



Alameda County Transportation Commission
meeting as a committee of the whole as the

PROGRAMS AND PROJECTS COMMITTEE

MEETING NOTICE

Monday, January 14, 2013, 12:30 P.M.

(Please note slight revision to start time)

1333 Broadway, Suite 300, Oakland, California 94612

(see map on last page of agenda)

Commission Chair

TBD

Commission Vice Chair

Scott Haggerty, Supervisor – District 1

AC Transit

Greg Harper, Director

Alameda County Supervisors

Richard Valle – District 2

Wilma Chan – District 3

Nate Miley – District 4

Keith Carson – District 5

BART

Thomas Blalock, Director

City of Alameda

Vacant

City of Albany

Peggy Thomsen, Mayor

City of Berkeley

Laurie Capitelli, Councilmember

City of Dublin

Tim Sbranti, Mayor

City of Emeryville

Ruth Atkin, Councilmember

City of Fremont

Suzanne Chan, Councilmember

City of Hayward

Marvin Peixoto, Councilmember

City of Livermore

John Marchand, Mayor

City of Newark

Luis Freitas, Councilmember

City of Oakland

Councilmembers

Larry Reid

Rebecca Kaplan

City of Piedmont

John Chiang, Mayor

City of Pleasanton

Jennifer Hosterman, Mayor

City of San Leandro

Michael Gregory, Vice Mayor

Executive Director

Arthur L. Dao

Chair:

TDB

Vice Chair:

Scott Haggerty

Members:

Nate Miley

Larry Reid

Luis Freitas

Peggy Thomsen

Ruth Atkin

Suzanne Chan

Carol Dutra-Vernaci

Staff Liaison:

Stewart D. Ng

Executive Director:

Arthur L. Dao

Clerk of the Commission:

Vanessa Lee

AGENDA

Copies of Individual Agenda Items are Available on the:

Alameda CTC Website -- www.AlamedaCTC.org

1 PUBLIC COMMENT

Members of the public may address the Committee during "Public Comment" on any item not on the agenda. Public comment on an agenda item will be heard when that item is before the Committee. Only matters within the Committee's jurisdictions may be addressed. Anyone wishing to comment should make their desire known by filling out a speaker card and handling it to the Clerk of the Commission. Please wait until the Chair calls your name. Walk to the microphone when called; give your name, and your comments. Please be brief and limit comments to the specific subject under discussion. Please limit your comment to three minutes.

2 ROLL CALL

3 CONSENT CALENDAR

3A. Minutes of November 19, 2012 – Page 1 A

4 PROGRAMS

4A. Measure B Paratransit Program -- Approval of the Measure B-funded Cycle 5 Gap Grant Program – Page 5 A

4B. Approval to Submit Investment Justifications and Project Applications for the State Proposition 1B Transit System Safety, Security & Disaster Response Account (TSSSDRA) Funds for FYs 2010-11, 2011-12 and 2012-13 – Page 37 A

- 4C. Approval of Issuance of a Request for Proposal (RFP) for Professional Services, Authorization to Negotiate and Execute a Contract, and Approve Resolution for Federal Funding for Countywide Safe Routes to School (SR2S) Services – **Page 51** **A**
- 4D. California Transportation Commission (CTC) December 2012 Meeting Summary– **Page 67** **I**

5 PROJECTS

- 5A. I-880/Marina Boulevard Interchange Improvements (APN 750.0) – Approval of Amendment No. 4 to the Professional Services Agreement with BKF Engineers (Agreement No. A08-016) – **Page 73** **A**
- 5B. I-580 Westbound Express (HOT) Lane Project (APN 724.1) – Approval of Amendment No. 2 to the Professional Services Agreements with URS Corporation (Agreement No. A11-0024) – **Page 75** **A**
- 5C. East Bay Greenway Project (ACTIA 28) – Approval to Execute a Construction Contract for the East Bay Greenway Project – Segment 7A – **Page 79** **A**

6 COMMITTEE MEMBERS REPORTS (VERBAL)**7 STAFF REPORTS (VERBAL)****8 ADJOURNMENT AND NEXT MEETING: FEBRUARY 11, 2013**

Key: A- Action Item; I – Information Item; *Material will be provided at meeting
(#) All items on the agenda are subject to action and/or change by the Committee.

PLEASE DO NOT WEAR SCENTED PRODUCTS SO INDIVIDUALS WITH ENVIRONMENTAL SENSITIVITIES MAY ATTEND

*Alameda County Transportation Commission
1333 Broadway, Suites 220 & 300, Oakland, CA 94612
(510) 208-7400 (New Phone Number)
(510) 836-2185 Fax (Suite 220)
(510) 893-6489 Fax (Suite 300)
www.alamedactc.org*

Glossary of Acronyms

| | | | |
|-----------------|--------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------|
| ABAG | Association of Bay Area Governments | MTC | Metropolitan Transportation Commission |
| ACCMA | Alameda County Congestion Management Agency | MTS | Metropolitan Transportation System |
| ACE | Altamont Commuter Express | NEPA | National Environmental Policy Act |
| ACTA | Alameda County Transportation Authority (1986 Measure B authority) | NOP | Notice of Preparation |
| ACTAC | Alameda County Technical Advisory Committee | PCI | Pavement Condition Index |
| ACTC | Alameda County Transportation Commission | PSR | Project Study Report |
| ACTIA | Alameda County Transportation Improvement Authority (2000 Measure B authority) | RM 2 | Regional Measure 2 (Bridge toll) |
| ADA | Americans with Disabilities Act | RTIP | Regional Transportation Improvement Program |
| BAAQMD | Bay Area Air Quality Management District | RTP | Regional Transportation Plan (MTC's Transportation 2035) |
| BART | Bay Area Rapid Transit District | SAFETEA-LU | Safe, Accountable, Flexible, Efficient Transportation Equity Act |
| BRT | Bus Rapid Transit | SCS | Sustainable Community Strategy |
| Caltrans | California Department of Transportation | SR | State Route |
| CEQA | California Environmental Quality Act | SRS | Safe Routes to Schools |
| CIP | Capital Investment Program | STA | State Transit Assistance |
| CMAQ | Federal Congestion Mitigation and Air Quality | STIP | State Transportation Improvement Program |
| CMP | Congestion Management Program | STP | Federal Surface Transportation Program |
| CTC | California Transportation Commission | TCM | Transportation Control Measures |
| CWTP | Countywide Transportation Plan | TCRP | Transportation Congestion Relief Program |
| EIR | Environmental Impact Report | TDA | Transportation Development Act |
| FHWA | Federal Highway Administration | TDM | Travel-Demand Management |
| FTA | Federal Transit Administration | TEP | Transportation Expenditure Plan |
| GHG | Greenhouse Gas | TFCA | Transportation Fund for Clean Air |
| HOT | High occupancy toll | TIP | Federal Transportation Improvement Program |
| HOV | High occupancy vehicle | TLC | Transportation for Livable Communities |
| ITIP | State Interregional Transportation Improvement Program | TMP | Traffic Management Plan |
| LATIP | Local Area Transportation Improvement Program | TMS | Transportation Management System |
| LAVTA | Livermore-Amador Valley Transportation Authority | TOD | Transit-Oriented Development |
| LOS | Level of service | TOS | Transportation Operations Systems |
| | | TVTC | Tri Valley Transportation Committee |
| | | VHD | Vehicle Hours of Delay |
| | | VMT | Vehicle miles traveled |



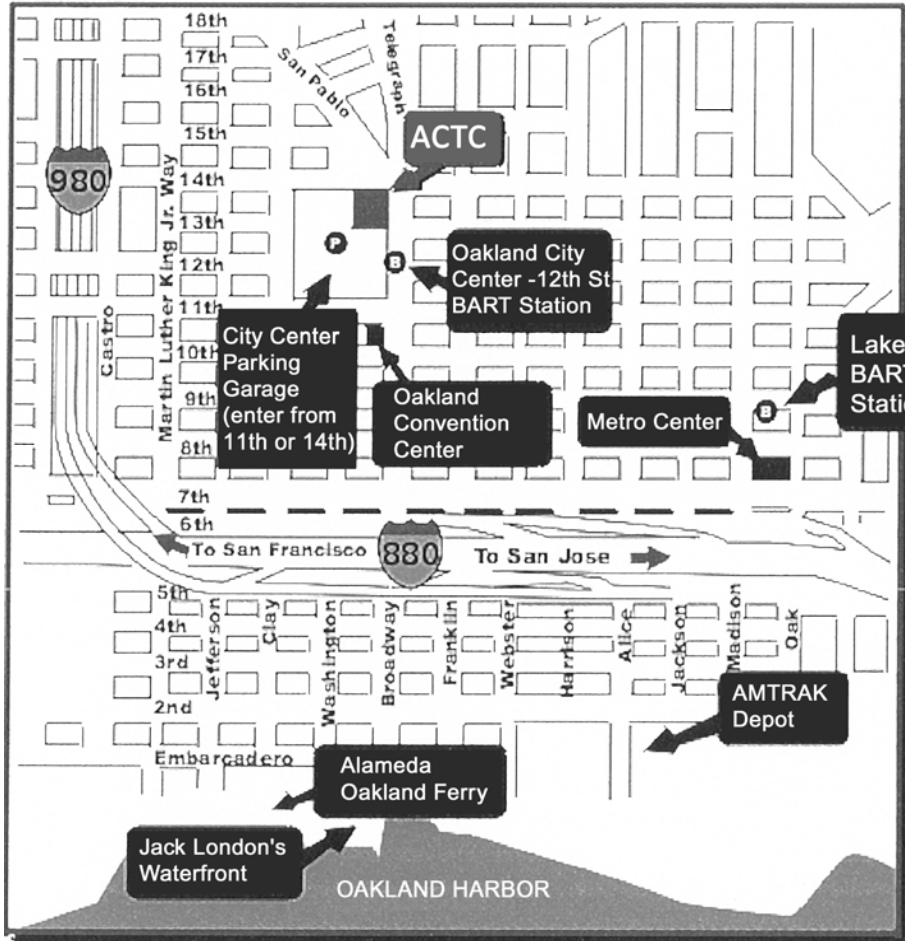
ALAMEDA
County Transportation
Commission

1333 Broadway, Suites 220 & 300

Oakland, CA 94612

PH: (510) 208-7400

www.AlamedaCTC.org



Directions to the Offices of the Alameda County Transportation Commission:

**1333 Broadway, Suite 220
Oakland, CA 94612**

Public Transportation Access:

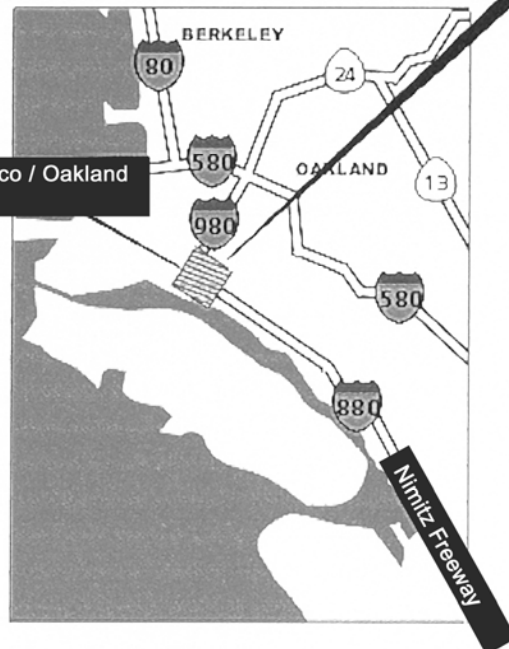
BART: City Center / 12th Street Station

AC Transit:

Lines 1,1R, 11, 12, 13, 14, 15, 18, 40, 51, 63, 72, 72M, 72R, 314, 800, 801, 802, 805, 840

Auto Access:

- Traveling South: Take 11th Street exit from I-980 to 11th Street
- Traveling North: Take 11th Street/Convention Center Exit from I-980 to 11th Street
- Parking: City Center Garage – Underground Parking, (Parking entrances located on 11th or 14th Street)



**Alameda County
Transportation Commission
1333 Broadway, Suite 220
Oakland, CA 94612**



**PROGRAMS AND PROJECTS COMMITTEE
MINUTES OF NOVEMBER 19, 2012
OAKLAND, CALIFORNIA**

Mayor Green convened the meeting at 2:05 p.m.

1. Public Comment

There was no public comment.

2. Roll Call

Lee conducted a roll call. A quorum was confirmed.

3. Consent Calendar

3A. Minutes of October 08, 2012

Councilmember Freitas motioned to approve this Item. Councilmember Atkin seconded the motion. The motion passed 8-0.

4. Programs

4A. Approval of the Alameda-Contra Costa Transit District's (AC Transit) Request to Extend the Agreement Expiration Date for the Measure B Paratransit Gap Grant Agreement No. A08-0026, New Freedom Fund Match Project

John Hemiup recommended that the Commission approve the Alameda-Contra Costa Transit District's (AC Transit) Request to Extend the Agreement Expiration Date for the Measure B Paratransit Gap Grant Agreement No. A08-0026, New Freedom Fund Match Project. Mr. Hemiup stated that AC Transit reported delays in completing this project due to several staffing changes and budget cuts and is requesting an one year extension that would extend the project to December 31, 2013.

Supervisor Haggerty motioned to approve this Item. Mayor Javandel seconded the motion. The motion passed 8-0.

4B. Approval of the Reprogramming of Cycle 2 Lifeline Transportation Program Funding

Jackie Taylor recommended the Commission approve the reprogramming of \$270,000 of Cycle 2 Lifeline Transportation Program funding from the BART Ashby Station/Ed Robert's Campus project to the BART MacArthur Station Plaza Improvements project. Ms. Taylor stated that there had been a revision to the amount of the request to in the staff report and that the reprogramming request will go to MTC for consideration in December 2012 with funding allocation scheduled for January 2013.

Mayor Javandel motioned to approve this Item. Supervisor Haggerty seconded the motion. The motion passed 8-0.

4C. California Transportation Commission (CTC) October 2012 Meeting Summary

Vivek Bhat, reviewed a summary of the California Transportation Commission October 2012 Meeting.

This Item was for information only.

4D. Report of Pavement Condition of Bay Area Jurisdictions 2011 by the Metropolitan Transportation Commission (MTC)

The committee reviewed the report of pavement condition of Bay Area Jurisdictions 2011 by the Metropolitan Transportation Commission (MTC).

This Item was for information only.

5. Projects

5A. I-680 Northbound Express Lane Project (ACTIA 8B)– Allocation of 2000 Measure B Capital Funding and Approval to Amend the Professional Services Agreement with WMH Corporation for expanded scope of services

5B. Telegraph Avenue Corridor Transit Project (APN 607.0) - Approval of Allocation of Measure B Funding for the Plans, Specifications and Estimate (Design) Phase

Supervisor Haggerty motioned to approve Item 5A and Item 5B. Supervisor Miley seconded the motion. The motion passed 8-0.

5C. Approval of authorization for Staff to negotiate and/or coordinate with California Department of Transportation (Caltrans) to negotiate for the sale of the Alameda CTC-owned property (APN 543-275-12-2) and Update on the Draft Disposal Plan for State-owned right-of-way that was purchased for the Former Route 84 Historic Parkway in Fremont and Union City

James Richards, Projects Control Team, recommended that the Commission approval authorization for Staff to negotiate and/or coordinate with California Department of Transportation (Caltrans) to negotiate for the sale of the Alameda CTC-owned property (APN 543-275-12-2) and Update on the Draft Disposal Plan for State-owned right-of-way that was purchased for the Former Route 84 Historic Parkway in Fremont and Union City. Mr. Richards stated that

Councilmember Chan wanted to know is there was only one point of access for the project. Art Dao stated that staff is actively working with CalTrans on the ingress and egress issues.

Supervisor Haggerty motioned to approve this Item. Mayor Javandel seconded the motion. The motion passed 8-0.

6. Closed Session

There was no closed session.

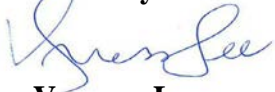
7/8. Staff and Committee Member Reports

There were no staff or committee reports.

9. Adjournment/Next Meeting: January 14, 2013

Chair Green adjourned the meeting at 1:45 p.m. The next meeting is on January 14, 2013.

Attest by:



**Vanessa Lee
Clerk of the Commission**

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Memorandum

DATE: January 14, 2013

TO: Programs and Projects Committee

FROM: Matt Todd, Manager of Programming
John Hemiup, Senior Transportation Engineer

SUBJECT: Measure B Paratransit Program -- Approval of the Measure B-funded Cycle 5 Gap Grant Program Gap Grant Cycle 5 Program

Recommendation

It is recommended the Commission approve the following actions relating to the establishment of the Measure B Special Transportation Program for Seniors and People with Disabilities (Paratransit) Gap Grant Cycle 5 Program:

- Approval of Paratransit Gap Grant Cycle 5 Program Guidelines;
- Approval of the Revised Implementation Guidelines for the Special Transportation Program for Seniors and People with Disabilities; and,
- Approval of \$140,000 of Measure B Paratransit Gap Grant Program funds for the FY 13/14 and FY 14/15 operations of the Hospital Discharge Transportation Service (HDTS) and Wheelchair & Scooter Breakdown Transportation Service (WSBTS) Program and to authorize the Executive Director or his designee to procure and execute all agreements and contracts required to continue the HDTS/WSBTS program.

Summary

The 2000 Transportation Expenditure Plan (TEP) provides funds for services mandated by the Americans with Disabilities Act (ADA), non-mandated services to improve transportation for individuals with special transportation needs, and discretionary grant funds to reduce differences that might occur based on the geographic residence of individuals needing services.

The proposed Paratransit Gap Grant Cycle 5 Program would provide approximately \$2 million in Measure B Paratransit discretionary funds to successful Gap Grant applicants through a Call for Projects. The proposed grant period is from July 1, 2013 to June 30, 2015. The Paratransit Advisory and Planning Committee (PAPCO) has reviewed the Paratransit Gap Grant Cycle Program Guidelines (Attachment A) at the November 26, 2012 Joint PAPCO and Paratransit Technical Advisory Committee (TAC) meeting, and is recommending the guidelines for Commission approval.

The Paratransit Gap Grant Cycle 5 Program Guidelines are consistent with the Implementation

Guidelines that guide the use of Measure B funds. The Implementation Guidelines for the Special Transportation Program for Seniors and People with Disabilities were originally adopted by the Commission on December 16, 2011 and incorporated into the Master Programs Funding Agreements (MPFA) to provide program eligibility, definitions and fund usage for both Measure B pass-through and grant funds. PAPCO and TAC discussed revisions to the Implementation Guidelines at the November 26, 2012 Joint meeting and PAPCO approved and recommended the revised Implementation Guidelines (Appendix D of Attachment A) for Commission approval. The revised guidelines include an option for Grandfathered eligibility for taxi and city-based door-to-door programs for registrants below 70 years old who have used the programs in the prior fiscal year. The revision also includes a new separate description of Wheelchair Van programs and made language about service area universal to all programs. The revised Implementation Guidelines for the Special Transportation Program for Seniors and People with Disabilities will be incorporated into Paratransit Gap Grant Cycle 5 Program Guidelines, assumed in the Cycle 5 Call-for-Projects and will replace the referenced Implementation Guidelines in the MPFA.

Alameda CTC also funds and administers the Hospital Discharge Transportation Service (HDTs) and Wheelchair & Scooter Breakdown Transportation Service (WSBTS) Program. The proposed action will allow the Alameda CTC to continue to provide services over the next two fiscal years. The HDTs provides same day, door-to-door transportation for individuals who have no other resources for transportation home, or to a nursing facility, following discharge from hospitals in Alameda County. The WSBTS provides transportation countywide to people in mechanical or motorized wheelchairs or scooters in the event of a mechanical breakdown. Both services are provided through a contracted transportation service provider.

Discussion

The 2000 TEP allocates 10.45% of net Measure B revenues for special transportation for seniors and peoples with disabilities. These revenues fund operations for ADA mandated services, city-based paratransit programs, and gap services or programs to reduce the difference in services based on the geographic residence of individuals needing special transportation services. From the 10.45% overall amount classified for special transportation services for seniors and people with disabilities, 1.43% of net Measure B revenues are designated as Gap funds for discretionary paratransit purposes i.e. competitive grants.

In the initial years of the Paratransit program, the Alameda County Transportation Improvement Authority (ACTIA) Board authorized pilot projects that were identified through outreach conducted in each planning area and funds were allocated according to the PAPCO funding formula, which fiscally constrained projects. Subsequent Calls for Projects moved away from the formula based distribution of funds and encouraged non-profit organizations to apply for grants along with local agencies. Due to the economic downturn in FY 10/11, and the elections in FY 11/12, Mid-Cycle renewals were approved by the Alameda CTC Commission to provide supplemental funding of existing Gap Grants and extended those Gap Grants through fiscal year 2012-2013. To date approximately \$12.4 million of paratransit Measure B Gap Grant funds have been awarded to sixty(60) transportation projects and programs for seniors and people with disabilities in Alameda County.

Paratransit Gap Grant Cycle 5 Program Guidelines

The proposed Cycle 5 will encourage local agencies and non-profits to apply for projects. Cycle 5 encourages proposals that support mobility management types of activities. Proposals that improve consumers' ability to access services and/or improve coordination between programs will be prioritized. Cycle 5 also encourages multi-jurisdictional approaches in scope such as volunteer driver and taxi programs. The Paratransit Gap Grant Cycle 5 Program Guidelines are included as Attachment A. The proposed timeline for the Paratransit Gap Grant Cycle 5 Call for Projects is as follows:

- February 1, 2013 Issue Paratransit Gap Grant Cycle 5 Call for Projects
- February 7, 2013 Mandatory Applicant Workshop
- March 4, 2013 Grant applications due to Alameda CTC
- March-April 2013 Grant applications reviewed by Alameda CTC staff & PAPCO
- April 22, 2013 PAPCO recommends Cycle 5 Gap Grants for Commission approval
- May 23, 2013 Commission approves Cycle 5 Gap Grants
- June 1, 2013 Recipients submit resolutions
- July 1, 2013 Cycle 5 Gap Grant funding commences

Implementation Guidelines

The Implementation Guidelines for the Special Transportation Program for Seniors and People with Disabilities (Appendix D of Attachment A) provide the eligibility requirements for services that can be funded, partially or in their entirety, with Alameda CTC pass-through and grant funds as part of the MPFA. The Paratransit Gap Grant Cycle 5 Program Guidelines are consistent with the proposed revisions to the Implementation Guidelines. All ADA mandated paratransit services, city-based non-mandated programs, and grant projects funded with Measure B revenues must be in full compliance with these guidelines by the end of fiscal year 2012-2013. Projects and programs awarded Paratransit Gap Grant Cycle 5 program funding will also need to comply with the Implementation Guidelines. The revised guidelines includes an option for Grandfathered eligibility for taxi and city-based door-to-door programs for registrants below 70 years old who have used those programs in the prior fiscal year. The revision also includes a new separate description of Wheelchair Van programs and made language about service area universal to all programs. Once approved, the Implementation Guidelines for the Special Transportation Program for Seniors and People with Disabilities will update the MPFA attached material.

HDTS and WSBTS Program

Alameda CTC has funded and administered the Hospital Discharge Transportation Service (HDTS) on a County-wide level with Measure B paratransit grant funds since 2006. Prior to that, the program was administered by Cities in South and Central County under Gap Cycle 1 and 2 Programs. The HDTS provides same day, door-to-door transportation for individuals who have no other resources for transportation home, or to a nursing facility, following discharge from hospitals in Alameda County. Alameda CTC currently provides service to eight (8) hospitals and is pursuing new Memorandum of Understandings (MOU) with Alta Bates Summit Medical Center and the City of Alameda Health Care District to include three (3) additional locations to the program. These new locations include Alta Bates Summit Campuses located in the City of Berkeley (Alta Bates) and the City of Oakland (Summit Hospital), and Alameda Hospital in the City of Alameda.

Alameda CTC has funded and administered the Wheelchair & Scooter Breakdown Transportation Service (WSBTS) Program with Measure B paratransit grant funds since 2003. The WSBTS provides transportation countywide to people in mechanical or motorized wheelchairs or scooters in the event of a mechanical breakdown. The program will also retrieve and deliver a wheelchair if an individual is taken to a hospital in an emergency. Both services are provided through a contracted transportation service provider.

It is recommended that the Commission approve the funding of the ongoing operations of the HDTS and WSBTS Program for FY 13/14 and 14/15 with \$140,000 from the Measure B Paratransit Gap Grant Program and to authorize the Executive Director or his designee to procure and execute all agreements and contracts required to continue the HDTS/WSBTS program.

Fiscal Impact

Approval of the Paratransit Gap Grant Cycle 5 Program Guidelines will encumber approximately \$2 million of Measure B Special Transportation Program for Seniors and People with Disabilities Grant funds for a new Call for Projects to be implemented from July 2013 to June 2015.

Approval of the Implementation Guidelines will supersede the current guidelines, which were adopted December 16, 2011, that are included in the Master Programs Funding Agreements (MPFA) and are not expected to impose a fiscal impact to the Alameda CTC.

Approval to continue the HDTS/WSBTS program will require \$140,000 of Measure B Paratransit Gap Grant funds will be required for operations in FY 13/14 and FY 14/15, which can be accommodated over the next two annual budgets.

Attachment(s)

Attachment A: Paratransit Gap Grant Cycle 5 Program Guidelines

GAP GRANT PROGRAM CYCLE 5:

MEASURE B SPECIAL TRANSPORTATION FOR SENIORS AND PEOPLE WITH DISABILITIES

PROGRAM GUIDELINES ADOPTED XXXXXX XX, 2013

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Section I: Overview of Gap Grant Program

Introduction to Measure B Special Transportation Program

Measure B, approved by Alameda County voters in 2000, is a half-cent transportation sales tax to finance projects and programs that will improve the County's transportation system. Collections began in April 2002 and will continue through March 2022.

Measure B allocates 10.45% of annual net revenues to fund special transportation for seniors and people with disabilities. These funds are broken into three funding categories:

1. Pass-through funding for East Bay Paratransit Consortium, Alameda County's primary Americans with Disabilities Act (ADA) mandated service provider (5.63%).
2. Pass-through funding for city-based programs to operate non-mandated transportation services and ADA-mandated services provided by Livermore Amador Valley Transit Authority (LAVTA) and Union City Transit (3.39%).
3. A competitive Gap Grant Program aimed at improving coordination, enhancing access to services across multiple geographic locations and filling other transportation/service gaps for seniors and persons with disabilities (1.43%).

These Program Guidelines address the "Gap Grant Program." The full *Expenditure Plan* language for the Gap Grant Fund is included as Appendix A.

Interaction between ADA Paratransit, City-Based Programs and Gap Grant-Funded Programs

The goal of the Alameda County Special Transportation for Seniors and People with Disabilities Program is to ensure that seniors and people with disabilities are able to meet their daily needs and maintain a high quality of life. The program accomplishes this by funding a range of specialized transportation services that provide pre-scheduled trips, same day trips and wheelchair-accessible trips as well as other services for uniquely vulnerable

populations. These programs will become ever more important as the senior population in Alameda County is expected to grow substantially over the next 20 years.

The Measure B Special Transportation for Seniors and People with Disabilities Program funds three program types that are intended to provide complementary services to meet a wide range of mobility needs. These program types are:

- ADA-mandated Paratransit, funded through pass-through allocations, provides the majority of trips for people with disabilities throughout the county.
- The city-based programs, also funded through pass-through allocations, are tasked with providing complementary trip-based services, such as taxi subsidy programs, shuttles, and city-based door-to-door programs to serve both seniors and people with disabilities.
- The Gap Grant program funds projects and programs through a competitive process to meet needs that are *not* being adequately met through ADA Paratransit and city-based programs. The Gap Grant program provides Alameda County with the opportunity to be innovative and explore alternative service delivery mechanisms. The program is intended to increase coordination and reduce barriers to accessing transportation services to ensure that people throughout the county have equal mobility options.

Overview of Gap Grant Cycle 5

Gap Grant Cycle 5 is a two-year funding cycle with approximately \$2 million in competitive funding available to local jurisdictions and community based organizations. These funds will be allocated as follows:

- The majority of gap grant funds, approximately \$1.7 million, will be allocated to two-year mobility management grants. These funds will be allocated through a competitive process in the Spring of 2013 (detailed schedule included below).
- Gap Grant Cycle 5 allocates the remaining \$300,000 in two equal annual allocations: \$150,000 available in FY 2013-14 and \$150,000 available in FY 2014-15, for the following purposes:

- \$50,000 available each year for Grant Matching purposes to support Measure B fund recipients or non-profits in acquiring non-Alameda CTC grants. Applicants will apply for these dollars in a separate ongoing application, and will be evaluated on an as-needed basis against appropriate evaluation criteria and any other submittals.
- \$50,000 available each year for Capital Purchases to assist Measure B fund recipients or non-profits in making a capital purchase. Applicants will apply for these dollars in a separate ongoing application, and will be evaluated on an as-needed basis against appropriate evaluation criteria and any other submittals.
- \$50,000 available each year for Implementation Guidelines Assistance. Applicants will apply for these dollars through the annual Program Plan Review.

Each of these categories is described in its own section below.

Section II: Two-Year Mobility Management Grants

Description and Goals

Gap Grant Cycle 5 is primarily focused on a two-year funding cycle to support mobility management types of activities that improve consumers' ability to access services and/or improve coordination between programs. Projects/programs that do not fit a traditional trip-provision model and that are multi-jurisdictional in scope (e.g. countywide, cross-planning area, or cross-city) will be prioritized in evaluating applications.

Mobility Management promotes the following:

- Improving coordination and partnerships to reduce duplication and fill gaps in service
- Enhancing people's travel options and access to services
- Promoting awareness and education, effectively communicating/disseminating information to the public
- Meeting needs cost effectively and efficiently

Mobility management projects are emphasized in Gap Grant Cycle 5 because they are well suited to fill service gaps in the transportation system, most of which exist for one of two reasons:

1. Consumers have unique needs that are not adequately met by the traditional transportation service models such as door-to-door service, shuttles or taxi service.
2. There are disparities in consumers' access to services based on geographic location.

For the first type of gap, alternative approaches are necessary by definition to meet the unique needs of these populations. Mobility management is specifically intended to improve coordination between existing programs and increase consumer awareness of options, both of which should expand the reach of existing programs, increase the number of consumers served, and lessen geographic disparities which addresses the second type of gap. Moreover, using alternative approaches to fill gaps is least likely to create redundancy with existing base programs.

Examples of programs include travel training, volunteer driver programs and information and outreach. Coordinating service provision at the planning area level or countywide can also be considered a form of mobility management.

All applicants must work in coordination with other service providers in their planning area. All applicants must describe how they are coordinating with local jurisdictions, transit agencies, and non-profit organizations to fill service gaps and complement existing services. Non-profit/community based organizations are required to provide a letter(s) of support from a local agency and/or transit provider to confirm service coordination and project support.

The Gap Grant program is not intended to fund city-based services that would traditionally be funded through a city's pass-through allocation. Sponsors are encouraged to submit programs that will benefit more than one city or otherwise illustrate advancement of coordination and mobility management principles.

If benefiting only one city, sponsors are encouraged to submit a funding plan that illustrates how the program could be absorbed into a base program or funded through alternative sources after the two-year gap grant period.

Available Funds and Grant Size

There is a total of approximately \$1.7 available to fund gap grants for this two-year cycle. The minimum individual grant award amount will be \$25,000 and the maximum individual grant award amount will be \$500,000; Exceptions may be allowed based on recommendations from the Paratransit Advisory and Planning Committee (PAPCO) and approval from the Alameda County Transportation Commission (Alameda CTC). .)

Schedule

Applicants for the two-year cycle will be evaluated in a one-time competitive process during the Spring of 2013. Gap Grant funds will be available starting July 1, 2013.

The full schedule is as follows:

| | |
|----------------------|-----------------------------------------------------------------------------------|
| February 1, 2013 | Gap Grant Call for Projects issued |
| February 7, 2013 | Mandatory Applicant Workshop: 10:00 a.m. to 12:00 p.m. at the Alameda CTC offices |
| <i>March 4, 2013</i> | Grant application due to Alameda CTC by 4:00 p.m. |
| March - April 2013 | Application reviewed by PAPCO and Alameda CTC staff |
| April 22, 2013 | PAPCO makes Gap Program funding recommendation for Commission approval |
| May 23, 2013 | Alameda CTC Commission approves Cycle 5 Gap Grants |
| June 1, 2013 | Resolutions due from recipients |
| July 1, 2013 | Cycle 5 Gap Grant program funding commences |

Evaluation Process and Criteria

Alameda CTC staff and PAPCO will evaluate and score each application based on seven evaluation criteria described below. The criteria are weighted and are listed in order of weighting below. Per the 2000 Measure B Expenditure Plan, the most heavily-weighted evaluation criterion will be Gap Closure.

Scoring guidance will be provided to evaluators for each criterion to ensure uniformity in how the criteria are applied to applications. Geographic equity will also be taken into consideration in the application evaluation process.

After the applications are scored and prioritized, PAPCO will recommend a set of projects/programs to be funded through Gap Grant Cycle 5 to the Alameda CTC Commission.

1) GAP CLOSURE: NEEDS AND BENEFITS (Maximum 20 points)

- Applicant must describe the unmet transportation need or gap that the proposed project seeks to address and how the proposed project/program removes a barrier to accessing services and/or improves transportation choices for seniors and/or people with disabilities.
- Project application should clearly state the overall program goals and objectives, and demonstrate how the project/program is consistent with the goals of the Gap Grant Program.
- Preference will be given to projects/programs that involve multiple cities and/or planning areas and that demonstrate coordination between public agencies and community-based transportation providers within the planning area.

2) COST EFFECTIVENESS/EFFICIENCY (Maximum 15 points)

- Applicant must demonstrate that the program/project is cost-effective, e.g. cost/trip is in line with “best practice” peer programs or, if significantly higher, provides an explanation with documentation.
 - Alameda CTC will use as references: average trip costs of existing programs in Alameda County as well as a report published in

March 2010 by the American Public Transportation Association (APTA), *Funding the Public Transportation Needs of an Aging Population*, which provides costs for model programs. Costs in Alameda County are expected to be 10-20% higher due to higher costs of living. The APTA “model program costs” are summarized in Appendix E; the full report can be found here:

http://www.apta.com/resources/reportsandpublications/Documents/TCRP_J11_Funding_Transit_Needs_of_Aging_Population.pdf

- Applicant must clearly identify performance measures to track the effectiveness in meeting the identified goals.
- Applicant must provide a plan for on-going monitoring and evaluation including actions to be taken if goals are not met.

3) APPLICANT EXPERIENCE/QUALIFICATIONS (Maximum 15 points)

- Applicant must demonstrate previous experience effectively providing specialized transportation to seniors and people with disabilities.
 - Documentation of experience should be provided including staff experience and institutional capability to operate a transportation program or project and carry out all aspects of the projects/programs described.

4) DEMAND (Maximum 15 points)

- Applicant must demonstrate that project/program will serve and render benefits to a high number or underserved seniors and/or people with disabilities.
 - Applicant must demonstrate that the estimated level of demand for service is realistic.
 - If program is designed to meet a unique need of a small subset of the population that is not being met, applicant must demonstrate how project/program will maximize its impact in this group, reaching a high portion of the eligible population.
- Applicant must demonstrate that the proposed level of service is relevant to the community, showing public support for this project/program, e.g. consumer outreach to local advisory committees,

senior and disabled commissions and/or the target community, letters of support.

- Applicant must document how this need was identified and provide relevant planning documents, surveys, etc.

5) IMPLEMENTATION READINESS (Maximum 15 points)

- Applicant must demonstrate that project/program can be realistically implemented in a timely manner, including proof that applicant has thoroughly considered feasibility issues and potential obstacles to implementation.
- Applicant must provide a realistic implementation plan including:
 - Project budget, indicating anticipated project expenditures and revenues
 - Full funding plan demonstrating that the budget is realistic for the length of the program and estimated demand
 - Implementation plan including project/program set-up and ongoing operation
 - Implementation timeline
 - Plan to promote public awareness of project/program
 - Estimated number of persons to be served
 - Estimated number of trips or service units provided
- Project budget should identify potential funding sources for sustaining the service beyond the grant period. Applicant should note if they intend to continue to request Gap Grant funding.

6) INNOVATION (Maximum 10 points)

- Projects will be evaluated on whether they provide unique or original service in Alameda County that can meet program goals effectively.

7) LEVERAGE OUTSIDE FUNDS (Maximum 10 points)

- At least 5% of outside funds must be secured relative to cost of project for non-Measure B pass-through recipients to demonstrate commitment.

- Applicants that leverage a higher percentage outside fund match (beyond the 5%) will be scored higher on this criterion.

Other Factors in Evaluation

After applications are scored, PAPCO will review the projects recommended for funding to ensure that Measure B Gap Grant Program funds are equitably distributed throughout the County. This will be taken into consideration in the evaluation process before PAPCO develops the final recommended list of projects to bring to the Alameda CTC Commission for approval.

Section III: Annual Funding for Implementation Guidelines Assistance

The Gap Grant Cycle 5 Program also allocates funding annually for Implementation Guidelines Assistance. The purpose of this category is to help city-based programs meet the Implementation Guidelines.

Only city-based programs are eligible for this category of funding. The total funding available each year is \$50,000 and there is no individual grant maximum. There will be \$50,000 available in FY 2013-14 and \$50,000 available in FY 2014-15.

Applicants will apply for these dollars through the annual Program Plan Application. More information on the application process, schedule and evaluation criteria for these funds will be released with the program plan application in early 2013.

Section IV: As-Needed Funding for Matching

The Gap Grant Cycle 5 Program also allocates funding annually for Grant Matching in two categories.

Grant Matching

The purpose of this category is to support Measure B providers or non-profits in acquiring non-Alameda CTC grants (e.g. New Freedom or Federal 5310) by providing funds for the required local match. This allows the

county to increase the impact of the local sales tax dollars by using limited local dollars to leverage external funding.

The total funding available each year for grant matching is \$50,000 with an individual award maximum of \$25,000. There will be \$50,000 available in FY 2013-14 and \$50,000 available in FY 2014-15.

Capital Purchase Matching

The purpose of this category is to allow Measure B providers or non-profits to obtain assistance in making a capital purchase (e.g. a vehicle or scheduling software). Access to high quality functioning vehicles is fundamental to the success of the services funded through Measure B and the necessary capital funds to purchase and maintain vehicles can be scarce and competitive to acquire. This funding fills this gap. This gap grant category is primarily intended to fund capital purchases that support other gap-funded projects or to improve base program performance.

The total funding available each year for capital purchase matching is \$50,000 with an individual award maximum of 80% of total capital cost. There will be \$50,000 available in FY 2013-14 and another \$50,000 available in FY 2014-15.

Evaluation Process, Schedule and Criteria

Applicants will apply for these dollars in a separate ongoing application, and will be evaluated on an as-needed basis against appropriate evaluation criteria and any other submittals. Alameda CTC staff and PAPCO will evaluate each application using criteria similar to that used for the two-year mobility management grant evaluation described above (p. 6-9). Over time, geographic equity will be taken into consideration to ensure matching funds are distributed equitably across the county.

After the applications are evaluated, PAPCO will make a recommendation on funding to the Alameda CTC Commission at their next scheduled meeting.

Section V: Applicant Guidelines

Eligible Applicants

- Any public agency that operates within Alameda County and provides special transportation services to seniors and people with disabilities may apply for funding. This includes (but is not limited to): cities in Alameda County, BART, AC Transit, LAVTA/Wheels, and Union City Transit.
- Community-based transportation providers and other non-profit organizations that meet Alameda CTC requirements for contracting with non-profits (see Appendix B) and have a proven, documented record of providing special transportation services for seniors and people with disabilities may also apply for funding. Non-profit organizations may apply through a current Measure B recipient or through Alameda CTC. (This category of applicants cannot apply for Implementation Guidelines Assistance.)
- Alameda CTC. (This category of applicants cannot apply for Implementation Guidelines Assistance.)

Applications may come from a single agency or multiple agencies.

Applicant Requirements

At a minimum every applicant and their proposed project/program must meet the following requirements.

- Eligible Types of Service: Project/program must abide by the Special Transportation Program Implementation Guidelines (included as Attachment D) which set forth service categories that are eligible to be funded through Measure B and the Vehicle Registration Fee. Eligible service types include:
 - Mobility Management/Travel Training
 - Volunteer Driver Programs
 - Group Trips
 - Customer Outreach
 - City-based Door-to-Door Services
 - Taxi Subsidy Programs

- Wheelchair Van Program
- Accessible Fixed-Route Shuttles
- Benefit Alameda County: Project/Program must be located in Alameda County and directly serve Alameda County residents.
 - If multi-county project/program is submitted, Measure B funding must directly benefit the Alameda County portion of the project and service delivery to Alameda County must be clearly reported and measured.
- Viability: Project/program must be viable and implementable. It must have sufficient existing or planned staffing and funding resources to accomplish the project.
- Required Match: A minimum local match of 5% of the total project budget (either in kind or actual funds) is required for non-profits or other non-Measure B pass-through fund recipients to demonstrate commitment. The local match can come from current Measure B recipients (*see Appendix C*).
- Governing Body Resolution: Project Sponsor must submit either:
 - A resolution adopted by their governing body authorizing acceptance of the Measure B grant, or
 - A resolution adopted by their governing body specifically supporting the project or program which does not refer to the Measure B grant application. (This could be a resolution authorizing the submittal of a grant application for the same project, but for a different grant source.)
- Number of Submittals per Agency: A limit of three (3) applications per agency is allowed.
- Timely Use of Funds: Project must begin within a year of Alameda CTC Commission approved funding is available (July 1, 2013), and must be completed within two years of this date (unless a longer period is approved in advance by PAPCO and the Alameda CTC). Grant funds may be rescinded if a project is not initiated within the first year. Rescinded funds will be returned to the Countywide Gap Fund to be distributed in a future grant cycle.

- **Funding Agreements:** Funding Agreements between Alameda CTC and the project sponsor will be developed for each approved grant and will include, among other items:
 - Detailed Project Description and Task Breakdown
 - Project Costs
 - Deliverables, Deliverable Due Dates, and Milestone Schedule
 - Performance Measures
 - Project Reporting Requirements
 - Audit Requirements
 - Requirement to adhere to all applicable regulations
 - Agreement to acknowledge Measure B funding on project signage
 - LBE/SLBE reporting-only requirements for projects over \$50,000 which have contracted out work
- **Eligible Costs:** Sponsors can only request reimbursement for eligible costs, these include:
 - Project Planning
 - Community Outreach
 - Feasibility and/or Design Studies
 - Technical Studies
 - Project Monitoring
 - Pre- and post-project travel counts
 - Planning Costs
 - Direct costs (labor, contractual services, materials)
 - Service delivery
 - Direct costs for operations (labor, contractual costs, materials)
- **Payments:** Payments to sponsors will be made on a reimbursement basis, after submittal of invoices. Requests for reimbursements are required, at a minimum, every six (6) months. However, sponsors may submit requests for reimbursement more frequently. Project sponsors may begin incurring project costs beginning July 1 after the Alameda CTC Commission approves the final allocation of funds. No

reimbursements will be made prior to the execution of the Funding Agreement.

- **Monitoring:** Reports will be required every six (6) months illustrating project progress and funds spent. A copy of the reports for another funding agency may be submitted, with prior approval. A final report, once project is completed, will also be required.
- **Loss or Withholding of Funding:** Failing to meet timely use of fund requirements, meet the project schedule without compelling reason, file required monitoring reports, or comply with applicable regulations could result in loss or withholding of funding.
- **Audits:** Recipients must maintain records that could be audited at the discretion of Alameda CTC. Records must be retained per the sponsors' record retention requirements, but no less than three years after grant completion.

Section VI: Application Instructions

All application materials can be downloaded from the Alameda CTC website here:

http://www.alamedactc.org/news_items/view/9716

Applications for the two-year Mobility Management Grants are due to the Alameda CTC by March 4, 2013 at 4:00 p.m.

Submit five (5) hardcopies of your application AND an electronic copy.

- **Five (5) Hardcopies:** Each application must be loose leaf (not bound) and easily reproducible in black and white. Hard copy applications may be hand-delivered or mailed. Faxed applications and late applications will not be accepted. Submit hard copies to:

Alameda County Transportation Commission
Attn: Naomi Armenta, Paratransit Coordinator
1333 Broadway, Suite 300
Oakland, CA 94612

- **Electronic Copy:** Submit an electronic version of all MS Word and MS Excel files. Maps and PDF files should also be submitted electronically. Clearly name each file.

Submit *electronic copy* to: narmenta@alamedactc.org

Section VII: For More Information

If you have any further questions about the Gap Grant funding program or a specific funding source, please contact:

Naomi Armenta, Paratransit Coordinator

Alameda County Transportation Commission
1333 Broadway, Suite 300
Oakland, CA 94612
(510) 208-7469

narmenta@alamedactc.org

Appendix A: Expenditure Plan Language

Excerpt from Alameda County Transportation Expenditure Plan, July 2000

“Special Transportation for Seniors and People with Disabilities (10.45 % overall)”

Program provides \$148,643,224 for services mandated by the Americans with Disabilities Act to fixed route public transit operators who are required to provide that service. Funds are also provided for non-mandated services, aimed at improving mobility for seniors and people with disabilities. These funds are provided to the cities in the County and to Alameda County based on a formula developed by PAPCO.

This program designates 1.43% of overall net sales tax receipts to be allocated by PAPCO to reduce differences that might occur based on the geographic residence of any individual needing services.

(The complete text can be found at http://www.alamedactc.org/files/managed/Document/4897/2000_MeasureB_Expenditure_Plan_v14.pdf)

Appendix B: Contracting with Non-Profits

In order to protect Alameda CTC and ensure appropriate accountability of programs/services delivered by non-profits, any non-profits applying for grants must meet and demonstrate in their application the following four organizational requirements prior to receipt of a grant:

- **Formal IRS Recognition:** A non-profit must document itself as a formally recognized IRS organization for a minimum of three years.
- **Independent Audits:** A non-profit must engage independent auditors and receive an unqualified opinion on the annual financial statements. A sample of a previous audit is required.
- **Independent Board:** A non-profit must have a governance structure that independently oversees the management of the non-profit.
- **Insurance Requirements:** A non-profit must be able to provide adequate insurance to cover program/service activities, list Alameda CTC as an additional insured and indemnify Alameda CTC.

Appendix C: Contact Information for City-Based Programs

| Contact Information for Measure B Pass-Through Fund Recipients of Special Transportation for Seniors and People with Disabilities Funds | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>City of Alameda Paratransit 1155 Santa Clara Avenue Alameda, CA 94501 Phone: (510) 747-7506 Fax: (510) 523-0247 www.AlamedaParatransit.com</p> | <p>City of Hayward Paratransit 777 B Street Hayward, CA 94541 Phone: (510) 583-4230 Fax: (510) 583-3650 www.hayward-ca.gov</p> |
| <p>City of Albany Paratransit 846 Masonic Avenue Albany, CA 94706 Phone: (510) 524-9122 Fax: (510) 524-8940 www.albanyca.org</p> | <p>City of Newark Paratransit 35322 Cedar Boulevard Newark, CA 94560 Phone: (510) 791-7879 Fax: (510) 713-8384 www.ci.newark.ca.us</p> |
| <p>City of Berkeley Paratransit 1901 Hearst Avenue Berkeley, CA 94709 Phone: (510) 981-7269 Fax: (510) 981-5450 www.ci.berkeley.ca.us</p> | <p>City of Oakland Paratransit 150 Frank H. Ogawa Plaza #4353 Oakland, CA 94612 Phone: (510) 238-3036 Fax: (510) 238-7724 www.oaklandnet.com</p> |
| <p>City of Emeryville Paratransit 4321 Salem Street Emeryville, CA 94608 Phone: (510) 596-3730 Fax: (510) 652-0933 www.ci.emeryville.ca.us</p> | <p>City of Pleasanton Paratransit 5353 Sunol Boulevard Pleasanton, CA 94566 Phone: (925) 931-5376 Fax: (925) 485-3685 www.ci.pleasanton.ca.us</p> |
| <p>City of Fremont Paratransit 3300 Capitol Avenue, Building B Fremont, CA 94538 Phone: (510) 574-2053 Fax: (510) 574-2054 www.fremont.gov</p> | <p>City of San Leandro Paratransit 13909 E. 14th Street San Leandro, CA 94578 (also City Hall South Offices and Marina Community Center) Phone: (510) 577- 7988 Fax: (510) 377-7989 www.ci.san-leandro.ca.us</p> |

Appendix D: Implementation Guidelines

Implementation Guidelines – Special Transportation Program for Seniors and People with Disabilities

These guidelines lay out the service types that are eligible to be funded with Alameda County Measure B and Vehicle Registration Fee (VRF) revenues under the Special Transportation Program for Seniors and People with Disabilities. All programs funded partially or in their entirety through Measure B or the VRF, including ADA-mandated paratransit services, city-based non-mandated programs, and grant-funded projects, must abide by the following requirements for each type of paratransit service. Programs must be in full compliance with these guidelines by the end of fiscal year 2012-2013.

Fund recipients are able to select which of these service types is most appropriate in their community to meet the needs of seniors and people with disabilities. Overall, all programs should be designed to enhance quality of life for seniors and people with disabilities by offering accessible, affordable, and convenient transportation options to reach major medical facilities, grocery stores and other important travel destinations to meet life needs.

The chart below summarizes the eligible service types and their basic customer experience parameters; this is followed by more detailed descriptions of each.

| Service | Timing | Accessibility | Origins/ Destinations | Eligible Population |
|--------------------------------------------|--------------------------|--------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------|
| ADA Paratransit | Pre-scheduled | Accessible | Origin-to-Destination | People with disabilities unable to ride fixed route transit |
| Door-to-Door Service | Pre-scheduled | Accessible | Origin-to-Destination | People with disabilities unable to ride fixed route transit and seniors |
| Taxi Subsidy | Same Day | Varies | Origin-to-Destination | Seniors and people with disabilities |
| Wheelchair Van | Pre-scheduled & Same Day | Accessible | Origin-to-Destination | People with disabilities using mobility devices that require lift- or ramp-equipped vehicles |
| Accessible Shuttles | Fixed Schedule | Accessible | Fixed or Flexed Route | Seniors and people with disabilities |
| Group Trips | Pre-scheduled | Varies | Round Trip Origin-to-Destination | Seniors and people with disabilities |
| Volunteer Drivers | Pre-scheduled | Generally Not Accessible | Origin-to-Destination | Vulnerable populations with special needs, e.g. requiring door-through-door service or escort |
| Mobility Management and/or Travel Training | N/A | N/A | N/A | Seniors and people with disabilities |
| Scholarship/Subsidized Fare Programs | N/A | N/A | N/A | Seniors and people with disabilities |

Note on ADA Mandated Paratransit: Programs mandated by the American’s with Disabilities Act are implemented and administered according to federal guidelines that may supersede these guidelines; however all ADA-mandated programs funded through Measure B or the VRF are subject to the terms of the Master Programs Funding Agreement.

Interim Service for Consumers Awaiting ADA Certification: At the request of a health care provider, or ADA provider, city-based programs must provide interim service through the programs listed below to consumers awaiting ADA certification. Service must be provided within three business days of receipt of application.

GAP GRANT PROGRAM GUIDELINES | CYCLE 5
 Measure B Special Transportation for Seniors and People with Disabilities

| City-based Door-to-Door Service Guidelines | |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Description | <p>City-based door-to-door services provide pre-scheduled, accessible, door-to-door trips. Some programs allow same day reservations on a space-available basis. They provide a similar level of service to mandated ADA services. These services are designed to fill gaps that are not met by ADA-mandated providers and/or relieve ADA-mandated providers of some trips.</p> <p>This service type does not include taxi subsidies which are discussed below.</p> |
| Eligible Population | <p>People 18 and above with disabilities who are unable to use fixed route services or Seniors 80 years or older without proof of a disability.</p> <p>Cities may provide services to consumers who are younger than age 80, but not younger than 70 years old.</p> <p>Cities may offer “grandfathered” eligibility to program registrants below 70 years old who have used the program regularly in the prior fiscal year as long as it does not impinge on the City’s ability to meet the Implementation Guidelines.</p> <p>Program sponsors may use ADA eligibility, as established by ADA-mandated providers (incl. East Bay Paratransit, LAVTA, Union City Transit), as proof of disability.</p> |
| Time & Days of Service | <p>At a minimum, service must be available five days per week between the hours of 8 am and 5 pm (excluding holidays).</p> <p>At a minimum, programs should accept reservations between the hours of 8 am and 5 pm Monday – Friday.</p> |
| Fare (Cost to Customer) | <p>Fares for pre-scheduled service should not exceed local ADA paratransit fares, but can be lower, and can be equated to distance. Higher fares can be charged for “premium” same-day service.</p> |
| Other | <p>Door-to-Door programs must demonstrate that they are providing trips at an equal or lower cost than the ADA-mandated provider on a cost per trip and cost per hour basis.</p> <p>Programs cannot impose limitations based on trip purpose, but can impose per person trip limits to control program resources.</p> |

GAP GRANT PROGRAM GUIDELINES | CYCLE 5
 Measure B Special Transportation for Seniors and People with Disabilities

| Taxi Subsidy Service Guidelines | |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Description | <p>Taxis provide curb-to-curb service that can be scheduled on a same-day basis. They charge riders on a distance/time basis using a meter. Taxi subsidy programs allow eligible consumers to use taxis at a reduced fare by reimbursing consumers a percentage of the fare or by providing some fare medium, e.g. scrip or vouchers, which can be used to cover a portion of the fare. These programs are intended for situations when consumers cannot make their trip on a pre-scheduled basis. This is meant to be a “premium” safety net service, not a routine service to be used on a daily basis.</p> <p>The availability of accessible taxi cabs varies by geographical area, but programs should expand availability of accessible taxi cabs where possible.</p> |
| Eligible Population | <p>People 18 and above with disabilities who are unable to use fixed route services or Seniors 80 years or older without proof of a disability.</p> <p>Cities may provide services to consumers who are younger than age 80, but not younger than 70 years old.</p> <p>Cities may offer “grandfathered” eligibility to program registrants below 70 years old who have used the program regularly in the prior fiscal year as long as it does not impinge on the City’s ability to meet the Implementation Guidelines.</p> <p>Program sponsors may use ADA eligibility, as established by ADA-mandated providers (incl. East Bay Paratransit, LAVTA, Union City Transit), as proof of disability.</p> |
| Time & Days of Service | 24 hours per day/7 days per week |
| Fare (Cost to Customer) | <p>At a minimum, programs must subsidize 50% of the taxi fare.</p> <p>Programs can impose a cap on total subsidy per person. This can be accomplished through a maximum subsidy per trip, a limit on the number of vouchers/scrip (or other fare medium) per person, and/or a total subsidy per person per year.</p> |

GAP GRANT PROGRAM GUIDELINES | CYCLE 5
 Measure B Special Transportation for Seniors and People with Disabilities

| City-based Wheelchair Van Service | |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Description | <p>Wheelchair van service provides accessible, door-to-door trips on a pre-scheduled or same-day basis. These services are generally implemented as a supplement to a taxi program to ensure some availability of accessible vehicles in cities that do not have door-to-door programs or have limited door-to-door programs.</p> <p>These programs make use of fare mediums such as scrip and vouchers to allow consumers to pay for rides. These trips are sometimes provided through a cab company, but riders are generally not charged using a meter (usually cities have different payment structures arranged with the company operating the vans).</p> |
| Eligible Population | <p>People 18 and above with disabilities who use mobility devices that require a lift- or ramp-equipped vehicle.</p> <p>Program sponsors may use ADA eligibility, as established by ADA-mandated providers (incl. East Bay Paratransit, LAVTA, Union City Transit), as proof of disability.</p> |
| Time & Days of Service | <p>At a minimum, service must be available five days per week between the hours of 8 am and 5 pm (excluding holidays) like a door-to-door program.</p> <p>At a minimum, programs should accept reservations between the hours of 8 am and 5 pm Monday – Friday.</p> |
| Fare (Cost to Customer) | <p>Fares for pre-scheduled or same-day service should not exceed local ADA paratransit fares, but can be lower, and can be equated to distance.</p> <p>Programs can impose a maximum subsidy per trip, a limit on the number of vouchers per person, and/or a total subsidy per person per year.</p> |
| Other | <p>Wheelchair van programs should provide trips at an equal or lower cost than the ADA-mandated provider on a cost per trip and cost per hour basis.</p> |

GAP GRANT PROGRAM GUIDELINES | CYCLE 5
 Measure B Special Transportation for Seniors and People with Disabilities

| City Accessible Shuttle Service Guidelines | |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Description | <p>Shuttles are accessible vehicles that operate on a fixed, deviated, or flex-fixed route and schedule. They serve common trip origins and destinations visited by eligible consumers. Common trip origins and destinations are: senior centers, medical facilities, grocery stores, BART stations, other transit stations, community centers, commercial districts, and post offices.</p> <p>Shuttles should be designed to supplement existing fixed route transit services. Routes should not necessarily be designed for fast travel, but to get as close as possible to destinations of interest, often going into parking lots or up to the front entrance of a senior living facility. Shuttles allow for more flexibility than pre-scheduled paratransit service, and are more likely to serve active seniors who do not drive and are not ADA paratransit registrants.</p> |
| Eligible Population | Shuttles should be designed to appeal to older people, but can be made open to the general public. |
| Time and Days of Service | At discretion of program sponsor with local consumer input. |
| Fare (Cost to Customer) | Fares should not exceed local ADA paratransit fares, but can be lower, and can be equated to distance. |
| Cost of Service | By end of FY12/13, the cost per one-way person trip must be \$20 or lower, including transportation and direct administrative costs. |
| Other | <p>Shuttles are required to coordinate with the local fixed route transit provider.</p> <p>Shuttle routes and schedules should be designed with input from the senior and disabled communities and any new shuttle plan must be submitted to the Alameda CTC for review prior to requesting funding to ensure effective design.</p> <p>Deviations and flag stops are permitted at discretion of program sponsor.</p> |

| Group Trips Service Guidelines | |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Description | Group trips are round-trip rides for pre-planned outings or to attend specific events or go to specific destinations for fixed amounts of time, e.g. shopping trips, sporting events, or community health fairs. Trips usually originate from a senior center or housing facility and are generally provided in accessible vans and other vehicle types or combinations thereof. These trips are specifically designed to serve the needs of seniors and people with disabilities. |
| Eligible Population | At discretion of program sponsor. |
| Time and Days of Service | Group trips must begin and end on the same day. |
| Fare (Cost to Customer) | At discretion of program sponsor. |
| Other | Programs can impose mileage limitations to control program costs. |

GAP GRANT PROGRAM GUIDELINES | CYCLE 5
 Measure B Special Transportation for Seniors and People with Disabilities

| Volunteer Driver Service Guidelines | |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Description | <p>Volunteer driver services are pre-scheduled, door-through-door services that are generally not accessible. These programs rely on volunteers to drive eligible consumers for critical trip needs, such as medical trips. This service type meets a key mobility gap by serving door-through-door trips for more vulnerable populations. This is a complementary gap-filling service.</p> <p>Volunteer driver programs may also have an escort component where volunteers accompany consumers, who are unable to travel in a private vehicle, on ADA trips.</p> |
| Eligible Population | At discretion of program sponsor. |
| Time and Days of Service | At discretion of program sponsor. |
| Fare (Cost to Customer) | At discretion of program sponsor. |
| Other | Program sponsors can use Measure B funds to pay for volunteer mileage reimbursement purposes or an equivalent financial incentive for volunteers and/or administrative purposes. |

| Mobility Management and/or Travel Training Service Guidelines | |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Description | <p>Mobility management and/or travel training play an important role in ensuring that people use the “right” service for each trip, e.g. using EBP from Fremont to Berkeley for an event, using a taxi voucher for a same-day semi-emergency doctor visit, and requesting help from a volunteer driver or group trips service for grocery shopping. Mobility management covers a wide range of activities, such as travel training, escorted companion services, coordinated services, trip planning, and brokerage.</p> |
| Eligible Population | At discretion of program sponsor. |
| Time and Days of Service | At discretion of program sponsor. |
| Fare (Cost to Customer) | N/A |
| Other | <p>Programs must specify a well-defined set of activities that will be undertaken in a mobility management or travel training program.</p> <p>The mobility management plan or travel training program must be submitted to the Alameda CTC for review prior to requesting funding to ensure effective design.</p> |

GAP GRANT PROGRAM GUIDELINES | CYCLE 5
 Measure B Special Transportation for Seniors and People with Disabilities

| Scholarship/Subsidized Fare Program Guidelines | |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Description | Scholarship or Subsidized Fare Programs can subsidize any service for customers who are low-income and can demonstrate financial need. |
| Eligible Population | Subsidies can be offered to low-income consumers with demonstrated financial need; these consumers must also meet the eligibility requirements of the service for which the subsidy is being offered. Low income should be considered 30% AMI (area median income) or lower. |
| Time and Days of Service | N/A |
| Fare (Cost to Customer) | N/A |
| Other | Program sponsors must describe how financial means testing will be undertaken. If program sponsors include subsidized East Bay Paratransit (EBP) tickets in this program, no more than 3% of their pass-through funds may be used for these tickets. |

| Meal Delivery Service Guidelines | |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Description | Meal Delivery Programs deliver meals to the homes of individuals who are transportation disadvantaged. Although this provides access to life sustaining needs for seniors and people with disabilities, it is not a direct transportation expense. |
| Eligible Population | For currently operating programs, at discretion of program sponsor. |
| Time and Days of Service | For currently operating programs, at discretion of program sponsor. |
| Fare (Cost to Customer) | For currently operating programs, at discretion of program sponsor. |
| Other | Currently operating programs can continue to use Measure B funds for these service costs, but new meal delivery services cannot be established. |

Appendix E: Best Practice Service Costs

| Service Type | APTA* Funding Report Cost per Trip |
|---------------------------|------------------------------------|
| ADA Paratransit | \$35 |
| Door-to-Door/ Dial-a-Ride | \$25 |
| Volunteer driver program | \$14 |
| Subsidized Taxis | \$13 |
| Shuttle/ Community Buses | \$9 |
| Group Trips | NA |

Costs in Alameda County may be slightly higher based on a higher cost of living.

Source:

http://www.apta.com/resources/reportsandpublications/Documents/TCRP_J11_Funding_Transit_Needs_of_Aging_Population.pdf

* (APTA)- American Public Transportation Association



Memorandum

DATE: January 7, 2013

TO: Programs and Projects Committee

FROM: Matt Todd, Manager of Programming
Vivek Bhat, Senior Transportation Engineer

SUBJECT: **Approval to Submit Investment Justifications and Project Applications for the State Proposition 1B Transit System Safety, Security & Disaster Response Account (TSSSDRA) Funds for FYs 2010-11, 2011-12 and 2012-13**

Recommendation

It is recommended that the Commission take the following actions related to the Proposition 1B Transit System Safety, Security & Disaster Response (TSSSDRA) Program:

1. Adopt Resolutions 13-001, 13-002 and 13-003 which authorizes the execution of Grant Assurances documents for the TSSSDRA Program and appoints the Executive Director or designee as the Alameda CTC's authorized agent to execute the Grant Assurances, grant applications, funding agreements, reports or any other documents necessary for project funding and TSSSDRA program compliance.
2. Authorize the Executive Director, or his designee, to submit project applications requesting allocations for FYs 2010-11, 2011-12 and 2012-13 TSSSDRA funds

Summary

Section 8879.23 of the California Government Code creates the Highway Safety, Traffic Reduction, Air Quality and Port Security Fund of 2006 (Proposition 1B) in the State Treasury. Section 8879.23(h) directs that \$1 billion be deposited in the Transit System Safety, Security and Disaster Response Account (TSSSDRA). The State Controller's Office has recently released a list of allocations for eligible agencies for the Proposition 1B TSSSDRA program. The Alameda CTC's FYs 2010-11, 2011-12 and 2012-13 allocation from this program totals \$116,478, and will be allocated for the Altamont Commuter Express (ACE) service within Alameda County.

Discussion

Proposition 1B approved by the voters on November 7, 2006, includes a program of funding in the amount of \$1 billion to be deposited in the Transit System Safety, Security and Disaster Response Account (TSSSDRA). The State Controller's Office has recently released a list of allocations for eligible agencies for the Proposition 1B TSSSDRA program administered by the California Emergency Management Agency (Cal EMA). The Alameda CTC's FYs 2010/11, 2011/12 and 2012/13 allocation from this program totals \$116,478, and will be allocated for the Altamont Commuter Express (ACE) service within Alameda County.

Eligible project types include transit capital projects that provide increased protection against a security or safety threat and projects that increase the capacity of transit operators to prepare for disaster response transportation systems that can move people, goods, emergency personnel and equipment in the aftermath of a disaster.

The program guidelines released by Cal EMA state “Applications to Cal EMA for projects seeking funds pursuant to GC Section 8879.58(a)(2) and 8879.58(a)(3) must be submitted through and approved by the appropriate County transportation commission”. Projects submitted for funding will be reviewed and approved in two phases.

Phase I

Eligible applicants are required to submit Investment Justifications (IJ) to Cal EMA.

Phase II

Cal EMA shall review the information submitted by project sponsors to determine if projects are compliant with the program requirements. Upon final project approval, sponsors shall be issued a Notice of Project Eligibility (NOPE) letter. The NOPE will include project milestones, audit requirements, program monitoring requirements, reporting requirements and directions to complete the Cal EMA Financial Management Forms Workbook (FMFW). Upon receipt of the NOPE the agency has up to 6 weeks to complete and submit all supporting application documents. The supporting documents include the FMFW, certified copy of the Governing Body Resolution (Attachment A) and signed original Grant Assurances (Attachment B).

San Joaquin Regional Rail Commission staff has proposed FYs 2010/11 and 2011/12 funds (\$77,652) be assigned to the ACE Station Security Cameras project and the FY 2012/13 funds(\$38,826) for the ACE Electronic Fare Collection (eTicketing) project. The eTicketing will require registered users and provide a real-time passenger manifest for active trains able to be accessed remotely, in real-time, by both SJRRC staff, law enforcement, and first responders.

It is recommended the Commission Authorize the Executive Director, or his designee, to submit Investment Justifications and project applications requesting allocations for FY 2010/11, 2011/12 and 2012/13 TSSSDRA funds

Next Steps

Upon Commission approval, Alameda CTC staff will submit Investment Justifications for the ACE Station Security Cameras project (FYs 2010/11 and 2011/12) and ACE Electronic Fare Collection project (FY 2012/13) to Cal EMA.

Attachments

Attachment A1: Draft Alameda CTC Resolution #13-001

Attachment A2: Draft Alameda CTC Resolution #13-002

Attachment A3: Draft Alameda CTC Resolution #13-003

Attachment B: Grant Assurances



1333 Broadway, Suites 220 & 300

Oakland, CA 94612

PH: (510) 208-7400

www.AlamedaCTC.org

Commission Chair
TBD

Commission Vice Chair
Scott Haggerty, Supervisor – District 1

AC Transit
Greg Harper, Director

Alameda County
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Carol Dutra-Vernaci, Mayor

Executive Director
Arthur L. Dao

**ALAMEDA COUNTY TRANSPORTATION COMMISSION
RESOLUTION # 13-001**

**Authorization for Execution of the Grant Assurances Documents for
the Transit System Safety, Security & Disaster Response Account
Bond Program
(FY2010/11 – ACE Station Security Cameras Project)**

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Emergency Management Agency (Cal EMA) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGBP); and

WHEREAS, the **Alameda County Transportation Commission** (“Alameda CTC”) is eligible to receive CTSGBP funds; and

WHEREAS, the Alameda CTC will apply for FY 2010/11 CTSGBP funds in an amount up to \$38,826 for the purchase and installation of security camera equipment and related, supporting infrastructure at Altamont Commuter Express stations in Alameda County; and

WHEREAS, Alameda CTC recognizes that it is responsible for compliance with all Cal EMA CTSGBP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal EMA requires Alameda CTC to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Alameda CTC to execute actions necessary to obtain CTSGBP funds from Cal EMA and ensure continued compliance with Cal EMA CTSGBP assurances, and state and federal laws.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Alameda CTC that the Executive Director, and/or his Designee, is hereby authorized to execute for and on behalf of Alameda CTC, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining

financial assistance provided by the California Emergency Management Agency under the CTSGP.

DULY PASSED AND ADOPTED by the Alameda County Transportation Commission at the regular meeting of the Board held on Thursday, January 24, 2013 in Oakland, California, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

SIGNED:

ATTEST:

XXXXXXXXX

Chair

Vanessa Lee

Clerk of the Commission



Commission Chair
TBD

Commission Vice Chair
Scott Haggerty, Supervisor – District 1

AC Transit
Greg Harper, Director

Alameda County
Supervisors
Richard Valle – District 2
Wilma Chan – District 3
Nate Miley – District 4
Keith Carson – District 5

BART
Thomas Blalock, Director

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City of Livermore
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City of Newark
Luis Freitas, Councilmember

City of Oakland
Councilmembers
Larry Reid
Rebecca Kaplan

City of Piedmont
John Chiang, Mayor

City of Pleasanton
Jerry Thorne, Mayor

City of San Leandro
Michael Gregory, Vice Mayor

City of Union City
Carol Dutra-Vernaci, Mayor

Executive Director
Arthur L. Dao

**ALAMEDA COUNTY TRANSPORTATION COMMISSION
RESOLUTION # 13-002**

Authorization for Execution of the Grant Assurances Documents for the Transit System Safety, Security & Disaster Response Account Bond Program (FY2011/12 – ACE Station Security Cameras Project)

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Emergency Management Agency (Cal EMA) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the Alameda County Transportation Commission (“Alameda CTC”) is eligible to receive CTSGP funds; and

WHEREAS, the Alameda CTC will apply for FY 2011/12 CTSGP funds in an amount up to \$38,826 for the purchase and installation of security camera equipment and related, supporting infrastructure at Altamont Commuter Express stations in Alameda County; and

WHEREAS, Alameda CTC recognizes that it is responsible for compliance with all Cal EMA CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal EMA requires Alameda CTC to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Alameda CTC to execute actions necessary to obtain CTSGP funds from Cal EMA and ensure continued compliance with Cal EMA CTSGP assurances, and state and federal laws.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Alameda CTC that the Executive Director, and/or his Designee, is hereby authorized to execute for and on behalf of Alameda CTC, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Emergency Management Agency under the CTSGP.

DULY PASSED AND ADOPTED by the Alameda County Transportation Commission at the regular meeting of the Board held on Thursday, January 24, 2013 in Oakland, California, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

SIGNED:

ATTEST:

XXXXXXXXX

Chair

Vanessa Lee

Clerk of the Commission



Commission Chair
TBD

Commission Vice Chair
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AC Transit
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Executive Director
Arthur L. Dao

**ALAMEDA COUNTY TRANSPORTATION COMMISSION
RESOLUTION # 13-003**

**Authorization for Execution of the Grant Assurances Documents for the
Transit System Safety, Security & Disaster Response Account Bond Program
(FY2012/13 – ACE Electronic Fare Collection Project)**

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Emergency Management Agency (Cal EMA) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the Alameda County Transportation Commission (“Alameda CTC”) is eligible to receive CTSGP funds; and

WHEREAS, the Alameda CTC will apply for FY 2012/13 CTSGP funds in an amount up to \$38,826 for the Electronic Fare Collection Project to enhance and expand the functionality and reliability of the San Joaquin Regional Rail Commission’s fare collection system; and

WHEREAS, Alameda CTC recognizes that it is responsible for compliance with all Cal EMA CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal EMA requires Alameda CTC to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Alameda CTC to execute actions necessary to obtain CTSGP funds from Cal EMA and ensure continued compliance with Cal EMA CTSGP assurances, and state and federal laws.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Alameda CTC that the Executive Director, and/or his Designee, is hereby authorized to execute for and on behalf of Alameda CTC, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Emergency Management Agency under the CTSGP.

DULY PASSED AND ADOPTED by the Alameda County Transportation Commission at the regular meeting of the Board held on Thursday, January 24, 2013 in Oakland, California, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

SIGNED:

ATTEST:

XXXXXXXXX

Chair

Vanessa Lee

Clerk of the Commission

Grant Assurances

**Transit System Safety, Security and
Disaster Response Account Program**Name of Applicant: Alameda CTCAddress: 1333 Broadway, Suite 220 & 300City: Oakland State: CA Zip Code: 94612Telephone Number: (510) 208-7400E-Mail Address: contact@alamedactc.org

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Has the legal authority to apply for Transit System Safety, Security, and Disaster Response Account funds, and has the institutional, managerial and financial capability to ensure proper planning, management and completion of the grant provided by the State of California and administered by the California Emergency Management Agency (Cal EMA).
2. Will assure that grant funds are only used for allowable, fair, and reasonable costs.
3. Will give the State of California generally and Cal EMA in particular, through any authorized representative, access to and the right to examine all paper or electronic records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or Cal EMA directives.
4. Will provide progress reports and other information as may be required by Cal EMA.
5. Will initiate and complete the work within the applicable timeframe after receipt of Cal EMA approval.
6. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain for themselves or others, particularly those with whom they have family, business or other ties.
7. Will comply with all California and federal statues relating to nondiscrimination. These include but are not limited to:

- a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, which prohibits discrimination on the basis of race, color or national origin;
 - b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§ 794) which prohibits discrimination on the basis of handicaps;
 - d. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age;
 - e. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse;
 - f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - g. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290dd-2), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - h. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - i. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
 - j. The requirements on any other nondiscrimination statute(s) which may apply to the application.
8. Will comply, if applicable, with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
9. Will comply with applicable environmental standards which may be prescribed pursuant to California or federal law. These may include, but are not limited to, the following:
- a. California Environmental Quality Act. California Public Resources Code Sections 21080-21098. California Code of Regulations, Title 14, Chapter 3 Sections 15000-15007;
 - b. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO)11514;
 - c. Notification of violating facilities pursuant to EO 11738;
 - d. Protection of wetlands pursuant to EO 11990;
 - e. Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - f. Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - g. Conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - h. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and

- i. Protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
10. Will comply, if applicable, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et. seq.) related to protecting components or potential components of the national wild and scenic rivers system.
11. Will assist Cal EMA, as appropriate, in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§ 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq).
12. Will comply with Standardized Emergency Management System requirements as stated in the California Emergency Services Act, Gov Code §§ 8607 et seq. and CCR Title 19, Sections 2445, 2446, 2447 and 2448.
13. Will:
 - a. Promptly return to the State of California all the funds received which exceed the approved, actual expenditures as accepted by Cal EMA;
 - b. In the event the approved amount of the grant is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California; and
 - c. CTSGP-CTAF funds must be kept in a separate interest bearing account. Any interest that is accrued must be accounted for and used towards the approved Prop1B project approved by Cal EMA.
14. Will comply, if applicable, with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
15. Agrees that equipment acquired or obtained with grant funds:
 - a. Will be made available under the California Disaster and Civil Defense Master Mutual Aid Agreement in consultation with representatives of the various fire, emergency medical, hazardous materials response services, and law enforcement agencies within the jurisdiction of the applicant;
 - b. Will be made available pursuant to applicable terms of the California Disaster and Civil Defense Master Mutual Aid Agreement and deployed with personnel trained in the use of such equipment in a manner consistent with the California Law Enforcement Mutual Aid Plan or the California Fire Services and Rescue Mutual Aid Plan.
16. Will comply, if applicable, with Subtitle A, Title II of the Americans with Disabilities Act (ADA) 1990.

17. Will comply with all applicable requirements, and all other California and federal laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this program.
18. Understands that failure to comply with any of the above assurances may result in suspension, termination or reduction of grant funds.
 - a. The applicant certifies that it and its principals:
 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
 2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
19. Will retain records for thirty-five years after notification of grant closeout by the State.
20. Will comply with the audit requirements set forth in the Office of Management and Budget (OMB) Circular A-133, "Audit of States, Local Governments and Non-Profit Organizations."
21. Grantees and subgrantees will use their own procurement procedures which reflect applicable state and local laws and regulations.
22. Grantees and subgrantees will comply with their own contracting procedures or with the California Public Contract Code, whichever is more restrictive.
23. Grantees and subgrantees will maintain procedures to minimize the time elapsing between the award of funds and the disbursement of funds.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: Arthur L. Dao _____

Title: Executive Director _____ Date: _____

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Memorandum

DATE: January 7, 2013

TO: Programs and Projects Committee

FROM: Matt Todd, Manager of Programming
Arun Goel, Project Controls Engineer

SUBJECT: **Approval of Issuance of a Request for Proposal (RFP) for Professional Services, Authorization to Negotiate and Execute a Contract, and Approve Resolution for Federal Funding for Countywide Safe Routes to School (SR2S) Services**

Recommendation

It is recommended that the Commission take the following actions related to the Countywide Safe Routes to School Program (SR2S):

1. Approve the Issuance of a Request for Proposal (RFP) and provide authorization to negotiate and execute a contract for Professional Services for the Safe Routes to School Program for the period of FY 13-14 through FY 15-16; and,
2. Approve a Resolution of Local Support as required by MTC Resolution 4035 for federal funding for the SR2S Program.

Summary

Alameda CTC has approved federal funding through MTC Resolution 4035 and the One Bay Area Grant (OBAG) program for the implementation of a countywide SR2S program. A draft scope of services is attached, which will be the basis for an RFP Scope of Work for the programmatic elements of the Alameda County SR2S Program, to be released in late January or early February. Prior to the completing the programming of the federal funds, MTC also requires a resolution of local support, committing to complete the project and provide the minimum local match requirements for the federal funds.

Discussion

Alameda CTC has approved federal funding for the SR2S program, included in MTC Resolution 4035 that was approved by MTC on May 17, 2012. MTC Resolution 4035 provides funds for a Regional Safe Routes to Schools (SR2S) program. Similar to Cycle 1 federal funding in the MTC region that has funded the last two years of operations, the SR2S program remains a regionally funded program with direct county distributions. MTC has identified about \$4.3 million for Alameda County for SR2S efforts that will be available for the SR2S program from FY 13/14 to FY 15/16. The OBAG program allows for the option to contribute additional funding to augment SR2S activities and the Alameda CTC approved \$2 million of OBAG funding to augment the \$4.3 million of regional SR2S funding, for a total of \$6.3 million. The federal funds that will be used to support

the SR2S program will include a combination of Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) program funds.

As part of the application for STP/CMAQ funding, MTC requires a resolution adopted by the implementing agency stating: (1) commitment of required matching funds (minimum 11.47% for federal funds, about \$800,000 for this program); (2) that funding is fixed at the programmed amount, and the project sponsor is responsible for funding cost increases; (3) that the project will comply with the procedures, delivery milestones and funding deadlines specified in the MTC project delivery policy (MTC Resolution No. 3606); (4) the assurance of the sponsor to complete the project as described in the application; and (5) that the project will comply with all project-specific requirements as set forth in the MTC Resolution 4035. Attachment B is the Countywide Safe Routes to School Program's Resolution of Local Support for \$6.293 million of STP/CMAQ funding (\$4.293 million of Regional SR2S and \$2 million of OBAG). To allow for MTC's advance approval of the RSR2S and OBAG funds for the SR2S program, ahead of the approval of the overall OBAG program in the summer of 2013, an approved resolution is due to MTC by the end of January 2013.

There are four elements in the countywide program, all of which will operate in tandem to form a coordinated effort:

- K-8 Program to operate comprehensive SR2S programs in a minimum of 110 schools
- High School program, to operate in a minimum of 10 schools
- Commute Alternatives program to reduce faculty and staff drive-alone trips in approximately 1-2 school districts
- Ability to extend the BikeMobile after pilot program expiration in November 2013

Requirements of the RFP

The Consultant teams responding to the SR2S RFP will be required to identify how their proposed approach will address the overall countywide SR2S program goals, which are to:

- Establish one cohesive countywide program that is implemented equitably throughout the County, with all elements integrated and coordinated efficiently, even if implemented by different entities;
- Build upon lessons learned and continue successes, including the current K-8 SR2S program which will be operating in more than 100 schools by June 2013;
- Build upon lessons learned and continue successes for two programs (high school and commute alternatives) established during the 2011-2013 SR2S Program;
- Provide the ability to continue the BikeMobile Pilot program that will sunset in November 2013
- Effectively coordinate with partner agencies to implement and expand the program;
- Address traditional SR2S 5 E's (Education, Encouragement, Engineering, Enforcement, Evaluation), as well as a 6th E, Emission Reductions.

In addition to the above, the consultant must address how it will meet performance measures it proposes as part of the scope of work.

As a part of the responses to each task in the scope of services (Attachment A), the consultant is expected to address the integration of the following items for the continuation and expansion of an Alameda County SR2S Program:

- Identify opportunities and activities that can support long-term achievement of sustained mode shift and emissions reductions, and include examples of experiences and the proposed approach to achieving mode shift.
- Define and rationalize realistic mode shift goals and targets through the use of proposed performance measures.
- Describe how multiple partners will be engaged in the SR2S program to establish successful partnerships, including strategies for low-income communities.
- Describe how the proposed approach will tailor the SR2S program to each unique community and how the program will aim to expand participation at each school site, including identifying and reaching out to students and families within a half-mile radius of each school where a SR2S program will be implemented.
- Describe past experiences in flexibly responding to cuts in city and school resources, and how those experiences influence the proposed SR2S program approach.
- Describe the consultant staff composition and how the proposed approach will identify the needs of and support the multi-cultural and different incomes level of communities throughout Alameda County.
- Describe effective engagement experiences with parents, educators, city staff and others that have expanded involvement in the SR2S Program and how the proposed approach will implement multi-faceted engagement in the Alameda County program.
- Describe the proposed approach to address barriers to involvement in a SR2S program for parents and staff at schools.
- Describe how the proposed approach will address public health issues and benefits related to walking and biking.
- Describe how the consultant will engender and support school champions and volunteer leaders with the aim of achieving support for the program from school administrators.

Alameda CTC staff proposes to release one RFP for the SR2S program elements in February 2013. A team would be hired to operate and provide coordination among the three elements for a three-year period, beginning July 2013. The team will also be responsible for integrating bicycle safety education classes for children. The new BikeMobile project, recently funded through a competitive regional SR2S grant, will also be administered in concert with this contract. The new SR2S team will also be requested to carry on the BikeMobile component in SR2S program with the funding of the initial pilot program expiring in the fall of 2013.

Proposed SR2S RFP Timeline

| Date | Activity |
|----------------------|--------------------------------------------------|
| Jan 2013 | Request approval from Alameda CTC to release RFP |
| Jan-Feb 2013 | Release RFP SR2S Professional Services |
| May 2013 | Select Consultant |
| June 30, 2013 | End of currently funded SR2S K-8 and HS Program |
| July 1, 2013 | Start of new countywide SR2S Program Contract |
| June 30, 2016 | Completion of SR2S Program Contract |

Fiscal Impact

Award of the proposed contract is subject to the MTC Resolution 4035 funds approval in the MTC Transportation Improvement Program (TIP) document and the subsequent authorization of the

federal funding. Upon approval, the necessary budget for the Professional Services contract will be included in the FY 2013-2014 Budget.

Attachments

Attachment A: Alameda County SR2S Program RFP Scope of Services

Attachment B: STP/CMAQ Resolution of Local Support

**ALAMEDA COUNTYWIDE SAFE ROUTES TO SCHOOLS PROGRAM
REQUEST FOR PROPOSALS (RFP)
SCOPE OF SERVICES**

The Alameda CTC seeks consultant assistance to administer the continuation and expansion of the Alameda Countywide Safe Routes to Schools (SR2S) programs. The Alameda CTC has funded the Alameda Countywide SR2S Program since 2007 using local sales tax funds (Measure B). The initial program was focused on North and Central Alameda County. Since 2009 the program serves the entire county. In 2010, MTC created and funded a the SR2S grant program under the Climate Initiatives category of the Regional Transportation Plan. The focus of the MTC program was to reduce greenhouse gases by promoting walking, biking, transit, and carpooling to school. Continued funding for the program will come from the MTC Resolution 4035, which was approved by MTC in May 2012.

A consultant will be selected to operate and provide coordination among the four programmatic elements for a three-year period, beginning July 2013. The team will also be responsible for integrating bicycle safety education classes for children and at the option of the Agency, to continue the BikeMobile, currently a Pilot Project set to expire in November 2013.

There are four elements in the countywide program, all of which will operate in tandem to form a coordinated effort:

- Four programmatic elements that are part of this RFP include:
 - K-8 Program to operate comprehensive SR2S programs in a minimum of 110 schools
 - High School program, to operate in a minimum of 10 schools
 - Commute Alternatives program to reduce faculty and staff drive-alone trips in approximately 1-2 school districts
 - Ability to extend the BikeMobile after pilot program expiration in November 2013

The consultant is required to identify how its proposed approach will address the overall countywide SR2S program goals, which are:

- Establish one cohesive countywide program that is implemented equitably throughout the County, with all elements integrated and coordinated efficiently, even if implemented by different entities;
- Build upon lessons learned and continue successes, including the current K-8 SR2S program which will be operating in more than 100 schools by June 2013;
- Build upon lessons learned and continue successes for two programs (high school and commute alternatives) established during the 2011-2013 SR2S Program;
- Provide the ability to continue the BikeMobile Pilot program that will sunset in November 2013
- Effectively coordinate with partner agencies to implement and expand the program;
- Address traditional SR2S 5 E's (Education, Encouragement, Engineering, Enforcement, Evaluation), as well as a 6th E, Emission Reductions.

In addition to the above, the consultant must address how it will meet performance measures it proposes as part of the scope of work (a draft list is included in Task 1).

As a part of the responses to each task below, the consultant is expected to address the integration of the following items for the continuation and expansion of an Alameda Countywide SR2S Program:

- Identify opportunities and activities that can support long-term achievement of sustained mode shift and emissions reductions, and include examples of experiences and the proposed approach to achieving mode shift.
- Define and rationalize realistic mode shift goals and targets through the use of proposed performance measures.
- Describe how multiple partners will be engaged in the SR2S program to establish successful partnerships, including strategies for low-income communities.
- Describe how the proposed approach will tailor the SR2S program to each unique community and how the program will aim to expand participation at each school site, including identifying and reaching out to students and families within a half-mile radius of each school where a SR2S program will be implemented.
- Describe past experiences in flexibly responding to cuts in city and school resources, and how those experiences influence the proposed SR2S program approach.
- Describe the consultant staff composition and how the proposed approach will identify the needs of and support the multi-cultural and different income level of communities throughout Alameda County.
- Describe effective engagement experiences with parents, educators, city staff and others that have expanded involvement in the SR2S Program and how the proposed approach will implement multi-faceted engagement in the Alameda Countywide program.
- Describe the proposed approach to address barriers to involvement in a SR2S program for parents and staff at schools.
- Describe how the proposed approach will address public health issues and benefits related to walking and biking.
- Describe how the consultant will engender and support school champions and volunteer leaders with the aim of achieving support for the program from school administrators.

TASK 1 – PROJECT INITIATION, MANAGEMENT AND COORDINATION

The consultant will oversee the implementation of all SR2S Program elements throughout the life of the project, ensuring that all program elements are integrated and implemented as a unified countywide program, and that it is delivered equitably throughout Alameda County. The work for this task includes managing the program funding, grant compliance and providing regular progress updates to Alameda CTC. The consultant will complete all funding requirements in accordance with federal funding and Alameda CTC reporting requirements for Measure B funds.

The consultant will prioritize developing expertise among its locally-based program partners, as appropriate, to ensure a sustainable program. In addition, the Consultant will ensure that the

program is fully integrated with school-related bicycling and walking programs and activities not funded through this contract, including efforts being carried out by local jurisdictions. The consultant will provide necessary services at the option of the Agency to ensure continuation of the BikeMobile program upon pilot program expiration in November 2013, per Task 6. Upon request, the consultant may be requested to provide input on potential capital project benefits for access improvements to school facilities.

As a part of this task, the consultant will further develop the program elements and define the work products and performance measures (sample measures are included below) in greater detail, as well as develop and maintain a detailed overall project schedule, including deliverable due dates. All program evaluation activities will be coordinated, and summary reports will be prepared. Program evaluation must be coordinated with evaluation efforts being developed by MTC and its consultants. One project manager will be designated to serve as a single point of contact for Alameda CTC, and will oversee and lead the Alameda Countywide Safe Routes to Schools program.

Additional coordination under this task includes working with MTC and its consultants on MTC's Regional School and Youth Outreach Program (RSYOP). These efforts will include serving on a regional Technical Advisory Committee (TAC), which will develop a work plan for this effort, provide input on and share technologies, test new program elements developed out of this process, and potentially implement programs that are outcomes of MTC's RSYOP. It is anticipated that serving on the TAC and providing input and testing programs is covered as part of this contract.

Sample project performance measures and program goals may include, but are not limited to, the following:

Overall Program

- percent or lbs. of emissions reduced (criteria pollutants and greenhouse gas emissions)
- percentage and number of SOV trips reduced
- vehicle miles traveled reduced
- # of new partners
- others

K-8 Program

- # of elementary schools with comprehensive SR2S program
- # of middle schools with comprehensive SR2S program
- # of students attending these schools
- mode shift by families/students as a result of the project
- # of students receiving in-class presentations
- # of students attending assembly programs
- # of students participating in after-school activities
- # of biking and walking school-wide events
- # of students receiving in-class bike safety education and training

- # of teachers who received training
- # of after-school providers who received training
- # of schools provided with resources/assistance (not part of comprehensive program)
- # of parents, volunteers and community members involved
- increase in bus ridership
- # of bike rodeos
- # of family cycling workshops

High School Program

- # of high schools with comprehensive SR2S program
- mode shift by students as a result of the program
- Trips (and/or vehicle miles) reduced due to program
- # of students involved in implementing the program
- # of students participating (attendees at events, signup on web site, etc.)
- # of training events
- reduction in # of cars parked in school lot
- increase in bus ridership

Ridesharing/carpool program

- % reduction in total vehicle trips (or vehicle miles travelled) to schools
- mode shift by participants as a result of the project
- # of staff and faculty contacted through presentations, emails or other contacts
- % of faculty and staff participating in program
- # of parents participating, if applicable
- # of students participating, if applicable
- reduction in # of cars parked in school lot
- increase in bus ridership

BikeMobile

- Trips (and/or vehicle miles) reduced due to bike repairs made
- Trips (and/or vehicle miles) reduced due to person-contacts made
- # of school visits
- # of other site visits
- # of bike repairs made
- # of kids reached with promotions
- # of students who report bicycling to school as a result of the program

Proposed project measures and goals will need to respond to any MTC program requirements, which are still being developed.

Task 1 Deliverables:

- Kick-off meeting notes, with follow-up tasks*
- Refined schedule, task budgets, deliverables, and performance measures*

- c) *Participation on MTC's Technical Advisory Committee for its Regional School and Youth Outreach Program, and coordination with MTC on performance measure development and project evaluation*
- d) *Monthly progress reports detailing project activities, coordination efforts and goal achievement*
- e) *Meetings with Alameda CTC staff, including preparation of summary notes*
- f) *Meetings with team partners to ensure adherence to project schedule and deliverables*
- g) *Summary evaluation of all program elements, submitted once per year*
- h) *Annual summaries showing distribution of program activities throughout the county.*

TASK 2 – COMMUNICATIONS AND OUTREACH STRATEGY

The Program will require extensive coordination between local jurisdictions, school districts, community organizations, and the general public. The consultant will develop a branding strategy for the coordinated program, as well as an approach to effectively make information about the various program elements easily accessible to all stakeholder groups, including in multiple languages as necessary. Strategies will include a program web site, newsletters, and printed materials, at a minimum. As required by the Metropolitan Transportation Commission (MTC) and to maximize the efficient use of resources, the consultant will coordinate these efforts with MTC's regional SR2S activities.

Task 2 Deliverables:

- a) *Memo outlining draft communications and outreach strategy, including descriptions, schedule, and budget for each item. Coordinate with MTC and its consultants on regional strategies and document how implementation will occur in Alameda County between the county and regional strategies.*
- b) *An Alameda County SR2S web site to provide access to information about all program elements, including listing of major activities, contact information, and resources for local program participants to utilize.*
- c) *Regular newsletters.*
- d) *Maintain updated and effective print materials, including in multiple languages, as necessary.*

TASK 3 – SAFE ROUTES TO SCHOOLS GRADES K-8 PROGRAM

This task provides for the continuation of the existing Alameda Countywide Safe Routes to Schools program in grades K-8, which is scheduled to be implementing comprehensive programs in over 100 schools by June 2013. The specific 100 schools may change over time, but the total number of participating schools with comprehensive programs will remain or increase if additional funding can be secured. It is anticipated that the need for schools receiving the comprehensive elements of the program will increase by 10% per year.

Each school will have a comprehensive program designed to meet the specific needs of that school, but will at a minimum include regular contact with the consultant, the provision of resources to maintain an ongoing SR2S program throughout the year, and program evaluation at the schools site. Program evaluation will need to be coordinated with MTC's evaluation efforts.

Comprehensive programs will be designed to be the most effective for each school site and to be within the overall budget. They may include bicycle safety education, general assemblies, puppet shows, walk audits, trainings for students, staff, and parents; technical and programmatic support regarding the implementation of activities such as walking school buses, assemblies, monthly Walk to School Days, and collaboration with law enforcement.

The program will also continue to offer web-based resources and provide technical assistance to schools that do not have comprehensive programs. Local task forces made of up key community stakeholders, which may include parents, teachers, elected officials and others, will be utilized and/or developed to assist in defining the reach of the program around the school site, the program needs, determining the program components, and assisting with program delivery. The curriculum and educational materials will be regularly revised to follow the current best practices.

The consultant will integrate family cycling clinics and bicycle rodeos – both of which have previously been funded and implemented as stand-alone projects – into the K-8 program, along with the BikeMobile program (described in Task 6). School site visits made by the BikeMobile must be integrated into programs at schools both with and without comprehensive SR2S programs, as appropriate.

Task 3 Deliverables:

- a) *Building on the current K-8 program, develop a revised work plan to maximize program effectiveness. Include performance measures, schedule, and detailed task budgets.*
- b) *Maintain and revise curriculum and educational and promotional materials to keep them up-to-date and in line with current best practices.*
- c) *Marketing materials, including press releases and handouts.*
- d) *Program evaluation approach memo and coordination with MTC on evaluations.*
- e) *Program evaluation final report at the end of each school year.*
- f) *Program integration approach memo*

TASK 4 – SAFE ROUTES TO SCHOOLS HIGH SCHOOL PROGRAM

Continuation of the new program element for the Alameda Countywide Safe Routes to School program established in 2011. The consultant will research effective strategies for use in encouraging high school students to reduce emissions from school-based trips by using transportation modes such as bicycling, walking, transit, or ridesharing. Based on an assessment of best practices, the consultant will develop recommended program elements, and a proposed project schedule and detailed task budgets.

The consultant will tailor the program to the unique needs of high school students, and may include elements such as social marketing tools, student involvement in program design, and parking management strategies. The program will be implemented in 10 high schools in Year 1, with 5-8 more high schools to be added by Year 3. High schools selected should represent schools of various types and sizes within Alameda County and continue to build on the successes of the program established in 2011 to 2013. Similar to Task 3, the consultant will integrate the BikeMobile program (described in Task 6) into the high school program.

Task 4 Deliverables:

- a) *Summary memo on best practices for high school Safe Routes to School programs, or other programs successful in increasing bicycle, pedestrian, or rideshare trips among high school students.*
- b) *Final recommendation on program approach, enhancements to the current program, elements and schools to target over the three years.*
- c) *Develop detailed schedule, budget and performance measures.*
- d) *Program evaluation approach memo, including survey instrument and summary of current demographics and commute patterns among students at targeted schools.*
- e) *Program evaluation final report at the end of each school year.*

TASK 5 – SAFE ROUTES TO SCHOOLS COMMUTE ALTERNATIVES PROGRAM

This Task focuses primarily on reducing the percentage of single occupant vehicle (SOV) trips made by school staff and teachers, and to encourage ridesharing, carpooling and transportation options that support clean air by reducing or eliminating greenhouse gas and other pollutant emissions.

The program will target 4 to 5 school districts for implementation. Based on an assessment of best practices for Transportation Demand Management (TDM) strategies, as well as resources currently available in Alameda County, the consultant will assess how these populations can take advantage of, and coordinate with, new and existing TDM programs, such as the 511.org School Pool program. As appropriate, customized approaches will be developed to further address the needs of staff and teachers in the targeted school districts. The consultant will recommend appropriate technology to utilize, including consideration of traditional methods and innovative approaches such as dynamic ridesharing.

The consultant will also investigate the feasibility of including parents and eligible students as carpool participants or drivers, as well as participation in the program by school district office staff.

Task 5 Deliverables:

- a) *Work with Regional Rideshare Program to survey origins and destinations and current commuting patterns of school staff and teachers.*
- b) *Research memo summarizing the targeted populations' needs and constraints.*
- c) *Best practices memo to determine most effective strategies for addressing the target populations. Memo should include assessment of feasibility for including school district staff in the program and the potential inclusion of high school students as either drivers or passengers.*
- d) *Work plan, budget and schedule to implement program, with a strategy, time frame, and estimated budget for potential expansion throughout Alameda County.*
- e) *Program evaluation results at the end of each school year.*

TASK 6 – INTEGRATION AND CONTINUATION OF BIKEMOBILE PROGRAM INTO ALAMEDA COUNTYWIDE SR2S PROGRAM

The BikeMobile program currently provides bicycle repair, maintenance lessons, and also promote bicycling at sites around the county, including schools. The program is currently set to expire on November 2013 and at the option of the Agency, this contract will provide all services and staffing necessary to continue the BikeMobile program.

The consultant will have full responsibility for fully integrating, monitoring and reporting for the BikeMobile program, including ensuring that it is implemented as one element in the overall Alameda Countywide SR2S program till program expiration in November 2013. This includes consultant staff time for work to coordinate with BikeMobile staff on BikeMobile visits that coincide with other SR2S programming, and to assist with school-site logistics for the BikeMobile visits. After BikeMobile expiration, the current contract is anticipated, at Agency option, to continue the BikeMobile program (i.e. staffing, graphics, marketing, operating, parts, vehicle, etc).

Task 6 Deliverables:

- a) *Memo summarizing the strategy and specific steps to integrate the BikeMobile program into the Alameda Countywide SR2S program.*
- b) *Memo defining the deliverables, performance measures, task budgets, and schedule for the final selected approach for implementing the BikeMobile program.*
- c) *All activities of the BikeMobile Program will be reported on a monthly basis under Task 1.*
- d) *BikeMobile operations to commence after expiration of the current BikeMobile program in November 2013.*



Commission Chair
TBD

Commission Vice Chair
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AC Transit
Greg Harper, Director

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Supervisors
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Wilma Chan – District 3
Nate Miley – District 4
Keith Carson – District 5

BART
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Vacant

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Executive Director
Arthur L. Dao

Alameda County Transportation Commission Resolution 13-004

Resolution of Local Support MTC Discretionary Funding . Authorizing the filing of an application for funding assigned to MTC and committing any necessary matching funds and stating the assurance to complete the project

WHEREAS, the Alameda County Transportation Commission (herein referred to as APPLICANT) is submitting an application to the Metropolitan Transportation Commission (MTC) for \$6.293 million in funding assigned to MTC for programming discretion, including but not limited to federal funding administered by the Federal Highway Administration (FHWA) such as Surface Transportation Program (STP) funding, Congestion Mitigation and Air Quality Improvement (CMAQ) funding and/or Transportation Alternatives (TA) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the Alameda Countywide Safe Routes to School Program (herein referred to as PROJECT) for the Regional Safe Routes to School (RSR2S) and One Bay Area Grant (OBAG) (herein referred to as PROGRAM); and

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (Public Law 112-141, July 6, 2012) and any extensions or successor legislation for continued funding (collectively, MAP 21) authorize various federal funding programs including, but not limited to the Surface Transportation Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives Program (TA) (23 U.S.C. § 213); and

WHEREAS, state statutes, including California Streets and Highways Code 182.6 and 182.7 provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

WHEREAS, pursuant to MAP-21, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal funds for a project shall submit an application first with the appropriate MPO for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of federal funds; and

WHEREAS, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING,

MTC requires a resolution adopted by the responsible implementing agency stating the following:

1. the commitment of any required matching funds of at least 11.47%; and
2. that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
3. that the project will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
4. the assurance of the sponsor to complete the project as described in the application, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and
5. that the project will comply with all project-specific requirements as set forth in the PROGRAM; and
6. that the project (transit only) will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region.

NOW, THEREFORE, BE IT RESOLVED that the APPLICANT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under MAP-21 for continued funding; and be it further

RESOLVED that the APPLICANT by adopting this resolution does hereby state that:

1. APPLICANT will provide \$815,235 in matching funds; and
2. APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
3. APPLICANT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation projects, and has assigned, and will maintain a single point of contact for all FHWA-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans and FHWA on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA-funded transportation projects implemented by APPLICANT; and
4. PROJECT will be implemented as described in the complete application and in this resolution and, if approved, for the amount approved by MTC and programmed in the federal TIP; and
5. APPLICANT and the PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and
6. APPLICANT (for a transit project only) agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866, revised; and therefore be it further

RESOLVED that APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and be it further

RESOLVED that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it further

RESOLVED that there is no legal impediment to APPLICANT making applications for the funds; and be it further

RESOLVED that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and be it further

RESOLVED that APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it further

RESOLVED that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and be it further

RESOLVED that the MTC is requested to support the application for the PROJECT described in the resolution and to include the PROJECT, if approved, in MTC's federal TIP.

AYES:

NOES:

ABSTAIN:

ABSENT:

SIGNED:

ATTEST:

XXXXXXXXX
Chair

Vanessa Lee
Clerk of the Commission

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Memorandum

DATE: January 7, 2013

TO: Programs and Projects Committee

FROM: Matt Todd, Manager of Programming
Vivek Bhat, Senior Transportation Engineer

SUBJECT: California Transportation Commission (CTC) December 2012 Meeting Summary

Recommendation

This item is for information only. No action is requested.

Discussion

The California Transportation Commission is responsible for programming and allocating funds for the construction of highway, passenger rail, and transit improvements throughout California. The CTC consists of eleven voting members and two non-voting ex-officio members. The San Francisco Bay Area has three (3) CTC members residing in its geographic area: Bob Alvarado, Jim Ghielmetti, and Carl Guardino.

The December 2012 CTC meeting was held at Riverside, CA. Detailed below is a summary of the nine (9) agenda items of significance pertaining to Projects / Programs within Alameda County that were considered at the December 2012 CTC meeting (Attachment A).

1. **Proposition 1B Corridor Mobility Improvement Account (CMIA) / Freeway Performance Initiative (FPI) - Traffic Operation Systems (TOS) and Ramp Metering Project**

The CTC approved an amendment of the CMIA base line agreement of the FPI - Traffic TOS and Ramp Metering project to update the funding plan.

Outcome: The revised project funding plan will reflect previously incurred SHOPP expenditures for pre-construction activities for Contract 3 which was omitted from the original baseline agreement.

2. **Proposition 1B CMIA / Freeway Performance Initiative (FPI) - Traffic Operation Systems (TOS) and Ramp Metering Project - Contract 2,3,4 and 5**

The CTC approved de-allocation of \$6,900,000 in Proposition 1B CMIA Program funds from the FPI - TOS and Ramp Metering project, thereby reducing the original CMIA construction capital allocation of \$31,152,000 to \$24,252,000.

Outcome: The de-allocation reflects contract award savings. Construction phase is initiated and construction activities are scheduled to begin in early 2013.

3. Proposition 1B CMIA / Freeway Performance Initiative - Traffic Operation Systems (TOS) and Ramp Metering on I-680 between AutoMall and Mission

The CTC approved de-allocation of \$ 327,000 in Proposition 1B CMIA Program funds from the I-680 FPI - TOS and Ramp Metering project, thereby reducing the original CMIA construction capital allocation of \$6,000,000 to \$5,673,000.

Outcome: The de-allocation reflects contract award savings. Construction phase is initiated and construction activities are scheduled to begin in early 2013.

4. Proposition 1B CMIA / I-80 ICM Adaptive Ramp Metering Project

The CTC approved de-allocation of \$1,539,000 in Proposition 1B CMIA Program funds from the I-80 ICM Adaptive Ramp Metering project, thereby reducing the original CMIA construction capital allocation of \$9,426,000 to \$7,887,000.

Outcome: The de-allocation reflects contract award savings. Construction phase is initiated and construction activities are scheduled to begin in early 2013.

5. Proposition 1B CMIA / I-80 ICM Active Traffic Management Project

The CTC approved de-allocation of \$6,713,000 in Proposition 1B CMIA Program funds from the I-80 ICM Active Traffic Management project, thereby reducing the original CMIA construction capital allocation of \$25,294,000 to \$18,581,000.

Outcome: The de-allocation reflects contract award savings. Construction phase is initiated and construction activities are scheduled to begin in early 2013.

6. Proposition 1B CMIA / I-880 SB HOV Lane Extension-North Segment (Davis to Hegenberger)

The CTC approved de-allocation of \$6,235,000 in Proposition 1B CMIA Program funds from the I-880 SB HOV Lane Extension-North Segment (Davis to Hegenberger) project, thereby reducing the original CMIA construction capital allocation of \$32,000,000 to \$25,765,000.

Outcome: The de-allocation reflects contract award savings. Construction phase is initiated and construction activities are scheduled to begin in early 2013.

7. Proposition 1B CMIA / I-580 Eastbound HOV Lane Project (Segment 3) - Aux Lanes from Isabel to N. Livermore and from N. Livermore to First Street

The CTC approved de-allocation of \$1,163,000 in Proposition 1B CMIA Program funds from the I-580 Eastbound HOV Lane Project (Segment 3) - Aux Lanes from Isabel to N. Livermore and from N. Livermore to First Street project, thereby reducing the original CMIA construction capital allocation of \$19,028,000 to \$17,865,000.

Outcome: The de-allocation reflects contract award savings. Construction phase is initiated and construction activities are scheduled to begin in early 2013.

8. Proposition 1B CMIA / I-580 Westbound HOV Lane Project (Segment 1) - Greenville Rd. to Isabel Ave.

The CTC approved de-allocation of \$7,476,000 in Proposition 1B CMIA Program funds from the I-580 Westbound HOV Lane Project (Segment 1) - Greenville Rd. to Isabel Ave. project, thereby reducing the original CMIA construction capital allocation of \$42,821,000 to \$34,345,000.

Outcome: The de-allocation reflects contract award savings. Construction phase is initiated and construction activities are scheduled to begin in early 2013.

9. Proposition 1B CMIA / I-580 Westbound HOV Lane Project (Segment 2) -Isabel Ave. to Foothill Blvd.

The CTC approved de-allocation of \$11,883,000 in Proposition 1B CMIA Program funds from the I-580 Westbound HOV Lane Project (Segment 2) -Isabel Ave. to Foothill Blvd. project, thereby reducing the original CMIA construction capital allocation of \$45,614,000 to \$33,731,000.

Outcome: The de-allocation reflects contract award savings. Construction phase is initiated and construction activities are scheduled to begin in early 2013.

Attachment (s)

Attachment A: December 2012 CTC Meeting Summary for Alameda County Projects /Programs

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| Sponsor | Program / Project | Item Description | CTC Action / Discussion |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Caltrans | Corridor Mobility Improvement Account (CMIA) Program / Freeway Performance Initiative (FPI) - Traffic Operation Systems (TOS) and Ramp Metering Project | Amend the CMIA baseline agreement for the FPI TOS and Ramp Metering project to update the funding plan. | Approved |
| Caltrans | Corridor Mobility Improvement Account (CMIA) Program / Freeway Performance Initiative (FPI) - Traffic Operation Systems (TOS) and Ramp Metering Project - Contract 2, 3, 4 and 5 | De-allocate \$6.9M thereby reducing the original CMIA construction capital allocation of \$31.2M to \$24.3M, to reflect contract award savings. | Approved |
| Caltrans | Corridor Mobility Improvement Account (CMIA) Program / Freeway Performance Initiative - Traffic Operation Systems (TOS) and Ramp Metering on I-680 between AutoMall and Mission | De-allocate \$327,000 thereby reducing the original CMIA construction capital allocation of \$6,000,000 to \$5,673,000, to reflect contract award savings. | Approved |
| Caltrans | Corridor Mobility Improvement Account (CMIA) Program / I-80 ICM Adaptive Ramp Metering Project | De-allocate \$1,539,000 thereby reducing the original CMIA construction capital allocation of \$9,426,000 to \$7,887,000, to reflect contract award savings. | Approved |
| Caltrans | Corridor Mobility Improvement Account (CMIA) Program / I-80 ICM Active Traffic Management Project | De-allocate \$6,713,000 thereby reducing the original CMIA construction capital allocation of \$25,294,000 to \$18,581,000, to reflect contract award savings. | Approved |
| Caltrans | Corridor Mobility Improvement Account (CMIA) Program / I-880 SB HOV Lane Extension-North Segment (Davis to Hegenberger) | De-allocate \$6,235,000, thereby reducing the original CMIA construction capital allocation of \$32,000,000 to \$25,765,000, to reflect contract award savings. | Approved |
| Caltrans | Corridor Mobility Improvement Account (CMIA) Program / I-580 Eastbound HOV Lane Project (Segment 3) - Aux Lanes from Isabel to N. Livermore and from N. Livermore to First Street. | De-allocate \$1,163,000, thereby reducing the original CMIA construction capital allocation of \$19,028,000 to \$17,865,000, to reflect contract award savings. | Approved |
| Caltrans | Corridor Mobility Improvement Account (CMIA) Program / I-580 Westbound HOV Lane Project (Segment 1) - Greenville Rd. to Isabel Ave. | De-allocate \$7,476,000, thereby reducing the original CMIA construction capital allocation of \$42,821,000 to \$35,345,000, to reflect contract award savings. | Approved |
| Caltrans | Corridor Mobility Improvement Account (CMIA) Program / I-580 Westbound HOV Lane Project (Segment 2) - Isabel Ave. to Foothill Blvd. | De-allocate \$11,883,000, thereby reducing the original CMIA construction capital allocation of \$45,614,000 to \$33,731,000, to reflect contract award savings. | Approved |

http://www.dot.ca.gov/hq/transprog/ctcbooks/2012/12/12/000_11med.pdf

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Memorandum

DATE: January 7, 2013

TO: Programs and Projects Committee

FROM: Stewart Ng, Deputy Director of Programming and Projects
Gary Sidhu, Project Controls Team

SUBJECT: **I-880/Marina Boulevard Interchange Improvements (APN 750.0) – Approval of Amendment No. 4 to the Professional Services Agreement with BKF Engineers (Agreement No. A08-016)**

Recommendation

It is recommended that the Commission approve Amendment No. 4 to the professional services agreement with BKF Engineers (Agreement No. A08-016) to modify the scope of design services for an additional contract amount not to exceed \$120,000.

Summary

The I-880/Marina Boulevard Interchange Improvement project proposes to construct traffic signals at the I-880/Marina Boulevard ramp termini, a left-turn lane from westbound Marina Boulevard to Kaiser Permanente facility and pedestrian/bike access along Marina Boulevard. The I-880/Marina Boulevard Interchange Improvements project is funded by the Kaiser Permanente San Leandro Medical Foundation. An existing Memorandum of Understanding (MOU) between the City of San Leandro and the Alameda County Transportation Commission (Alameda CTC) covers transfer of funds. The estimated cost for this project is \$4,000,000.

Discussion

The scope of the existing professional services contract with BKF Engineers was to complete a Project Study Report (PSR). BKF Engineers and their sub-consultants performed preliminary engineering and traffic analysis work as part of the PSR development. Based on the scope, complexity and anticipated capital construction cost estimate of the project, it has been determined that this project can be processed as an Encroachment Permit project using the Caltrans Permit Engineering Evaluation Review (PEER) process. Alameda CTC and Caltrans have discussed these findings, and determined that a PSR is not required for projects which are eligible for approval through an Encroachment Permit process. Therefore, no further effort will be spent on PSR development. The remaining \$131,000 budget from the PSR development will be transferred to the design services task resulting in a total of \$251,000 toward design task services.

Table 1 below summarizes the contract actions related to Agreement No. A08-016.

| Table 1: Summary of Agreement No. A08-016 with BKF Engineers | | |
|-------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|
| Description | Amendment Amount | Total Contract Not to Exceed Amount |
| Professional Services Agreement (PSA) with BKF Engineers for Project Study Report development, dated September 16, 2008 | N/A | \$345,588 |
| Amendments No.1, 2 & 3 for time extension only, dated June 14, 2010, June 20, 2011 and April 9, 2012 | N/A | \$345,588 |
| Recommended Amendment No. 4 for Design Services (This Agenda Item) | \$120,000 | \$465,588 |

These improvements are within the limits of the Alameda CTC sponsored I-880 Southbound High Occupancy Vehicle (HOV) Lane Project (Southern Segment). The construction contract for the Southern Segment of the I-880 HOV project was awarded on September 14, 2012. Construction activities are expected to begin by the end of January 2013.

Though the I-880/Marina Boulevard Project is being developed as a separate project from the freeway widening project, staff is pursuing the integration of the construction of these two projects aimed at creating cost savings where possible. It is expected that I-880/Marina Boulevard improvements will be constructed as part of the larger HOV project through a contract change order; in coordination with the timing of the reconstruction of the Marina Boulevard interchange which will be built under the HOV lane project.

Fiscal Impact

Approval of this item will require the encumbrance of \$4,000,000 which is reimbursable from the funding sources cited in this staff report. The encumbrance amount has been included in the Alameda CTC Adopted FY 2012-13 Operating and Capital Program Budget.



Memorandum

DATE: January 7, 2013

TO: Programs and Projects Committee

FROM: Stewart D. Ng, Deputy Director of Programming and Projects
Connie Fremier, Project Controls Team

SUBJECT: **I-580 Westbound Express (HOT) Lane Project (APN 724.1) –
Approval of Amendment No. 2 to the Professional Services Agreements
with URS Corporation (Agreement No. A11-0024)**

Recommendation

It is recommended that the Commission approve Amendment No. 2 to the professional services agreement with the URS Corporation (Agreement No. A11-0024), to provide final plans, specifications and estimate (PS&), perform additional traffic engineering for open access configuration, and for design services during construction (DSDC), for an additional contract amount not-to-exceed \$1,500,000, and to extend contract time to December 31, 2015.

Summary

The Alameda CTC is the implementing agency for the project development phase of the I-580 Westbound Express (HOT) Lanes Project. The Alameda CTC retained a consultant team led by the URS Corporation to provide the necessary project development services to secure environmental approval for the project. On July 1, 2011, Agreement No. A11-0024 was executed with the URS Corporation for an amount not to exceed \$686,502.

An administrative Amendment No. 1 dated November 8, 2012 was issued to extend the contract time for 3 months (until March 31, 2013).

The requested Amendment No. 2 to Agreement No. A11-0024 is needed to provide final plans, specifications and estimate for the project, to refine traffic studies needed for an open access configuration, for design services during construction, and to extend contract time to December 31, 2015.

Table 1 below summarizes the contract actions related to Agreement No. A11-0024.

| Table 1: Summary of Agreement No. A11-0024 with URS Corporation | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------------------------|
| Description | Amendment Amount | Total Contract Not to Exceed Amount |
| Professional Services Agreement (PSA) with URS Corporation (A11-0024) to prepare the Project Approval and Environmental Clearance Documents (PA&ED) dated July 1, 2011 | NA | \$ 686,502 |
| Amendment No. 1 to A11-0024 to extend contract time 3 months (Until March 31, 2012) dated November 8, 2012. | \$ N/A | \$ 686,502 |
| Recommended Amendment No. 2 to A08-018 (This Agenda Item) | \$ 1,500,000 | \$ 1,936,502 |
| Total Amended Contract Not to Exceed Amount \$ 1,936,502 | | |

Funding for this amendment will be provided from the I-580 Corridor Improvement funds approved for the project.

Discussion

The I-580 Westbound Express (HOT) Lane Project proposes to convert the westbound high occupancy vehicle (HOV) lane (currently under construction) to an express lane facility. The project limits are from just west of the Greenfield Road Undercrossing in Livermore to west of the San Ramon Road/ Foothill Road Overcrossing in Dublin/Pleasanton a distance of approximately 13.1 miles.

The project is scheduled to start construction immediately after the west segments of the I-580 Westbound HOV lane projects are completed in 2014. The I-580 Westbound Express Lane Project will construct the necessary infrastructure such as signing, sign gantries for dynamic messaging and toll reading, electrical conduit for connecting power and communication sources, and striping to accommodate the express lanes.

URS Corporation has a contract to perform environmental services for the I-580 Westbound Express (HOT) Lane project. There is no contract in place for design. In order to deliver the Westbound Express Lane project by 2014, Alameda CTC needs to contract for the design services. The most efficient and cost effective way to deliver these services is to use the existing firm and contract that is already in place for the Westbound Express (HOT) Lane project. URS Corporation is already familiar with the corridor and the associated project issues and would require no learning curve. Staff proposes to amend the existing URS contract (Contract No. A11-0024) for the I-580 Westbound Express (HOT) project to provide final plans, specifications and estimate, perform additional traffic engineering for open access configuration, and for design

services during construction for an additional contract amount of \$1,500,000 and to extend contract time to December 31, 2015.

Staff recommends that the Commission authorize the execution of Amendment No. 2 to the professional services agreement with URS Corporation (Agreement No. A11-0024) to provide final plans, specifications and estimate, perform additional traffic engineering for open access configuration, and for design services during construction for an additional contract amount of \$1,500,000 and to extend contract time to December 31, 2015.

Fiscal Impact

The recommended action will authorize the encumbrance of additional project funding for subsequent expenditure. The required additional project funding is included in the current project funding plan.

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Memorandum

DATE: January 7, 2013

TO: Programs and Project Committee

FROM: Stewart Ng, Deputy Director of Programming and Projects
Connie Fremier, Projects Control Team

SUBJECT: **East Bay Greenway Project (ACTIA 28) – Approval to of a Construction Contract for the Construction of the East Bay Greenway Project – Segment 7A**

Recommendation

It is recommended that the Commission approve a construction with the lowest, responsive, and responsible bidder for the construction of the East Bay Greenway Project – Segment 7A.

Summary

The Alameda CTC is the sponsor of the East Bay Greenway Project – Segment 7A. The Alameda CTC is also responsible for the advertisement, award and administration (AAA) of the construction contract for the project. The detailed design plans, specifications, and estimates (PS&E) documents for the project have been completed. This project is funded with a combination of federal stimulus TIGER funds (\$1,078,400), with an East Bay Regional Park District (EBRPD) Measure WW bond match (\$269,400).

The project is expected to be advertised in February 2013 with bids to open and the contract awarded to the lowest responsible bidder in March 2013, and construction to start in April 2013.

Discussion

The Alameda CTC is the sponsor of the East Bay Greenway Project. The East Bay Greenway is a planned 12-mile bicycle and pedestrian facility that will travel through Oakland, San Leandro, Hayward and unincorporated Alameda County. The alignment generally runs under the BART tracks and the Greenway will ultimately connect five BART stations. A federal stimulus TIGER II grant has been obtained to build a one half-mile segment of the project (Segment 7A, between Coliseum BART and 85th Avenue in Oakland). Caltrans issued a NEPA Categorical Exclusion for that segment in February 2012, and Alameda CTC filed a CEQA Categorical Exemption for that segment in March 2012. FHWA has authorized the project and Caltrans issued an E-76 Authorization to Proceed with Construction on September 17, 2012. Construction of this segment is planned to begin in April 2013.

In order to position the East Bay Greenway (beyond Segment 7A) for outside funding, Alameda CTC has used discretionary bicycle/pedestrian Measure B funds for preliminary engineering and CEQA analysis of the full 12-mile project which the Commission adopted at the October 25, 2012 Commission meeting. The final CEQA analysis has been posted on the Alameda CTC website at www.alamedactc.org/news_items/view/7903, and is also available to members of the public at the Alameda CTC's offices.

The construction phase of the project will be funded with a combination of federal Tiger II funds (\$1,078,400) with an EBRPD WW bond match (\$269,400). The project is subject to federal contracting requirements.

The Alameda CTC is also responsible for the AAA construction component of the project. The project is expected to be advertised in February 2013, with bid opening and contract award to the lowest responsible bidder in March 2013, and construction scheduled to begin April 2013.

The Commission will be informed of the bid opening outcome, i.e. bids received and the successful bidder, at their April 25, 2013 meeting.

Fiscal Impact

Approval of the recommended actions will encumber \$1,347,800 for the project which will be reimbursed by Federal and EBRPD funding sources.