

San Francisco County Transportation Authority Allocation Request Form

FY of Allocation Action:	FY2021/22
Project Name:	Ocean Avenue Mobility Action Plan [NTIP Planning]
Grant Recipient:	San Francisco County Transportation Authority

EXPENDITURE PLAN INFORMATION

PROP K Expenditure Plans	Transportation/Land Use Coordination
Current PROP K Request:	\$275,000
Supervisory District	District 07

REQUEST

Brief Project Description

At the request of District 7 Commissioner Myrna Melgar, the Transportation Authority is developing the Ocean Avenue Mobility Action Plan to prioritize and identify funding for previously identified transportation improvements, as well as new ideas to address the corridor's key mobility issues. The Action Plan will build on ideas for the Ocean Avenue corridor that have arisen through various past planning processes, but have not advanced to implementation, resulting in frustration stakeholders on the lack of action to improve mobility in the corridor.

Detailed Scope, Project Benefits and Community Outreach

Geographic Bounds

The Task Force will focus on creating an action plan for transportation improvements to the Ocean Avenue Corridor between Junipero Serra Boulevard and San Jose Avenue. This may include ideas within the vicinity of the corridor from Judson Avenue and Havelock Street to the north and Holloway Avenue to the south.

Study Objectives

1. Convene a community-based task force to help advise the Transportation Authority on developing an Action Plan to improve transportation, street safety, and access around the Balboa Station, City College Ocean Campus, and Ocean Avenue corridor in a comprehensive, multi-modal manner.
2. Develop an action plan for multimodal improvements to Ocean Avenue from San Jose Avenue to Junipero Serra Blvd that is built upon plans, designs, and ideas from prior efforts (e.g. Balboa Reservoir CAC, Balboa Station Area Plan CAC).

Task 1 - Project Management

The Transportation Authority will conduct ongoing management of the project, coordination with internal and MTA staff, consultant procurement, and coordination with District 7 Office.

Task 2 - Develop and Manage Task Force

The Transportation Authority will assemble a task force with community representatives of the corridor and develop a task force charter with key objectives and milestones. Staff with the support of a consultant facilitator will conduct five (5) task force meetings (Table 1). A sixth task force meeting has

been budgeted as optional if consensus on the final Action Plan is not achieved by Meeting #5.

Proposed Task Force Meeting Structure

- Meeting #1: Needs/Study Scoping
 - Review initial scope for task force and study
 - Review existing transportation improvement concepts and past studies
 - Start identifying corridor needs
- Meeting #2: Goals & Objectives
 - Confirm action plan goals & objectives
 - Share draft screening and evaluation framework
 - Continue to co-create additional concepts
- Meeting #3: Project Concepts
 - Review feedback from Round 1 general outreach and how it informed narrowed list
 - Review narrowed draft project concepts list (5-7 concepts) to go to full evaluation
- Meeting # 4: Project Evaluation
 - Review evaluation results
 - Identify 4-5 draft priorities
- Meeting #5: Draft action plan, including funding opportunities
 - Review Round 2 general outreach feedback and refine action plan
 - Review and refine action plan and funding strategy

Deliverables:

- Final task force list
- Task force charter detailing overall objectives, meetings, meeting protocol, and roles of District 7 Office staff, SFCTA staff and consultant(s)
- Meeting materials for each meeting
- Summary meeting notes and action items

Task 3 - Develop Goals, Objectives and Evaluation Framework

The action plan development will be guided by a set of goals and objectives. Transportation Authority staff will develop a draft set of transportation goals and objectives based on past studies. Draft will be shared with the working group and refined to develop a final set of goals and objectives for the action plan.

Based on the draft goals and objectives, SFCTA staff will develop an evaluation framework for the study that will be used to help the task force prioritize investments in the corridor. This framework will include specific metrics or evaluation criteria (both qualitative and quantitative) for each of the goals identified for the study. A draft of the evaluation framework will be presented at Task Force Meeting #2.

It will also include a proposed approach to the evaluation process, which we anticipate will focus on identifying the tradeoffs across the major improvement choices of the action plan. Because of the space constraints and multiple needs in the corridor, we anticipate that the evaluation framework value will help the Task Force and decision makers to narrow down ideas and identify priorities for the action plan.

Deliverables:

- Draft goals and objectives
- Final goals and objectives
- Draft evaluation framework
- Final evaluation framework

Task 4 - Compile and Develop Concepts

Task 4a. Assemble Existing Concept

Transportation Authority staff will assemble transportation improvement concepts identified in past project or current work, including efforts such as:

- SF Planning Ocean and Geneva Corridor Design Plan (2015)
- SFMTA Balboa Park Station Area and Plaza Improvements (2017)
- SFMTA Frida Kahlo/Ocean/Geneva Intersection project (in progress)
- SFCTA Balboa Park Station Area Circulation Improvements (in progress)

The Transportation Authority will document and organize concepts by both corridor location (intersection or extent) and mode. This will also include a summary of key findings, constraints and costs of potential improvements from past efforts.

Transportation Authority staff will review existing concepts to identify potential concept gaps. The task force will identify help confirm gaps and identify potential additional concepts at the Task Force Meeting #1.

Deliverables

- Summary of findings and projects from prior studies
- Graphics and memo summarizing gaps and existing concepts and additional needs

Task 4b. New Concept Development

Transportation Authority staff, with support from consultants and agency partner SFMTA, will develop up to four (4) new concepts, including capital and operating cost estimates. Drafts of concepts will be workshopped with task force members at Task Force Meeting #2.

Deliverables

- Up to 4 additional corridor concepts beyond those identified in current studies, including associated graphics and summary information including estimates of capital and operation costs (or savings) from specific concepts

Task 4c. Compile and Narrow Concept List

Combining the previous and new additional concepts, The Transportation will inventory and categorize the universe of concepts considered for the Action Plan. Transportation Authority will then conduct an initial screening and narrow down the concept list and present this at Task Force Meeting #3.

Deliverables:

- Inventory of full universe of projects considered for Action Plan
- Narrowed down draft concept list (5-7 concepts)

Task 5 - Concept Evaluation and Tradeoff Identification

Using the evaluation framework developed in Task 3, the Transportation Authority will conduct an evaluation of the remaining concepts as well as identify key tradeoffs between concepts of different modes. The draft evaluation will be presented at Task Force Meeting #4.

Deliverables:

- Draft evaluation of concepts
- Final evaluation of concepts including recommendation of 4-5 concept priorities
 - 2 large-scale improvements (e.g. multi-block and/or capital-intensive projects - protected-bike lane on corridor, major change to Ocean/Geneva/Frida Kahlo intersection)
 - 2-3 small-scale improvements (e.g. targeted intersection changes - restriping without curb reconstruction)

Task 6 - Outreach

The Transportation Authority will conduct two rounds of general public outreach to get feedback on the Action Plan. Activities include

- Round 1 (identify community priorities feedback on existing ideas, & solicit initial ideas)
 - Survey
 - CBO partner to connect with Chinese community
 - Virtual town halls (English, Chinese, merchants)
 - 5 community group meetings
 - in-person walking tour
- Project newsletter updates in between rounds of outreach to report on study progress and Task Force activities.
- Round 2 (report back on draft Action Plan priorities and take remaining feedback)
 - Virtual town halls (English, Chinese, merchants)
 - 5 community group meetings

Both rounds include promotion of activities (e.g. flyering, social media, Chinese media)

Deliverables:

- Public outreach materials
- Public outreach summary

Task 7 - Develop Action Plan

Based on the concept evaluation and initial feedback from the task force, the Transportation Authority will develop a draft action plan. The Transportation Authority will then conduct general public outreach on the draft plan.

Transportation Authority will finalize the action plan based on outreach feedback and include a funding strategy for priority transportation improvement concepts. The final action plan and funding strategy will be presented to at Task Force Meeting #5.

Deliverables:

- Draft action plan
- Final action plan and funding strategy
- Presentation of the final action plan to the CAC and Board for approval.

The Transportation Authority’s 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.

Project Location

District 7

Project Phase(s)

Planning/Conceptual Engineering (PLAN)

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
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:	\$598,000

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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 (PLAN)	Oct-Nov-Dec	2021	Jan-Feb-Mar	2023
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)				
Operations (OP)				
Open for Use				
Project Completion (means last eligible expenditure)				

SCHEDULE DETAILS

ACTION PLAN TASK FORCE - five (5) meetings planned, tentatively scheduled for

- 1) October 2021
- 2) January 2022
- 3) June 2022
- 4) September 2022
- 5) December 2023

GENERAL PUBLIC OUTREACH will occur in two rounds

Round 1 - February to March 2022 - get feedback on goals/objectives and solicit initial transportation improvement ideas.

Round 2 - September to October 2022 - get feedback on the draft priorities of the action plan.

START/END DATES BY TASK

Task 1 (Project Management) - Ongoing

Task 2 (Task Force Management) - Ongoing - potential task force meetings identified above

Task 3 (Goals, Objectives and Evaluation Framework) - November 2021 to March 2022

Task 4 (Compile and Develop Concepts)

- Task 4a - November to December 2021

- Task 4b - January to April 2021

- Task 4c - May to June 2022

Task 5 (Concept Evaluation and Tradeoff Identification) - June to September 2022

Task 6 (Outreach) - See above

Task 7 (Develop Action Plan) - September 2022 to January 2023

Present Action Plan to Board for adoption by February 2023

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FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
EP-144: Transportation/Land Use Coordination	\$275,000	\$0	\$0	\$275,000
Phases In Current Request Total:	\$275,000	\$0	\$0	\$275,000

FUNDING PLAN - ENTIRE PROJECT (ALL PHASES)

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K	\$275,000	\$0	\$0	\$275,000
	\$0	\$0	\$0	\$0
SFMTA Community Response Team Fund	\$25,000	\$0	\$0	\$25,000
Funding Plan for Entire Project Total:	\$300,000	\$0	\$0	\$300,000

COST SUMMARY

Phase	Total Cost	PROP K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$300,000	\$275,000	Similar prior projects
Environmental Studies	\$0		
Right of Way	\$0		
Design Engineering	\$0		
Construction	\$0		
Operations	\$0		
Total:	\$300,000	\$275,000	

% 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

MAJOR LINE ITEM BUDGET

BUDGET SUMMARY								
Agency	Task 1 - Project Management	Task 2 - Task Force	Task 3 - Goals, Objectives, Eval Framework	Task 4 - Concept Development	Task 5 - Concept Evaluation	Task 6 - Outreach	Task 7 - Action Plan	Total
SFMTA	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
SFCTA	\$ 24,859	\$ 15,646	\$ 19,858	\$ 18,107	\$ 22,043	\$ 42,936	\$ 23,612	\$ 167,061
Consultants	\$ -	\$ 6,000	\$ -	\$ 20,000	\$ -	\$ 32,000	\$ -	\$ 58,000
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,939
Total	\$ 24,859	\$ 21,646	\$ 19,858	\$ 63,107	\$ 22,043	\$ 74,936	\$ -	\$ 300,000

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

DETAILED LABOR COST ESTIMATE - BY AGENCY						
SFMTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Engineer/Architect/Landscape Architect Sr	14	\$ 96.27	2.56	\$ 246.45	0.01	\$ 3,450
Manager III	10	\$ 76.50	2.65	\$ 202.73	0.00	\$ 2,027
Engineer	40	\$ 83.19	2.58	\$ 214.63	0.02	\$ 8,585
Transit Planner III	25	\$ 69.91	2.63	\$ 183.86	0.01	\$ 4,597
Transportation Planner IV	25	\$ 75.76	3.35	\$ 253.80	0.01	\$ 6,345
Total	114.00				0.04	\$ 25,004

SFCTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Deputy Director (Planning)	145	\$ 102.47	2.62	\$ 268.47	0	\$ 38,928.35
Senior Transportation Planner (Planning)	365	\$ 61.58	2.62	\$ 161.34	0	\$ 58,888.95
Senior Transportation Planner (Programming)	95	\$ 61.58	2.62	\$ 161.34	0	\$ 15,327.26
Administrative Engineer	15	\$ 60.45	2.62	\$ 158.38	0	\$ 2,375.69
Deputy Director (Comms)	29	\$ 79.53	2.62	\$ 208.37	0	\$ 6,042.69
Communications Coordinator	154	\$ 49.69	2.62	\$ 130.19	0	\$ 20,048.92
Principal Transportation Modeler	40	\$ 83.17	2.62	\$ 217.91	0	\$ 8,716.22
Senior Graphic Designer	56	\$ 49.05	2.62	\$ 128.51	0	\$ 7,196.62
Intern	130	\$ 28.00	2.62	\$ 73.36	0	\$ 9,536.80
Total	1029.00				0.00	\$ 167,061

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SFCTA RECOMMENDATION

Resolution Number:	2022-017	Resolution Date:	12/7/2021
Total PROP K Requested:	\$275,000	Total PROP K Recommended	\$275,000

SGA Project Number:	144-901106	Name:	Ocean Avenue Action Plan [NTIP Planning]
Sponsor:	San Francisco County Transportation Authority	Expiration Date:	09/30/2023
Phase:	Planning/Conceptual Engineering	Fundshare:	100.0%

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	Total
PROP K EP-144	\$150,000	\$125,000	\$0	\$0	\$0	\$275,000

Deliverables

1. Monthly progress reports shall include % complete of the funded phase, % complete by task, 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. Task 2: Prior to conducting Task Force meetings, provide Final task force list and Task force charter. (Anticipated November 2021)
3. Task 3: Upon completion, provide Final Goals and Objectives, and Final Evaluation Framework. (Anticipated March 2022)
4. Task 4a: Upon completion, provide summary of findings from prior studies and memo summarizing gaps in existing concepts and additional needs (Anticipated December 2021)
5. Task 4b: Upon completion, provide draft corridor concepts, as presented at Task Force Meeting #2, as well as a summary of feedback from the Task Force. (Anticipated January 2022)
6. Task 4c: Upon completion, provide narrowed down list of concepts. (Anticipated June 2022)
7. Task 5: Upon completion, provide Final evaluation of concepts including recommendation of 4-5 concept priorities (September 2022)
8. Task 6: Prior to conducting general public outreach, provide draft Action Plan. (Anticipated September 2022)
9. Task 6: Upon completion of Round 1 Outreach, provide summary of outreach activities and findings. (Anticipated March 2022)
10. Task 6: Upon completion of Round 2 Outreach, provide summary of outreach activities and findings. (Anticipated October 2022)

11. Task 7: Upon completion of Action Plan, project team shall provide a final report, including photos of existing conditions, task force and public feedback, evaluation results, and study recommendations. Project team shall present the final report to the CAC and Board for approval. (Anticipated January 2023)

Special Conditions

1. This appropriation requires a waiver of Prop K policy to allow retroactive expenditures starting 7/1/2021.

Notes

1. Progress reports will be shared with the Transportation Authority Board.

Metric	PROP K	TNC TAX	PROP AA
Actual Leveraging - Current Request	0.0%	No TNC TAX	No PROP AA
Actual Leveraging - This Project	8.33%	No TNC TAX	No PROP AA

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EXPENDITURE PLAN SUMMARY

Current PROP K Request:	\$275,000
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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:

CG

CONTACT INFORMATION

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