work breakdown structure (WBS) as needed for the implementation of the Program that will be used for organizing and reporting on cost, schedule and scope. (PMPC)
- D.6 Invoicing and Subconsultant Contract Management.** Draft and receipt of appropriate approvals of subconsultant agreements, amendments and work authorizations in accordance with company and contractual guidelines. Coordination with TJPA staff on approvals of subconsultants scopes of work and authorizations including management of billing rates, overhead, coding of invoices and eligibility of charges. Work with TJPA staff on invoicing issues. (PMPC)

E. Quality Control/Quality Assurance (QC/QA) **\$159,550**

- E.1 QA Oversight.** Provide oversight of design activities relative to implementation of the adopted QC/QA program. Identify areas needing improvement, recommend corrective action plans and provide oversight to confirm compliance.
***Deliverables/Schedule:** Quarterly audit reports. (PMPC)*

F. Document Management and Administrative Support \$725,160

F.1 Administrative Support. Administrative support will include, but not be limited to, documentation of meetings, report writing, and preparation of correspondence. Edits and produces technical documents and presentations issued by the PMPC team for the Transbay Program. This includes, but is not limited to: status reporting, Board reports and presentations, program plans and procedures, and letters and reports. Ensures that all documents reflect standard practices for good technical writing, are complete and accurate, and adhere overall to the Program's quality standards. Administrative staff are also responsible for day-to-day operations of the Program office operations and for management of office resources such as scheduling conference rooms. (PMPC) TJPA staff will provide administrative support for the Executive Steering Committee. (TJPA)

F.2 Document Control. Maintain document control to serve as the official records management function for the Program and be the source for all official documentation and provide storage for all Program records and files. Perform day-to-day handling of all documents provided to Document Control for coding, reproduction, distribution, file sharing, storage and document searches and retrieval, and trouble-shooting office equipment such as printers and copiers. Provide quality assurance audits by checking documents for completeness. Provide the Program Information and Support Services as program software administrator responsible for creating and monitoring user accounts, profiles, permission levels, and training and assisting system users by trouble-shooting problems. Develop and updates databases used mostly by Document Control (e.g., software Interface, Protected Information List, Nondisclosure Agreements List, Annual Office Inventory, Reprographic Services, Messenger Services, and Agreements Lists). Implements the Program's compliance to its Protected Information Procedure by maintaining the Protected Information List and List of Approved Nondisclosure Agreement Holders while adhering to proper document handling protocol particularly involving the disseminating and securing of such documents. (PMPC)

F.3 Presentation Support. Provide data, graphics and other materials as required for internal, external and public presentation. Develop maps, diagrams, infographics and general graphics for the program including those needed for funding applications. Assist with all property issues including reviews of plats and legals, and existing and future use planning. (PMPC)

G. Management Information Systems (MIS) Support \$40,000

G.1 Program Software. Maintain the Constructware software to facilitate team communication and manage storage of Program documents. (PMPC)

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Downtown Extension - Phasing and Partial 15% Design
Grant Recipient:	Transbay Joint Powers Authority

ENVIRONMENTAL CLEARANCE

Environmental Type:	EIR/EIS
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)			Oct-Nov-Dec	2018
Right of Way	Jul-Aug-Sep	2004	Oct-Nov-Dec	2022
Design Engineering (PS&E)	Jan-Feb-Mar	2005	Oct-Nov-Dec	2021
Advertise Construction	Jan-Feb-Mar	2021		
Start Construction (e.g. Award Contract)	Jan-Feb-Mar	2022		
Operations				
Open for Use			Jan-Feb-Mar	2028
Project Completion (means last eligible expenditure)			Jan-Feb-Mar	2028

SCHEDULE DETAILS

The above schedule was presented to the TJPA Board of Directors in July 2018, assumes funding availability, and is subject to change. The anticipated date for high-speed rail operations at the Salesforce Transit Center is 2029. This request is intended to support enhanced oversight and a review of project phasing as well as additional design to prepare an updated cost estimate. The work under this allocation and corresponding appropriation is scheduled for completion in November 2021. Construction of the advance contract package was anticipated in the above schedule to commence prior to Q1 2022 and proceed while design work was completed on the main contract package.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

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FY of Allocation Action:	FY2019/20
Project Name:	Downtown Extension - Phasing and Partial 15% Design
Grant Recipient:	Transbay Joint Powers Authority

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Transbay Terminal / Downtown Caltrain Extension	\$11,906,558	\$0	\$0	\$11,906,558
Phases in Current Request Total:	\$11,906,558	\$0	\$0	\$11,906,558

FUNDING PLAN - ENTIRE PROJECT (ALL PHASES)

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K	\$11,906,558	\$0	\$0	\$11,906,558
DETAILS IN ATTACHED FUNDING PLAN	\$3,881,025,769	\$0	\$42,099,423	\$3,923,125,192
Funding Plan for Entire Project Total:	\$3,892,932,327	\$0	\$42,099,423	\$3,935,031,750

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$42,099,423	\$0	Previous allocation request
Right of Way	\$305,900,000	\$0	July 2018 TJPA Board presentation plus 15% Program Reserve
Design Engineering (PS&E)	\$132,363,400	\$11,906,558	July 2018 TJPA Board presentation plus reserve and programwide
Construction (CON)	\$3,454,668,927	\$0	July 2018 TJPA Board presentation plus reserve and programwide
Operations	\$0	\$0	
Total:	\$3,935,031,750	\$11,906,558	

% Complete of Design:	15.0%
As of Date:	10/31/2019
Expected Useful Life:	70 Years

Phase 2: Downtown Extension - Potential Funding

Phase 2 Potential Funding (<i>in \$ millions</i>)	Total Funds	Net Proceeds after Debt Financing
Committed Transportation Authority Sales Tax (Prop K) ¹	\$95	\$95
Committed San Mateo County Sales Tax	\$19	\$19
Committed MTC/BATA Bridge Tolls	\$7	\$7
Committed Regional Transportation Improvement Program ²	\$18	\$18
Transit Center District Plan-Mello Roos	\$275 - \$375	\$275-\$375
Tax Increment Residual (After TIFIA repayment)	\$665 - \$735	\$200 - \$340
FTA New Starts	\$650	\$650
New MTC/BATA Bridge Tolls (Regional Measure 3)	\$300	\$300
Future San Francisco Sales Tax/Other Local Funds	\$350	\$350
Future California High-Speed Rail Funds	\$557	\$557
Land Sales (Block 4)	\$45	\$45
Passenger Facility Charges or Maintenance Contribution	\$2,510 - \$8,025	\$865 - \$1,920
TOTAL POTENTIAL FUNDS	\$5,491 - \$11,176	\$3,381 - \$4,676

¹Including the pending July 2018 actions on the subject request and a companion appropriation, the DTX has a total of \$67,117,109 in Prop K funds programmed to the project. The estimated remaining Prop K funds is \$28 million if DTX expended all of the funds over the next 3 to 5 years.

²The Transportation Authority has a long-standing commitment of RTIP funds to the Transbay Transit Center/Downtown Extension project. All of the programmed RTIP funds to date went toward the Transit Center. The remaining commitment is \$17,847,000 (rounded to \$18 million above). Given higher priority RTIP commitments to the Central Subway and MTC, the RTIP funds will likely be unavailable to meet the project's cash flow needs. The Transportation Authority will work with the TJPA to identify alternative fund sources.

MAJOR LINE ITEM BUDGET**Downtown Extension - Phasing and Partial 15% Design****Combined Budget for TJPA, PMPC Team, and Design Team**

Task	Scope	NTP 1	NTP 2	Total
	PMPC Total	\$ 1,882,001	\$ 3,482,175	\$ 5,364,176
A	Program Management	\$ 483,707	\$ 909,627	\$ 1,393,334
B	Program Implementation	\$ 649,143	\$ 830,238	\$ 1,479,381
C	Design Management	\$ 58,992	\$ 641,431	\$ 700,422
D	Project Controls	\$ 285,533	\$ 321,253	\$ 606,787
E	Quality Control/Quality Assurance	\$ 37,586	\$ 114,466	\$ 152,052
F	Document Control/Administrative	\$ 347,040	\$ 625,160	\$ 972,200
G	Program Software	\$ 20,000	\$ 40,000	\$ 60,000
	Design Team Total	\$ 750,000	\$ 4,892,382	\$ 5,642,382
1	Project Management, Cost Estimating & Coordination	\$ 726,461	\$ 1,564,238	\$ 2,290,699
3	Train Operations		\$ 48,023	\$ 48,023
5	Track & Fire/Life/Safety Design	\$ 23,539	\$ 315,903	\$ 339,442
6	Geotechnical		\$ 708,696	\$ 708,696
7	Tunnel Design		\$ 1,107,715	\$ 1,107,715
8	Underground Structures & Ventilation Structures Design		\$ 729,312	\$ 729,312
9	Existing Building Assessments & Utility Design		\$ 373,411	\$ 373,411
10	Quality Control/Quality Assurance		\$ 45,084	\$ 45,084
	TJPA Total	\$ 420,000	\$ 480,000	\$ 900,000
A	Program Director & Rebranding/Outreach	\$ 370,000	\$ 380,000	\$ 750,000
F	Administrative Support for Executive Steering Committee	\$ 50,000	\$ 100,000	\$ 150,000
	TOTAL	\$ 3,052,001	\$ 8,854,557	\$ 11,906,558
Task	TJPA, PMPC, and Design Team Scope	NTP 1	NTP 2	Total
A	Program Management	\$ 1,078,311	\$ 2,853,865	\$ 3,932,176
B	Program Implementation	\$ 1,151,000	\$ 830,238	\$ 1,981,238
C	Design Management	\$ 82,531	\$ 3,924,490	\$ 4,007,021
D	Project Controls	\$ 285,533	\$ 321,253	\$ 606,787
E	Quality Control/Quality Assurance	\$ 37,586	\$ 159,550	\$ 197,136
F	Document Control/Administrative	\$ 397,040	\$ 725,160	\$ 1,122,200
G	Program Software	\$ 20,000	\$ 40,000	\$ 60,000
	TOTAL	\$ 3,052,001	\$ 8,854,557	\$ 11,906,558

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

FY of Allocation Action:	FY2019/20
Project Name:	Downtown Extension - Phasing and Partial 15% Design
Grant Recipient:	Transbay Joint Powers Authority

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$11,906,558	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$11,906,558	Total Prop AA Recommended:	\$0

SGA Project Number:	105-914036	Name:	Downtown Extension - NTP 1
Sponsor:	Transbay Joint Powers Authority	Expiration Date:	12/31/2020
Phase:	Design Engineering	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	Total
PROP K EP-105	\$500,000	\$2,552,001	\$0	\$0	\$0	\$3,052,001

Deliverables

1. Monthly progress reports shall be submitted through the Transportation Authority's grants portal. Progress reports shall include % complete of design, work performed in the prior month, Quarterly Program Master Schedule update, and any issues that may impact schedule, in addition to all other requirements described in the Standard Grant Agreement.
2. On completion of Task A.2 (estimated by March 31, 2121): 1. Log of changes made to the Program; 2. Configuration Management Plan; 3. Real estate acquisition plan.
3. On completion of Task B.1 (estimated by March 31, 2121): Summary Phasing Report and Plan.

Special Conditions

1. Recommendation is contingent upon an amendment to the Prop K Strategic Plan to advance outyear funds in the Downtown Extension to a Rebuilt Transbay Terminal category to Fiscal Year 2019/20. Recommendation is also contingent upon an exception to the Strategic Plan policy that sets aside all remaining funds not already programmed to Phase 1 for Phase 2 (DTX) construction. See attached Strategic Plan amendment for details.
2. Reimbursement of NTP 1 funds (\$ 3,052,001) is contingent upon the TJPA's execution by March 31, 2020 of a 6-party Memorandum of Understanding (MOU) between TJPA, Transportation Authority, MTC, Caltrain, CHSRA and CCSF for the management of the project. (Condition met on April 9, 2020).
3. The NTP 1 deliverable Project Phasing Strategy will be presented to the TJPA Board for adoption and then to the Transportation Authority Board for acceptance.
4. Allocation is conditioned upon continued compliance with the attached Oversight Protocol until such time as the MOU (See Condition #2) is executed.
5. Progress reports may be calendared on a regular or as-needed basis on the Transportation Authority Board and/or CAC meeting agendas, at the discretion of the Board Chair and Executive Director. Project updates may be consent items or discussion items with presentation by SFCTA staff. In either case TJPA staff shall be in attendance to present or answer questions from Board and CAC members, if requested.
6. Any procurements funded wholly or partially by this Prop K grant shall be consistent with the City and County of San Francisco's Local Business Enterprise Program, local hire policies, and Ordinances 12.X and 12.X.2 to the extent allowable by the various revenue sources that are used to fund the approved scope of work.

Notes

1. The scope of work will be adjusted as necessary to reflect the final scope of work as defined by the ESC/ IPMT work program.

SGA Project Number:	105-914NT2	Name:	Downtown Extension - NTP 2
Sponsor:	Transbay Joint Powers Authority	Expiration Date:	12/31/2021
Phase:	Design Engineering	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	Total
PROP K EP-105	\$0	\$5,100,000	\$3,754,557	\$0	\$0	\$8,854,557

Deliverables

1. Monthly progress reports shall be submitted through the Transportation Authority's grants portal. Quarterly progress reports shall include % complete of design, work performed in the prior month, Quarterly Program Master Schedule update, and any issues that may impact schedule, in addition to all other requirements described in the Standard Grant Agreement.

2. On completion of Task B.1 (estimated by June 2022): 1. Project Delivery Report, 2. Updated Contract Packaging Report, 3. Work Plan Memorandum

3. On completion of Task B.2 (estimated by August 2022): Risk Assessment Report.

Special Conditions

1. See Special Condition 1 for SGA 105-914036.

2. NTP 2 funds (\$8,854,557) are placed on reserve to be released by the Transportation Authority Board following: 1) Transportation Authority Board acceptance of the Project Phasing Strategy and Interim Budget and Schedule for Phase 2 (see Deliverables #2 and #3, respectively for NTP 1), and (b) the identification of a new Program Director in accordance with the 6-party MOU.

3. Allocation is conditioned upon continued compliance with the attached Oversight Protocol until such time as the MOU (See Condition #2, NTP 1) is executed.

4. Progress reports may be calendared on a regular or as-needed basis on the Transportation Authority Board and/or CAC meeting agendas, at the discretion of the Board Chair and Executive Director. Project updates may be consent items or discussion items with presentation by SFCTA staff. In either case TJPA staff shall be in attendance to present or answer questions from Board and CAC members, if requested.

5. Any procurements funded wholly or partially by this Prop K grant shall be consistent with the City and County of San Francisco's Local Business Enterprise Program, local hire policies, and Ordinances 12.X and 12.X.2 to the extent allowable by the various revenue sources that are used to fund the approved scope of work.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.0%	No Prop AA
Actual Leveraging - This Project	99.7%	No Prop AA

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

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FY of Allocation Action:	FY2019/20
Project Name:	Downtown Extension - Phasing and Partial 15% Design
Grant Recipient:	Transbay Joint Powers Authority

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$11,906,558
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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
MM

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Skip Sowko	Mary Pryor
Title:	Senior Design & Engineering Manager	Financial Consultant
Phone:	(415) 597-4617	(415) 896-6945
Email:	ssowko@tjpa.org	mary@nwcpartners.com



Proposed Amendment 4

Draft 2019 Prop K Strategic Plan
Attachment 2. Programming and Finance Costs By Expenditure Plan Line Item (YOE \$'s)

EP No.	EP Line Item	Total Available Funds	Percent of Available Funds Spent on Financing	Total Programming & Finance Costs	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
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5	Downtown Extension to a Rebuilt Transbay Terminal	\$ 284,424,962	12.16%	Programming	\$ 206,490,018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Finance Costs	\$ 34,599,606	\$ 3,874,961	\$ 3,122,463	\$ 2,755,305	\$ 3,441,813	\$ 2,394,047	\$ 2,008,856	\$ 1,613,795	\$ 1,179,505	\$ 686,359	\$ 47,026	\$ -	\$ -	\$ -	\$ -
				Total	\$ 241,089,625	\$ 3,874,961	\$ 3,122,463	\$ 2,755,305	\$ 3,441,813	\$ 2,394,047	\$ 2,008,856	\$ 1,613,795	\$ 1,179,505	\$ 686,359	\$ 47,026	\$ -	\$ -	\$ -	\$ -

Proposed Amendment 5

EP No.	EP Line Item	Total Available Funds	Percent of Available Funds Spent on Financing	Total Programming & Finance Costs	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
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5	Downtown Extension to a Rebuilt Transbay Terminal	\$ 284,574,559	11.42%	Programming	\$ 213,936,395	\$ 16,142,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Finance Costs	\$ 32,498,556	\$ 1,791,465	\$ 3,257,834	\$ 3,082,675	\$ 2,658,663	\$ 2,309,617	\$ 2,453,477	\$ 1,845,932	\$ 1,395,114	\$ 893,582	\$ 266,887	\$ -	\$ -	\$ -	\$ -
				Total	\$ 246,434,952	\$ 18,178,653	\$ 1,791,465	\$ 3,082,675	\$ 2,658,663	\$ 2,309,617	\$ 2,453,477	\$ 1,845,932	\$ 1,395,114	\$ 893,582	\$ 266,887	\$ -	\$ -	\$ -	\$ -

Change

EP No.	EP Line Item	Total Available Funds	Percent of Available Funds Spent on Financing	Total Programming & Finance Costs	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
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5	Downtown Extension to a Rebuilt Transbay Terminal	\$ 149,596	-0.74%	Programming	\$ 7,446,377	\$ 16,142,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Finance Costs	\$ (2,101,050)	\$ (1,838,975)	\$ 502,529	\$ (359,138)	\$ (79,925)	\$ (84,430)	\$ 444,621	\$ 232,137	\$ 215,609	\$ 207,223	\$ 219,861	\$ -	\$ -	\$ -	\$ -
				Total	\$ 5,345,327	\$ 14,303,692	\$ (1,330,998)	\$ (359,138)	\$ (79,925)	\$ (84,430)	\$ 444,621	\$ 232,137	\$ 215,609	\$ 207,223	\$ 219,861	\$ -	\$ -	\$ -	\$ -

EP No.	EP Line Item	Total Available Funds	Percent of Available Funds Spent on Financing	Total Programming & Finance Costs
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TOTAL STRATEGIC PLAN - as Amended	\$ 2,794,160,045	9.42%	Programming	\$ 2,476,995,707
			Finance Costs	\$ 263,248,357
			Total	\$ 2,740,244,064

TOTAL STRATEGIC PLAN - as Proposed	\$ 2,795,496,259	8.52%	Programming	\$ 2,484,442,084
			Finance Costs	\$ 238,219,439
			Total	\$ 2,722,661,523

TOTAL STRATEGIC PLAN - Change	\$ 1,336,213	-0.90%	Programming	\$ 7,446,377
			Finance Costs	\$ (25,028,918)
			Total	\$ (17,582,541)



Proposed Amendment 4

Draft 2019 Prop K Strategic Plan
Attachment 3. Cash Flow and Finance Costs By Expenditure Plan Line Item (YOE \$'s)

EP No.	EP Line Item	Total Available Funds	Percent of Available Funds Spent on Financing	Total Programming & Finance Costs	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
5	Downtown Extension to a Rebuild Transbay Terminal	\$ 284,424,962	12.16%	Programming \$ 206,490,018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Finance Costs \$ 34,599,606	\$ 3,874,961	\$ 3,122,463	\$ 2,755,305	\$ 3,441,813	\$ 2,738,587	\$ 2,394,047	\$ 2,008,856	\$ 1,613,795	\$ 1,179,505	\$ 686,359	\$ 47,026	\$ -	\$ -	\$ -	\$ -
				Total \$ 241,089,625	\$ 3,874,961	\$ 3,122,463	\$ 2,755,305	\$ 3,441,813	\$ 2,738,587	\$ 2,394,047	\$ 2,008,856	\$ 1,613,795	\$ 1,179,505	\$ 686,359	\$ 47,026	\$ -	\$ -	\$ -	\$ -

Proposed Amendment 5

EP No.	EP Line Item	Total Available Funds	Percent of Available Funds Spent on Financing	Total Programming & Finance Costs	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
5	Downtown Extension to a Rebuild Transbay Terminal	\$ 284,574,559	11.42%	Programming \$ 213,936,395	\$ 1,197,767	\$ 10,604,541	\$ 4,340,359	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Finance Costs \$ 32,498,556	\$ 2,035,986	\$ 1,791,465	\$ 3,257,834	\$ 3,082,675	\$ 2,658,663	\$ 2,309,617	\$ 2,453,477	\$ 1,845,932	\$ 1,395,114	\$ 893,582	\$ 266,887	\$ -	\$ -	\$ -	\$ -
				Total \$ 246,434,952	\$ 3,233,753	\$ 12,396,006	\$ 7,598,193	\$ 3,082,675	\$ 2,658,663	\$ 2,309,617	\$ 2,453,477	\$ 1,845,932	\$ 1,395,114	\$ 893,582	\$ 266,887	\$ -	\$ -	\$ -	\$ -

Change

EP No.	EP Line Item	Total Available Funds	Percent of Available Funds Spent on Financing	Total Programming & Finance Costs	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
5	Downtown Extension to a Rebuild Transbay Terminal	\$ 149,596	-0.74%	Programming \$ 7,446,377	\$ 1,197,767	\$ 10,604,541	\$ 4,340,359	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Finance Costs \$ (2,101,050)	\$ (1,838,975)	\$ (1,330,998)	\$ 502,529	\$ (359,138)	\$ (79,925)	\$ (84,430)	\$ 444,621	\$ 232,137	\$ 215,609	\$ 207,223	\$ 219,861	\$ -	\$ -	\$ -	\$ -
				Total \$ 5,345,327	\$ (641,208)	\$ 9,273,543	\$ 4,842,888	\$ (359,138)	\$ (79,925)	\$ (84,430)	\$ 444,621	\$ 232,137	\$ 215,609	\$ 207,223	\$ 219,861	\$ -	\$ -	\$ -	\$ -

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	DTX Rail Program Oversight and Project Development Support
Grant Recipient:	San Francisco County Transportation Authority

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Transbay Terminal / Downtown Caltrain Extension
Current Prop K Request:	\$2,636,109
Supervisory District(s):	District 06, District 10

REQUEST

Brief Project Description

The Caltrain Downtown Extension (DTX) Program of Projects represents the most significant interrelated rail projects in San Francisco and the region under development today. In response to the Board's interest in enhanced oversight for the DTX, the work to be performed under this appropriation is intended to complement and enhance the SFCTA's ongoing oversight functions for the DTX and the Program of Projects. This request is intended to fund an 18-month effort dedicated to coordinating decision-making on the various components of the Program and advancing the DTX project to shovel ready.

Detailed Scope, Project Benefits and Community Outreach

See attached

Project Location

District 6, District 10

Project Phase(s)

Planning/Conceptual Engineering

DTX Rail Program Oversight and Project Development Support

The Caltrain Downtown Extension (DTX) Program of Projects represents the most significant interrelated rail projects in San Francisco and the region under development today. While some of them, like the DTX itself, are environmentally cleared, others are in the very early stages of planning. In response to the Board's interest in enhanced oversight for the DTX, the work to be performed under this appropriation is intended to complement and enhance the Authority's ongoing oversight functions for the DTX and the Program of related Projects. This request is intended to fund SFCTA staff and consultants for an 18-month effort dedicated to coordinating decision-making on the various components of the Program and advancing the DTX project to shovel-ready status.

This effort will be undertaken by a combination of both TJPA and SFCTA staff and consultants, with support from other members of the Integrated Program Management Team (IPMT). The goal of the effort is to achieve the following outcomes, consistent with the DTX Expert Peer Review Final Report recommendations:

1. Re-position the Rail Program such that it is developed and delivered by a highly collaborative inter-agency team and viewed as a "project of regional and national significance" by
 - a. re-defining the Program's value proposition as providing a critical connectivity link for current and future developing megaregional and state rail services and
 - b. establishing an affordability limit and confirming the business case for an initial operating segment
2. Strengthen the program's strong claim on revenues from existing and emerging sources by re-evaluating and strengthening the existing funding plan including
 - a. separating high-confidence from low-confidence level revenue sources
 - b. establishing a credible long-term financial plan, with stakeholder input, to secure the amount and timing of capital and operating funding needed to deliver each element of the program
 - c. seeking new grant opportunities to support development
3. Secure long-term, durable support of key local, regional, state, and federal elected officials and stakeholders by
 - a. Identifying and empowering internal and external program champions to drive progress
 - b. Engaging regional leaders and the public to build program support by demonstrating how the project(s) advance social equity, environmental, economic development and other regional goals
 - c. Providing clear direction to Congressional Delegation on program benefits and eligible sources of federal funds/financing support for the program

Scope:

Task A: Establish and Initiate New Management Structure

As recommended by the DTX Peer Review panel, and at the request of the TJPA Board, the San Francisco Peninsula Rail Program MOU has instituted the Executive Steering Committee (ESC), to support the TJPA in DTX project development efforts.

1. **Executive Steering Committee:** The ESC will consist of the Executive Directors (or designees) of the TJPA, MTC, SFCTA, Caltrain, CHSRA and the CCSF. The ESC is empowered to implement the DTX Summary Work Program as described in the MOU, with each organization responsible for separate tasks.
2. **Integrated Program Management Team:** The ESC will be supported by an Integrated Program Management Team (IPMT) consisting of qualified staff from each of the members' agencies designated by their corresponding Executive. The IPMT will be responsible for overseeing the program on behalf of the ESC, including weekly meetings and management of deliverables.
3. **Engagement and Outreach:** Engage the public, program partners, and decision makers to promote awareness of project tasks, costs, benefits and impacts and build consensus
 - a. Decision-makers and Policy-makers
 - i. Regularly brief TJPA Board and CAC members, as well as Transportation Authority, on project progress.
 - ii. Brief State and Federal representatives on program benefits and eligible sources of federal funds and financing opportunities.
 - iii. Participate in regional rail governance and organization conversations
 - b. Partner coordination
The consultant will need to presenting project information to partner agencies and policy-makers, briefing funding agencies (federal, state, regional) and legislators.
 - c. Public Engagement
Engage the public to build project awareness and support of the program.
 - i. Engage civic, environmental, business organizations and transportation advocates and meet regularly with community/neighborhood groups
 - ii. Maintain ongoing communications (web, social media, fact sheets, etc.)
4. **Rail Program Monitoring:** Related Projects in the SF Peninsula Rail Program include projects covered by the Railyards MOU. On June 3, 2019 the SFCTA, together with the CCSF, Caltrain, TJPA and Prologis entered into an MOU that recognizes a number of studies and a projects with independent utility that may affect the 4th and King Railyard site (owned by Prologis), the Peninsula Corridor Joint Powers Board easement, and the land adjacent to the railyard in San Francisco. The MOU establishes a venue to coordinate staff work related to the planning, design, development, operations, scheduling, funding, and other matters affecting these studies and projects, by

coordinating the following set of activities while providing a singular, focused forum to seek consensus and mutually support the objectives of each party:

- a. Railyard Site Land Use and Development Study (related to the RAB Study) and Railyard Neighborhood Planning Process
- b. Pennsylvania Avenue Extension (PAX) preliminary environmental scoping and conceptual design
- c. 22nd Street Station Location Study including as needed, consultation with the California High Speed Rail Authority (CHSRA)

Deliverables:

- A1 – Work Program Schedule and Meeting Agendas
- A2 – Monthly Progress Reports and Quarterly Board Reports
- A3 – Outreach Plan and Workshops
- A4 – Monitoring Reports/Coordination Meeting Minutes

Task B: Define a Fundable and Deliverable Initial Phase of the DTX Project

In addition to the technical elements of design development, there will be a parallel effort to re-set the DTX as a project of regional and statewide importance which will enhance the project's visibility and funding competitiveness.

The SFCTA is responsible for leading planning and demand analysis efforts as well as co-leading review of funding, governance, project delivery and contracting strategies.

1. **Planning and Coordination:** Regional Rail Network Planning and Coordination - This task involves coordinating with various related rail system studies to identify a regionally preferred rail network integration approach.
 - a. Caltrain Business Plan/Service Plan
 - b. HSR Preferred Alternative
 - c. Second Bay Crossings Study (BART and Capitol Corridor/Standard Gauge)
 - d. Other Transbay Corridor Network Improvements
2. **Demand Benefit Analysis:** Perform Demand and Benefit Analysis – This task involves coordinating with Caltrain and HSR on operational scenarios and estimating associated travel demand and benefits for the DTX project, using the SFCTA's travel demand forecasting model and coordination with other planning tools. Includes coordination with and estimation of:
 - a. Existing transit rider (Caltrain, Muni, BART A/C Transit) benefits (travel time or accessibility, crowding alleviation, reliability)
 - b. New transit rider benefits (Caltrain, other operators)
 - c. High Speed Rail rider benefits (accessibility)
 - d. Transportation system benefits (e.g. regional/inter-regional highway network delay, vehicle miles traveled, greenhouse gas emissions avoided)

Transportation and Land Use System Impact – Additionally, this task will estimate potential transportation and land use impacts of the DTX project as a component of a larger integrated regional rail network.

3. **Funding Strategy:** Initial Operating Segment (IOS) and Full Project Funding Strategy – This task involves reevaluating and strengthening the existing funding plan for the defined IOS and full project per the MOU work plan.
 - a. Establish preferred IOS:
 - i. Help identify preferred IOS and analyze business case
 - ii. Support financial analysis for phasing scenarios from engineering work stream
 - b. Determine Implementation Strategy:
 - i. Evaluate Procurement plans and contracting strategy
 - ii. Analyze funding plan alternatives and alternative delivery methods
 - c. Establish a credible long-term financial plan, with stakeholder input, to secure capital and operating funding needed to deliver each program element
 - i. Update DTX funding sources for capital and operating expenses, over the next 10+ years
 - ii. Identify an upper limit of funding by 2030

Deliverables:

- B1 – Planning Coordination Study
- B2 – Demand Benefit Analysis Report
- B3 – IOS and Full Project Funding Strategy

Task C: Oversight of Project Delivery Strategy Selection

In addition to expanding staff capacity through consultant Project Management and Oversight (PMO) services, it is the intent of the SFCTA to engage independent subject matter experts in key areas of program evaluation. These areas will include but are not limited to: rail program operations, project delivery strategy, tunneling/underground construction, railway engineering, right-of-way, and procurement. The consultants will be contributors to oversight and review activities to assure that DTX project development and engineering efforts meet the highest standards of quality and efficiency. The consultant experts and their resources will provide recommendations, concepts and ideas for the consideration of IPMT. Oversight efforts related to Phase 2 of the DTX project design will include:

1. **Project Management:** The consultant will provide third party review of project phasing plan prepared as part of DTX Phase 2 design work, inclusive of project delivery methods and industry standards.
2. **Constructability:** Review of proposed methods for tunneling, boring, cut-and-cover, underpinning, excavation, geotechnical evaluation. Also evaluate means of access and ability to maintain rail operations throughout construction.
3. **Engineering:** Review of design criteria for trackwork, ventilation, train operations, structural elements and utilities
4. **Right of Way:** The consultant will work with the IPMT to review of real estate acquisition plan and procurement strategy:

5. **Cost Estimating:** The consultant will prepare independent cost estimating for alternative delivery methods and phasing recommended by the IPMT.

Deliverables:

- C1 - Phasing Plan Review
- C2 - Constructability Review
- C3 - Initial Operating Segment Review
- C4 - ROW Acquisition Plan Review
- C5 - Independent Cost Estimates

Task D: Undertake a Governance and Oversight Review and Transition

1. **Governance Strategy:** SFCTA and MTC, in close coordination with TJPA are co-leading review of the governance strategy per the MOU Summary Work Plan. The review will consider alternative business models and approaches to rail service operation within the region.
 - a. Conduct studies, consultations and workshops with stakeholder agencies and organizations to identify potential and preferred Lead Agency arrangements for DTX Project delivery
 - b. Define responsibility for permanent governance and rail delivery lead agency and organizational plan, and scope agreements for delivery of the DTX Rail Program

Deliverables:

- D1 - Governance Strategy Review

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?	Greater than Programmed Amount
Prop AA Strategic Plan Amount:	\$0
Justification for Necessary Amendment	
<p>In 2018 the Transportation Authority programmed and allocated \$9,678,626 in EP-5 funds for DTX 30% Design Part 1, of which \$8,696,290 was deobligated in November 2019 pursuant to suspension of the grant by the Transportation Authority. Also in November 2019 the Board approved reprogramming and appropriation of \$1.6 million of the deobligated funds for the Pennsylvania Avenue Extension Pre-environmental project. The TJPA and Transportation Authority are now requesting a total of \$14.5 million for Downtown Extension—Phasing and Partial 15% Design and Rail Program Oversight. These requests require a Prop K Strategic Plan amendment to program the remainder of the deobligated funds to the two projects in FY2019/20, and advance an additional \$5.8 million in unprogrammed capacity in the Downtown Extension to a Rebuilt Transbay Terminal category.</p>	

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

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FY of Allocation Action:	FY2019/20
Project Name:	DTX Rail Program Oversight and Project Development Support
Grant Recipient:	San Francisco County Transportation Authority

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	Apr-May-Jun	2020	Oct-Nov-Dec	2021
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)				
Operations				
Open for Use				
Project Completion (means last eligible expenditure)				

SCHEDULE DETAILS

Task Deliverables:	Estimated Completion Date
A1 - Work Program Schedule and Meeting Agendas	
A2 - Monthly Progress Reports and Quarterly Board Reports	
A3 - Outreach Plan and Workshops	Summer 2020
A4 - Monitoring Reports/ Coordination Meeting Minutes	
B1 - Planning Coordination Study	
B2 - Demand Benefit Analysis Report	Spring 2021
B3 - IOS and Full Project Funding Strategy	Summer 2021
C1 - Phasing Plan Review	Fall 2020
C2 - Constructability Review	Winter 2021
C3 - Initial Operating Segment Review	Fall 2020
C4 - ROW Acquisition Plan Review	Spring 2021
C5 - Independent Cost Estimates	Summer 2021
D1 - Governance Strategy	Fall 2021

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	DTX Rail Program Oversight and Project Development Support
Grant Recipient:	San Francisco County Transportation Authority

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Transbay Terminal / Downtown Caltrain Extension	\$2,636,109	\$0	\$0	\$2,636,109
Phases in Current Request Total:	\$2,636,109	\$0	\$0	\$2,636,109

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$2,636,109	\$2,636,109	Project Cost Estimate based on scope of work
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction (CON)	\$0	\$0	
Operations	\$0	\$0	
Total:	\$2,636,109	\$2,636,109	

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

DTX Program Management Oversight Appropriation Budget
18 month period

Task	Scope	Total Cost	Staff Cost	Consultant Cost	Staff Hours						
					\$296	\$245	\$271	\$256	\$274	\$199	
A	Establish and Initiate New Management Structure	\$377,586	606 \$149,286	962 \$228,300	Deputy Director Capital Projects 180	Assistant Deputy Director CP 160	Rail Program Manager 156	Deputy Director Planning 160	Deputy Director Data Analysis 120	Director of Comms 270	\$53,730
B	Define a Fundable and Deliverable Initial Phase of the DTX Project	\$417,410	910 \$242,410	500 \$175,000	80 \$23,680	160 \$39,200	390 \$105,690	160 \$40,960	120 \$32,880		
C	Oversight of Project Delivery Strategy Selection	\$1,041,704	944 \$257,704	3,020 \$784,000	200 \$59,200	120 \$29,400	624 \$169,104				
D	Undertake a Governance and Oversight Review and Transition	\$234,372	432 \$120,072	319 \$114,300	120 \$35,520		312 \$84,552				
10% Contingency		\$207,107	\$77,176	\$130,544	580	280	1482	160	120	270	
Subtotal		\$2,278,179	\$849,540	\$1,436,945	\$171,680	\$68,600	\$401,622	\$40,960	\$32,880	\$53,730	
Expert Panel Review*		\$357,930	\$97,680	\$260,250	330						
Total		\$2,636,109	\$947,220	\$1,697,195	\$97,680						

*Note: Budget accounts for additional costs for DTX expert panel review

DTX Program Management Oversight Appropriation Budget
18 month period

18 month period		Consultant Hours													
		\$325	\$95	\$200	\$450	\$350	\$275	\$300	\$300	\$300	\$300	\$300	\$300	\$225	\$225
Task	Scope	Total Cost	Staff Cost	Consultant Cost	Program Management Oversight	Admin Support	Outreach	Legal	Funding	Rail	Tunnels	Operations	ROW	Independent Cost Estimator	
A	Establish and Initiate New Management Structure		606	962	312	220	350	80							
		\$377,586	\$149,286	\$228,300	\$101,400	\$20,900	\$70,000	\$36,000							
			910	500					500						
B	Define a Fundable and Deliverable Initial Phase of the DTX Project		\$242,410	\$175,000					\$175,000						
		\$417,410													
			944	3,020	780	400				400	500	280	220	440	
C	Oversight of Project Delivery Strategy Selection		\$257,704	\$784,000	\$253,500	\$38,000				\$110,000	\$150,000	\$84,000	\$49,500	\$99,000	
		\$1,041,704													
			432	319	234			85							
D	Undertake a Governance and Oversight Review and Transition		\$120,072	\$114,300	\$76,050			\$38,250							
		\$234,372													
		\$207,107	\$77,176	\$130,544											
10% Contingency															
Subtotal		\$2,278,179	\$849,540	\$1,436,945	\$430,950	\$58,900	\$70,000	\$74,250	\$175,000	\$110,000	\$150,000	\$84,000	\$49,500	\$99,000	
Expert Panel Review*					310			110		400					
		\$357,930	\$97,680	\$260,250											
Total		\$2,636,109	\$947,220	\$1,697,195	\$100,750			\$49,500		\$110,000					

*Note: Budget accounts for additional costs for DTX expert panel review

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

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FY of Allocation Action:	FY2019/20
Project Name:	DTX Rail Program Oversight and Project Development Support
Grant Recipient:	San Francisco County Transportation Authority

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$2,636,109	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$2,636,109	Total Prop AA Recommended:	\$0

SGA Project Number:	105-XXX	Name:	Rail Program Oversight
Sponsor:	San Francisco County Transportation Authority	Expiration Date:	03/31/2022
Phase:	Planning/Conceptual Engineering	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	Total
PROP K EP-105	\$292,901	\$1,757,406	\$585,802	\$0	\$0	\$2,636,109

Deliverables

1. Monthly progress reports shall be submitted through the Transportation Authority's grants portal with updates on each of the oversight tasks in the scope of work.
2. On completion of Task A3 – Outreach Plan and Workshops (estimated by September, 2020): Outreach Plan for partner coordination and public engagement.
3. On completion of Task B - Define a Fundable and Deliverable Initial Phase of the DTX Project: (estimated by September 2021): (1) Planning Coordination Study; (2) Demand Benefit Analysis of benefits to Caltrain, Muni, BART and A/C Transit riders as well as regional and inter-regional transportation networks; (3) IOS and Full Project Funding Strategy.
4. On completion of Task C - Oversight of Project Delivery Strategy Selection (estimated by September 2021): Project Due Diligence Report, including Phasing Plan Review, Constructability Review, Independent Cost Estimates.
5. On completion of Task D – Governance Strategy (estimated by December 2021): Governance Strategy identifying preferred lead agency and defining permanent governance responsibilities.

Special Conditions

1. Recommendation is contingent upon an amendment to the Prop K Strategic Plan to advance outyear funds in the Downtown Extension to a Rebuilt Transbay Terminal category to Fiscal Year 2019/20. Recommendation is also contingent upon an exception to the Strategic Plan policy that sets aside all remaining funds not already programmed to Phase 1 for Phase 2 (DTX) construction. See attached Strategic Plan amendment for details.
2. Progress reports may be calendared on a regular or as-needed basis on the Transportation Authority Board and/or CAC meeting agendas, at the discretion of the Board Chair and Executive Director. Project updates may be consent items or discussion items with presentation by staff.
3. Any procurements funded wholly or partially by this Prop K grant shall be consistent with the City and County of San Francisco's Local Business Enterprise Program, local hire policies, and Ordinances 12.X and 12.X.2 to the extent allowable by the various revenue sources that are used to fund the approved scope of work.

Notes

1. Retroactive expenditures are eligible for this grant

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

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

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FY of Allocation Action:	FY2019/20
Project Name:	DTX Rail Program Oversight and Project Development Support
Grant Recipient:	San Francisco County Transportation Authority

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$2,636,109
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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
YW

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Yana Waldman	Anna LaForte
Title:	Assistant Deputy Director	Deputy Director for Policy & Programming
Phone:	(415) 522-4813	(415) 522-4805
Email:	yana.waldman@sfcta.org	anna.laforte@sfcta.org



Proposed Amendment 4

Draft 2019 Prop K Strategic Plan
Attachment 2. Programming and Finance Costs By Expenditure Plan Line Item (YOE \$'s)

EP No.	EP Line Item	Total Available Funds	Percent of Available Funds Spent on Financing	Total Programming & Finance Costs	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
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5	Downtown Extension to a Rebuilt Transbay Terminal	\$ 284,424,962	12.16%	Programming	\$ 206,490,018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Finance Costs	\$ 34,599,606	\$ 3,874,961	\$ 3,122,463	\$ 2,755,305	\$ 3,441,813	\$ 2,394,047	\$ 2,008,856	\$ 1,613,795	\$ 1,179,505	\$ 686,359	\$ 47,026	\$ -	\$ -	\$ -	\$ -
				Total	\$ 241,089,625	\$ 3,874,961	\$ 3,122,463	\$ 2,755,305	\$ 3,441,813	\$ 2,394,047	\$ 2,008,856	\$ 1,613,795	\$ 1,179,505	\$ 686,359	\$ 47,026	\$ -	\$ -	\$ -	\$ -

Proposed Amendment 5

EP No.	EP Line Item	Total Available Funds	Percent of Available Funds Spent on Financing	Total Programming & Finance Costs	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
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5	Downtown Extension to a Rebuilt Transbay Terminal	\$ 284,574,559	11.42%	Programming	\$ 213,936,395	\$ 16,142,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Finance Costs	\$ 32,498,556	\$ 1,791,465	\$ 3,257,834	\$ 3,082,675	\$ 2,658,663	\$ 2,309,617	\$ 2,453,477	\$ 1,845,932	\$ 1,395,114	\$ 893,582	\$ 266,887	\$ -	\$ -	\$ -	\$ -
				Total	\$ 246,434,952	\$ 18,178,653	\$ 1,791,465	\$ 3,082,675	\$ 2,658,663	\$ 2,309,617	\$ 2,453,477	\$ 1,845,932	\$ 1,395,114	\$ 893,582	\$ 266,887	\$ -	\$ -	\$ -	\$ -

Change

EP No.	EP Line Item	Total Available Funds	Percent of Available Funds Spent on Financing	Total Programming & Finance Costs	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
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5	Downtown Extension to a Rebuilt Transbay Terminal	\$ 149,596	-0.74%	Programming	\$ 7,446,377	\$ 16,142,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Finance Costs	\$ (2,101,050)	\$ (1,838,975)	\$ 502,529	\$ (359,138)	\$ (79,925)	\$ (84,430)	\$ 444,621	\$ 232,137	\$ 215,609	\$ 207,223	\$ 219,861	\$ -	\$ -	\$ -	\$ -
				Total	\$ 5,345,327	\$ 14,303,692	\$ 502,529	\$ (359,138)	\$ (79,925)	\$ (84,430)	\$ 444,621	\$ 232,137	\$ 215,609	\$ 207,223	\$ 219,861	\$ -	\$ -	\$ -	\$ -

EP No.	EP Line Item	Total Available Funds	Percent of Available Funds Spent on Financing	Total Programming & Finance Costs
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TOTAL STRATEGIC PLAN - as Amended	\$ 2,794,160,045	9.42%	Programming	\$ 2,476,995,707
			Finance Costs	\$ 263,248,357
			Total	\$ 2,740,244,064

TOTAL STRATEGIC PLAN - as Proposed	\$ 2,795,496,259	8.52%	Programming	\$ 2,484,442,084
			Finance Costs	\$ 238,219,439
			Total	\$ 2,722,661,523

TOTAL STRATEGIC PLAN - Change	\$ 1,336,213	-0.90%	Programming	\$ 7,446,377
			Finance Costs	\$ (25,028,918)
			Total	\$ (17,582,541)



Proposed Amendment 4

Draft 2019 Prop K Strategic Plan
Attachment 3. Cash Flow and Finance Costs By Expenditure Plan Line Item (YOE \$'s)

EP No.	EP Line Item	Total Available Funds	Percent of Available Funds Spent on Financing	Total Programming & Finance Costs	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
5	Downtown Extension to a Rebuild Transbay Terminal	\$ 284,424,962	12.16%	Programming	\$ 206,490,018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Finance Costs	\$ 34,599,606	\$ 3,874,961	\$ 3,122,463	\$ 2,755,305	\$ 3,441,813	\$ 2,394,047	\$ 2,008,856	\$ 1,613,795	\$ 1,179,505	\$ 686,359	\$ 47,026	\$ -	\$ -	\$ -	\$ -
				Total	\$ 241,089,625	\$ 3,874,961	\$ 3,122,463	\$ 2,755,305	\$ 3,441,813	\$ 2,394,047	\$ 2,008,856	\$ 1,613,795	\$ 1,179,505	\$ 686,359	\$ 47,026	\$ -	\$ -	\$ -	\$ -

Proposed Amendment 5

EP No.	EP Line Item	Total Available Funds	Percent of Available Funds Spent on Financing	Total Programming & Finance Costs	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
5	Downtown Extension to a Rebuild Transbay Terminal	\$ 284,574,559	11.42%	Programming	\$ 213,936,395	\$ 1,197,767	\$ 4,340,359	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Finance Costs	\$ 32,498,556	\$ 2,035,986	\$ 3,257,834	\$ 3,082,675	\$ 2,658,663	\$ 2,309,617	\$ 2,453,477	\$ 1,845,932	\$ 1,395,114	\$ 893,582	\$ 266,887	\$ -	\$ -	\$ -	\$ -
				Total	\$ 246,434,952	\$ 3,233,753	\$ 7,598,193	\$ 3,082,675	\$ 2,658,663	\$ 2,309,617	\$ 2,453,477	\$ 1,845,932	\$ 1,395,114	\$ 893,582	\$ 266,887	\$ -	\$ -	\$ -	\$ -

Change

EP No.	EP Line Item	Total Available Funds	Percent of Available Funds Spent on Financing	Total Programming & Finance Costs	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
5	Downtown Extension to a Rebuild Transbay Terminal	\$ 149,596	-0.74%	Programming	\$ 7,446,377	\$ 1,197,767	\$ 4,340,359	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Finance Costs	\$ (2,101,050)	\$ (1,838,975)	\$ 502,529	\$ (359,138)	\$ (79,925)	\$ (84,430)	\$ 444,621	\$ 232,137	\$ 215,609	\$ 207,223	\$ 219,861	\$ -	\$ -	\$ -	\$ -
				Total	\$ 5,345,327	\$ (641,208)	\$ 4,842,888	\$ (359,138)	\$ (79,925)	\$ (84,430)	\$ 444,621	\$ 232,137	\$ 215,609	\$ 207,223	\$ 219,861	\$ -	\$ -	\$ -	\$ -



Memorandum

AGENDA ITEM 6

DATE: April 6, 2020

TO: Transportation Authority Board

FROM: Eric Cordoba - Deputy Director for Capital Projects and Anna LaForte - Deputy Director for Policy and Programming

SUBJECT: 4/14/2020 Board Meeting: Allocate \$11,906,558, with Conditions, for Downtown Rail Extension - Phasing and Partial 15% Design and Appropriate \$2,636,109 in Prop K Sales Tax Funds for Rail Program Oversight and Project Development Support

RECOMMENDATION ☐ Information ☒ Action

Allocate \$11,906,558, with conditions, in Prop K funds to the Transbay Joint Powers Authority (TJPA) for:

1. Downtown Rail Extension (DTX) - Phasing and Partial 15% Design

Appropriate \$2,636,109 in Prop K funds for:

2. Rail Program Oversight and Project Development Support

SUMMARY

Pending TJPA approval of a 6-party Memorandum of Understanding (MOU) with the TJPA, the Metropolitan Transportation Commission (MTC), the Peninsula Corridor Joint Powers Board (PCJPB), the California High Speed Rail Authority (CHSRA), and the City and County of San Francisco (CCSF) for the establishment of a new organizational structure that will support the efforts of the TJPA in the development of the DTX to a ready-for-procurement status on April 9, and approval of the MOU by the Transportation Authority, at this April 14 meeting, we are recommending approval of two Prop K funding items to support the TJPA and Transportation Authority's activities under the MOU's work program. These activities are consistent with the recommendations of an expert peer review convened by the Transportation Authority last year to review current and best practices for governance, oversight, management, funding, and project delivery for the DTX.

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
- ☐ Contract/Agreement
- ☐ Other: _____



DISCUSSION

The expert panel review of the governance, oversight, management, funding, and project delivery of the Downtown Rail Extension (DTX) conducted by staff at the request of the Board, resulted in a series of recommendations to re-envision and re-position the DTX program as a project of regional, state and national significance; confirm the project's phasing and funding plan; identify the governing entity and organization with a clear mandate and capability to implement it; and select a project delivery method, among other activities. To implement those recommendations, Transportation Authority staff, together with other major stakeholders, developed a MOU which proposes a new management structure and defines a work program for the development of the project to ready-for-procurement status. Participating agencies in the MOU are the TJPA, MTC, PCJPB, CHSRA, CCSF and the Transportation Authority.

The two subject requests, an allocation for the TJPA and an appropriation to the Transportation Authority, will provide funding to cover our respective agencies' involvement for the first eighteen months of the implementation of the Work Program defined in the MOU. Together with our MOU partners, TJPA and Transportation Authority staff will work to develop an initial DTX operating phase that provides the necessary capacity to operate a reliable blended system to the Salesforce Transit Center at the earliest practicable date and with consideration of reasonably available funding.

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, funding, deliverables, and special conditions.

Downtown Rail Extension (DTX) - Phasing and Partial 15% Design (TJPA) (\$11,906,558).

This scope of work for this allocation has been divided into two Notices-to-Proceed (NTPs). The work during NTP#1 will focus on a project phasing study which will review opportunities for phasing the DTX project. The work will also include creating a log of changes made to the program since the Supplemental EIS/EIR, a real estate acquisition plan, support for planning and funding strategy tasks, and the preparation of a configuration management plan, all of which will support and inform the phasing study and associated recommendations to confirm the initial operating segment for the DTX project. The NTP will also include an industry review with contractors, which will feed into a review of project delivery planned in NTP#2.

Funds for NTP #2 (\$8,177,927) will be on reserve until released by the Board following: (1) Board acceptance of the Project Phasing Strategy and Interim Budget and Schedule for Phase 2, and (2) the identification of a new Program Director for the DTX in accordance with the 6-party MOU.

During NTP #2, the project team will progress the design and cost estimate of the tunnel and the 4th and Townsend Street Station to a draft 15% design level and allow for a risk



assessment to be performed. The project team will also examine project delivery options and expand the work plan.

Rail Program Oversight and Project Development Support (SFCTA) (\$2,636,109). In response to the Board's interest in enhanced oversight for the DTX, the work to be performed under this appropriation is intended to complement and enhance the Transportation Authority's ongoing oversight functions for the DTX and the Peninsula Rail Program. This request also funds the Transportation Authority's roles to lead Planning and Funding Strategy updates, and to co-lead Project Delivery and Institutional Options analyses to help prepare the DTX project for procurement. These key tasks are consistent with the Expert Peer Review Final Report recommendations.

Strategic Plan Amendment: When the Board adopted the 2019 Prop K Strategic Plan, the remaining Prop K funds for the DTX project were left unprogrammed to allow time for the Board, Mayor's Office, San Francisco agencies, and TJPA to move toward consensus on how to proceed with the DTX project. In 2018, the Transportation Authority allocated \$9,678,626 of those funds for DTX 30% Design Part 1, of which \$8,696,290 was de-obligated in November 2019, pursuant to suspension of the grant by the Transportation Authority Board. Funding the subject requests totaling \$14.5 million, requires a Strategic Plan amendment to program the remainder of the de-obligated funds to the subject projects in Fiscal Year 2019/20, and advance an additional \$5.8 million in unprogrammed capacity in the DTX to a Rebuilt Transbay Terminal category. These changes result in a net decrease in finance costs since the de-obligated funds are being reprogrammed with a delayed cash flow schedule compared to what was originally approved.

Next Steps: Based on recent meetings with partner agencies, we anticipate that following TJPA and Transportation Authority approval of the 6-party Peninsula Rail Program MOU, the other partner agencies will approve the MOU over the next two months. Pending the Transportation Authority Board approval of the subject funding requests, we will continue to refine the DTX work program with TJPA and the other partner agencies. We may bring a subsequent set of funding requests to the Board to fund the work of partner agencies which would be reimbursable, once the Regional Measure 3 bridge toll program funds are available.

FINANCIAL IMPACT

Funding the two subject requests requires a Prop K Strategic Plan amendment to reprogram \$8.7 million in de-obligated funds and advance \$5.8 million in outyear funds from the Downtown Extension to a Rebuilt Transbay Terminal category to Fiscal Year 2019/20. The amendment would result in a net decrease of 0.9% in anticipated financing costs for the Prop K program over its 30-year life. See the attached allocation request forms for the amendment details.

Conditioned upon approval of the aforementioned Strategic Plan amendment, the recommended action would allocate and appropriate \$14,542,667 in Prop K funds. The allocation and appropriation 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 2019/20 allocations and appropriations to date, with associated annual cash flow commitments as well as the recommended allocations, appropriations, and cash flow amounts that are the subject of this memorandum.

Sufficient funds are included in the Fiscal Year 2019/20 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

None. The March 25 CAC meeting was cancelled in light of the local health emergency related to the COVID-19 pandemic.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Summary of Requests Received
- Attachment 2 - Project Descriptions
- Attachment 3 - Staff Recommendations
- Attachment 4 - Prop K Allocation Summary - FY 2019/20
- Attachment 5 - Allocation Request Forms (2)

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San Francisco
County Transportation
Authority



RESOLUTION APPROVING PROGRAMMING PRIORITIES FOR UP TO \$3,794,003 IN
SAN FRANCISCO'S ESTIMATED FISCAL YEAR 2020/21 STATE TRANSIT ASSISTANCE
COUNTY BLOCK GRANT FUNDS

WHEREAS, In 2018, the Metropolitan Transportation Commission (MTC) established a transit-focused State Transit Assistance (STA) County Block Grant program, combining funds that were previously distributed via a regional paratransit program, a regional Lifeline Transportation Program (LTP), and a northern counties/small transit operators' program; and

WHEREAS, As the Congestion Management Agency (CMA) for San Francisco, the Transportation Authority is responsible for administering San Francisco's STA County Block Grant program; and

WHEREAS, MTC requires that by May 1 of each year, CMAs submit the distribution policy for STA population-based funds; and

WHEREAS, STA funds are generated by the sales tax on diesel fuel and have been a volatile source of funding even before the COVID-19 pandemic; and

WHEREAS, For the first two years of the STA block grant program (Fiscal Years (FYs) 2018/19 and 2019/20), San Francisco was projected to receive a total of \$7.9 million of which the Board programmed \$3.1 million (40%) to the San Francisco Municipal Transportation Agency (SFMTA) for its paratransit program based on the amount that SFMTA would have received under the regional program in FY 2018/19, and for the remaining \$4.7 million (60%), the Board approved the San Francisco LTP Cycle 1 program of projects that address transportation needs of low-income populations; and

WHEREAS, The STA County Block Grant Cycle 1 program of projects included the SFMTA's paratransit program (\$3,141,610), SFMTA's Continuing Late Night Transit Service to Communities in Need (\$1,609,700), SFMTA's San Francisco



Community Health Mobility Navigation Project: Removing Health Care Transportation Barriers for Low Access Neighborhoods (\$396,300), and the Bay Area Rapid Transit's (BART's) Elevator Attendant Initiative (\$2,600,000); and

WHEREAS, Annual STA revenues are projections and annual amounts may be higher or lower when confirmed at the end of each FY following the State's reconciliation of actual revenues generated; and

WHEREAS, The current projections for San Francisco's FY 2020/21 and FY 2021/22 STA County Block Grant funds, totaling \$7.59 million, are based on estimates that were prepared in January 2020 before the economic effects of the COVID-19 pandemic began to be experienced; and

WHEREAS, Given expectation of lower than anticipated FY 2019/20 STA revenues and a fall revision to reduce the FY 2020/21 revenue forecast, Transportation Authority staff recommended programming just the first year of funds at this time with the first priority for the FY 2020/21 funds as backfilling anticipated lower STA revenues for the aforementioned four transit operating projects serving low income populations funded in the prior cycle and then directing all the remaining funds to support SFMTA's FY 2020/21 paratransit program operations; and

WHEREAS, Transportation Authority staff anticipate returning to the Board in Spring 2021 to recommend a programming approach for the FY 2021/22 STA revenues after assessing the updated STA revenue forecast and considering the status of SFMTA's operating revenues, now, therefore be it

RESOLVED, That the Transportation Authority hereby approves up to \$3,794,003 in San Francisco's estimated FY 2020/21 STA County Block Grant funds with the first priority being to backfill any shortfalls in the aforementioned four projects funded in the prior cycle due to lower than anticipated FY 2019/20 STA County Share block grant revenues and then programming all remaining revenues to



SFMTA's paratransit program; and be it further

RESOLVED, That the Executive Director is hereby authorized to communicate this information to the MTC, other relevant agencies, and interested parties.



Memorandum

AGENDA ITEM 7

DATE: March 31, 2020

TO: Transportation Authority Board

FROM: Anna LaForte - Deputy Director for Policy and Programming

SUBJECT: 04/14/20 Board Meeting: Approve Programming Priorities for Up to \$3,794,003 in San Francisco's Estimated Fiscal Year 2020/21 State Transit Assistance County Block Grant Funds

RECOMMENDATION ☐ Information ☒ Action

Approve programming priorities for up to \$3,794,003 in San Francisco's Estimated Fiscal Year 2020/21 State Transit Assistance (STA) County Block Grant Funds

SUMMARY

In 2018, the Metropolitan Transportation Commission (MTC) established the STA County Block Grant program to be administered by Congestion Management Agencies (CMAs). MTC used to distribute these funds via a regional paratransit program, a regional Lifeline Transportation Program (LTP), and a northern counties/small transit operators program. For the first cycle (FYs 2018/19 and 2019/20) the Board directed 40% (\$3.1 million) of San Francisco's share of revenues to SFMTA's paratransit program and the remaining 60% (\$4.7 million) to a new San Francisco LTP (Table 1 in the memo). STA revenues come from the state sales tax on diesel fuel and have been a volatile source of funding even before the COVID-19 pandemic. We expect to receive actual FY 2019/20 revenues in the fall and updated FY 2020/21 revenue estimates, both of which will likely be lower than current estimates. In light of the significant decline in transit fare and other operating revenues due to the COVID-19 pandemic, we recommend first backfilling the FY 2019/20 funds programmed to paratransit and SF LTP projects (Table 1) and then directing the remaining FY 2020/21 funds to support the San Francisco Municipal Transportation Agency's paratransit operations.

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



BACKGROUND

STA funds are generated by the sales tax on diesel fuel. It is a flexible transit funding program that can be used for a wide range of transit-related capital and operating purposes. In FY 2018/19, MTC began distributing a majority of the region's STA population-based funds to CMAs through a transit-focused STA County Block Grant program. The program allows each county to determine how best to invest in paratransit and other transit operating and capital needs, including providing lifeline transit services. Funds are distributed among the nine Bay Area counties based on the amount that each county would have received in FY 2018/19 under the former regional programs. MTC requires that by May 1 of each year, CMAs submit the distribution policy for STA population-based funds.

In FYs 2018/19 and 2019/20, the first two years of the new STA block grant program, San Francisco was projected to receive a total of \$7.9 million. The Board previously directed \$3.1 million (40%) to the SFMTA for its paratransit program based on the amount that SFMTA would have received under the regional program in FY 2018/19. For the remaining \$4.7 million (60%), the Board approved the SF LTP Cycle 1 program of projects that address transportation needs of low-income populations. Table 1 below shows the projects funded in the prior cycle of the STA block grant program.

Table 1. STA County Block Grant Program (FYs 2018/19-2019/20)	
Paratransit (operations) (SFMTA)	\$ 3,141,610
San Francisco Community Health Mobility Navigation Project: Removing Health Care Transportation Barriers for Low Access Neighborhoods (SFMTA)	\$ 396,300
Continuing Late Night Transit Service to Communities in Need (SFMTA)	\$1,609,700
Elevator Attendant Initiative (BART)	\$2,600,000
Total	\$7,747,610



DISCUSSION

As noted above, STA funds tend to be a volatile fund source. For each funding cycle, we receive an estimate of San Francisco's share of revenues, which is followed by a reconciliation with actual revenues when those figures become available. Table 2 below shows the current projections for San Francisco's FY 2020/21 and FY 2021/22 STA County Share Block Grant funds, totaling \$7.59 million. These estimates were prepared in January 2020 before the economic effects of the COVID-19 pandemic began to be experienced.

Table 2. Estimated San Francisco STA County Block Grant Funds for FY 2020/21 and 2021/22 (as of January 2020)*	
STA Revenues (FY 2020/21)*	\$ 3,794,003
STA Revenues (FY 2021/22)**	\$ 3,794,003
Total Estimated Funds	\$ 7,588,006

* Based on the Governor's budget released in January 2020. The Metropolitan Transportation Commission will provide revised county share estimates in Fall 2020.

** Projected 0% growth rate for FY 2021/22 is based on annual trends from FY 2008/09 to FY 2017/18 in diesel fuel prices and diesel consumption in California, an average of 2.2% and -1.3% respectively.

Given our expectation of lower than anticipated FY 2019/20 STA revenues and a fall revision to reduce the FY 2020/21 revenue forecast, we are recommending programming just the first year of funds at this time. We recommend that the first priority for the FY 2020/21 funds be backfilling anticipated lower STA revenues for the four projects shown in Table 1, funded in the prior cycle. These are SFMTA and BART transit operating projects benefitting communities of concern. Then, we recommend directing all the remaining funds to support SFMTA's paratransit program operations in FY 2020/21.

Next Steps

Following Board approval of the FY 2020/21 STA County Block Grant priorities, we will provide the Board resolution to MTC. We will provide an update to the Board in Fall 2020 on actual FY 2019/20 STA revenues. We anticipate returning to the Board in Spring 2021 to program the FY 2021/22 STA revenues. At the time, we will assess the current STA revenue forecast and consider the status of SFMTA's operating revenues, as well as other factors to develop a recommendation about whether to continue directing all the funds toward SFMTA's paratransit program or to issue a call for projects for San Francisco's LTP.

FINANCIAL IMPACT

There are no impacts to the Transportation Authority's budget associated with the recommended action.



CAC POSITION

None. The March 25 CAC meeting was cancelled in light of the local health emergency related to the COVID-19 pandemic.

SUPPLEMENTAL MATERIALS

None.

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San Francisco
County Transportation
Authority



RESOLUTION ALLOCATING \$580,000 IN PROP K SALES TAX FUNDS AND \$383,776 IN PROP AA VEHICLE REGISTRATION FEE FUNDS FOR THREE REQUESTS, WITH CONDITIONS

WHEREAS, The Transportation Authority received three requests for a total of \$580,000 in Prop K local transportation sales tax funds and \$383,776 in Prop AA vehicle registration fee funds, as summarized in Attachments 1 and 2 and detailed in the attached allocation request forms; and

WHEREAS, The requests seek funds from the Bicycle Circulation/Safety category of the Prop K Expenditure Plan; and from the Transit Reliability and Mobility Improvements category of the Prop AA Expenditure Plan; and

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

WHEREAS, Two of the three requests are consistent with the relevant 5YPPs; and

WHEREAS, The San Francisco Municipal Transportation Agency's (SFMTA's) request for Bicycle Safety Education and Outreach requires an amendment to the Bicycle Circulation and Safety 5YPP to reprogram \$100,000 from Citywide Neighborways to the subject project in Fiscal Year 2019/20, and reprogram all of the funds Fiscal Year 2020/21 programmed for Bike Safety Education and Outreach (\$90,000) to Citywide Neighborways, as summarized in Attachment 3 and detailed in the attached allocation request form; and

WHEREAS, After reviewing the requests, Transportation Authority staff recommended allocating \$580,000 in Prop K Sales Tax Funds and \$383,776 in Prop AA Vehicle Registration Fee Funds, with conditions, for three projects, as described



in Attachment 3 and detailed in the attached allocation request forms, which include staff recommendations for Prop K and Prop AA 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 2019/20 budget to cover the proposed actions; now therefore, be it

RESOLVED, That the Transportation Authority hereby amends the Prop K Bicycle Circulation/Safety 5YPP, as detailed in the attached allocation request form for Bicycle Safety Education and Outreach; and be it further

RESOLVED, That the Transportation Authority hereby allocates \$580,000 in Prop K Sales Tax Funds and \$383,776 in Prop AA Vehicle Registration Fee Funds, with conditions, for three projects, 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 and Prop AA Expenditure Plans, the Prop K Strategic Plan, the Prop AA Strategic Plan, and 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 attached 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 sponsor 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 sponsor 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, Prop K Strategic Plan, Prop AA Strategic Plan and relevant 5YPPs are hereby amended, as appropriate.

Attachments:

1. Attachment 1 -Summary of Requests
2. Attachment 2 - Project Description
3. Attachment 3 - Staff Recommendation
4. Attachment 4 - Prop K/AA Allocation Summary - FY 2019/20
5. Attachment 5 - Allocation Request Forms (3)

Attachment 1: Summary of Requests Received

Source	EP Line No./ Category ¹	Project Sponsor ²	Project Name	Current Prop K Request	Current Prop AA 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	39	SFMTA	Cesar Chavez/Bayshore/Potrero Intersection Improvements (The Hairball) Phase 2	\$ 480,000		\$ 480,000	28%	0%		Design	9, 10
Prop K	39	SFMTA	Bicycle Safety Education and Outreach	\$ 100,000		\$ 100,000	28%	0%		Construction	citywide
Prop AA	Transit	SFMTA	Third Street Transit and Safety Improvements		\$ 383,776	\$ 2,883,776	NA	13%		Construction	6
TOTAL							\$ 580,000	\$ 383,776	\$ 3,463,776	5%	11%

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 Acronym: 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 Descriptions¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Prop AA Funds Requested	Project Description
39	SFMTA	Cesar Chavez/Bayshore/Potrero Intersection Improvements (The Hairball) Phase 2	\$ 480,000	\$ -	Requested funds are for design of the next set of improvements to the subject intersection, also known as the Hairball. This project will build on previous planning and Phase 1 near-term improvements. It will create a continuous, accessible and safe series of bicycle and pedestrian pathways that connect the surrounding areas, providing a crucial link between residential neighborhoods and vital destinations such as regional transit stops, parks, hospitals, educational institutions and food markets. The scope includes roadway striping, signs, posts, and some civil design work, including designs for five new concrete raised crosswalks. Design is expected to be done by March 2021.
39	SFMTA	Bicycle Safety Education and Outreach	\$ 100,000	\$ -	Provide 16 months of Bicycle Safety Education and Outreach from September 2020 through December 2021, building on successful past programming. The program provides learn-to-ride and bicycle safety classes to more than 1,000 people and includes broad outreach to San Francisco residents and visitors via in-person presence at fairs, festivals, farmer's markets, and open streets events. Educational and promotional materials will be distributed in English, Spanish, Chinese, and Filipino. Each year, a minimum of two classes each shall be conducted in English, Spanish, and Chinese, and a minimum of one class each conducted in Filipino. See the attached allocation request form for the most recent summary report (2017 - 2019) for details on class attendance and demographic information.
Transit	SFMTA	Third Street Transit and Safety Improvements	\$ -	\$ 383,776	Funds requested are to construct improvements intended to reduce bus delays and improve pedestrian safety to better accommodate existing travel demand patterns on Third Street between Howard and Brannan, and at Townsend Street at Third Street. The overall project will be delivered in three phases. Phase 2, the subject of this request, will add a transit-only queue-jump turn lane at Townsend and Third streets, and signal hardware modifications at the intersections of Third Street and Folsom, Harrison, Bryant, and Townsend streets. The project is anticipated to be completed by July 2021.
TOTAL			\$580,000	\$383,776	

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendations¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Prop AA Funds Recommended
39	SFMTA	Cesar Chavez/Bayshore/Potrero Intersection Improvements (The Hairball) Phase 2	\$ 480,000	\$ -
39	SFMTA	Bicycle Safety Education and Outreach	\$ 100,000	\$ -
Transit	SFMTA	Third Street Transit and Safety Improvements	\$ -	\$ 383,776
TOTAL			\$580,000	\$383,776

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendations¹

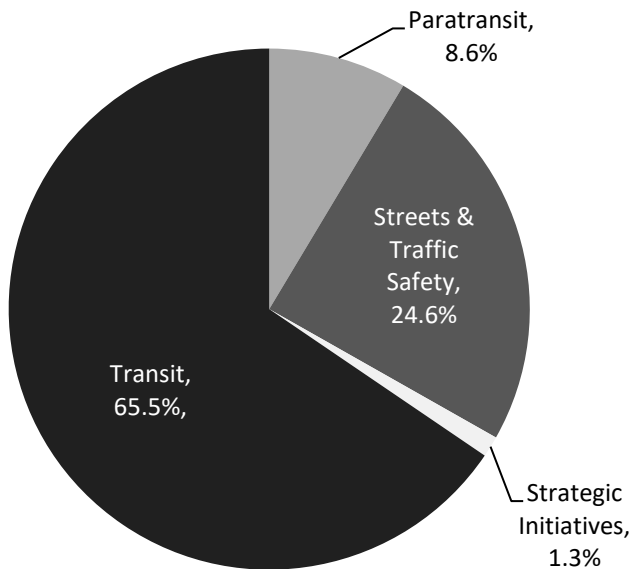
Recommendations
5-Year Prioritization Program (5YPP) Amendment: Request includes an amendment to the Bicycle Circulation and Safety 5YPP to reprogram \$100,000 from Citywide Neighborhoods to the subject project in FY 19/20, and reprogram all of the funds FY 20/21 programmed for Bike Safety Education and Outreach (\$90,000) to Citywide Neighborhoods. See attached 5YPP amendment for details.

PROP K SALES TAX

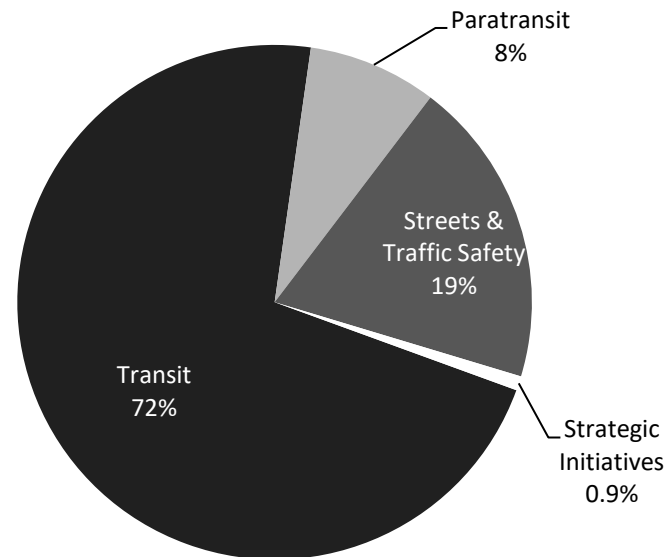
	Total	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Prior Allocations	\$ 150,376,024	\$ 23,771,038	\$ 65,497,456	\$ 12,168,066	\$ 9,934,729	\$ 35,560,081	\$ 2,727,154	\$ 717,500
Current Request(s)	\$ 580,000	\$ -	\$ 530,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
New Total Allocations	\$ 150,956,024	\$ 23,771,038	\$ 66,027,456	\$ 12,218,066	\$ 9,934,729	\$ 35,560,081	\$ 2,727,154	\$ 717,500

The above table shows maximum annual cash flow for all FY 2019/20 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

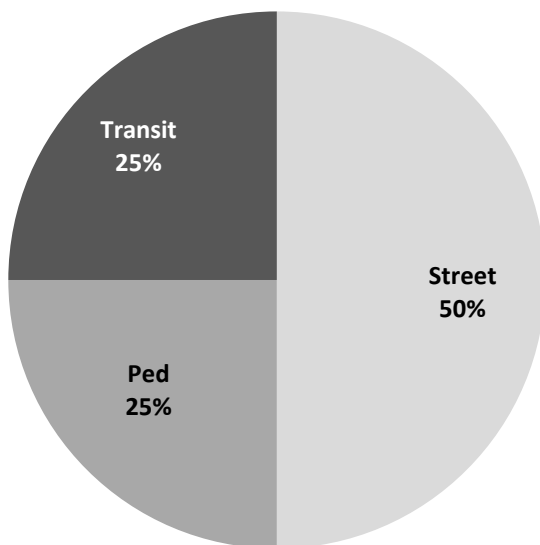


PROP AA VEHICLE REGISTRATION FEE

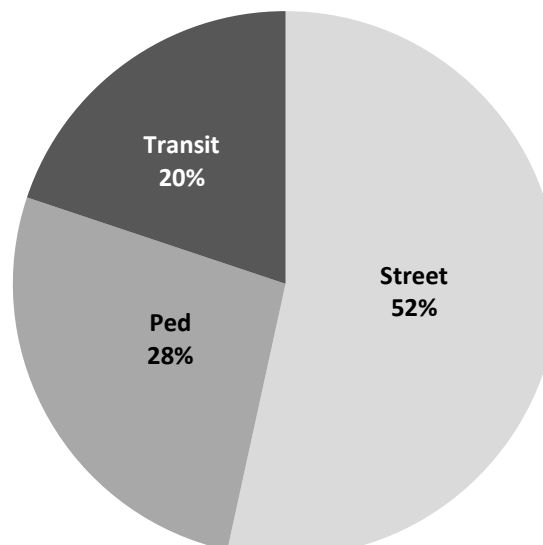
	Total	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Prior Allocations	\$ 6,852,380	\$ 2,365,202	\$ 3,193,812	\$ 1,293,366	\$ -
Current Request(s)	\$ 383,776	\$ -	\$ 383,776	\$ -	\$ -
New Total Allocations	\$ 7,236,156	\$ 2,365,202	\$ 3,577,588	\$ 1,293,366	\$ -

The above table shows total cash flow for all FY 2019/20 allocations approved to date, along with the current recommended allocation(s).

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



Prop AA Investments To Date



San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Cesar Chavez/Bayshore/Potrero Intersection Improvements (The Hairball) Phase 2
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Bicycle Circulation/Safety
Current Prop K Request:	\$480,000
Supervisory District(s):	District 09, District 10

REQUEST

Brief Project Description

Improvements to the existing limited circulation network for people walking and biking through the Cesar Chavez/ Bayshore/ Potrero Intersection known as the Hairball. The project will create a continuous, accessible, and safe series of bicycle and pedestrians pathways that connect the surrounding areas and destinations. Phase 2 will build on the improvements completed in Phase 1 with scope that includes raised crosswalks at key crossings, new and upgraded bike lanes, flashing pedestrian beacons, and wheelchair accessibility/safety improvements such as curb ramps and special pavement striping.

Detailed Scope, Project Benefits and Community Outreach

In the area known as the Hairball, Cesar Chavez Street, Bayshore Boulevard and Potrero Avenue change from city streets to a complex arrangement of bridges and ramps linking with Highway 101. The intersection is built in three levels, with pedestrian and bicycle circulation generally restricted to the middle and ground levels, while motor vehicles use all three levels. This series of pedestrian and bicycle pathways in the Hairball allow for connections between Cesar Chavez Street, Bayshore Boulevard and Potrero Avenue that are not possible by vehicle. However, the network has clear gaps where the bicycle and/or pedestrian facilities are limited or substandard. Certain portions of the network are not ADA accessible and are in poor condition. Lastly, because of the many paths that intersect in this area, the interchange is challenging to navigate and there are points of high conflict between vehicles, pedestrians and bicycles.

In 2010, the San Francisco Planning Department began a community outreach process to develop a community-supported vision and design for a safe, comfortable and accessible Cesar Chavez Street for all users. This outreach process culminated in the Cesar Chavez East Community Design Plan, which was finalized in early 2012 and incorporates the Hairball. The Plan separates the larger Hairball area into a series of segments (see map, attached) and includes safety improvement recommendations for each segment. In fall 2015, the Transportation Authority allocated \$100,000 in Prop K Neighborhood Transportation Improvement Program funds to develop recommendations for safety improvements at five of the prioritized segments: Segments F and G at the western entry to the Hairball, and Segments M, N, and O at the southeastern entry to the Hairball. SFMTA and Public Works have implemented near-term improvements to Segments M,N, and O and capital improvements to F,G,M,N, and O.

For details of the Phase 2 scope see the list of improvements by location (i.e. by project segment) and the segment map, attached. Phase 2 will build on previous planning and near-term improvements to the existing limited circulation to create a continuous, accessible, and safe series of bicycle and pedestrians pathways and linkages that connect the surrounding areas, providing connections between residential neighborhoods and vital destinations such as regional transit stops, parks, hospitals, educational institutions and food markets.

The scope and construction costs of Phase 2 have been reduced from those originally planned. Due to feasibility issues the planned sidewalk expansions and lighting upgrades have been cut from the scope. During Phase 1 the sidewalk widening elements were found to be infeasible due to issues with utilities and Caltrans rights-of-way. Planned lighting changes were cut from the scope because lighting falls within the purview of the San Francisco Public Utilities Commission, which has made some bulb upgrades in the area's existing lights. The revised scope therefore focuses on

raised crosswalks, rectangular rapid flashing beacons, and pavement striping to improve safety in the Hairball.

The revised Phase 2 scope includes roadway striping, signs, posts, and new concrete and asphalt raised crosswalks for the following:

- > new/ upgraded striping for bicycle lanes;
- > key crossings to be upgraded with raised crosswalks, new curb ramps, and flashing pedestrian beacons;
- > wheelchair accessibility to be improved through additional striping and new curb ramps.

This project builds on earlier community engagement processes, including Cesar Chavez East Community Plan and the Prop K NTIP funded Bayshore Boulevard/Cesar Chavez Street/Potrero Avenue Intersection (The Hairball). This phase does not include additional in-depth outreach through open houses or public meetings, but will continue to engage with neighbors, community groups and schools nearby with stakeholder interviews and door-to-door outreach. We expect this outreach to be completed in late Spring of 2020.

Project Location

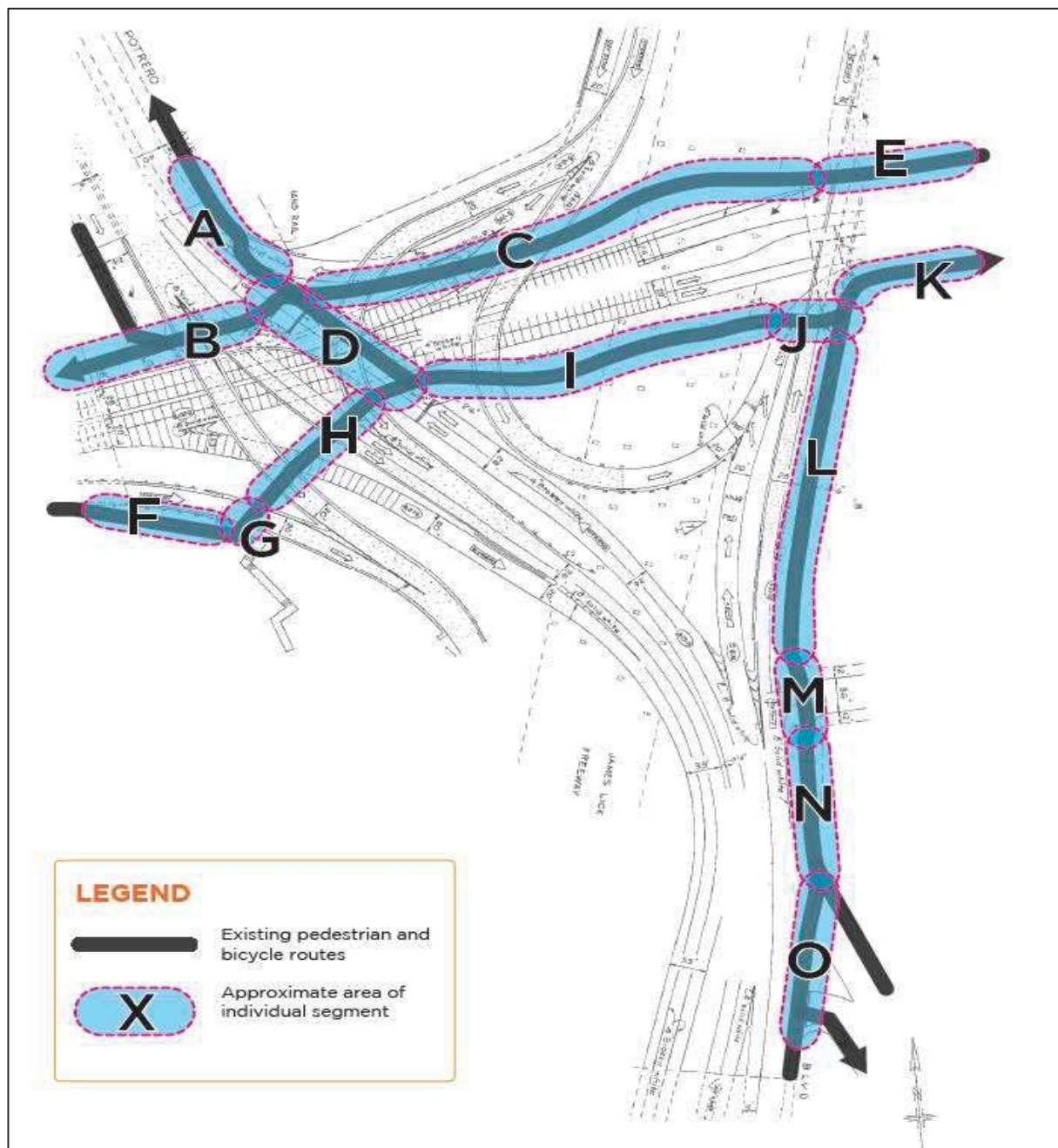
Cesar Chavez/Potrero/Bayshore intersection

Project Phase(s)

Design Engineering (PS&E)

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:	\$480,000



The Hairball Improvements Phase 2 - Scope and High Level Cost Estimates

Scope by Segment and Cost

*Segments F, G and N not included; improvements to these segments are included in Phase 1 and are underway
Portions of Segments M and O included; remainder of improvements in those segments are included in Phase 1*

Segment	Description	Boundaries	Potential Scope of Improvements	Design	Construction
Segment A: (approx. 150ft)A	In segment A, the vehicular circulation network intersects the pedestrian and bicycle network. Vehicles exiting highway 101 southbound toward northbound Potrero Avenue dip below grade while making a sharp right turn. Before the off-ramp rises completely up to street level, it crosses a pedestrian crosswalk that is several steps below sidewalk grade.	<ul style="list-style-type: none"> North: Potrero (NB), right after the merge from Cesar Chavez South : Exit of the bikeway bridge from E Cesar Chavez 	Flashing beacon	\$25,000	\$150,000
Segment B: (approx. 150 ft.)	Segment B carries pedestrians and cyclists between the northbound Potrero and southbound Potrero crosswalks. The existing combined bicycle and pedestrian path is a sidewalk less than 8 feet wide.	<ul style="list-style-type: none"> East : Crosswalk at northbound Potrero West: Southbound Potrero crosswalk 	Paint and post upgrades	\$15,000	\$30,000
Segment C: (approx. 600 ft.)	Segment C is a bridge intended for westbound bicycle traffic only, but is also used by many pedestrians and some eastbound cyclists. There is no alternative pedestrian's path on the north side of Cesar Chavez street between Vermont Street and Bayshore Boulevard.	<ul style="list-style-type: none"> East: entrance the bikeway bridge West: exit of the bikeway bridge 	Upgrade striping	\$10,000	\$30,000
Segment D: (approx. 150 ft.)	Segment D consists of an approximately 7'-4" wide sidewalk which carries pedestrians and southbound bicycles, an adjacent 6' wide curbside bicycle lane for northbound bicycles, and two crosswalks used by both pedestrians and bicyclists to cross northbound Potrero Avenue.	<ul style="list-style-type: none"> North: Crosswalk at northbound Potrero South: Crosswalk at off ramp/Bayshore , before roadway splits to either West Cesar Chavez or N.Potrero 	Paint and post upgrades	\$10,000	\$30,000
Segment E: (approx. 150 ft.)	Segment E is a westbound bicycle path and a missing link in the pedestrian network, spanning the gap between the north sidewalk of Cesar Chavez Street east of Vermont Street, and the bicycle bridge (also used by pedestrians) approximately 150' to the west.	<ul style="list-style-type: none"> East: The gap between the north sidewalk of Cesar Chavez Street east of Vermont Street West: Entrance to the bicycle bridge 	Provide two asphalt raised crosswalks, striping upgrades	\$20,000	\$40,000



Segment	Description	Boundaries	Potential Scope of Improvements	Design	Construction
Segment H: (approx. 150 ft.)	Segment H consists of a narrow bridge structure which carries pedestrians and eastbound cyclists under several highway ramps and over a trench carrying vehicles from Cesar Chavez Street to Bayshore Boulevard. The crosswalk at the eastern end of the segment is a crucial node connecting segments C, H and I.	<ul style="list-style-type: none">• East: Eastern end of narrow bridge structure which carries pedestrians and eastbound cyclists under several hwy ramps and over a trench carrying vehicles from Cesar Chavez Street to Bayshore Boulevard. At east end, there is a crosswalk at Potrero Avenue.• West: Western end of narrow bridge structure.	Upgrade striping	\$10,000	\$30,000
Segment I: (approx. 400 ft.)	Segments I carries pedestrians and two-way bicycle traffic through a large landscaped area and under the main freeway structure.	<ul style="list-style-type: none">• East: Crosswalk at northbound Bayshore Boulevard• West: Crosswalk at Potrero Avenue	Upgrade striping	\$10,000	\$30,000
Segment J: (approx. 25 ft.)	Segment J is an unsignalized crosswalk carrying pedestrians and two-way bicycle traffic across northbound Bayshore Boulevard between segments I, K and L.	<ul style="list-style-type: none">• East: East end of crosswalk at northbound Bayshore Boulevard/City-Owned Parking Lot on E. Cesar Chavez• West: West end of crosswalk at northbound Bayshore Boulevard	Concrete raised crosswalk, pedestrian and cyclist-activated signal, widen curb ramps, narrow roadway	\$160,000	\$330,000
Segment K: (approx. 300 ft.)	Segment K carries pedestrians and two-way bicycle traffic between Segment J and the intersection of Cesar Chavez and Kansas Streets. Eastbound cyclists use the wide curbside vehicle lane of Cesar Chavez Street.	<ul style="list-style-type: none">• East: Intersection of Cesar Chavez and Kansas Streets• West: East end of crosswalk at northbound Bayshore Boulevard/ City-Owned Parking Lot on E. Cesar Chavez	Narrow vehicle lane to install bike lane, possible 2 way bike lane on EB Cesar Chavez (striping); flashing beacon	\$10,000	\$30,000



Segment	Description	Boundaries	Potential Scope of Improvements	Design	Construction
Segment L: (approx. 350 ft.)	Segment L carries pedestrians and two-way bicycle traffic. The northern portion of the segment is a 10-foot wide path bordered by a city-owned surface parking lot to the east and the elevated Highway 101 northbound on-ramp to the west. The southern portion of the segment is significantly narrower.	<ul style="list-style-type: none"> North: City-owned parking lot at E. Cesar Chavez South: entrance to the 101 N Highway on-ramp/Intersection of Marin St. and NB Bayshore Blvd 	Striping/path markings	\$10,000	\$30,000
Segment M:	Segment M where Bayshore Blvd meets Marin Street has a two-way bicycle way and pedestrian crossing north south where northbound traffic makes uncontrolled right turns across and westbound traffic makes stop sign controlled right turns across. There is a Highway 101 northbound on-ramp north of the Marin intersection	<ul style="list-style-type: none"> Bayshore and Marin Intersection 	Build a concrete raised crosswalk for pedestrians and bicycles crossing Marin Street at Bayshore Boulevard, create a two-way bikeway on Bayshore Blvd south of Marin Street	\$80,000	\$230,000
Segment O:	Segment O where Jerrold meets Bayshore Blvd carries northbound and southbound pedestrians and bicycles	<ul style="list-style-type: none"> Bayshore and Jerrold Intersection 	Build a concrete raised crosswalk for pedestrians and bicycles crossing Jerrold Ave at Bayshore Boulevard	\$70,000	\$100,000
Contingency					\$50,000
TOTAL ESTIMATED COST					\$480,000
					\$1,060,000



San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Cesar Chavez/Bayshore/Potrero Intersection Improvements (The Hairball) Phase 2
Grant Recipient:	San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

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

SCHEDULE DETAILS

ENVIRONMENTAL CLEARANCE: SFMTA expects to be able to seek a Categorical Exemption for this work in Summer 2020 after Conceptual Design is complete.

LEGISLATIVE APPROVALS: This project will require coordination with SFMTA's Transit and Accessibility divisions, another SFMTA project on Bayshore Blvd., and the SF Fire Department. SFMTA expects to advance the conceptual design through inter-agency approvals by the Summer 2020, with SFMTA Board Approval (if required) by Fall 2020.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

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FY of Allocation Action:	FY2019/20
Project Name:	Cesar Chavez/Bayshore/Potrero Intersection Improvements (The Hairball) Phase 2
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	\$480,000	\$0	\$480,000
Phases in Current Request Total:	\$0	\$480,000	\$0	\$480,000

FUNDING PLAN - ENTIRE PROJECT (ALL PHASES)

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K	\$0	\$480,000	\$0	\$480,000
PROP B GENERAL FUND SET-ASIDE	\$1,060,527	\$0	\$90,000	\$1,150,527
Funding Plan for Entire Project Total:	\$1,060,527	\$480,000	\$90,000	\$1,630,527

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$90,000	\$0	Actual Cost
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$480,000	\$480,000	Engineering Estimate based on previous projects
Construction (CON)	\$1,060,527	\$0	Engineering Estimate/Staff Hours and Cost
Operations	\$0	\$0	
Total:	\$1,630,527	\$480,000	

% Complete of Design:	0.0%
As of Date:	02/25/2020
Expected Useful Life:	20 Years

MAJOR LINE ITEM BUDGET

Cesar Chavez/Bayshore/Potrero Intersection Improvements Phase 2 - DESIGN

	Total \$1,630,527	Planning \$ 90,000	Design \$ 480,000	Construction \$ 1,060,527
SFMTA:	\$ 480,918		\$ 199,368	\$ 281,550
Sustainable Streets Division - Engineering	\$ 199,368		\$ 199,368	\$ -
Paint Shop Costs	\$ 212,690		\$ -	\$ 212,690
Sign Shop	\$ 68,860		\$ -	\$ 68,860
Signal Shop	\$ -		\$ -	\$ -
Public Works: builds 5 raised crosswalks (2 asphalt/3 concrete)	610,000		\$ 180,000	\$ 430,000
Contractor- 2 RRFBs	350,000		50,000	300,000
2 Rectangular Rapid Flashing Beacons *	350,000		\$ 50,000	\$ 300,000
<i>Contingency</i>	<i>100,000</i>		\$ 50,000	\$ 50,000

* Contractor will be responsible for both design andj construction of the RRFBs

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

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FY of Allocation Action:	FY2019/20
Project Name:	Cesar Chavez/Bayshore/Potrero Intersection Improvements (The Hairball) Phase 2
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$480,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$480,000	Total Prop AA Recommended:	\$0

SGA Project Number:		Name:	Cesar Chavez/Bayshore/Potrero Intersection Improvements (Hairball) Phase 2 - Design
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	09/30/21
Phase:	Design Engineering	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	Total
PROP K EP-139	\$0	\$480,000	\$0	\$0	\$0	\$480,000

Deliverables

1. Quarterly progress reports shall include % complete of the funded phase, work performed in the prior quarter, work anticipated to be performed in the upcoming quarter, and any issues that may impact schedule, in addition to all other requirements described in the Standard Grant Agreement.

2. Upon completion, SFMTA shall provide evidence of completion of 100% design (e.g., copy of certifications page or copy of work order) and updated scope, schedule, budget, and funding plan for construction. This deliverable may be met with an allocation request for construction.

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	70.56%	No Prop AA

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

FY of Allocation Action:	FY2019/20
Project Name:	Cesar Chavez/Bayshore/Potrero Intersection Improvements (The Hairball) Phase 2
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$480,000
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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
JJ

CONTACT INFORMATION

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San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

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FY of Allocation Action:	FY2019/20
Project Name:	Bicycle Safety Education and Outreach
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Bicycle Circulation/Safety
Current Prop K Request:	\$100,000
Supervisory District(s):	Citywide

REQUEST

Brief Project Description

Provide 16 months of Bicycle Safety Education and Outreach, building on successful past programming. The program includes broad outreach to 10,000 San Francisco residents and visitors, and provides classes to more than 1,000 people.

Detailed Scope, Project Benefits and Community Outreach

The SFMTA requests \$100,000 to support 16 months of the Bicycle Safety Education and Outreach program. The SFMTA provides bicycle training classes for adults and children with funding from voter-approved Prop K funds. These classes support Vision Zero and the City's Transportation Demand Management and mode share goals by encouraging more people to bicycle and to do so safely. This program will be delivered through a contract that was awarded to the San Francisco Bicycle Coalition through a competitive bid process. See attached scope for details.

Project Location

Citywide

Project Phase(s)

Construction (CON)

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?	Greater than Programmed Amount

Justification for Necessary Amendment

Request includes an amendment to the Bicycle Circulation and Safety 5YPP to reprogram \$100,000 from Citywide Neighborways to the subject project in FY 19/20, and reprogram all of the funds programmed for Bike Safety Education and Outreach in FY 20/21 (\$90,000) to Citywide Neighborways. This amendment is required to fully fund the subject project in FY 19/20. The Citywide Neighborways program is still developing its initial set of projects, so deferring a portion of FY 19/20 programming until next year (and leaving \$660,000 in the current fiscal year) will not have an impact on the delivery of the program.

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

Background and Scope

The SFMTA requests \$100,000 to support the next 16 months of the Bicycle Safety Education and Outreach program. The SFMTA provides bicycle training classes for adults and children thanks to voter-approved Prop K funds. These classes support Vision Zero and the City's Transportation Demand Management and mode share goals by encouraging more people to bicycle and to do so safely. This program will be delivered through a contract that was awarded to the San Francisco Bicycle Coalition through a competitive bid process.

Please see the attached Evaluation Report for the 2019 program year to learn more about the program's reach and history.

Task 1: Broad Bicycle Safety and Education Outreach Activities

Task 1 requires the SFMTA's contractor to develop and implement activities that introduce bicycling and bicycling safety concepts to people who may not otherwise receive safety messaging and encouragement. The contractor will host a table at 12 pre-determined and mutually agreed-upon fairs, festivals, farmer's markets, and/or open streets events over the course of the contract. The contractor will submit an outreach plan proposing specific dates and locations to the SFMTA for feedback and approval at least one month prior. The goal will be to reach at least 2250 people per quarter. Task 1 requires in-person, community-oriented programming, not on-line messaging or marketing, in order to connect with people where they spend their time. This will include distributing educational and promotional materials in Chinese, Spanish, and Filipino as well as English.

Task 2: Bicycle Safety Education Classes

Task 2 involves multiple activities that will provide bicycle education opportunities for children and adults of varying abilities, including:

- Teaching children and adults how to ride a bike
- Providing bicycling basics to help people start to commute, shop, and travel by bike
- Rules of the road trainings
- On-street bicycle instruction

Each year, a minimum of two classes shall be conducted in each of the following languages: Spanish, English and Chinese, and a minimum of one class conducted in Filipino. Based on learnings from previous years, the SFMTA and the contractor have developed the following portfolio of classes for this contract:

Class Description	Hrs/Class	Target Attendees	# of Classes	Total People
Adult Learn-to-ride	3	20	7	140
Smart City Cycling 1: Classroom	2	30	10	300
Smart City Cycling 2: Maneuvering	2	15	3	45
Smart City Cycling 3: Road Practice	2	15	3	45
Night and All-Weather Biking	1	20	6	120
On-Bike Practice for Adult Beginning Cyclists	3	20	3	60
Sharing City Streets	2	20	2	40
Youth Freedom from Training Wheels	3.5	50	10	500
Total			44	1250

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

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Additional Information

Annual evaluation:

The program will be evaluated on demographic information to ensure that outreach and classes are reaching the many, varied communities across the city, as well as on program outcomes, increases in bicycling in SF among program participants, and increases in safety knowledge for people who have participated in trainings and classes. Results from last year's evaluation have been included as an attachment to this request.

Equity:

The program will ensure that event participation is not limited only to people who can pay to attend and that outreach and activities happen within all four quadrants of the city. The budget includes funding to provide multi-lingual materials and translation to ensure people are not excluded by language barriers.

Environmental Status:

On January 10, 2019, the SFMTA Environmental Review Team determined that the Bicycle Safety Education and Outreach program is "Not a Project" pursuant to CEQA as defined in CEQA Guidelines Sections 15060(c) and 15378(b) because the action would not result in a direct or a reasonably foreseeable indirect physical change to the environment.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bicycle Safety Education and Outreach
Grant Recipient:	San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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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)	Jul-Aug-Sep	2020		
Operations				
Open for Use			Oct-Nov-Dec	2021
Project Completion (means last eligible expenditure)			Jan-Feb-Mar	2022

SCHEDULE DETAILS

Classes will run from September 2020 through December 2021; final closeout, reporting etc may continue into early 2022.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

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FY of Allocation Action:	FY2019/20
Project Name:	Bicycle Safety Education and Outreach
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Bicycle Circulation/Safety	\$100,000	\$0	\$0	\$100,000
Phases in Current Request Total:	\$100,000	\$0	\$0	\$100,000

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 (CON)	\$100,000	\$100,000	Budget from current contractor
Operations	\$0	\$0	
Total:	\$100,000	\$100,000	

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

San Francisco County Transportation Authority
 Prop K/Prop AA Allocation Request Form
 Project Name: Bicycle Safety Education and Outreach

MAJOR LINE ITEM BUDGET

SUMMARY BY MAJOR LINE ITEM (BY AGENCY LABOR BY TASK)						
Budget Line Item	Item (Quant)	Item (Rate)	Labor (Quant)	Labor (Rate)	Totals	
1. Contract					\$	99,500.00
Task 1: Bicycle Education Outreach						
Materials & Promotion	1	\$ 1,000			\$	1,000
Translation Services	1	\$ 300			\$	300
Major Outreach Event	12	\$ 1,796			\$	21,554
Task 2: Bicycle Safety Education Classes						
Materials & Promotion	1	\$ 1,000			\$	1,000
Space and Supplies Rental	1	\$ 1,000			\$	1,000
Translation Services	1	\$ 1,000			\$	1,000
Adult Learn-to-Ride	7	\$ 2,431			\$	17,018
Smart City Cycling 1: Classroom	10	\$ 1,334			\$	13,340
Smart City Cycling 2: Maneuvering	3	\$ 2,123			\$	6,370
Smart City Cycling 3: Road Practice	3	\$ 2,123			\$	6,370
Night and All-Weather Biking	6	\$ 1,151			\$	6,906
Pilot: On-Bike Practice for Adult Beginning Cyclists	3	\$ 2,134			\$	6,403
Pilot: Sharing City Streets	2	\$ 1,279			\$	2,558
Freedom From Training Wheels	10	\$ 1,183			\$	11,830
Task 3: Reporting						
Monthly and Final Reporting	1	\$ 2,850			\$	2,850
2. SFMTA Support (Contract Award and Oversight)						
City Attorney			2	\$	\$	500
TOTAL CONSTRUCTION PHASE					\$	100,000

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

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FY of Allocation Action:	FY2019/20
Project Name:	Bicycle Safety Education and Outreach
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$100,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$100,000	Total Prop AA Recommended:	\$0

SGA Project Number:		Name:	Bicycle Safety Education and Outreach
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	09/30/2022
Phase:	Construction	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25 +	Total
PROP K EP-139	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000

Deliverables

1. Quarterly Progress Reports (QPRs) shall provide percent complete of the scope of work; description of outreach activities performed that quarter (including those intended to engage traditionally under-represented bicycle communities); and data on the number of classes held, including class type, location, and number of participants; in addition to the requirements described in the Standard Grant Agreement (SGA). See SGA for definitions. QPRs shall also include samples of outreach and class materials.

2. Upon SFMTA's approval of contractor outreach plan (anticipated September 2020), including specific dates and locations, MTA shall submit the outreach plan.

3. Upon project completion (anticipated March 2022), provide copy of program evaluation.

Special Conditions

1. The recommended allocation is contingent upon a concurrent amendment to the Prop K Bicycle Circulation and Safety 5YPP. See attached 5YPP amendment for details.

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

Notes

1. 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	0.0%	No Prop AA
Actual Leveraging - This Project	0.0%	No Prop AA

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

FY of Allocation Action:	FY2019/20
Project Name:	Bicycle Safety Education and Outreach
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$100,000
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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
JJ

CONTACT INFORMATION

	Project Manager	Grants Manager
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Bicycle Safety Education¹²⁹ and Outreach Program

2019 Program Report

Overview

The San Francisco Municipal Transportation Agency Bicycle Safety Education and Outreach Program is funded by Prop K and is administered through a contract with the San Francisco Bicycle Coalition.

- In 2019, the Bicycle Safety Education and Outreach program reached over 10,000 people
- Since 2017, the program has seen an increase in the ethnic/racial diversity of participants
- Nearly all (96%) participants in the adult education classes would recommend their course

Attendance

Over the past three years, the program has seen an increase of participation in bicycle safety programming, both per-event and corresponding to increases in the number of offered events. Our contractors held at least one event (and often more) in each Supervisor District.

Figure 1: Event attendance at bicycle safety events from 2017 to 2019

Year	Outreach Events		Adult Bicycle Education		Freedom from Training Wheels	
	# of Events	# of People Engaged	# of Classes	# of Attendees	# of Events	# of Attendees
2019	11	8944	27	440	9	703
2018	11	8802	26	399	9	778
2017	9	6038	20	268	7	345

Figure 2: Location of 2019 events by San Francisco Supervisor District

District	1	2	3	4	5	6	7	8	9	10	11
# of Events	3	1	3	1	13 ¹	7	2	2	3	7	5

Class Outcomes

Post-class surveys were conducted 6 weeks after classes were held and had about a 25% response rate (~100 responses total). The post-class surveys show positive impacts from the classes (though it should be noted that survey respondents are likely more engaged with bicycle safety than participants overall).

- 96% are very or somewhat likely to recommend the course

¹ While in-classroom courses are spread out among the districts, on-bike classes require car-free outdoor space, which is limited in San Francisco; these classes are most likely to be held at the Arguello Extension in District 5.

- 38% say they bike more since taking the class
- 53% say they have good or excellent knowledge of their rights and responsibilities when biking
- 57% of Adult Learn-to-Ride participants feel at least a little bit confident in their bicycle skills when riding in a car-free area (compared to 13% pre-class)
- 59% of Smart City Cyclist participants feel at least a little bit confident in their bicycle skills when riding in traffic (compared to 39% pre-class)

Demographics

In 2019, our contractors reached an increasingly diverse population of San Francisco residents through culturally competent outreach and education delivered in English, Chinese, Spanish, and Filipino.

- In 2019, 5 out of 27 classes were offered in languages other than English, compared to 3 out of 46 classes in 2017-18
- An additional 8 classes offered the possibility of multi-lingual instruction for attendees

Figure 3: Percentage of adult bicycle education attendees by ethnicity

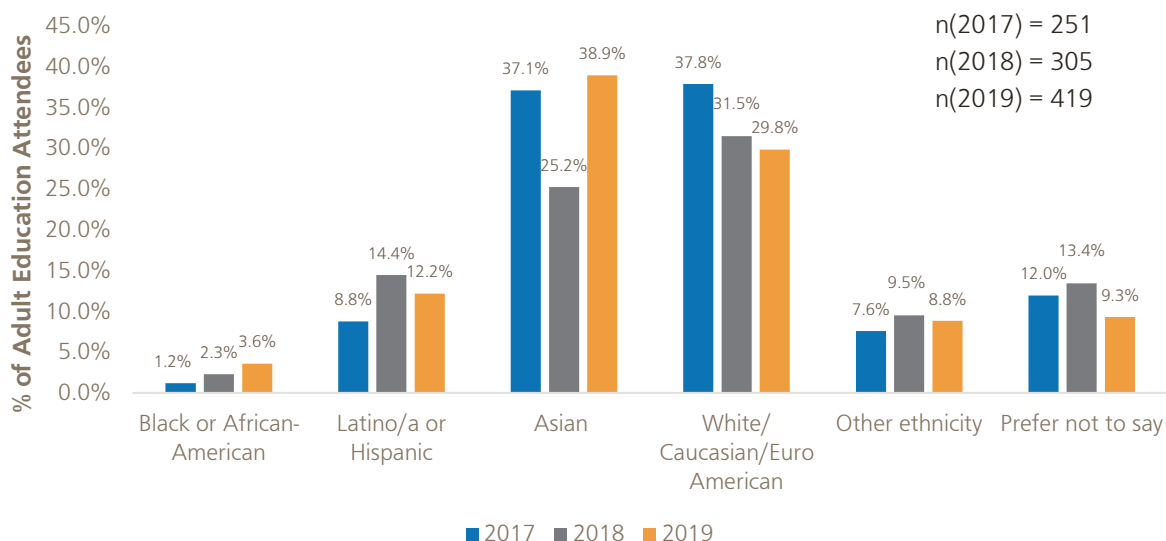
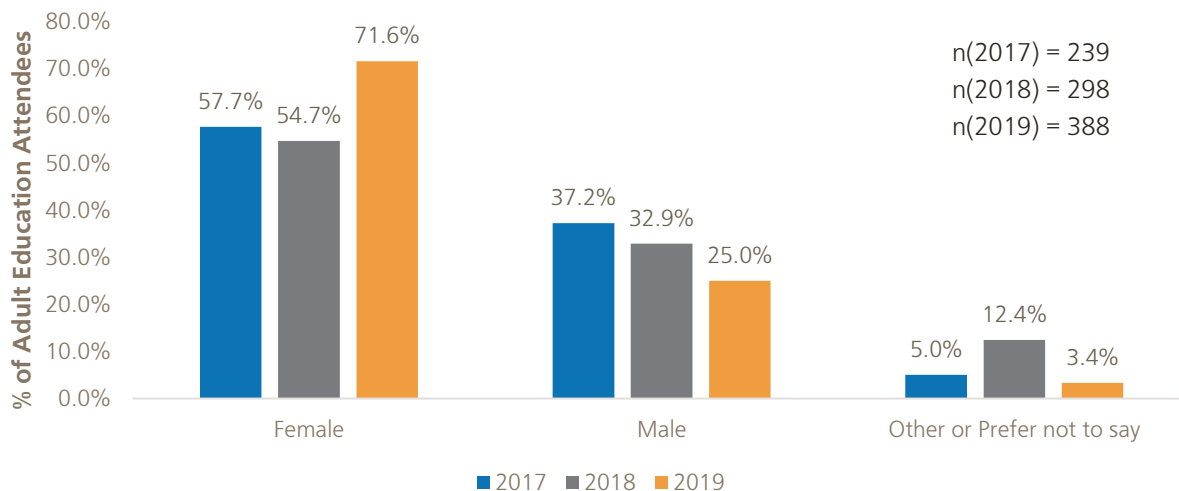


Figure 4: Percentage of adult bicycle education attendees by gender



San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

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FY of Allocation Action:	FY2019/20
Project Name:	Third Street Transit and Safety Improvements
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop AA EP categories:	Prop AA Transit Projects
Current Prop AA Request:	\$383,776
Supervisory District(s):	District 06

REQUEST

Brief Project Description

The Third Street Transit and Safety Early Implementation project will reduce bus delays and improve pedestrian safety to better accommodate existing travel demand patterns. The project will be delivered in three phases, and this request is for the second phase which includes adding a queue jump (transit-only turn lane) at Townsend at Third Street and signal hardware modifications at the intersections of Third Street and Folsom, Harrison, Bryant, and Townsend streets.

Detailed Scope, Project Benefits and Community Outreach

See attached background and detailed scope description.

Project Location

3rd Street between Howard and Brannan & Townsend Street at Third Street

Project Phase(s)

Construction (CON)

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 AA Strategic Plan Amount:	\$383,776

3rd Street Transit and Safety Improvements Background and Scope

BACKGROUND

Third Street in the South of Market (SoMa) district is a major multimodal arterial providing access to the Financial District, Chinatown, and other destinations north of Market Street as well as Interstate 80 (I-80) and U.S. Highway 101 (US-101) on-ramps. A one-way, northbound street with three to four through lanes of traffic north of King Street, it also features a transit-only lane north of Townsend Street and is one of Muni's busiest corridors, used by nearly 40 buses per hour between Bryant and Market Streets in the peak period. Autos, trucks, and other private vehicles are allowed to access the transit lane to turn right, merge into right-turn lanes, or access curbside parking. However, motorists often drive in the transit-only lane illegally. Additionally, as the surrounding neighborhood has grown rapidly in recent years, pedestrian volumes have increased and the rate of injury collisions along Third Street are among the highest in the City, making it a high-injury corridor.

A range of methods was used to engage with the surrounding community as well as Muni riders, motorists and others from outside the immediate area who might be affected by the changes.

Outreach strategies included:

- More than two dozen stakeholder meetings with and presentations to community and citywide advocacy organizations, institutional stakeholders, residents of senior communities, citizens advisory committees, and the Supervisors offices for Districts 3 and 6.
- A variety of surveys, including surveys for Muni passengers, pedestrians and motorists, as well as a door-to-door survey of merchants regarding their loading needs. These were administered both in-person and through digital channels and in multiple languages.
- An open house attended by approximately 100 participants, with interpreters provided for multiple languages.
- Approximately 14,000 multi-lingual informational mailers sent to businesses and residents in the SoMa and nearby Mission Bay neighborhoods.
- A project website and email updates to more than 4,000 recipients.

The project is consistent with the Central SoMa Plan.

BENEFITS

The Third Street Transit and Safety project will reduce transit delays by 1) relocating the transit-only lane, currently located next to the parking lane or curbside, one lane to the left between Brannan and Howard Streets, which creates additional capacity for vehicles making turns or maneuvering into parking spaces to the right of the lane, reducing conflicts between transit and private vehicles, and 2) relocating and consolidating stops to reduce the total number of stops by one, while simultaneously improving access overall by more evenly spacing stops. It would improve pedestrian safety in a variety of ways, primarily by adding "bulb" sidewalk extensions to reduce crossing distances and make pedestrians more visible, making crosswalks more visible, adding new crosswalks and using traffic signal phases to separate vehicle from pedestrian movements at busy crossings.

PHASING

This project includes three phases. Dividing the project into three phases will allow most project benefits to be delivered within 12-24 months of project approval, rather than in five years, when the final phase is scheduled for completion. Because the early implementation phases do not make expensive changes to the roadway (such as relocation of curblines or changes to drainage), they can be delivered both much faster and for far less money. Additionally, inclusion of fast-tracked early implementation phases will allow the SFMTA to make improvements to pedestrian safety in a Vision Zero high-injury corridor four-plus years earlier than would otherwise be possible.

3rd Street Transit and Safety Improvements Background and Scope

PHASE 1: In the first phase, now nearing completion, most project elements are being implemented including relocation of the transit lane and stops as well as most of the pedestrian safety improvements. This phase includes construction of boarding islands that will be expanded to transit bulbs as part of Phase 3. Phase 1 improvements along 3rd Street between Brannan and Howard Streets:

- Relocation of the transit lane
- Bus stop consolidation
- Boarding islands (at Folsom and Bryant Streets)
- Painted safety zones
- Crosswalk improvements (not including those at at Folsom and Bryant Streets), including new crosswalks on side streets

PHASE 2 (subject request): This application is for the second phase of the project. This phase includes:

- A transit-only queue-jump on Townsend for buses turning onto 3rd Street. Queue-jump turn lanes allow transit vehicles to bypass automobile queues, reducing delay by anywhere from a few seconds to most of a signal cycle.
- Signal hardware modifications at four intersections to increase the visibility of leading transit interval (LTI) signals. These signal improvements are regularly employed by SFMTA to reduce transit delay and travel time variability. LTIs allow transit vehicles to proceed ahead of vehicle traffic, reducing conflicts with private vehicles. In the case of the 3rd and Townsend queue, preliminary traffic modeling found an average vehicular delay of 50 seconds for the turn movement. We expect this to decline substantially for transit, at a location used by up to 20 buses per hour.

Phase 2 will be completed within 12 months (see detailed intersection improvement drawings, attached)

PHASE 3 will include:

- Transit bulbs at Folsom and Bryant Streets
- New crosswalks at Folsom and Bryant Streets. These must be coordinated with the transit bulbs
- Upgraded curb ramps

SCOPE OF OVERALL PROJECT

(see rendering of planned 3rd Street transit and safety improvements following scope description)

Transit Lane Changes: The existing transit-only lane on Third Street was designed to mitigate traffic delays. In 2014, the lane was upgraded with red colorization to improve motorist compliance with transit lane restrictions. However, staff has concluded that the transit-only lane is inherently prone to delay due to turning vehicles, and that allocating more space for right-turning traffic to queue would reduce conflicts and delay.

Specifically:

- Starting just north of Brannan Street and ending just north of the existing stop at Folsom Street, the transit lane would be the third lane from the eastern curb. To its right would be full-time right-turn lanes and the curbside lane, which would primarily be parking and loading but would include a second, smaller right-turn lane at Bryant and Folsom. Tow-away restrictions would be used to extend the second right-turn lane along the curb during peak periods at Bryant and Folsom Streets (a second turn lane would not be provided at Harrison due to its two-way configuration and limited ability to receive turning vehicles; a full-time curbside right-turn lane would also be provided at Brannan). Dual turn lanes would create additional capacity; they would also create space for right- turning motorists to maneuver around vehicles illegally parked along the curb during towaway hours.

3rd Street Transit and Safety Improvements Background and Scope

- Between the Folsom Street stop and Howard Street, the transit lane would be the second lane from the eastern curb, rather than curbside as today. This would provide a transition between the segments of lane to the south and to the north, between Howard and Mission Streets where the transit lane is currently the second lane from the curb.
- There would be no changes to the location of the transit lane south of Brannan Street or north of Howard Street. Right-turn delay is not a major issue in this segment, as right turns are not allowed at Howard Street or Market Street, and right turn volumes are lower at Mission Street than farther south.

These changes would allow buses to bypass right-turn queues at Bryant, Harrison and Folsom Streets while remaining in the transit lane. They would also provide additional capacity for right turns outside of the transit lane.

To accommodate these changes, the remaining lanes of Third Street between Brannan and Howard Streets would be reconfigured. During peak periods, there would be three continuous through lanes of traffic to the left of the transit lane from Townsend Street to Market Street. During off-peak periods, the curbside lane would be used primarily for parking and loading and there would be two lanes of through traffic in the three-block segment between Brannan and Folsom Streets. Along with pedestrian safety improvements, these changes would also require changes to parking and loading, described in the attachment.

There will also be signal hardware modifications at 3rd and Folsom, 3rd and Harrison & 3rd and Bryant to facilitate the new separated phasing on 3rd Street. This work would add new signal poles, vehicle signals, and signal conduit.

Transit Stop Changes: To further reduce transit delays, some stops would be removed or relocated. The proposed right-turn lanes in the second lane from the curb at Bryant, Harrison, and Folsom Streets present opportunities to locate large transit bulb stops on the far side of the intersection, as no transit or private vehicle movements would need to be accommodated in this space. For this reason, and to provide more consistent spacing between stops and comply with SFMTA Stop Spacing Guidelines, stops are proposed to be located as shown in the attachment.

The stops at Townsend/Brannan Streets (existing), Bryant Street (new) and Folsom Street (existing) would be located on bulbs long enough to simultaneously accommodate two 60-foot buses. The existing bulb at Townsend/Brannan Streets would be widened to approximately 10 feet, effectively widening the sidewalk to 20 feet, while new bulbs at Bryant and Folsom Streets would be approximately 14 feet wide, effectively widening the sidewalk to 24 feet. All three stops would provide space for shelters and other amenities. New transit islands would be constructed as a near-term improvement at Folsom and Bryant. They would be replaced with bulbs when the long-term improvements are constructed.

The existing stop at Mission Street would remain as is. The temporary existing stop at Harrison Street (formerly at Perry Street) would be removed, and replaced by the proposed stop at Bryant Street. The existing stop at Howard Street would be eliminated as it is not a transfer point and has lower ridership than adjacent stops. The result would be a reduction in the total number of stops on Third Street in SoMa from five to four, and a reduction in the maximum distance between stops from nearly 1,800 feet to less than 1,300 feet. The bus zone at Perry Street, currently not used by Muni, would be retained for use by AC Transit. Altogether, these improvements are projected to reduce PM peak period transit travel times between the Caltrain terminal and Market Streets by approximately two minutes per trip, or over 20 percent.

Pedestrian Safety Improvements: As SoMa has become one of San Francisco's fastest-growing neighborhoods in recent years, pedestrian volumes on Third Street have increased. The 24-hour pedestrian count is now more than 3,000 at the intersection of Third and Mission Streets, and more than 2,000 at Third and Folsom Streets.

3rd Street Transit and Safety Improvements Background and Scope

Even at Bryant Street, south of I-80 and farther from the traditional downtown, the pedestrian volumes exceed 1,000 per day. Volumes are much higher after Giants games and other events at AT&T Park.

South of Mission Street, sidewalks are 10 feet wide, below the Planning Department's Better Streets guidelines for Mixed-use Streets such as Third Street. While there are traffic signals at every major intersection and crosswalks on most legs of these intersections, there are closed crosswalks at Bryant and Folsom, and other crosswalks are not designed to SFMTA's current high-visibility standards. There are also no pedestrian bulbs at crosswalks on Third Street, and the roadway is 62.5 feet wide, with up to six lanes of traffic.

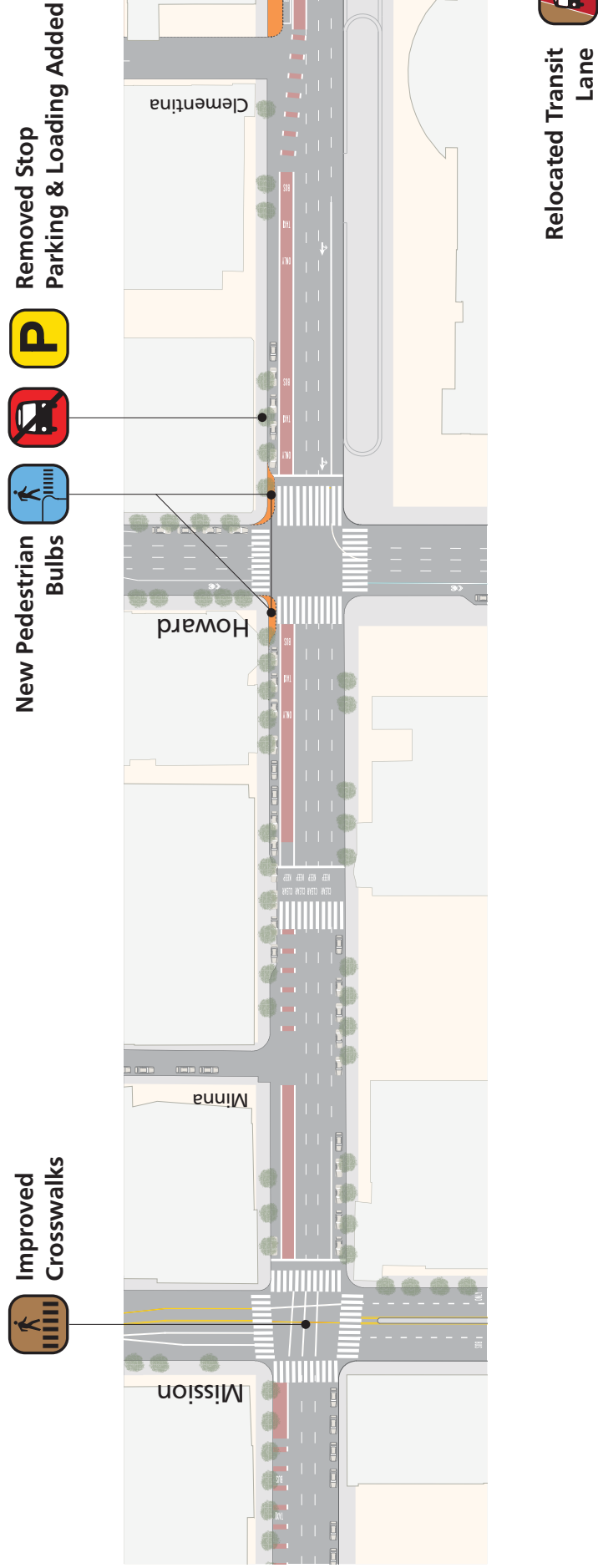
Speeds at the 85th percentile are well over the posted speed limit of 25 miles per hour. Between Townsend and Brannan Streets, the 85th percentile speed is 30 miles per hour. Additionally, as a major access route to downtown and area freeways, Third Street experiences high volumes of truck traffic.

Third Street has been identified by San Francisco's Vision Zero program as a High-Injury Corridor. Analysis conducted for this project found that in the five-year period between 2012 and 2016, there were a total of 50 pedestrian- or bicyclist-involved collisions on Third Street between Townsend and Mission Streets, or 10 per year. Of these, two were fatal, and another six resulted in severe injuries. The collisions were distributed throughout the corridor, with between six and seven pedestrian collisions at each of the intersections of Third Street with Bryant, Harrison and Howard Streets.

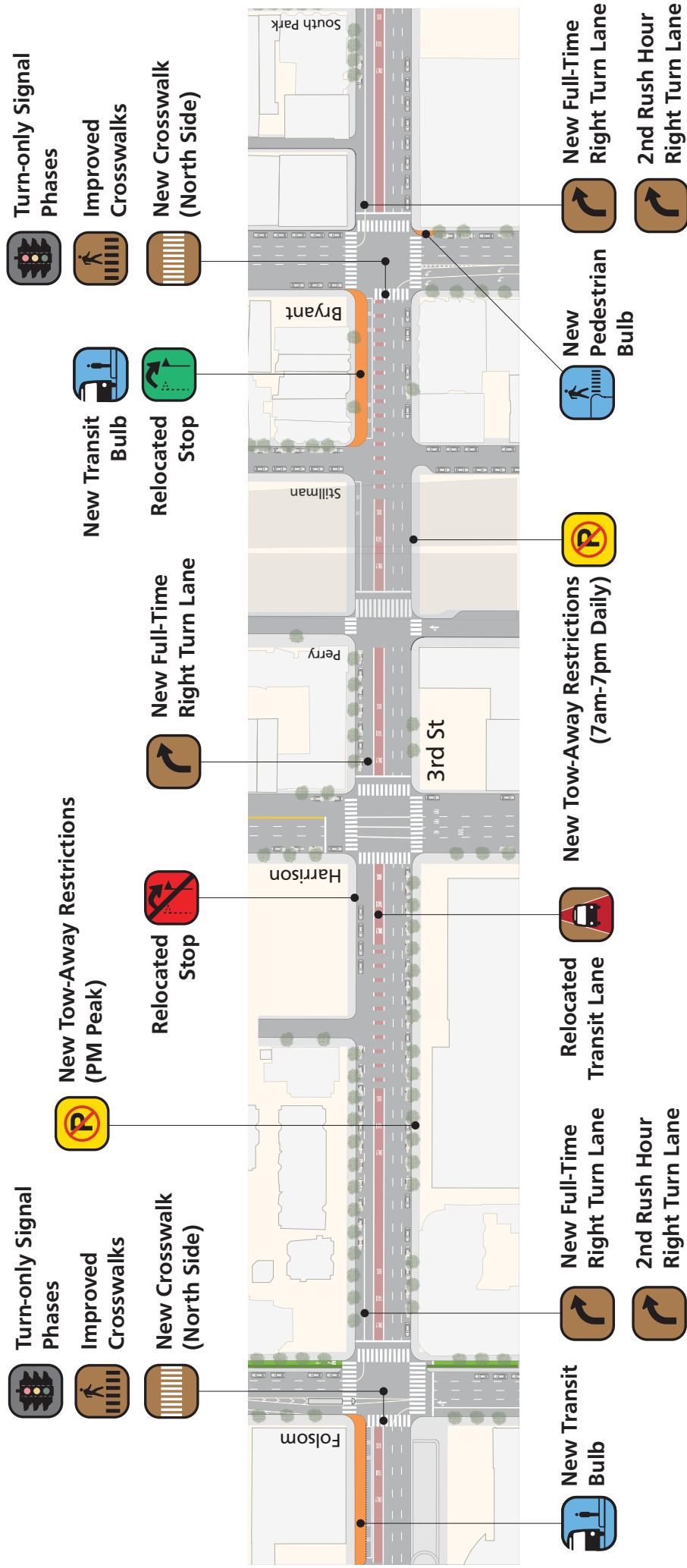
This project seeks to improve pedestrian safety, and to more comfortably accommodate increasing volumes of pedestrians, by implementing a range of improvements. These include:

- Sidewalk extensions (bulbs). Transit bulbs would be installed at Bryant and Folsom Streets, which would be approximately 14 feet wide and would effectively widen the sidewalk at those locations to approximately 24 feet (over a length of more than 150 feet). Pedestrian bulbs approximately six feet wide are planned on one or more corners at Townsend, Brannan, Bryant and Howard Streets. Crossing distances would be reduced to approximately 48 to 49 feet, and pedestrians on bulbs waiting to cross the Street would also be made more visible to motorists. (Note that sidewalk extensions are under the jurisdiction of San Francisco Public Works, not the SFMTA.)
- New crosswalks. Crosswalks would be added on the northern side of the intersection at Bryant and Folsom Streets, reducing the number of crossings required at these locations from three to one. Additionally, crosswalks would be added along Third Street at intersections with minor Streets and alleys such as Stillman and Minna Streets.
- Upgraded crosswalks. All crosswalks would be of a high-visibility "continental" design.
- New and upgraded curb ramps. Non-compliant curb ramps would be upgraded. A second ramp would also be added in locations where a single ramp now serves crossings in two directions, and is not directly aligned with one or both crosswalks, for example on the northeast corner of Third and Townsend Streets. (Note that curb ramps are under the jurisdiction of San Francisco Public Works, not the SFMTA.)
- Advance limit lines. Advance limit lines or stop bars for motorists would be added in advance of the crosswalk at all signalized intersections on Third Street.
- Leading pedestrian intervals. As part of planned upgrades to traffic signal hardware, all signalized intersections without leading pedestrian intervals or pedestrian "head starts" would receive them.
- Right turn on red restrictions. Signal cycles at Bryant and Folsom Streets would also include a turn-only phase, allowing protected right turns off of Third Street and left turns onto Third Street. During this phase, pedestrian movements would be prohibited. At all other times, these turn movements would be restricted, reducing conflicts between vehicles and pedestrians in the crosswalk. Signal hardware modifications will be made to facilitate new separated phasing between motorist and pedestrians.

3rd St, from Mission to Clementina



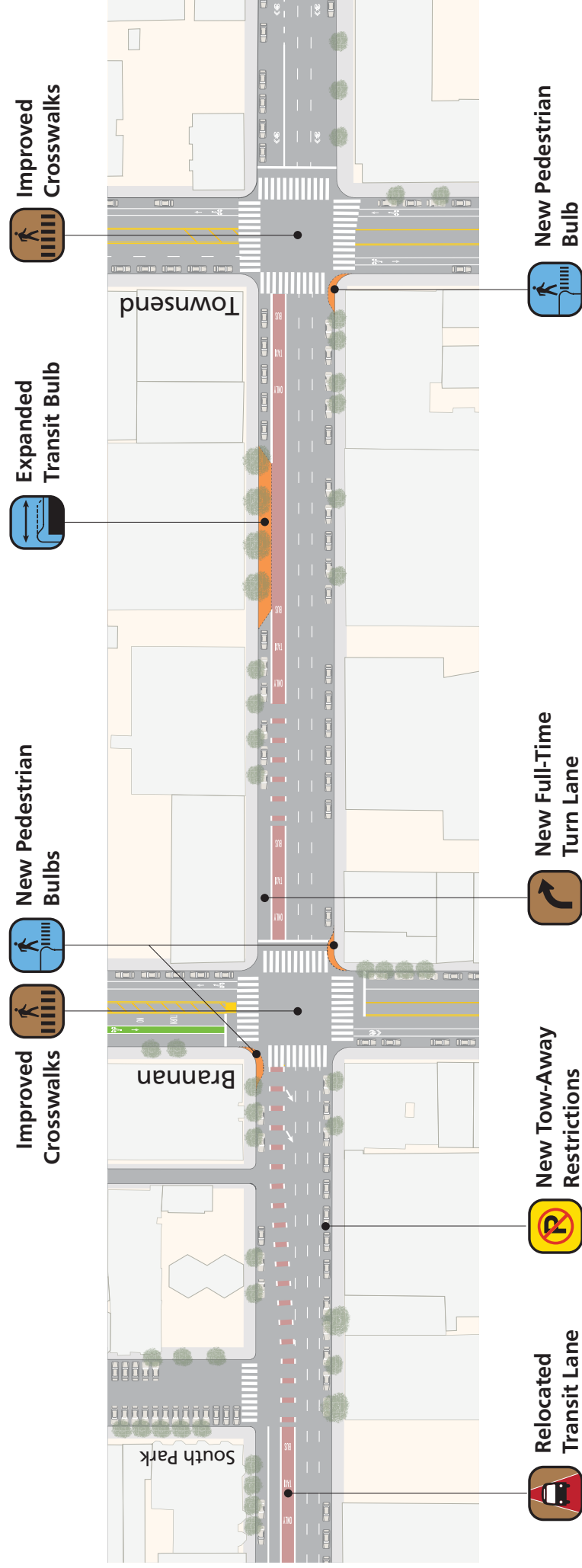
3rd St, from Folsom to Bryant



Existing Tow-Away Hours Extended
Some Parking Spaces Removed
Some Loading Zones Relocated



3rd St, from South Park to Townsend



Existing Tow-Away Hours Extended
Some Parking Spaces Removed
Some Loading Zones Relocated



San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

139

FY of Allocation Action:	FY2019/20
Project Name:	Third Street Transit and Safety Improvements
Grant Recipient:	San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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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	2019
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)	Apr-May-Jun	2019	Jul-Aug-Sep	2019
Advertise Construction				
Start Construction (e.g. Award Contract)	Oct-Nov-Dec	2019		
Operations				
Open for Use			Jul-Aug-Sep	2021
Project Completion (means last eligible expenditure)			Oct-Nov-Dec	2021

SCHEDULE DETAILS

Construction
 Phase 1: October 2019 - June 2020
 Phase 2: July 2020 - July 2021
 Phase 3: July 2023 - June 2024

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

FY of Allocation Action:	FY2019/20
Project Name:	Third Street Transit and Safety Improvements
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP AA: Prop AA Transit Projects	\$0	\$383,776	\$0	\$383,776
Phases in Current Request Total:	\$0	\$383,776	\$0	\$383,776

FUNDING PLAN - ENTIRE PROJECT (ALL PHASES)

Fund Source	Planned	Programmed	Allocated	Project Total
PROP AA	\$0	\$383,776	\$0	\$383,776
SFMTA OPERATING FUND	\$0	\$1,500,000	\$0	\$1,500,000
PROP B GENERAL FUND SET ASIDE	\$0	\$1,000,000	\$80,000	\$1,080,000
Funding Plan for Entire Project Total:	\$0	\$2,883,776	\$80,000	\$2,963,776

COST SUMMARY

141

Phase	Total Cost	Prop AA - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$50,000	\$0	Actual Cost
Environmental Studies (PA&ED)	\$5,000	\$0	Actual Cost
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$25,000	\$0	Actual Cost
Construction (CON)	\$2,883,776	\$383,776	Based on 100% design
Operations	\$0	\$0	
Total:	\$2,963,776	\$383,776	

% Complete of Design:	100.0%
As of Date:	09/30/2019
Expected Useful Life:	5 Years

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

Third Street Transit and Safety Improvements Phase 2

MAJOR LINE ITEM BUDGET

SUMMARY BY MAJOR LINE ITEM (BY AGENCY LABOR BY TASK)

Budget Line Item	SFMTA
Construction Tasks	
Task 1: Signal Installation	\$ 183,140
Task 2: Paint Installation	\$ 95,000
Subtotal	\$ 278,140
Construction Management/Support	\$ 36,628
Project Management	\$ 11,904
Design Support (construction phase)	\$ 27,471
Contingency	\$ 29,632
TOTAL CONSTRUCTION PHASE	\$ 383,776

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

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FY of Allocation Action:	FY2019/20
Project Name:	Third Street Transit and Safety Improvements
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$0	Total Prop AA Requested:	\$383,776
Total Prop K Recommended:	\$0	Total Prop AA Recommended:	\$383,776

SGA Project Number:		Name:	3rd Street Transit and Safety Phase 2
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	09/30/2022
Phase:	Construction	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	Total
PROP AA EP-703	\$0	\$383,776	\$0	\$0	\$0	\$383,776

Deliverables

1. Quarterly progress reports (QPRs) shall include % complete to date, photos of work being performed, list of improvements completed at each location to date, upcoming project milestones (e.g. ground-breaking, ribbon-cutting), and delivery updates including work performed in the prior quarter, work anticipated to be performed in the upcoming quarter, and any issues that may impact delivery, in addition to all other requirements described in the Standard Grant Agreement.

2. With the first QPR due July 1, 2020, SFMTA shall provide 2-3 photos of typical before conditions.

3. Upon completion of project, SFMTA shall provide 2-3 photos of complete project.

Special Conditions

1. Reimbursement is conditioned upon receipt of evidence of completion of design (e.g. copy of certifications page).

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

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	No Prop K	0.0%
Actual Leveraging - This Project	No Prop K	87.05%

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Third Street Transit and Safety Improvements
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

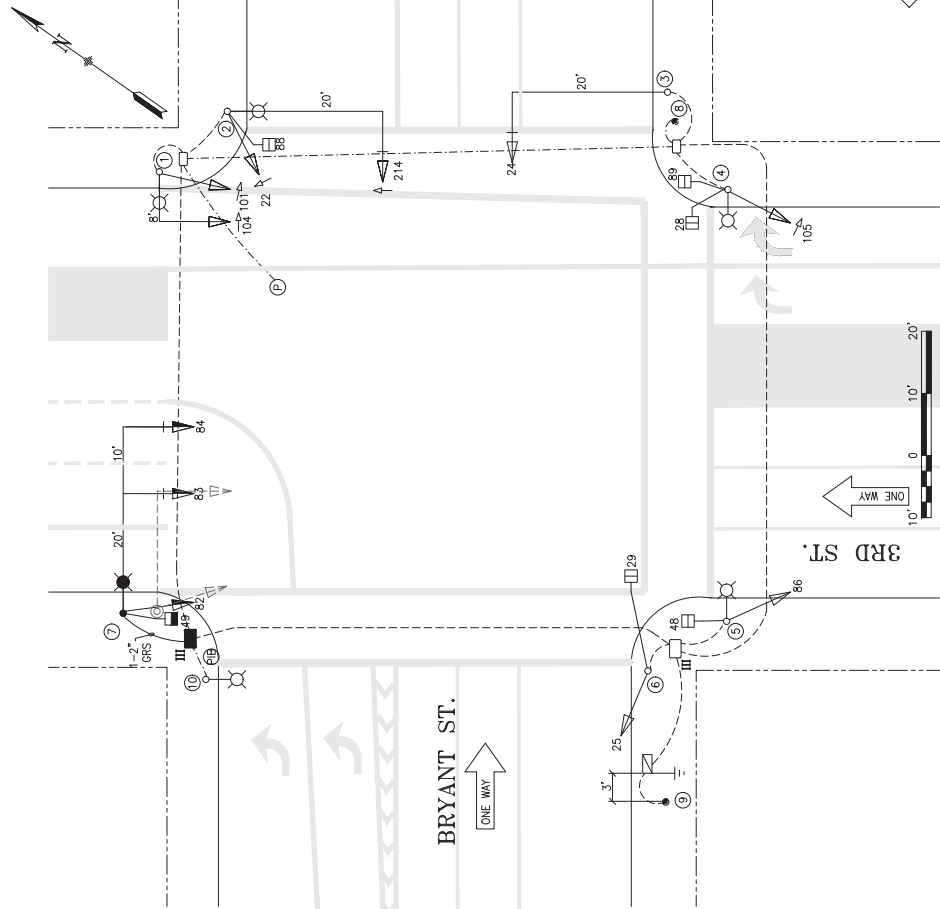
Current Prop AA Request:	\$383,776
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement
JJ

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Kevin Shue	Joel C Goldberg
Title:	Assistant Engineer	Grants Procurement Manager
Phone:		(415) 646-2520
Email:	kevin.shue@sfmta.com	joel.goldberg@sfmta.com



POLE AND EQUIPMENT SCHEDULE									
POLE No.	TYPE OF POLE	VEHICLE SIGNAL				PEDESTRIAN SIGNAL			REMARKS
		No.	TYPE	MOUNTING	VISORS	LOUVERS	No.	TYPE	MOUNTING
①	17B-1-70 SIGNAL MAST ARM	104 101	3S12*RA 3S12*RA	MAS SV-1-T					
②	17B-1-70 WITH 20' SIGNAL MAST ARM	214 22	4S12*-CLA 4S12*-CLA	MAS SV-1-T			88	1S-IN	SP-1
③	16-1-70 SIGNAL MAST ARM	24	3S12*	MAS					
④	SL	105	3S12*RA	SV-1-T			89 28	1S-IN 1S-IN	SP-1 SP-1
⑤	SL	86	3S12*	SV-1-T			48	1S-IN	SP-1
⑥	MUNI POLE	25	3S12*	SV-1-T			29	1S-IN	SP-1
⑦	19-3-100 SIGNAL MAST ARM	83 84 82	3S12* 3S12* 3S12*	MAC MAC SV-1-T			49	1S-IN	SP-1
⑧	UTILITY								
⑨	UTILITY								
⑩	SL								

CONTROLLER FOUNDATION TYPE STANDARD

SHEET NOTES:

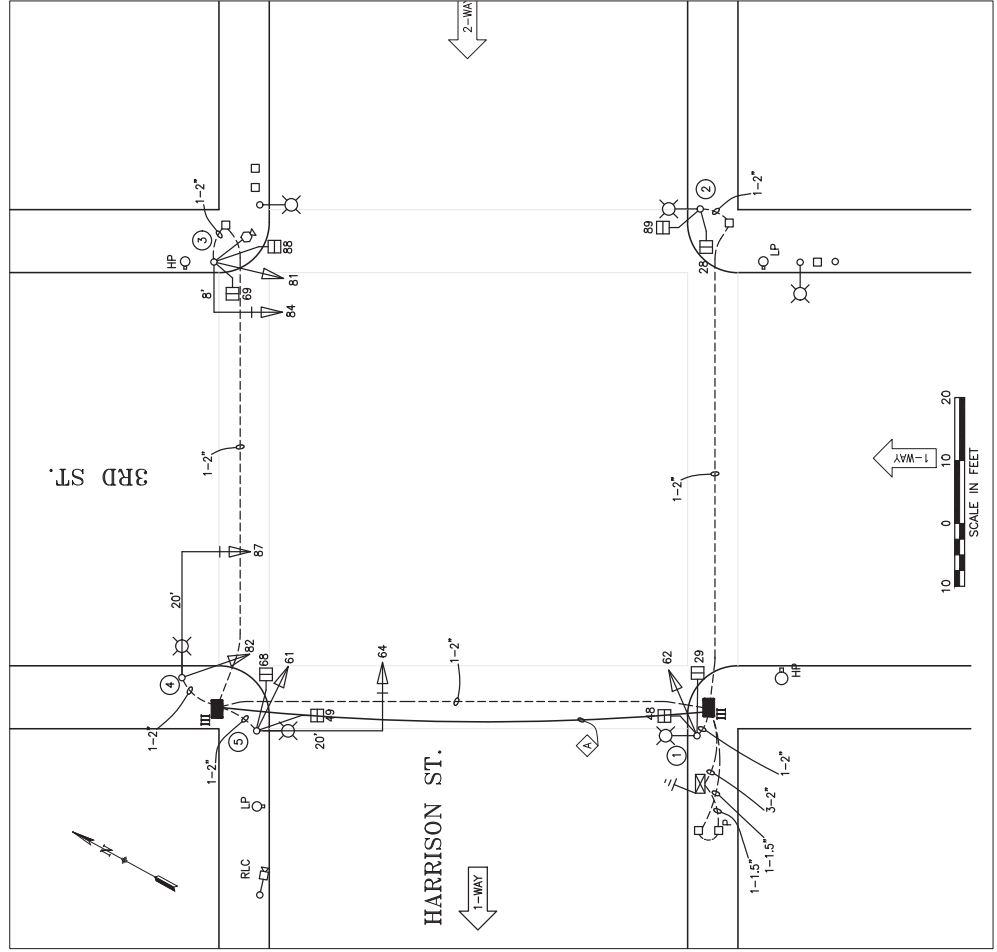
- ① F/ 1-2" PVC CONDUIT AND SIGNAL WIRES FOR SIGNAL 49, 82, 813 AND 814 FROM POLE 7 TO THE I.C.

				CONTRACT NO. DRAWING NO. F-3.0 FILE NO. REV. NO.	
DATE: _____ CHECKER: _____		APPROVED: _____ SENIOR ENGINEER: _____ DATE: _____		SCALE: 1" = 20' SHEET/SHEETS: 1 OF 4	
DESCRIPTION CHECK WITH TRACING TO SEE IF THIS DATE LATEST REVISION		BY: _____ APP: _____		MUNI FORWARD AS-NEEDED CONTRACT 3RD ST & BRYANT ST	



A F/I 1-2" PVC CONDUIT AND SIGNAL 86 WIRES FROM SIGNAL HEAD TO I.C.

[illegible]



POLE AND EQUIPMENT SCHEDULE									
POLE No.	TYPE OF POLE	LUMINAIRE (HPS)	VEHICLE SIGNAL			PEDESTRIAN SIGNAL			REMARKS
			No.	TYPE	MOUNTING (F/I)	No.	TYPE	MOUNTING (F/I)	
1	CITY STANDARD SL WITH 6' LUMINAIRE ARM.	120/150	62	3512"	SV-1-T	29	IS-COUNT IS-COUNT	SP-1	
2	CITY STANDARD SL WITH 6' LUMINAIRE ARM.	120/150				28	IS-COUNT IS-COUNT	SP-1	
3	16-1-70 WITH 8' MAST ARM		81	3512"	SV-1-T	69	IS-COUNT IS-COUNT	SP-1	RLC AUX FLASH BACKPLATE
4	178-1-70 WITH 20' MAST AND 6' LUMINAIRE ARMS.	120/200	82	3512"	SV-1-T	88			BACKPLATE
5	178-1-70 WITH 20' MAST AND 6' LUMINAIRE ARMS.	120/150	61	3512"	SV-1-T	49	IS-COUNT IS-COUNT	SP-1	BACKPLATE

SHEET NOTES:

- F/I 2-2" PVC CONDUITS AND PULL ROPE.

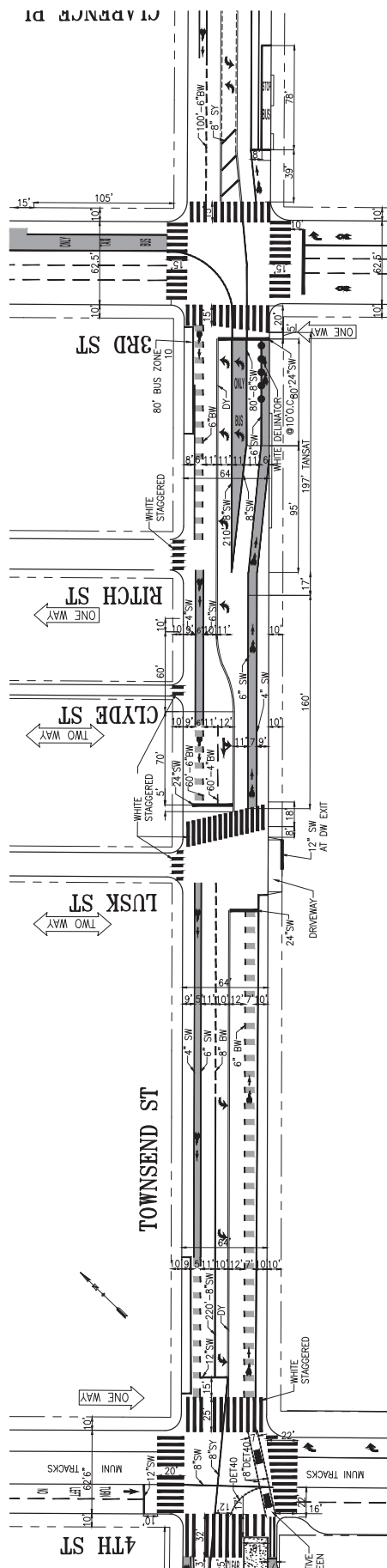
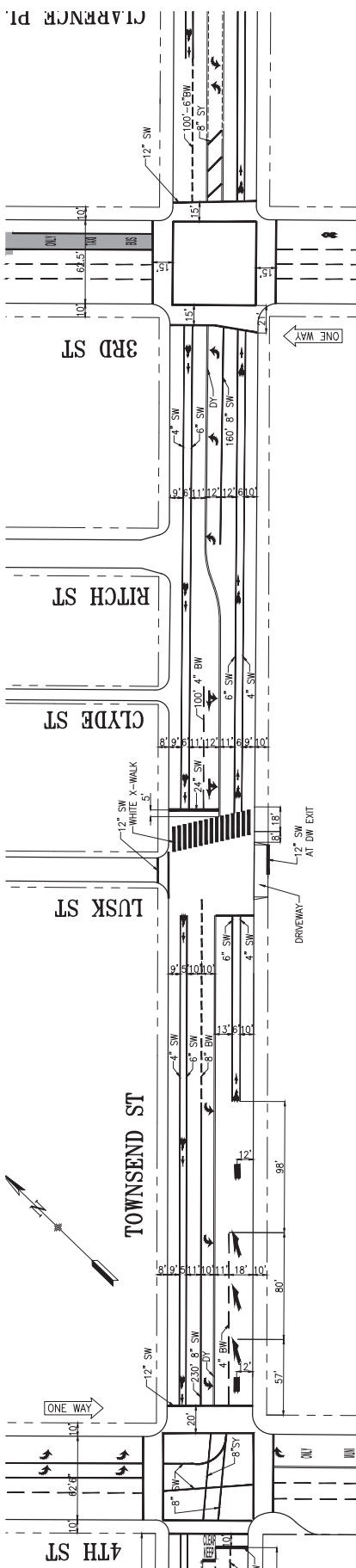
NO.		DATE		DESCRIPTION		BY		APP	
CHECK WITH TRACKING TO SEE IF YOU HAVE LATEST REVISION									
DRAWN: DATE				SENIOR ENGINEER DATE				APPROVED	
CHECKED: DATE				CITY TRAFFIC ENGINEER DATE				SCALE: AS SHOWN	
								SHEET/SHEETS: 3 OF 4	
								MUNI FORWARD AS-NEEDED CONTRACT	
								3RD STREET AND HARRISON STREET	
								CONTRACT NO.	
								DRAWING NO. E-2.0	
								FILE NO.	
								REV. NO.	



1 F/ 1-2" PVC CONDUIT AND SIGNAL WIRES FOR SIGNAL 27 AND 24 FROM POLE 3 TO THE I.C.

POLE AND EQUIPMENT SCHEDULE												
POLE No.	TYPE OF POLE	LUMINAIRE VOLTAGE/ WATTAGE	VEHICLE SIGNAL				PEDESTRIAN SIGNAL			REMARKS		
			No.	TYPE	MOUNTING	VISORS	LOWERS	No.	TYPE		MOUNTING	
①	EX SL		81	358"	SV-1-T	T			88	1S-COUNT	SP-1	
②	EX MUNI (FEEDER)		22	PHAS12"-GLA	SV-1-T	T			69	1S-COUNT	SP-1-T	EXTERNAL CONDUIT SEE DETAIL 2 ON DWG E-29.
③	18-3-400 35" MAST ARM		27 24	3512"-LA	MAC MAC	T T						BACKPLATE
④	EX MUNI		21	3512"	SV-1-T	T			28 89	1S-COUNT 1S-COUNT	SP-1 WITH 18" NIPPLES SP-1-SF	
⑤	EX MUNI								48	1S-COUNT	SP-1	
⑥	1-A (10')		62	PV 3512"	TV-1	T			29 48A	1S-COUNT 1S-COUNT	SP-2-T-SF	
⑦	16-1-70 WITH 20" MAST ARM		64	3512"	MAS (END)	T						BACKPLATE
⑧	CITY STANDARD SL WITH 6" LUMINAIRE ARM	120/150	61	358"	SV-1-T	T			68	1S-COUNT	SP-1	REUSE EX FOUNDATION
⑨	1-A (10')		82	358"	TV-1	T			49	1S-COUNT	SP-1	
⑩	16-1-70 WITH 20" MAST ARM		84	3512"	MAS (END)	T						BACKPLATE

																																																																																																																																																																																																			
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Memorandum

AGENDA ITEM 8

DATE: April 7, 2020

TO: Transportation Authority Board

FROM: Anna LaForte - Deputy Director for Policy and Programming

SUBJECT: 4/14/2020 Board Meeting: Allocate \$580,000 in Prop K Sales Tax Funds and \$383,776 in Prop AA Vehicle Registration Fee Funds, with Conditions, for Three Requests

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Allocate \$580,000 in Prop K funds, with conditions, to the San Francisco Municipal Transportation Agency (SFMTA) for:</p> <ol style="list-style-type: none"> 1. Cesar Chavez/Bayshore/Potrero Intersection Improvements (The Hairball) Phase 2 (\$480,000) 2. Bicycle Safety Education and Outreach (\$100,000) <p>Allocate \$383,776 in Prop AA funds, with conditions, to the SFMTA for:</p> <ol style="list-style-type: none"> 3. Third Street Transit and Safety Improvements <p>SUMMARY</p> <p>Attachment 1 lists the requests, including phase(s) of work and supervisorial district(s) for the projects. Attachment 2 provides a brief description of the projects. Attachment 3 contains the staff recommendations.</p>	<p><input checked="" type="checkbox"/> Fund Allocation</p> <p><input checked="" type="checkbox"/> Fund Programming</p> <p><input type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other: _____</p>
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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 brief project descriptions. Attachment 3 summarizes the staff recommendations for each request, 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, funding, deliverables and special conditions.

FINANCIAL IMPACT

The recommended action would allocate \$580,000 in Prop K funds and \$383,776 in Prop AA 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 2019/20 allocations and appropriations to date, with associated annual cash flow commitments as well as the recommended allocation and cash flow amounts that are the subject of this memorandum.

Sufficient funds are included in the Fiscal Year 2019/20 budget to accommodate the recommended action. Furthermore, sufficient funds will be included in the Fiscal Year 2020/21 budget to cover the recommended cash flow distribution for that fiscal year.

CAC POSITION

None. The March 25 CAC meeting was cancelled in light of the local health emergency related to the COVID-19 pandemic.

SUPPLEMENTAL MATERIALS

- Attachment 1 -Summary of Requests
- Attachment 2 - Project Description
- Attachment 3 - Staff Recommendation
- Attachment 4 - Prop K/AA Allocation Summary - FY 2019/20
- Attachment 5 - Allocation Request Forms (3)

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RESOLUTION APPROVING THE REPROGRAMMING OF \$197,500 IN
TRANSPORTATION FUND FOR CLEAN AIR FUNDS FROM THE SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY'S FISCAL YEAR (FY) 2016/17
ALTERNATIVE FUEL TAXICAB INCENTIVE PROGRAM TO SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT'S FY 2018/19 EMERGENCY RIDE HOME
PROGRAM

WHEREAS, At the April 14, 2020 Board meeting, Commissioner Haney requested that staff explore ways to help essential workers who are facing challenges getting home from their jobs, particularly at night, with the recent reductions in transit service due to COVID-19; and

WHEREAS, Transportation Authority staff have worked with staff from the San Francisco Municipal Transportation Agency (SFMTA) and the San Francisco Department of the Environment (SFE) to develop a proposal, as shown in Attachment 1, to expand the existing Emergency Ride Home Program to provide reimbursable taxi rides home for essential workers who commute to work via sustainable modes, such as transit, walking or biking; and

WHEREAS, As currently envisioned, the proposed Emergency Ride Home expansion for essential workers would fund up to ten taxi rides per month for eligible trips during hours when, or to locations where, previously available transit options are temporarily unavailable due to emergency-related transit service reductions; and

WHEREAS, The expanded Emergency Ride Home would provide emissions benefits by incentivizing sustainable commute trips to work and helping transit riders to stay on transit, rather than becoming drive-alone car commuters; and

WHEREAS, To fund this expansion, Transportation Authority staff recommends reprogramming \$197,500 in Transportation Fund for Clean Air (TFCA) funds from SFMTA's FY 2016/17 Alternative Fuel Taxicab Incentive Program, which



has seen lower than anticipated demand, to the Emergency Ride Home Program, as shown in Attachment 2; and

WHEREAS, The SFMTA is very supportive of this proposal as it continues to support the taxi industry and its essential workers and because there is also \$250,000 available in a FY 2017/18 TFCA grant for SFMTA's taxicab program to provide incentives to purchasers of clean air taxis; and

WHEREAS, As the County Program Manager for TFCA, the Transportation Authority has the authority to reprogram funds between existing projects, as long as program rules and guidelines are maintained, including cost effectiveness of emissions reductions; and

WHEREAS, Transportation Authority and SFE staff will continue to work with Air District staff to ensure that the subject project remains in compliances with TFCA policies and guidelines; and

WHEREAS, In order to provide relief to essential workers as soon as possible during this time of emergency-related transit service reductions, the Transportation Authority Board is considering final approval on the first appearance of this request before the Board; now, therefore, be it

RESOLVED, That the Transportation Authority hereby reprograms \$197,500 in TFCA funds from the SFMTA's FY 2016/17 Alternative Fuel Taxicab Incentive Program to SFE's FY 2018/19 Emergency Ride Home Program; and be it further

RESOLVED, That the Executive Director is authorized to amend the funding agreement with SFE to pass-through these additional funds for implementation of the Emergency Ride Home Program, establishing such terms and conditions governing cash drawdowns, financial and program audits, and reporting as necessary to comply with the requirements imposed by the Air District for the use of the funds and as required by the Transportation Authority in order to optimize the



use of these of funds.

Attachments (2):

1. Draft Proposed Expanded Emergency Ride Home Program Guidelines
2. Proposed TFCA Programming Amendment

Emergency Ride Home Expanded Program Proposal Draft Essential Worker Ride Home Program

April 24, 2020

Department of the Environment

Introduction

This proposal serves as a draft for an expanded Emergency Ride Home program. The draft provides an overview of the program goals, background on the existing Emergency Ride Home program, and recommended program parameters for participation and administration. The information outlined in the draft is subject to change.

Program Administration

The Essential Worker Ride Home (EWRH) program will be an expansion of San Francisco's current Emergency Ride Home (ERH) program, which is funded by an existing SFCTA Transportation Fund for Clean Air (TFCA) grant and administered by the San Francisco Department of the Environment (SFE). It will serve as a resource during the COVID-19 emergency for essential workers making trips home from work during this time of limited public transportation availability.

Under this program, participants are expected to take a sustainable mode of transportation to work. The program provides a reliable ride home when transit options are limited, therefore encouraging transit use and discouraging solo drive commutes. The program will be available to essential workers until further notice, subject to conditions impacting the program's availability, which may include updates to public transportation schedules and operations, limitations of program funding, and/or removal of the shelter-in-place order. It is only distinguished from the existing Emergency Ride Home program to the extent necessary to not confuse the public about which ERH program benefits are temporary and which ERH program benefits are permanent.

Funding & Budget

Funding Source & Allocation

The total funding available is \$197,500 from TFCA funds administered by San Francisco County Transportation Authority (SFCTA). TFCA funds pass from the Bay Area Air Quality Management District (Air District), which establishes project eligibility criteria, to SFCTA, which selects projects and administers grants as the County Program Manager. See [Transportation Fund for Clean Air](#) for more information.

Under this proposal, TFCA funds would be reprogrammed from an existing project—the SFMTA Alternative Fuel Taxicab Incentive Program, which has seen lower than anticipated demand—to the existing Emergency Ride Home project. The alternative fuel taxi subsidy grant is set to expire by October 31, 2020 if not used. SFCTA and SFMTA staff are supportive of reprogramming these funds, which will be used to continue supporting the taxi industry. The Alternative Fuel Taxicab Incentive program has additional funding so the program will not be negatively impacted by the reprogramming of these TFCA funds.

Approval

The SFCTA Board will consider the proposal at its April 28, 2020 meeting. If approved, the funds would be reprogrammed to SFE's existing FY18-19 ERH project funds for immediate use.

Budget

The program budget of \$197,500 would fund staff hours and direct costs associated with the program, including program administration, reimbursement processing, marketing and outreach, and TFCA grant administration and reporting.

Trip Cap Recommendation

We recommend setting a cap of ten (10) trips per month, per person, with a cap of \$70 per trip. Based on these parameters, the program could subsidize return trips of an estimated **71 to 100 essential workers per week**. The calculation is based on a 12-week program budget using the average cost of a one-way, off-peak taxi ride to the East Bay and uses reimbursement data from the existing Emergency Ride Home program and assumes that not every trip will reach the \$70 limit.

See detailed budget attached.

Program Details

Overview

The program will cover the cost of up to ten (10) taxi rides home per month for employees fulfilling essential job functions, as classified here, and not to exceed \$70 per ride. Participants must first register for the program by submitting an application to verify essential status, program need, and intended use. Once a participant's application is accepted, they must use an official taxi for eligible trips and submit their reimbursement request with applicable taxi receipt(s) within 20 calendar days of the trip.

Duration

The program is proposed to launch on Friday, May 1, following SFCTA Board approval, and will be available to essential workers until further notice, subject to conditions impacting the program's availability, which may include, updates to public transportation schedules and operations, limitations of program funding, and/or removal of the shelter-in-place order. SFE's decision to extend or discontinue the program will be made in consultation with SFCTA.

Eligible Participants

All employees of essential businesses in San Francisco, performing essential job functions, as classified by the City and County of San Francisco. Review the list of essential businesses.

Eligible Trips

Trips must originate at the employee's work location in San Francisco and end at home, a transit stop that will take them to their home, or the location of their parked car (e.g. park-and-ride lot, transit parking lot, etc.). Trips to work will not be covered by the program.

Trips must be taken during hours when, or to locations where, previously available transit options are unavailable due to emergency-related transit service reductions. (e.g. after 9:00 p.m., for BART). Review the Coronavirus Transportation Impacts for the latest information.

All Essential Worker Ride Home trips must be made via taxi and a receipt must be submitted with each reimbursement request. Rides with Transportation Network Companies (TNCs) such as Uber and Lyft are not reimbursable.

Application Verification

As part of the application process, participants will be asked to provide their employer name, occupation, and supervisor contact information to prove eligibility as an essential worker. SFE staff will review application eligibility based on the list of essential businesses classified by the City and County of San Francisco. Applicants will also be asked to provide information regarding the public transportation provider and line that normally serves their commute home but is no longer in operation or may have limited availability due to the COVID-19 public health emergency. Once applicants have been approved for the program, they can then submit weekly reimbursement requests that must include copies of official taxi receipts for final verification of the trip date, location, time, and cost.

Reimbursements

Reimbursement requests should be submitted on a weekly basis via an online reimbursement submission form. Receipts must be included with the reimbursement submission, and requests must be received within 20 days from the date of the trip. SFE will process reimbursement requests weekly and checks will be mailed to participants within 3-4 weeks of reimbursement request submission. Once 75% of program funds are exceeded, the program will stop to allow for evaluation and assessment to ensure outstanding reimbursements are processed with adequate funds remaining. The website will state that program funds are subject to availability and reimbursements will be offered until funds are exhausted.

Existing Emergency Ride Home Program

The City of San Francisco's Emergency Ride Home program will continue to be available to individuals who work in San Francisco who are fulfilling essential job functions, and all requests will continue to be evaluated based on the program's eligibility criteria, as defined here.

Potential Marketing & Outreach Avenues

- **Web:** The program would be housed on the Department of the Environment's website, with links to be added to the following websites: SF.gov, SFMTA, SFCTA, Office of Economic and Workforce Development, and SF Department of Human Resources (for CCSF employees serving essential roles). SFE would administer and manage the website.
- **Social Media:** SFE would create a social media toolkit for use by City Departments, businesses, non-profits, and community partners to help promote the program. Key channels for promotion include SFE, SFCTA, SFMTA, SFGOV, among others.
- **CCSF Communications:** We recommend working with the Department of Human Resources for a citywide communication to CCSF staff and Disaster Service Workers to alert employees fulfilling essential job functions of the program's availability. We will also work with Public Information Officers of each department to spread program awareness.
- **Taxi Industry Communications:** SFMTA will lead on communication efforts to the taxi industry, alerting them of the program offering.
- **Paid Media:** Budget is allocated for paid digital advertising targeted at business owners and essential workers.
- **Translation:** The website, application form, and associated communications will be in English. SFE staff will provide language assistance for participants who prefer a language other than English and will be reachable by email (commutesmart@sfgov.org) or phone (415-355-3702) for language assistance.

San Francisco County Transportation Authority

MAJOR LINE ITEM BUDGET

BUDGET SUMMARY						
Agency	Task 1 TFCA Administration	Task 2 Program Management			Task 3 Marketing and Outreach	
	1.1 TFCA Reporting and Project Evaluation	2.1 Reimbursement Payment - Direct Cost	2.2 Reimbursement Processing and Management	2.3 Employee & Employer Customer Service	3.1 Marketing & Outreach	3.2 Paid Media Campaign - Direct Cost (Contractor, Media Buys)
	\$ 2,984	\$ -	\$ 9,547	\$ 2,505	\$ 15,899	\$ 3,543
		\$ 153,022				\$ 10,000
	\$ 2,984	\$ 153,022	\$ 9,547	\$ 2,505	\$ 15,899	\$ 13,543
SFE						\$ 34,478
Direct Costs						\$ 163,022
Total						\$ 197,500

* Direct Costs include mailing, reproduction costs.

DETAILED LABOR COST ESTIMATE - BY AGENCY						
SFE	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Project Supervision (5644)	14	\$ 99.00	2.42	\$ 239.58	0.007	\$ 3,354
Project Oversight (5642)	55	\$ 87.00	2.42	\$ 210.54	0.026	\$ 11,580
Project Manager (9922)	117	\$ 40.00	2.42	\$ 96.80	0.056	\$ 11,326
Project Staff 1 (5640)	16	\$ 76.00	2.42	\$ 183.92	0.008	\$ 2,943
Project Staff 2 (5638)	20	\$ 64.00	2.42	\$ 154.88	0.010	\$ 3,098
Project Staff 3 (1822)	12	\$ 75.00	2.42	\$ 181.50	0.006	\$ 2,178
Total	234.00				0.11	\$ 34,478

Attachment 2
San Francisco County Transportation Authority
TFCA Programming Amendment

Table 1. Proposed TFCA Programming						
Project No.	Year Approved	Project Name (Sponsor ¹)	TFCA Amount Awarded	Remaining Balance (4/21/20)	Proposed Change	Proposed Balance
17SF02	FY2016/17	Alternative Fuel Taxicab Incentive Program (SFMTA)	\$250,000	\$197,500	(\$197,500)	\$0
18SF02	FY2017/18	Alternative Fuel Taxicab Incentive Program (SFMTA)	\$250,000	\$250,000	No change	\$250,000
19SF03	FY2018/19	Emergency Ride Home (SFE)	\$50,734	\$28,014	\$197,500	\$225,514

¹San Francisco Municipal Transportation Agency (SFMTA), San Francisco Department of the Environment (SFE)



Memorandum

AGENDA ITEM 9

DATE: April 22, 2020
TO: Transportation Authority Board
FROM: Anna LaForte - Deputy Director for Policy and Programming
SUBJECT: 4/28/2020 Board Meeting: Reprogram \$197,500 in Transportation Fund for Clean Air funds from the San Francisco Municipal Transportation Agency's Fiscal Year 2016/17 Alternative Fuel Taxicab Incentive Program to San Francisco Department of the Environment's Fiscal Year 2018/19 Emergency Ride Home Program - ACTION

RECOMMENDATION

☐ Information ☒ Action

Reprogram \$197,500 in Transportation Fund for Clean Air (TFCA) funds from the San Francisco Municipal Transportation Agency's (SFMTA's) Fiscal Year (FY) 2016/17 Alternative Fuel Taxicab Incentive Program to San Francisco Department of the Environment's (SFE's) FY 2018/19 Emergency Ride Home Program.

SUMMARY

At the April 14, 2020 Board meeting, Commissioner Haney requested that staff explore ways to help essential workers who are facing challenges getting home from their jobs, particularly at night, with the recent reductions in transit service due to COVID-19. We have worked with SFMTA and the SFE to develop a proposal to expand the existing Emergency Ride Home program to provide reimbursable taxi rides home for essential workers who commute to work via sustainable modes, such as transit, walking or biking. This proposal would fund up to ten taxi rides per month for eligible trips during hours when or to locations where previously available transit options are temporarily unavailable due to emergency-related transit service reductions. The expanded Emergency Ride Home would provide emissions benefits, as required for all TFCA projects, by incentivizing sustainable commute trips to work and helping transit riders to stay on transit, rather than becoming drive-alone car commuters. To fund this expansion, we recommend reprogramming \$197,500 in TFCA funds from SFMTA's FY 2016/17 Alternative Fuel Taxicab Incentive Program, which has seen lower than anticipated demand, to the Emergency Ride Home Program. The proposed reprogramming will continue to support the taxi industry and its

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



essential workers. There is also \$250,000 available from a FY 2017/18 TFCA grant for SFMTA's taxicab program to provide incentives to purchasers of clean air taxis.	
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BACKGROUND

The TFCA program was established to fund cost-effective transportation projects that achieve emission reductions from motor vehicles in accordance with policies approved by the Bay Area Air Quality Management District (Air District). Funds are generated from a \$4 surcharge on vehicle registration fees collected by the Department of Motor Vehicles and 40% of the funds are distributed on a return-to-source basis to the respective County Program Manager for each of the nine Bay Area counties. The Transportation Authority is the designated County Program Manager for the City and County of San Francisco and as such, the Transportation Authority annually develops the program of projects for San Francisco's share of TFCA funds. The remaining 60% of the revenues, referred to as the TFCA Regional Fund, are distributed via programs directly administered by the Air District.

The Transportation Authority has awarded TFCA grants to SFE's Emergency Ride Home Program since 2009. The purpose of the program is to support and encourage walking, biking, taking transit, carpooling or vanpooling commutes by reimbursing people employed in San Francisco for taking taxi trips home under emergency circumstances. The emissions benefits of Emergency Ride Home come from encouraging people to feel confident in using and relying on sustainable modes to get to and from work instead of driving.

We have also awarded several TFCA grants to SFMTA's Alternative Fuel Taxicab Incentive Program since 2013. This program provides a key financial incentive to companies to purchase new alternative, clean-air vehicles by defraying the cost of a new vehicle with a rebate of up to \$3,900 for that purchase. This program is intended to help SFMTA move towards its goal of a 100% alternative fuel taxi fleet within the next few years. Demand for SFMTA's taxicab incentives has been lower than anticipated in recent years, due to economic conditions for the taxi industry and rules changes that have permitted taxi vehicles to be used for longer lifespans.

To respond as quickly as possible to the challenges that essential workers are facing during the COVID-19 pandemic with the reduction of public transit services in the region, particularly in the evening and late night hours, Transportation Authority staff evaluated the potential for amending existing TFCA grants to the two above mentioned TFCA programs.

DISCUSSION

Proposed Emergency Ride Home Program for Essential Workers. Since the April 14 Board meeting, we have worked with SFMTA and SFE to develop a proposal to expand the existing Emergency Ride Home Program to provide additional taxi rides home for essential workers. The expanded program as currently proposed is outlined in Attachment 1 and responds to the need for maintaining sustainable mode shares for essential worker commute trips, while transit service is significantly reduced.

The expanded program would cover the cost of up to 10 taxi rides home per person per month for employees fulfilling essential job functions as classified by the City and County of



San Francisco, with a cap of \$70 per ride. Based on the amount of funds we are recommending and data from the existing Emergency Ride Home program, the program could subsidize an estimated 180-250 rides per week over a 12-week program.

In order ensure that these trips are filling gaps left by temporarily reduced transit service, trips would be required to be during hours when, or to locations where, previously available transit options are unavailable due to emergency-related transit service reductions. Trips must originate at the employee's work location in San Francisco and end at home, a transit stop that will take them to their home, or the location of their parked car (e.g. transit station parking lot, etc.). Trips to work are not eligible for this program. To make it easy to apply for reimbursements, SFE would accept registration applications, including information necessary to verify eligibility and, once verified, applicants could then submit reimbursement requests on a weekly basis.

Benefits provided under the existing Emergency Ride Home Program (up to four rides per year for individual emergency circumstances) would continue to be available during the period the expanded program is available and after full transit service has been reinstated, pending available funding.

Proposed Reprogramming. To fund this expansion, we recommend reprogramming \$197,500 from SFMTA's FY 2016/17 Alternative Fuel Taxicab Incentive Program, which has seen lower than anticipated demand, to the Emergency Ride Home Program as shown in Attachment 2. As the County Program Manager for TFCA, the Transportation Authority has the authority to reprogram funds between existing projects, as long as program rules and guidelines are maintained. The SFMTA is very supportive of this proposal, as it continues to support the taxi industry and its essential workers.

The Alternative Fuel Taxicab Incentive Program will continue to be funded by a FY 2017/18 TFCA grant with a remaining balance of \$250,000.

Air District Staff Feedback. We have discussed the proposed expansion with Air District staff, who expressed several concerns about using TFCA funds for the expanded program. Air District staff have reservations that the project will meet the air quality benefits for the TFCA program, which require that projects provide surplus emissions reductions (beyond what is required by regulation) and must do so cost-effectively, according to thresholds set by the Air District. Staff suggested ensuring the emissions benefits of the program by requiring that applicants use sustainable modes (such as biking, walking, or transit) for their trip to work, asking applicants to confirm that they would have traveled home via transit if service was available, and limiting potential abuse of the program by reimbursing a maximum of one trip per 24 hour period. We have incorporated these suggestions into the design of the program.

Air District staff expressed concerns that emergency ride home programs are intended to respond to individual, personal emergencies rather than a broad, societal emergency, such as COVID-19. We believe that our current situation is unprecedented and constitutes a legitimate emergency that is larger in scale and of longer duration than the program originally anticipated. Given the unprecedented circumstances, there is limited data upon which to base calculations of cost effectiveness (e.g. the total number of essential workers and the percentage of those workers who could be encouraged to remain on transit for the



commute to work based on the incentive provided by this program), however we believe that our assumptions for the air quality benefits are reasonable and that the expanded program is an effective way to preserve and maintain vehicle emissions reductions as riders are incentivized to stay on transit and not to drive to work. Transportation Authority and SFE staff will work with Air District staff to ensure that this project remains in compliance with TFCA policies and guidelines, including cost effectiveness requirements.

FY 2020/21 TFCA Call for Projects. The Transportation Authority currently has an open call for projects with \$811,962 in TFCA funds available. Applications are due May 4, 2020, however we may extend the deadline. If demand for the proposed Emergency Ride Home expansion exceeds available funding, we have the opportunity to evaluate whether additional funding could be used to support the program while still meeting the TFCA cost effectiveness requirements.

FINANCIAL IMPACT

There are no impacts to the Transportation Authority's adopted FY 2019/20 budget associated with the recommended action.

CAC POSITION

None. The April 22 CAC meeting was cancelled in light of the local health emergency related to the COVID-19 pandemic.

SUPPLEMENTAL MATERIALS

- Attachment 1 - Draft Proposed Expanded Emergency Ride Home Program Guidelines
- Attachment 2 - Proposed TFCA Programming Amendment



SFMTA

SFMTA and SF Paratransit COVID-19 Transportation Update

Presented By:

Annette Williams - Manager of Accessible Services, SFMTA

Muni COVID-19 Response

- Muni is only for essential trips **and** for those who have no other transportation options.
- The safety of Muni customers and operators is of utmost importance.
- Muni has implemented service reductions due to a number of safety considerations.
- Muni riders are required to wear face coverings or masks and maintain social distancing.

Changes When Riding Muni



Changes When Riding Muni

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ALERT



Please use the back door.



If you need the ramp or kneeler, ask the operator for the front door.



Physically distance yourself from others when on the bus, boarding, exiting, and at the bus stop.



You may verbally request stops and do not need to pull the stop request cord.

[SFMTA.com/Covid19](https://www.sfmta.com/Covid19)

Masks/face coverings now required when riding

Muni Core Service Plan

- Running 17 of 79 lines
- These lines carried 80% of total passengers

N Judah Bus	22 Fillmore
L Taraval Bus	24 Divisadero
T Third Bus	25 Treasure Island
1 California	29 Sunset
8 Bayshore	38 Geary
9 San Bruno	38R Geary Rapid
14 Mission	44 O'Shaughnessy
14R Mission Rapid	49 Van Ness/Mission
19 Polk	

Modified Core Service Plan

- Restored some service on April 25
- Increases coverage across city and connects to additional essential services

Added lines:

5 Fulton

12 Folsom/Pacific

28 19th Avenue

54 Felton

714 BART - Early Bird

Shuttle

More Service:

N Judah Bus

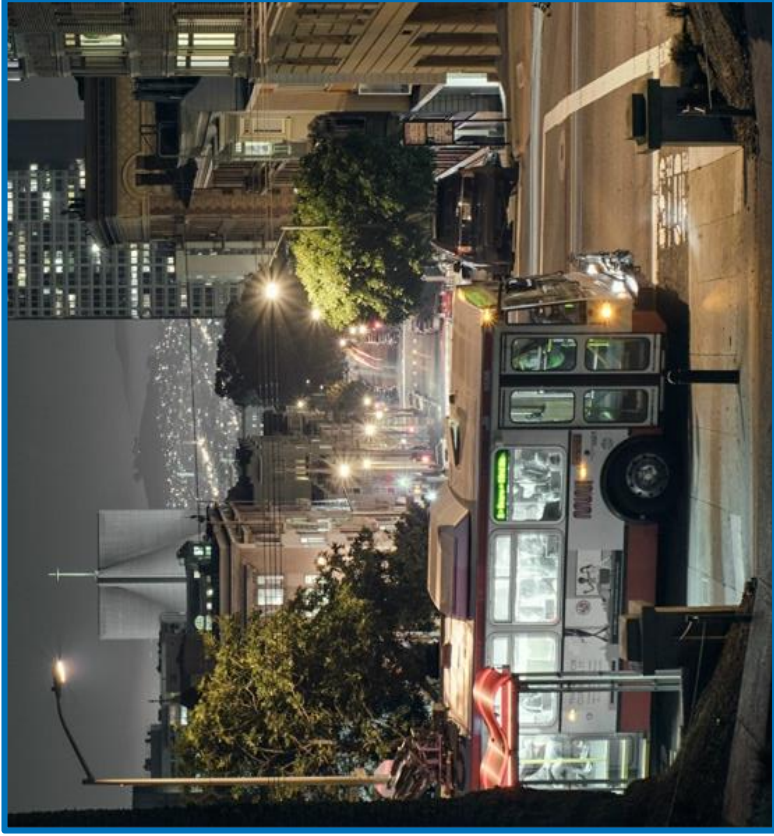
L Taraval Bus

9 San Bruno

38R Geary Weekends

Muni Owl Service

- Now starts at 10pm
- 30 min. headways



Owl Routes:

L Owl

N Owl

14 Mission

22 Fillmore

24 Divisadero

25 Treasure Island

38 Geary

44 O'Shaughnessy

90 San Bruno Owl

91 Owl

714 BART Early Bird

COVID-19 Muni Core Service Plan

1 10 minutes or less 19 Every 10-20 minutes H Hospitals

Supporting Agencies



Golden Gate Transit is now picking up and dropping off passengers within San Francisco

28 Treasure Island
Every 20-30 minutes



Essential Trip Card Program (ETC Program)

The program subsidizes taxi rides for essential trips like going to the grocery store, pharmacy or a necessary medical visit within San Francisco.



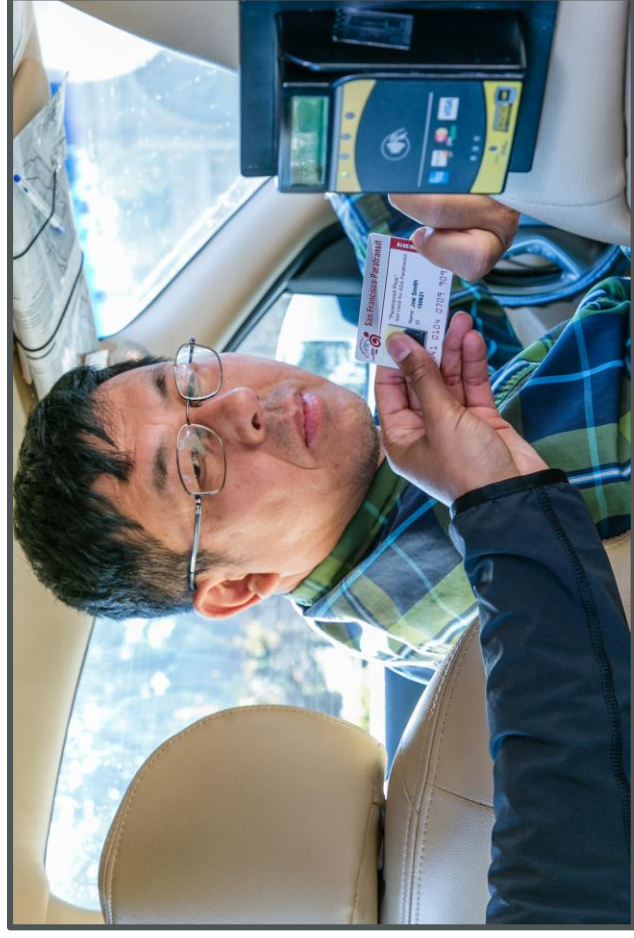
ETC Program Eligibility

To qualify for the program, customers must be a San Francisco resident who is 65+ or have a disability.



How does the ETC Program work?

For every \$6 loaded on card, user receives \$30 value, up to a monthly maximum value of \$60 on card.



How to Apply for ETC Program

To make applying easy - Applicants call 311 and mention the ETC program.

- Transferred to staff at Paratransit office
- Open Monday through Friday 9:00am-4:45pm

More information, [SFMTA.com/ETC](https://sfmta.com/ETC)

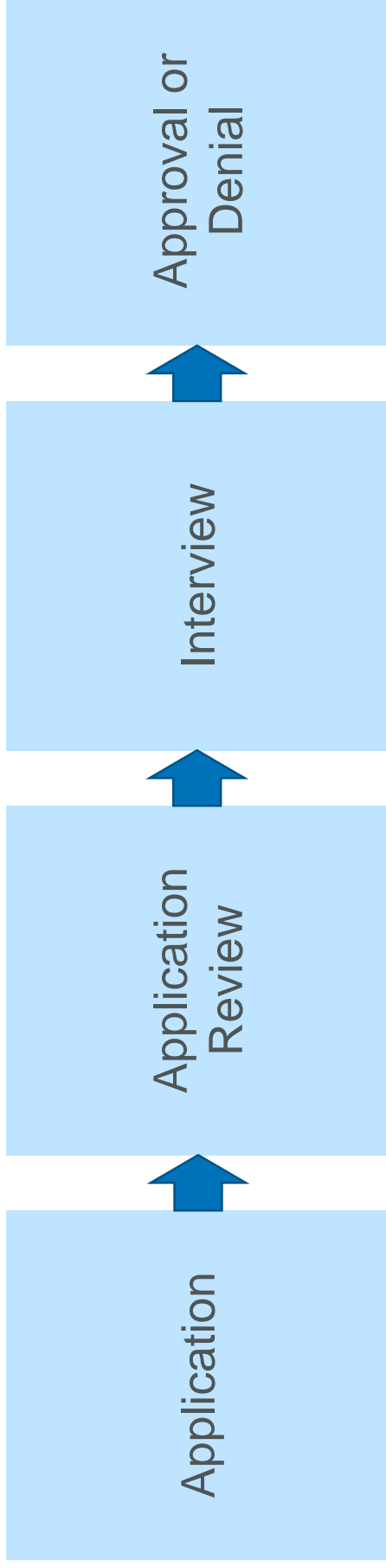
SF Paratransit Program

- Door to door transportation for those ADA eligible - unable to use fixed-route transit independently
- Three main modes
 - SF Access Van
 - Group Van
 - Taxi/Ramped Taxi

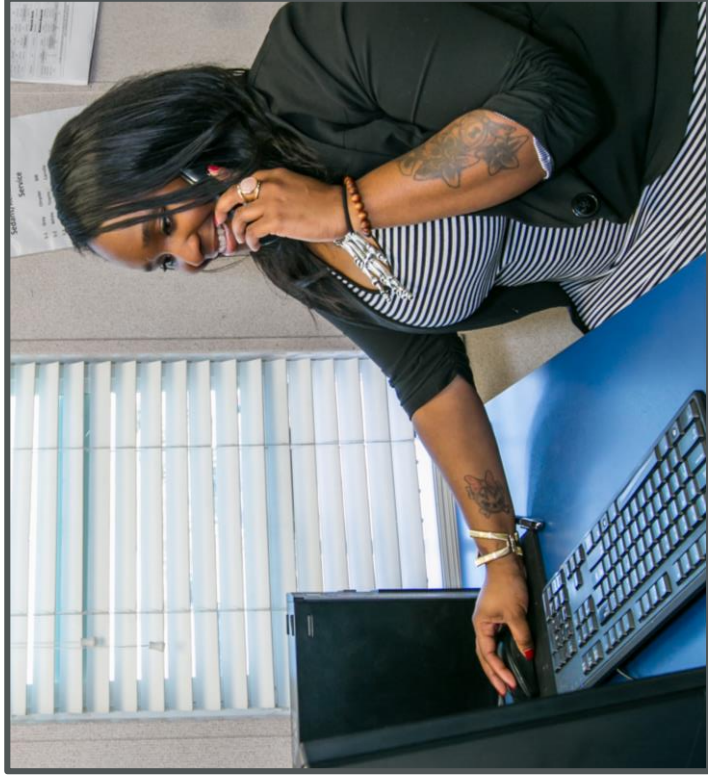


ADA Paratransit Certification

Limited to persons who are unable to independently use regular public transit (Muni) some or all of the time, due to a disability or health related condition.



How is the certification process different during COVID-19?



- Submit application via email or by fax if possible.
- Certification analysts are performing interviews by phone.
- If eligible, temporary ID cards are being mailed without photos.

SF Access and COVID-19

- Door to door, shared ride service
- Pre-schedule 1 to 7 days in advance
- ¾ mile from all Muni bus routes including in Daly City

Encouraging customers to take essential trips only.

Safety Precautions:

- Minimizing van capacity to maximum of 2 riders
- SFMTA is providing masks to all drivers/staff
- Vehicles cleaned frequently



Group Van and COVID-19



- Group transportation to/from single location, e.g. Adult Day Health Center
- All trips are prescheduled in coordination with the agency
- Since Shelter In Place order has been in effect, all sites have closed and no trips are being provided

SF Taxis and COVID-19

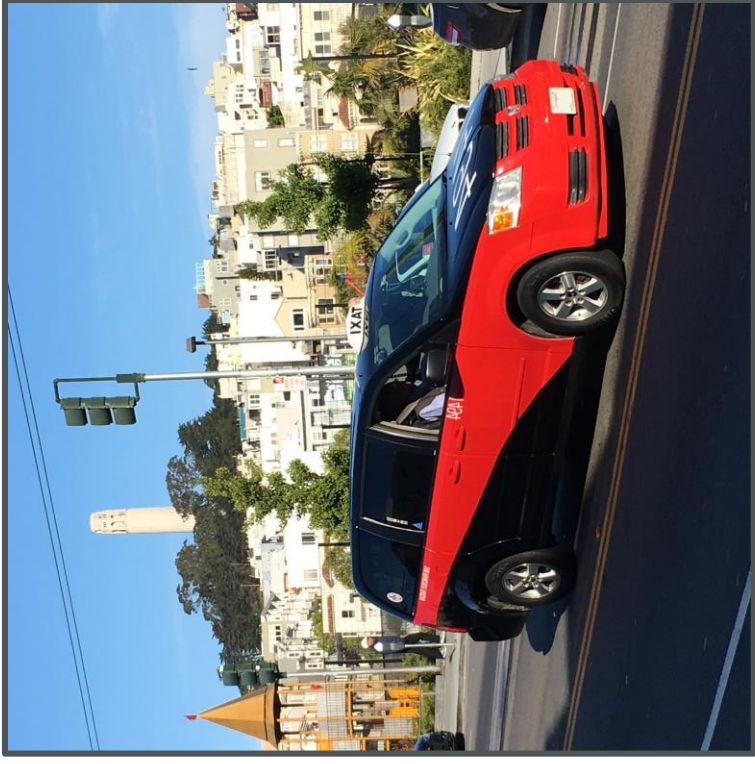
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- Same day, on-demand service
- All taxis are required to participate in SF Paratransit
- Wheelchair accessible taxis are available

Encouraging customers to take essential trips only.

Safety Precautions:

- Drivers have been issued PPE kits, are required to clean vehicle between trips, have been trained in proper cleaning protocols, and are required to wear face coverings



Shop-a-Round Program

- Travel to grocery stores & farmers markets
- Driver will assist passenger and grocery bags to front door
- Following social distancing recommendations by limiting trips to max. 2 customers
- Shop-a-Round Taxi available



Van Gogh Shuttle



- Provides group transportation to seniors and people with disabilities to cultural and social events to reduce social isolation
- Temporarily suspended during COVID-19


Paratransit Plus



- Provides a limited value taxi debit card (\$60 per month) to individuals who do not qualify for ADA paratransit but benefit from assistance for occasional trips

C.H.O.I.C.E Transportation Program

Pilot Program at Potrero Hill and Southeast Health Centers

 <p>Step 1</p>	<p>Client Receives Referral from Clinician/Clinic</p>
 <p>Step 2</p>	<p>Appointment with a Transportation Liaison is arranged</p>
 <p>Step 3</p>	<p>Counseling appointment with Transportation Liaison</p>
 <p>Step 4</p>	<p>Patients are Connected to Transportation Services</p> <ul style="list-style-type: none"> Existing Programs (Free Muni, Discounted Clipper Card, Travel Training, Paratransit, Shop A Round, Van Gogh, etc.) New Taxi Program for Eligible Patients who do not qualify for existing services

SFMTA Mobility Management Center

One-stop information and referral center for older adults and people with disabilities:

- Personalized transportation information and referral
- Travel Training
- SF Paratransit program information
- Outreach to CBO's



Visit the following for more information:

SFMTA COVID-19 Updates: [SFMTA.com/COVID](https://sfmta.com/COVID)

Essential Trip Card Program- [SFMTA.com/ETC](https://sfmta.com/ETC)

SF Paratransit- [SFMTA.com/Paratransit](https://sfmta.com/Paratransit)

SF Paratransit Taxi- [SFMTA.com/ParatransitTaxi](https://sfmta.com/ParatransitTaxi)

Shop-a-Round Program- [SFMTA.com/ShopaRound](https://sfmta.com/ShopaRound)



<http://www.youtube.com/watch?v=BTjhwVQ0jxQ>