

# San Francisco County Transportation Authority

## Prop K/Prop AA Allocation Request Form

<b>FY of Allocation Action:</b>	FY2019/20
<b>Project Name:</b>	Lake Merced Bikeway Feasibility [NTIP Capital]
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

### EXPENDITURE PLAN INFORMATION

<b>Prop K EP categories:</b>	Bicycle Circulation/Safety
<b>Current Prop K Request:</b>	\$150,000
<b>Supervisory District(s):</b>	District 07

### REQUEST

**Brief Project Description**

SFMTA will conduct a planning study to determine the feasibility of installing bike facilities around Lake Merced Park. The SFMTA will evaluate extending/rerouting the existing multi-use path into a grassy area along the south edge of the lake to be designated for bicycles only, as well as the potential for the bicycle facility to be located on the roadway.

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

See attached.

**Project Location**

Lake Merced Boulevard and John Muir Drive

**Project Phase(s)**

Planning/Conceptual Engineering

### 5YPP/STRATEGIC PLAN INFORMATION

<b>Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?</b>	Project Drawn from Placeholder
<b>Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?</b>	Less than or Equal to Programmed Amount

At the request of District 7 Supervisor Norman Yee, the SFMTA will conduct a planning study to determine the feasibility of installing bike facilities around Lake Merced Park. Specifically, this study will look at two bike facility options:

- (Option 1) Extending or rerouting the existing multi-use path on San Francisco Recreation and Park (RPD) / San Francisco Public Utilities Commission (SFPUC) property to provide additional space for cyclists and other users.
- (Option 2) Installing a bike facility on Lake Merced Boulevard that connects with existing bike facilities on John Muir Drive and the larger San Francisco bike network.

Roadway segments on the northern end of Lake Merced are located on San Francisco's High Injury Network and within a Metropolitan Transportation Commission Community of Concern. The Transportation Authority's Neighborhood Transportation Improvement Program (NTIP) is intended to strengthen project pipelines and advance the delivery of community-supported neighborhood-scale projects, especially in Communities of Concern and other neighborhoods with high unmet needs.

## SCOPE OF WORK

### TASK 1: Existing Conditions Review

The SFMTA will conduct a feasibility study for new bicycle facilities for Lake Merced Boulevard and any potential improvements to existing John Muir Drive bike facilities; both streets border Lake Merced Park. For the study, the SFMTA will conduct background research including compiling and reviewing the most recent existing collision history, traffic counts, speed surveys, and transit data for the Lake Merced Boulevard and John Muir Drive corridors bordering Lake Merced Park and review planning documents from the Lake Merced Improvement Project. The SFMTA will review recent community requests and survey recent and planned improvements to bicycle, transit, signals, crosswalks, and other projects for the corridors bordering Lake Merced Park, including a Safe Routes to School project at Lakeshore Elementary School. The SFMTA will incorporate available data from lighting surveys conducted by the SFPUC and PG&E and planned improvements by the RPD, San Francisco State University and the Parkmerced development.

Deliverable 1.1: 1-2 page summary of findings and recommendations of prior plans as they pertain to the streets and pathway bordering Lake Merced.

Deliverable 1.2: 1-2 page summary with appropriate maps and/or charts of existing conditions data collected and analyzed including most recent existing collision history, traffic counts, speed surveys, transit, and recent and planned improvements (transit, signals, crosswalks, other projects).

### TASK 2: Confirm Community Needs

The feasibility study will conduct select stakeholder outreach to confirm the needs and challenges of bicyclists using Lake Merced Boulevard and John Muir Drive segments bordering Lake Merced Park, to communicate tradeoffs required by different design options and understand community preferences.

Stakeholders will include local community organizations, advocacy groups, and users impacted by any travel lane reductions on Lake Merced Boulevard.

Deliverable 2.1: Draft and final summary of stakeholder outreach and community needs.

### TASK 3: Technical Analysis

For technical portions of the feasibility study, SFMTA will enlist the help of a contractor. SFMTA will contract for technical services in support of the Lake Merced Bike Facility Feasibility Study including existing conditions review, design and engineering support services. The contractor will help SFMTA staff analyze feasibility of two potential bike facility improvements options:

- (Option 1) Extending or rerouting the existing multi-use path on RPD / SFPUC to provide additional space for cyclists and other users.
- (Option 2) Installing a bike facility on Lake Merced Boulevard that connects with existing bike facilities on John Muir Drive and the larger San Francisco bike network.

Deliverable 3.1: Existing site surveys of multi-use pathway and existing count summary.

Deliverable 3.2: Draft and final recommendations for bike facilities based on two options as described above.

Deliverable 3.3: Draft and final summary of tradeoffs for Option 1 and Option 2 as described above.

### TASK 4: Project Website

The SFMTA will develop a project page on the SFMTA website and keep the page updated throughout the planning study. The project page will feature the project extents, project background, information about outreach opportunities, and serve as a repository for the findings and recommendations of the project.

Deliverable 4.1: Develop and maintain project page on SFMTA.com.

### TASK 5: Administration and Reporting

The SFMTA will complete quarterly and annual progress reporting in the SFCTA portal as required under the SFCTA's Prop K grant agreement. To address more complex questions and issues that may arise as the project is implemented, the SFMTA will coordinate up to three in-person meetings with the Supervisor's office. The SFMTA will develop agendas, take notes, and send out meeting minutes documenting all important decisions, action items, and next steps.

Deliverable 5.1: Up to three in-person meetings with the Supervisor's office, including agendas and meeting minutes;

Deliverable 5.2: Prepare draft final NTIP report and share with District Supervisor for review and comment prior to finalizing. Final report shall include key findings, recommendations, next steps, and a funding strategy.

#### COORDINATION WITH OTHER PROJECTS

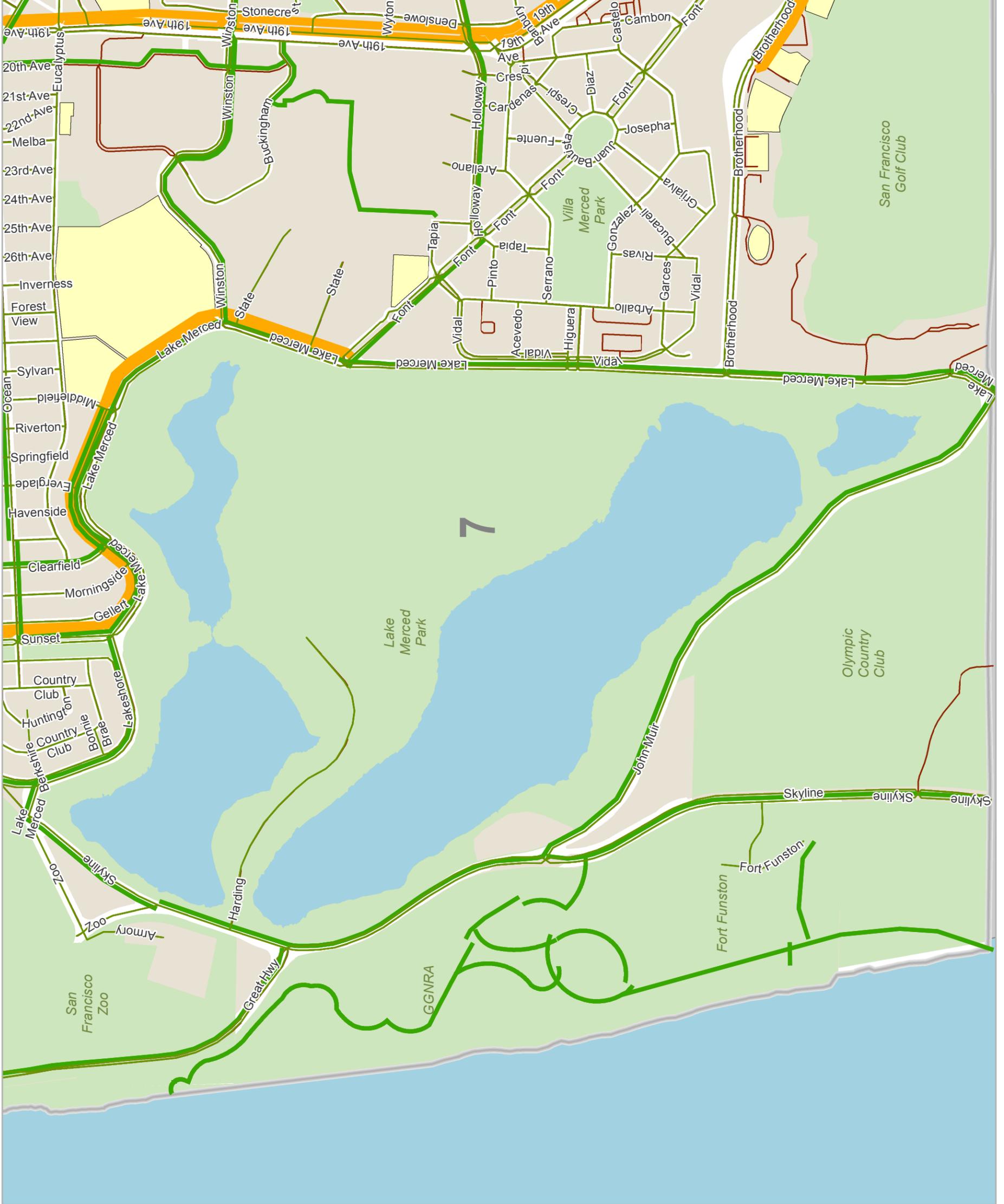
This project will be coordinated with two other efforts in the project area. San Francisco RPD is currently managing the *Lake Merced Improvement Project* with improvements scheduled for construction in 2020. This project includes: safety upgrades throughout the open space for park users and the surrounding community including upgrades to the northern portion of the shared multi-use path; new restroom facilities; and new bicycle wayfinding signs around Lake Merced Park. Additional coordination with SF Public Utilities Commission (SFPUC) could be required at later phases of this project, as Lake Merced Park is controlled by SFPUC, while RPD is granted recreational oversight.

The SFMTA will separately be engaging with a planning effort to improve safety for pedestrians crossing Lake Merced Boulevard between Font and Sunset Boulevards, a segment on the High Injury Network and located within a Community of Concern. This planning effort is supported by a \$75,000 Community Based Transportation Planning (CBTP) grant. As required by CBTP guidelines, the planning phase includes the formation of a community steering committee, outreach activities focused on the communities of concern that are served by the project area, establishing baseline conditions, performing a needs assessment, and developing a prioritized list of projects and implementation plan. Recommendations from the planning phase could include new traffic beacons, enhanced crosswalks, pedestrian visibility improvements and transit stop amenities focused on safety.

The Lake Merced Bicycle Feasibility Study will coordinate with both the RPD project improvements and with the CBTP planning effort to make sure project goals and important shared safety concerns are aligned.

# Lake Merced Bicycle Feasibility Study

April 2019



## LEGEND

- Bike Network
- VZ High Injury Network
- Schools
- Parks



0.25

miles

Scale 1:10,599

Date Saved: 4/25/2019

For reference contact: <insert SFMTA staff email>

By downloading this map, you are agreeing to the following disclaimer: "The City and County of San Francisco ("City") provides the following data as a public record and no rights of any kind are granted to any person by the City's provision of this data. The City and County of San Francisco ("City") makes no representation regarding and does not guarantee or otherwise warrant the accuracy or completeness of this data. Anyone who uses this data for any purpose whatsoever does so entirely at their own risk. The City shall not be liable or otherwise responsible for any loss, harm, claim or action of any kind from any person arising from the use of this data. By accessing this data, the person accessing it acknowledges that she or he has read and does so under the condition that she or he agrees to the contents and terms of this disclaimer."

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

<b>FY of Allocation Action:</b>	FY2019/20
<b>Project Name:</b>	Lake Merced Bikeway Feasibility [NTIP Capital]
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

## ENVIRONMENTAL CLEARANCE

<b>Environmental Type:</b>	Categorically Exempt
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## PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering	Jul-Aug-Sep	2019	Apr-May-Jun	2020
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

The final deliverable, a final report, will be provided to Supervisor Yee's office (anticipated by June 2020).

This project will be coordinated with the Lake Merced Improvement Project and a planning effort to improve safety for pedestrians crossing Lake Merced Boulevard between Font and Sunset Boulevards. The schedule for those projects is as follows:

Lake Merced Improvement Project is a SF Recreation & Parks (RPD) facilities and natural resources project. Planning for the RPD project began in Fall 2017; design began in Winter 2019; and construction is scheduled to begin during Summer 2020 and be completed by Spring 2021.

The planning phase for the Access to Lake Merced Project is tentatively scheduled to begin Summer 2019 and be concluded by Spring 2020.

#### Lake Merced Bikeway Feasibility Project - Project Timeline

Project kickoff	August 2019
TASK 1: Existing Conditions Review	August – September 2019
TASK 2: Confirm Community Need	August – November 2019
TASK 3: Technical Analysis	November 2019 – February 2020
TASK 4: Project Website	Ongoing
TASK 5: Administration and Reporting	Ongoing
Final Report	June 2020

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## FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Bicycle Circulation/Safety	\$150,000	\$0	\$0	\$150,000
<b>Phases in Current Request Total:</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>

## COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$150,000	\$150,000	Cost estimate prepared by SFMTA staff based on project scope
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$0	\$0	
Operations	\$0	\$0	
<b>Total:</b>	<b>\$150,000</b>	<b>\$150,000</b>	

<b>% Complete of Design:</b>	0.0%
<b>As of Date:</b>	04/17/2019
<b>Expected Useful Life:</b>	30 Years

# San Francisco County Transportation Authority

## Prop K/Prop AA Allocation Request Form

### MAJOR LINE ITEM BUDGET

BUDGET SUMMARY						
Agency	Task 1 - Existing Conditions Review	Task 2 - Confirm Community Need	Task 3 - Technical Analysis	Task 4 - Project Website	Task 5 - Administration and Reporting	Total
SFMTA	\$ 21,919	\$ 9,050	\$ 12,878	\$ 1,322	\$ 8,694	\$ 53,862
Consultant Cost	\$ 24,000	\$ -	\$ 39,000	\$ -	\$ 12,000	\$ 75,000
<b>Subtotal by Task</b>	<b>\$ 45,919</b>	<b>\$ 9,050</b>	<b>\$ 51,878</b>	<b>\$ 1,322</b>	<b>\$ 20,694</b>	<b>\$ 128,862</b>
City Attorney Office						\$ 500
Other Direct Costs *						\$ 6,944
Contingency (10%)						\$ 13,631
<b>Total</b>						<b>\$ 149,937</b>

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

DETAILED LABOR COST ESTIMATE - SFMTA						
SFMTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Assistant Engineer	27	\$ 54.30	\$ 2.73	\$ 148.51	0.017	\$ 4,010
Transportation Planner II	210	\$ 48.31	\$ 2.76	\$ 133.53	0.135	\$ 28,041
Senior Engineer	8	\$ 84.70	\$ 2.64	\$ 223.88	0.005	\$ 1,791
Transportation Planner IV	55	\$ 67.98	\$ 2.68	\$ 182.16	0.035	\$ 10,019
Student Design Trainee	106	\$ 31.91	\$ 2.96	\$ 94.35	0.068	\$ 10,001
<b>Total</b>	<b>406</b>				<b>0.26</b>	<b>\$ 53,862</b>

# Lake Merced Cost Estimate by Task

Position 2015 Hourly Rate	TP IV	TP II	Intern	Senior Engineer \$224	Asst Engineer \$149	Consultant \$150	Totals	
							906	10%
<b>Budgeted Staff Hours</b>	55	210	106	8	27	500	-	
<b>Budgeted Staff Labor</b>	\$10,019	\$28,041	\$10,001	\$1,791	\$4,010	\$75,000	\$128,862	
<b>Budgeted Expenses</b>							\$6,944	
<b>City Attorney</b>							\$500	
<b>Budgeted Contingency</b>							\$13,631	
<b>Project Funding Request Total</b>							\$149,937	
<b>Tasks</b>								
<b>Task 1: Existing Conditions Review</b>	\$45,919	\$10,682	\$5,661	\$448	\$1,485	\$24,000	\$45,919	
1.1 One-two page summary of findings and recommendations of prior plans	10	40	20	2	10	80	\$22,983	
1.2 One-two page summary with appropriate maps and/or charts of existing conditions data	10	40	40	0	0	80	\$22,937	
<b>Task 2: Confirm Community Need</b>	\$9,050	\$5,341	\$1,887	\$-	\$-	\$-	\$9,050	
2.1 Draft and final summary of stakeholder outreach and community needs	10	40	20	0	0	0	\$9,050	
<b>Task 3: Technical Analysis</b>	\$51,878	\$6,009	\$566	\$1,343	\$2,228	\$39,000	\$51,878	
3.1 Existing site surveys of multi-use pathway and existing count summary	5	15	2	2	5	80	\$16,293	
3.2 Draft and final recommendations for bike facilities based on two options	5	15	2	2	5	100	\$19,293	
3.3 Draft and final summary of tradeoffs for two options	5	15	2	2	5	80	\$16,293	
<b>Task 4: Project Website</b>	\$1,322	\$668	\$472	\$-	\$-	\$-	\$1,322	
4.1 Develop and update project website	1	5	5	0	0	0	\$1,322	
<b>Task 5: Administration &amp; Reporting</b>	\$20,693	\$8,400	\$1,590	\$-	\$54	\$12,000	\$20,693	
5.1 Quarterly and annual reporting on SFCTA portal	0	5	0	0	0	0	\$668	
5.2 Up to three meetings with Supervisor and/or staff	4	5	4	0	0	0	\$1,774	
5.3 Prepare draft NTIP report	3	15	5	1	1	30	\$7,670	
5.4 Prepare final NTIP report	2	15	6	0	1	50	\$10,582	
<b>Expenses</b>								
	Unit Cost	Number of Units	Unit Type					
	\$1	5000						
Print and mail 2 postcards	\$162	12						
Translation services (2 postcards x 4 languages)								
<b>Total Expenses</b>								

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<b>FY of Allocation Action:</b>	FY2018/19
<b>Project Name:</b>	Lake Merced Bikeway Feasibility [NTIP Capital]
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

## SFCTA RECOMMENDATION

Resolution Number:	<b>2019-062</b>	Resolution Date:	6/25/2019
Total Prop K Requested:	\$150,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$150,000	Total Prop AA Recommended:	\$0

SGA Project Number:	<b>139-907138</b>	Name:	Lake Merced Bikeway Feasibility Study
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	03/31/2021
Phase:	Planning/Conceptual Engineering	Fundshare:	100.0

### Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-139	\$0	\$120,000	\$30,000	\$0	\$0	\$150,000

### Deliverables

1. Quarterly progress reports will be shared with the District Supervisor and shall contain a percent complete by task and the deliverables as they are completed per the schedule in addition to the requirements in the Standard Grant Agreement (SGA).
2. With the first quarterly progress report due July 15, 2019, provide 2-3 photos of typical before conditions.
3. Upon completion of Task 1 Existing Conditions Review (anticipated September 2019), provide: summary of findings and recommendations of prior plans as they pertain to the streets and pathway bordering Lake Merced; and summary with appropriate maps and/or charts of existing conditions data collected and analyzed including most recent existing collision history, traffic counts, speed surveys, transit, and recent and planned improvements (transit, signals, crosswalks, other projects).
4. Upon completion of Task 2 Confirm Community Needs (anticipated November 2019), provide: summary of stakeholder outreach and community needs.
5. Upon completion of Task 3 Technical Analysis (anticipated February 2019), provide: recommendations for bike facilities based on two options as described above; and summary of tradeoffs for Option 1 and Option 2.
6. Upon completion of final report (anticipated June 2020), provide copy of final report. Final report shall include key findings, quick-build and long term recommendations, next steps, and a funding strategy.

### Special Conditions

1. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.
2. SFMTA will share the draft final report with the District Supervisor for review and comment prior to finalizing. Final report shall include key findings, quick-build and long term recommendations, next steps, and a funding strategy.

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

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## EXPENDITURE PLAN INFORMATION

<b>Current Prop K Request:</b>	\$150,000
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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
AA

## CONTACT INFORMATION

	Project Manager	Grants Manager
<b>Name:</b>	Jeffrey Banks	Joel C Goldberg
<b>Title:</b>		Grants Procurement Manager
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