



Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

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Mayor Jerry Thome

City of San Leandro
Mayor Pauline Cutter

City of Union City
Mayor Carol Dutra-Vernaci

Executive Director
Arthur L. Dao

Programs and Projects Committee

Monday, October 12, 2015, 12:00 p.m.
1111 Broadway, Suite 800
Oakland, CA 94607

Mission Statement

The mission of the Alameda County Transportation Commission (Alameda CTC) is to plan, fund, and deliver transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County.

Public Comments

Public comments are limited to 3 minutes. Items not on the agenda are covered during the Public Comment section of the meeting, and items specific to an agenda item are covered during that agenda item discussion. If you wish to make a comment, fill out a speaker card, hand it to the clerk of the Commission, and wait until the chair calls your name. When you are summoned, come to the microphone and give your name and comment.

Recording of Public Meetings

The executive director or designee may designate one or more locations from which members of the public may broadcast, photograph, video record, or tape record open and public meetings without causing a distraction. If the Commission or any committee reasonably finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities must be discontinued or restricted as determined by the Commission or such committee (CA Government Code Sections 54953.5-54953.6).

Reminder

Please turn off your cell phones during the meeting. Please do not wear scented products so individuals with environmental sensitivities may attend the meeting.

Glossary of Acronyms

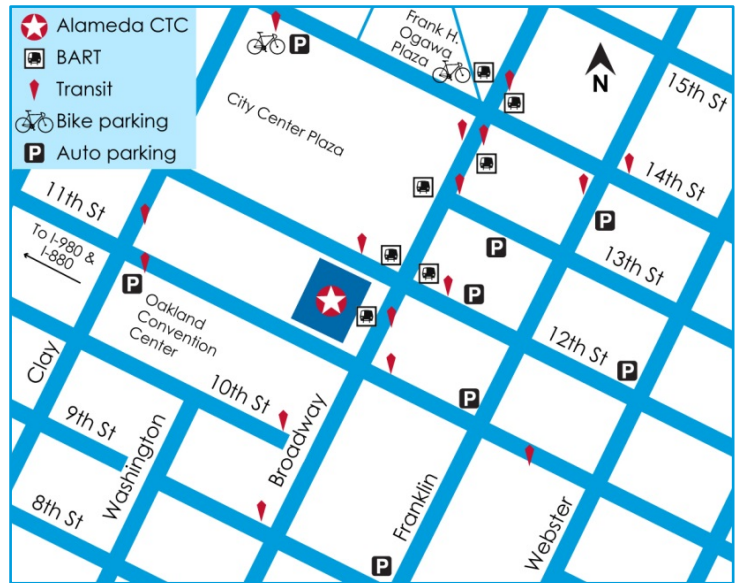
A glossary that includes frequently used acronyms is available on the Alameda CTC website at www.AlamedaCTC.org/app_pages/view/8081.

Location Map

Alameda CTC

1111 Broadway, Suite 800
Oakland, CA 94607

Alameda CTC is accessible by multiple transportation modes. The office is conveniently located near the 12th Street/City Center BART station and many AC Transit bus lines. Bicycle parking is available on the street and in the BART station as well as in electronic lockers at 14th Street and Broadway near Frank Ogawa Plaza (requires purchase of key card from bikelink.org).



Garage parking is located beneath City Center, accessible via entrances on 14th Street between 1300 Clay Street and 505 14th Street buildings, or via 11th Street just past Clay Street. To plan your trip to Alameda CTC visit www.511.org.

Accessibility

Public meetings at Alameda CTC are wheelchair accessible under the Americans with Disabilities Act. Guide and assistance dogs are welcome. Call 510-893-3347 (Voice) or 510-834-6754 (TTD) five days in advance to request a sign-language interpreter.



Meeting Schedule

The Alameda CTC meeting calendar lists all public meetings and is available at www.AlamedaCTC.org/events/upcoming/now.

Paperless Policy

On March 28, 2013, the Alameda CTC Commission approved the implementation of paperless meeting packet distribution. Hard copies are available by request only. Agendas and all accompanying staff reports are available electronically on the Alameda CTC website at www.AlamedaCTC.org/events/month/now.

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Programs and Projects Committee Meeting Agenda

Monday, October 12, 2015, 12 p.m.

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

1. Pledge of Allegiance

2. Roll Call

3. Public Comment

Chair: Mayor Bill Harrison, City of Fremont
Vice Chair: Carol Dutra-Vernaci, Union City
Commissioners: Pauline Cutter, Luis Freitas, Nate Miley, Laurie Capitelli, Barbara Halliday
Ex-Officio Members: Scott Haggerty, Rebecca Kaplan
Staff Liasion: James O'Brien
Executive Director: Arthur L. Dao
Clerk: Vanessa Lee

4. Consent Calendar

	Page	A/I
4.1. PPC Meeting Minutes: Approval of the September 14, 2015 Meeting Minutes	1	A

5. Programs and Projects

5.1. Transportation Fund for Clean Air (TFCA) FY 2015-16 Program: Approval of the FY 2015-16 TFCA Program	5	A
5.2. Affordable Student Transit Pass Program Update: Approval of Professional Services Agreement R16-0003 with Nelson\Nygaard Consulting Associates, Inc. to Provide Services for Development of a Pilot for the Program	9	A
5.3. I-80 Integrated Corridor Mobility Project No. 2 (PN 1387.002): Approval of Construction Contract Acceptance through Adoption of Resolution 15-007	23	A
5.4. Approval of Administrative Amendments to Various Project Agreements (A09-0022, A13-0063, 10R301000).	27	A
5.5. I-680 Northbound Express Lane (1369.000): Contract Amendment No. 4 to the Professional Services Agreement (Agreement No. A11-0034) with WMH Corporation to Provide Services to Complete an Optional Task	31	A

6. Staff Reports (Verbal)

7. Adjournment

Next Meeting: November 9, 2015

All items on the agenda are subject to action and/or change by the Commission.

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1. Pledge of Allegiance

2. Roll Call

The Clerk conducted a roll call. All members were present.

Commissioner Guillen was present as an alternate for Commissioner Kaplan.

Subsequent to the roll call:

Commissioner Miley was excused during item 5.5.

3. Public Comment

There were no public comments.

4. Consent Calendar

4.1. PPC Meeting Minutes: Approval of the July 13, 2015 Meeting Minutes

4.2. California Transportation Commissioner August 2015 Meeting Summary

Commissioner Capitelli moved to approve the Consent Calendar. Commissioner Dutra-Vernaci seconded the motion. The motion passed unanimously.

5. Programs and Projects

5.1. Transportation Fund for Clean Air Program (TFCA): Approval of TFCA Extension Requests for projects 11ALA01, 11ALA02 and 11ALA07 and Amendment to Master Program Funding Agreement with the Air District

Jacki Taylor recommended that the Commission approve the TFCA Extension Requests for projects 11ALA01, 11ALA02 and 11ALA07 and Amendment to Master Program Funding Agreement with the Air District. She stated that the Alameda CTC's TFCA Program Guidelines require Commission approval for any TFCA projects requesting a third, or subsequent, extension. She provided information on the three projects requesting extensions and stated that the technical committee reviewed and approved the item.

Commissioner Halliday moved to approve this item. Commissioner Frietas seconded the motion. The motion passed unanimously.

5.2. One Bay Area Grant (OBAG) Cycle 2 Update

Vivek Bhat updated the committee on OBAG Cycle 2. He stated that MTC recently released the proposal for OBAG Cycle 2 (FYs 2017-18 to 2021-22) outlining principles for changes, program funding levels, and policy revisions. Vivek updated the committee on notable changes to the program and revised county distributions. He concluded by stating that staff will present the Alameda County OBAG Cycle 2 principles to the full Commission in early 2016.

There was one public comment on this item made by Ken Bukowski.

Commissioner Capitelli asked what “rewarding jurisdictions who award housing allocations” meant in regards to RENA allocations. Art informed the committee that the statement is a policy statement that MTC has implemented that ties affordable housing into the funding formula.

Commissioner Halliday asked if the agency is supporting efforts for MTC to restore SEMAP money for the Safe Routes to School program. Art stated that staff understands the importance of the program and will support any funding for Safe Routes to School.

This item was for information only.

5.3. Measure BB Community Development Investments Program (MBB 045/PN 1460.000): Program Development Overview

Trinity Nguyen presented an overview of the Measure BB Community Development Investments Program. She stated that the 2014 Transportation Expenditure Plan establishes a total of 4 percent of net sales tax revenue, to be distributed on a discretionary basis for the development and implementation of the Community Development Investments Program. Trinity covered the development process and purpose of the plan. She also provided information on the objectives of the program and programming methodology specifically the funding framework and selection process.

This item was for information only.

5.4. East Bay Greenway – Lake Merritt to South Hayward (PN 1457.001): Approval of Professional Services Agreement A15-0030 with HNTB Corporation to provide services for the Project Approval and Environmental Document Phase of the Project

Matthew Bromberg recommended that the Commission approve the Professional Services Agreement A15-0030 with HNTB Corporation to provide services for the Project Approval and Environmental Document Phase of the 5.4. East Bay Greenway – Lake Merritt to South Hayward (PN 1457.001) Project. He stated that a Request for Proposals was released in April 2015. An independent selection panel comprised of representatives from the City of Oakland, City of San Leandro, City of Hayward, BART, East Bay Regional Park District and Alameda CTC reviewed the proposals and at the conclusion of the evaluation process, HNTB Corporation was selected as the top ranked firm. Matthew provided an overview of the corridor and a project history. He also covered project challenges, and lessons learned from the pilot segment of the greenway.

Commissioner Cutter asked how complete segment 7A was and wanted more

information on the visual components of the pilot segment. Raj stated that everything is completed with the exception of the striping. Art stated that artwork and landscaping aesthetics were not completed in the pilot segment but is intended to be included for the 16-mile segment.

Commissioner Guillen wanted to know which body would vet out the issues identified with the pilot segment. Art stated that the PPC will be used to vet the issues that come out during the project development process.

Commissioner Capitelli asked how long the development of the project would take. Art stated that while the project may seem simple, there are many issues that could extend the project schedule specifically negotiating Right-of-way with UPRR.

Commissioner Miley moved to approve this item. Commissioner Cutter seconded the motion. The motion passed unanimously.

5.5. I-580 Westbound HOV – East Segment (724.4/1372.004): Approval of Amendment No. 4 to Cooperative Agreement with Caltrans (04-2397)

Stefan Garcia recommended that the Commission Authorize the Executive Director to enter into Amendment No. 4 to Cooperative Agreement 04-2397 with Caltrans for the construction phase of the I-580 Westbound HOV Lane – East Segment Project. Caltrans advertised, awarded, and is administering the construction of the project. The cooperative agreement amendment is required to move the project forward through completion of construction and establishes roles, responsibilities, and funding obligations between Alameda CTC and Caltrans for the construction phase of the project.

Commissioner Cutter moved to approve this item. Commissioner Dutra-Vernaci seconded the motion. The motion passed unanimously (Miley absent).

5.6. Approval of Administrative Amendments to Various Project Agreements (2003-02, A07-0058, A08-0045, A11-0039, A14-0026)

Trinity Nguyen recommended that the Commission approve Administrative Amendments to Project Agreements 2003-02, A07-0058, A08-0045, A11-0039, A14-0026. She stated that four contracts needed amendments: 2003-02- City of Oakland, A07-0058 and A-08-0045- City of Livermore, A11-0039- Kimley-Horn & Associates, and A14-0026 Alameda- Contra Costa Transit District.

Commissioner Dutra-Vernaci moved to approve this item. Commissioner Cutter seconded the motion. The motion passed unanimously (Miley absent).

6. Committee Members

There were no committee member reports.

7. Staff Reports

There were no staff reports.

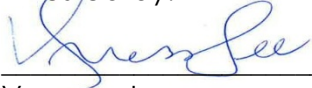
8. Adjournment/ Next Meeting

The next meeting is:

Date/Time: Monday, October 12, 2015 @12:00 p.m.

Location: Alameda CTC Offices, 1111 Broadway, Suite 800, Oakland, CA 94607

Attested by:



Vanessa Lee,
Clerk of the Commission



Memorandum

5.1

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

DATE: October 5, 2015

SUBJECT: Transportation Fund for Clean Air (TFCA) FY 2015-16 Program

RECOMMENDATION: Approve the TFCA FY 2015-16 Program

Summary

Transportation Fund for Clean Air (TFCA) County Program Manager funding is generated by a vehicle registration fee collected by the Bay Area Air Quality Management District (Air District) to fund eligible projects that result in the reduction of motor vehicle emissions. For fiscal year (FY) 2015-16, a total of \$2.038 million is available to program by the Alameda CTC. Staff recommends the Commission approve the FY 2015-16 TFCA Program, as detailed in Attachment A.

Background

TFCA funding is generated by a regional four dollar vehicle registration fee collected by the Air District. Through the TFCA County Program Manager (CPM) fund, forty percent of this revenue is redirected back to the counties from which it was collected. The remaining sixty percent is administered directly by the Air District through the Regional TFCA program. As the TFCA County Program Manager for Alameda County, the Alameda CTC is responsible for annually programming the revenue generated in Alameda County for this program. The program is subject to the requirements of the Air District-approved CPM Policies, through which five percent of new revenue is set aside for the Alameda CTC's administration of the TFCA program.

TFCA projects are to result in the reduction of motor vehicle emissions. Eligible projects are to achieve "surplus" emission reductions beyond what is currently required through regulations, ordinances, contracts, or other legally binding obligations. Projects typically funded with TFCA include shuttles, bicycle lanes and lockers, signal timing and trip reduction programs. Projects proposed for TFCA funding are required to meet the eligibility and cost-effectiveness requirements of the TFCA program.

Per the Alameda CTC TFCA Guidelines, 70 percent of the available funds are to be allocated to the cities/county based on population, with a minimum of \$10,000 to each jurisdiction. The remaining 30 percent of funds are to be allocated to transit-related projects on a discretionary basis. A jurisdiction may borrow against its projected future share in order to receive more funds in the current year, which can help facilitate the required annual programming of all available funds.

FY 2015-16 Program

A total of \$2.038 million of TFCA funding is available for FY 2015-16. The annual call for projects was released in May 2015 and applications were due in June. Projects were evaluated on an individual basis for program eligibility and cost-effectiveness, in conformance with current Air District Policies and guidance. As typical for this program, after the initial round of project evaluations, it was necessary to extend the application period in order to identify enough cost-effective projects for a program recommendation that programs all available funds. The recommended FY 2015-16 Program is detailed in Appendix A.

The recommended funding amounts for all shuttle projects reflects a pending exception to the current Air District CPM Policies, which establish the maximum cost-effectiveness value for shuttle projects at \$125,000 of TFCA per ton of emissions reduced (\$125,000 TFCA/ton). Air District staff proposes to increase the maximum cost effectiveness for shuttles to \$175,000 TFCA/ton, in order to align it with the Air District's current limit under the Regional TFCA program. The exception request is scheduled for consideration by the Air District Board in November 2015. On the off-chance the exception is denied, the recommended amounts for the shuttle projects will be adjusted downwards accordingly and the remaining difference (estimated at a total of \$153,000) would be reprogrammed in FY 2016/17.

Next Steps

The Alameda CTC is required to provide a Commission-approved program of projects to the Air District by November 6, 2015. The Alameda CTC will then enter into project-specific funding agreements with project sponsors. Once a funding agreement is executed, eligible project costs as of July 1, 2015 will be eligible for reimbursement.

Fiscal Impact: TFCA funding is made available by the Air District and costs associated with TFCA projects, and the Alameda CTC's administration of the TFCA program, are included in the Alameda CTC's 2015-16 budget.

Attachments

- A. TFCA County Program Manager Fund, FY 2015-16 Program

Staff Contacts

[James O'Brien](#), Interim Deputy Director of Programming and Allocations

[Jacki Taylor](#), Program Analyst

TFCA County Program Manager Fund, FY 2015-16 Program

70% Cities/County Share								
Sponsor	Project Name	Project Description	Total Project Cost	Amount Requested	TFCA Share (of FY15-16 fund estimate)	TFCA Cost- effectiveness (\$ TFCA/ton)	TFCA Recommended ¹	Notes
Alameda County	East Castro Valley Boulevard Class II Bicycle Lanes	Install Class II bike lanes on East Castro Valley Boulevard from Five Canyons Parkway to Villareal Drive, in Castro Valley. Project closes a 0.7 mile gap in an existing 7.8 mile Class 2 facility originating from the Castro Valley BART Station.	\$ 362,000	\$ 338,000		\$ 88,668	\$ 62,000	
Alameda County	Line 97 Corridor Improvements (Arterial Component)	Arterial management improvements on Hesperian Blvd, between W. A St to Springlake Dr., in unincorporated Alameda County. This is a segment of an overall Line 97 Corridor project, implemented by AC Transit, which includes implementing segments of Adaptive Traffic Control Systems (ATCS), corridor-wide Transit Signal Priority (TSP) at 61 intersections, signal coordination, relocation of key bus stops from near side to far side, and real-time information along a 13-mile corridor, from Bayfair BART to Union City BART.		\$ 44,000	\$ 338,915	\$ 88,393	\$ 44,000	Funding to be programmed to AC Transit's Line 97 Corridor project.
Alameda CTC	Countywide Bicycling, Transit and Carpool Promotion Programs	Expansion of the Alameda CTC's TDM program to include bicycling, transit and carpool promotion. Includes funding for: (1) Alameda CTC's existing bicycling promotion program to promote bicycling around Bike to Work Day, including the "I Bike" campaign. Requesting \$60K for FYs 2015-16 and 2016-17; (2) a pilot countywide carpool promotion program focused towards commuters traveling in and through Alameda County. Includes corridor-specific education and outreach efforts to promote the benefits of carpooling and the use of carpooling matching programs. Requesting \$150K for FYs 2015-16 and 2016-17.	\$ 210,000	\$ 210,000	NA	\$ 44,285	\$ 210,000	See Note 2
Albany	Marin Ave Class II Bicycle Lane Gap Closure	Install 0.16 mile of Class 2 bike lanes on Marin Ave from Cornell Ave to San Pablo Ave. Project will close a gap in existing bike lanes on Marin Ave, resulting in a continuous Class I and II connection from the Ohlone Greenway to the Bay Trail.	\$ 1,022,187	\$ 100,000	\$ 16,896	\$ 89,766	\$ 95,000	
Berkeley	Berkeley Citywide Bicycle Parking Program	Installation of 160 bike racks and 12 bike corrals in Berkeley that will accommodate a total of 534 bikes. Project includes purchase and installation of bike racks and mounting hardware, as well as installation of bollards, striping, signage and curb stops for the 12 bicycle corrals.	\$ 137,000	\$ 137,000	\$ 45,503	\$ 74,206	\$ 137,000	
Dublin	San Ramon Rd. Arterial Management	Traffic Signal Coordination/TSP improvements along San Ramon Road from I-580 on ramps on San Ramon Boulevard past Vomac Rd to City Limits, including signal coordination for 5 traffic signals, update 5 traffic signal controllers for current and future TSP, and TSP for 3 intersections along the corridor. Project coordinated with installation of bicycle loop detectors and narrowing of the roadway to accommodate buffered bike lanes.	\$ 267,000	\$ 267,000	\$ 195,249	\$ 89,793	\$ 146,352	Requires a four-year expenditure period with 2-year post-project data collection.
Oakland	Oakland Broadway "B" Shuttle off-Peak Weekday Operations	The free Broadway Shuttle (the "B") operates between the Jack London Oakland Amtrak Station and Grand Avenue at 11-16 minute frequencies. The TFCA request is to fund weekday off-peak service, 10am-3pm which will complement a current regional TFCA grant for eligible weekday, peak-hour service, 7am-10am and 3pm-7pm, for FY 2015-16.	\$ 630,930	\$ 242,000		\$ 173,903	\$ 210,000	See Note 1
Oakland	CityRacks Citywide Bike Rack Program	Phase 12 of the City of Oakland's ongoing CityRacks citywide bike rack program. Funding is for the purchase and installation of a minimum of 400 publically-accessible bicycle parking spaces.	\$ 124,000	\$ 124,000	\$ 56,804	\$ 89,665	\$ 124,000	
Pleasanton	Pleasanton Trip Reduction Program	The program consists of a suite of employer-based, residential-based and school-based programs that promote trip reduction and commute alternatives. Request is for FYs 2015-16 and 2016-17 program operations.	\$ 184,000	\$ 88,000	\$ 43,631	\$ 89,681	\$ 53,000	
San Leandro	LINKS Shuttle	LINKS Shuttle operates between San Leandro BART and West San Leandro every 20 minutes, Monday through Friday, during peak commute hours from 5:45am to 9:45am and 3:00pm to 7:00pm. The route was recently revised into separate North and South loops. Request is for FYs 2015-16 and 2016-17 program operations.	\$ 1,334,000	\$ 74,000	\$ 269,228	\$ 172,309	\$ 50,000	See Note 1
Union City	Line 97 Corridor Improvements (Arterial Component)	Arterial management improvements on Alvarado-Niles Road from Almaden Blvd to Hartnell St. A segment of an overall Line 97 Corridor project, implemented by AC Transit, which includes implementing segments of Adaptive Traffic Control Systems (ATCS), corridor-wide Transit Signal Priority (TSP) at 61 intersections, signal coordination, relocation of key bus stops from near side to far side, and real-time information along a 13-mile corridor, from Bayfair BART to Union City BART.	\$ 203,000	\$ 36,000	\$ 342,282	\$ 85,926	\$ 36,000	Funding to be programmed to AC Transit's Line 97 Corridor project.
Subtotal Cities/County (70%) Requested				\$ 1,660,000			\$ 1,167,352	
TFCA 70% Fund Estimate				\$ 2,062,726			\$ 2,062,726	
Difference				\$ 402,726			\$ 895,374	

TFCA County Program Manager Fund, FY 2015-16 Program

30% Transit Discretionary Share								
Sponsor	Project Name	Project Description	Total Project Cost	Amount Requested	TFCA Share	TFCA Cost-effectiveness	TFCA Recommended ¹	Notes
AC Transit	Line 97 Corridor Improvements (Transit Signal Prioritization Component)	Project includes implementing segments of Adaptive Traffic Control Systems (ATCS), corridor-wide Transit Signal Priority (TSP) at 61 intersections, signal coordination, relocation of key bus stops from near side to far side, and real-time information. Improvements along a 13-mile corridor, from Bayfair BART to Union City BART, along (1) Hesperian Boulevard in San Leandro, unincorporated Alameda County, and Hayward; and (2) Union City Boulevard, Alvarado-Niles Road and Decoto Road in Union City.	\$ 6,188,000	\$ 200,000	NA	\$ 85,939	\$ 148,000	Funds for TSP component. Funds for signal timing scope in Union City and unincorporated Alameda Co. are shown above.
BART	West Oakland Station Bicycle Lockers	The project will install a total of 110 new bike parking spaces at the West Oakland BART Station. A new bike locker plaza at the West Oakland station near the station's fare gates will provide 88 shared use electronic BikeLink locker spaces. In addition to the new lockers, bike racks located on the main plaza will be reconfigured and racks will be added to accommodate 22 additional bikes.	\$ 417,000	\$ 55,000	NA	\$ 80,345	\$ 55,000	
CSU East Bay	CSUEB/Hayward BART - 2nd Shuttle Operations	Service provides a second free shuttle between California State University East Bay campus and the Hayward BART Station, 7am - 7 pm, M-F. Request is for FYs 2015-16 and 2016-17 operations.	\$ 267,378	\$ 123,000	NA	\$ 123,663	\$ 123,000	See Note 1
Alameda CTC	Guaranteed Ride Home and Transportation Demand Management Information Services	The Alameda County Guaranteed Ride Home Program (GRH) is a countywide program that provides a "guaranteed ride home" to program registrants in case of an emergency when they use alternative modes to commute to work in Alameda County. The Transportation Demand Management (TDM) information program promotes commute alternatives, though various mediums including the Alameda CTC's Commute Choices website. Request is for FYs 2015-16 and 2016-17 program operations.	\$ 270,000	\$ 270,000	NA	\$ 32,838	\$ 270,000	
LAVTA	LAVTA Rte 30 BRT Operations	LAVTA Rte 30 Rapid provides feeder service for key commute areas in Livermore, Dublin and Pleasanton. Service area includes: Livermore ACE rail station, Dublin/Pleasanton BART Station, Lawrence Livermore and Sandia National Labs, and other employment centers. Request is for FYs 2015-16 and 2016-17 Operations.	\$ 6,520,000	\$ 400,000	NA	\$ 174,468	\$ 275,000	See Note 1
Subtotal Transit Discretionary (30%) Requested				\$ 1,048,000			\$ 871,000	
TFCA 30% Fund Estimate				\$ (24,374)			\$ (24,374)	
<i>Difference</i>				<i>\$ (1,072,374)</i>			<i>\$ (895,374)</i>	

TFCA Category	Amount Available (Fund Estimate)	Amount Requested	TFCA Recommended ¹	Difference (Fund Estimate vs. Recommended)
Subtotal 70% Cities/County	\$ 2,062,726	\$ 1,660,000	\$ 1,167,352	\$ 895,374
Subtotal 30% Transit	\$ (24,374)	\$ 1,048,000	\$ 871,000	\$ (895,374)
Totals	\$ 2,038,352	\$ 2,708,000	\$ 2,038,352	\$ -

Notes:

- 1) The amount recommended reflects the Air District's proposal to increase the TFCA CPM Program's cost-effectiveness maximum for shuttles from \$125K TFCA/ton to \$175K TFCA/ton, which is the current maximum for shuttles under the Regional TFCA program. The Air District Board will consider this request in November 2015. If the exception is not approved, the resulting \$153K difference will be reprogrammed in FY 2016-17.
- 2) Project is proposed to be funded proportionally from the 70% cities/county shares.



Memorandum

5.2

1111 Broadway, Suite 800, Oakland, CA 94607

510.208.7400

www.AlamedaCTC.org

DATE: October 5, 2015

SUBJECT: Affordable Student Transit Pass Program Update: Approval of Professional Services Agreement R16-0003

RECOMMENDATION: Approve and authorize the Executive Director to execute Professional Services Agreement R16-0003 with Nelson\Nygaard Consulting Associates, Inc. to provide services for the development of a pilot for the Affordable Student Transit Pass program.

Summary

The Alameda County Transportation Commission (Alameda CTC) is the project sponsor and implementing agency for the Affordable Student Transit Pass Program included in the 2014 voter-approved Transportation Expenditure Plan. This pilot program proposes to expand transit access opportunities to schools by testing different models of possible student transit pass programs for middle and high school students in Alameda County. The programs developed will need to serve and/or address students throughout the geographically different areas of the County. Students at participating middle and high schools will receive transit passes or other means of obtaining free or low cost access to transit services, which the students may use for transport to and from school and jobs or other afterschool activities during the project period.

The model programs will be evaluated for effectiveness, and successful models will be implemented throughout the County in middle and high schools. The initial student transit pass program will run for approximately three years. Different models will be tested to address the differences in geography, transit service availability, and economic needs in different areas of the County. The aim of the initial model programs is to gather data to determine success factors for implementing a program for all middle and high school students in Alameda County. The program may eventually be expanded to include additional youth, based on input from program stakeholders and Alameda CTC.

The Alameda CTC selection process to procure consultant services for the Affordable Student Transit Pass pilot program and developmental phase of the project began with Commission approval to release the request for proposals. Proposals were received from 2 of firms, and an independent selection panel composed of representatives from BART, AC Transit, Wheels/LAVTA, Alameda County and Alameda CTC reviewed the proposals. Interviews were conducted on September 30, 2015, and at the conclusion of the evaluation process, Alameda CTC selected Nelson\Nygaard Consulting Associates, Inc. as the top-ranked firm.

Staff recommends that the Commission approve and authorize the Executive Director to execute a Professional Services Agreement R16-0003 with Nelson\Nygaard Consulting Associates, Inc. for a not-to-exceed \$2 million. This includes \$600,000 for direct services from Nelson\Nygaard to develop and implement the pilot program for three years and perform evaluation and reporting on the project as part of Tasks 1-6 as described in the scope of services in Attachment A. The \$1.4 million would be available for direct costs associated with technology, purchase of transit passes, or other direct expenses to deliver the transit pass program expeditiously to start in the 2016-17 school year. The \$1.4 million may only be used if explicitly authorized in writing by Alameda CTC. The estimated overall duration to develop, implement, and evaluate the pilot program is 4 years. This includes pre-development, actual implementation for three full years and a final report that includes recommendations on how to make a student transit pass program viable countywide.

Background

Alameda CTC is the implementing agency for the Affordable Student Transit Pass pilot program. In 2011, Alameda CTC convened a working group of interested stakeholders, including school districts, transit operators, Alameda County, the Metropolitan Transportation Commission, youth, faith-based, environmental and community organizations to discuss the program purpose and objectives of an Alameda County Affordable Student Transit Pass Program. From January 2012 through May 2012, monthly meetings were held with stakeholders to discuss and formulate program objectives. This work was bolstered by research on student transit pass programs nationwide; collection of background information on existing Alameda County transit operator student fares; and convening of focus groups with middle and high school students in Alameda County to seek feedback directly from students. This work was placed on hold in summer 2012 in anticipation of Measure B1 passage, which failed to receive voter approval on the November 2012 ballot.

With passage of Measure BB in November 2014, work commenced on the STPP in December 2014 and two workshops were held with previous and additional stakeholders on January 28, 2015 and March 25, 2015. In addition, expanded research was conducted by staff to evaluate new student transit pass programs in the nation, as well as to assess transit access to schools in Alameda County, and collection of additional demographic information at schools.

Program Purpose: The purpose of the STPP is to expand access opportunities to schools on transit by testing different models of possible student transit pass programs for middle-school and high-schools students in Alameda County. The programs developed will need to serve and/or address the geographically different areas of the County. Students at participating middle schools and high schools will receive transit passes that will provide access to transit services for transport to school and afterschool activities, during the project period. The model programs will be evaluated for effectiveness, and successful models will be implemented throughout the County in middle schools and high schools.

Pilot Program Term: The initial STPP pilots will run for approximately three years. Different models will be tested to address differences in geography, transit service availability, and economic needs in different areas of the County. The aim of the initial model programs is to gather data to determine success factors for implementing a program for all middle and high school students in Alameda County.

The objectives of the STPP include the following:

- Reduce barriers to transportation access to schools to enable increased school attendance and youth engagement in school, after school programs, jobs, and other learning opportunities.
- Improve transportation options for transit travel to school with the use of a student transit pass, which may also ease financial burdens on families, reduce greenhouse gas emissions and traffic congestion around schools.
- Improve student transit ridership with the aim of educating a new generation of transit riders to understand the relationship between travel choices and the associated environmental effects (ie. Climate change and emissions reduction).
- Improve transit access to all students in middle and high schools, subject to funding availability.
- Leverage other programs to provide benefit to the model programs implemented including, but not limited to the Alameda County Safe Routes to Schools Program (SR2S), the Alameda County Travel Training program (as modified to suit the needs of students), and workforce development-type programs appropriate for high school students.

The Alameda CTC selection process to procure consultant services for this phase of the project began with Commission approval to release the RFP. A pre-proposal meeting was attended by 18 firms. Alameda CTC received 2 proposals from the following firms:

- Nelson\Nygaard Consulting Associates, Inc.
- CHS Consulting Group

An independent selection panel composed of representatives from BART, AC Transit, Wheels/LAVTA, Alameda County and Alameda CTC reviewed the proposals and shortlisted TBD firms. Consultant interviews were conducted on 9.3.2015. Proposers were scored on the following criteria: knowledge and understanding, management approach and staffing plan, qualifications, and interview effectiveness. At the conclusion of the evaluation process, Alameda CTC selected Nelson\Nygaard Consulting Associates, Inc. as the top-ranked firm.

Staff negotiated with Nelson\Nygaard Consulting Associates, Inc. to perform the services necessary to complete the pilot program of the project and anticipates that a contract will be ready for execution in November 2015. Staff recommends that the Commission approve and authorize the Executive Director to execute a Professional Services Agreement with Nelson\Nygaard Consulting Associates, Inc. for a not-to-exceed amount of

\$2 million. This includes \$600,000 for direct services from Nelson\Nygaard to develop and implement the pilot program for three years and perform evaluation and reporting on the project as part of Tasks 1-6 as described in the scope of services in Attachment A. The \$1.4 million would be available for direct costs associated with technology, purchase of transit passes, or other direct expenses to deliver the transit pass program expeditiously to start in the 2016-17 school year. The \$1.4 million may only be used if explicitly authorized in writing by Alameda CTC. Nelson\Nygaard Consulting Associates, Inc. is a well-established local firm, and its team is comprised of several certified local and small local firms and is expected to meet the APPLICABLE BUSINESS EQUITY goals for the contract.

This project is funded with Measure BB funds included in the 2014 Transportation Expenditure Plan.

Levine Act Statement: The Consultant Team did not report a conflict in accordance with the Levine Act.

Fiscal Impact: The action will authorize the encumbrance not to exceed \$2 million. This includes \$600,000 for direct services from Nelson\Nygaard to develop and implement the pilot program for three years and perform evaluation and reporting on the project as part of Tasks 1-6 as described in the scope of services in Attachment A. The \$1.4 million would be available for direct costs associated with technology, purchase of transit passes, or other direct expenses to deliver the transit pass program expeditiously to start in the 2016-17 school year. The \$1.4 million may only be used if explicitly authorized in writing by Alameda CTC. This amount is included in the appropriate project funding plans, and sufficient budget has been included in the Alameda CTC Adopted FY2015-16 Budget.

Attachments

A. Scope of Work for Project Development and Delivery of the Affordable Student Transit Pass Program

Staff Contact:

[Tess Lengyel](#), Deputy Director of Planning and Policy

[Laurel Poeton](#), Assistant Transportation Planner

**SCOPE OF WORK
FOR
PROJECT DEVELOPMENT AND DELIVERY OF THE
AFFORDABLE STUDENT TRANSIT PASS PROGRAM**

Required Scope of Work, Deliverables, and Staffing

INTRODUCTION

Due to a decline in funding for student transportation to school, combined with increases in transit costs and growing desire for students to attend schools outside their own neighborhoods, families and individuals have been forced to assume a growing financial burden related to school transportation for Alameda County youth. The Alameda County Transportation Commission (Alameda CTC) is developing an affordable transit pass pilot program to support student/youth access to school, school-related activities, and provide transit access to jobs for students.

The purpose of the Affordable Student Transit Pass Program (Affordable STPP) is to expand access opportunities to schools on transit by testing different models of possible student transit pass programs for middle and high school students in Alameda County. The programs developed will need to serve and/or address students throughout the geographically different areas of the County. Students at participating middle and high schools will receive transit passes or other means of obtaining free or low cost access to transit services, which the students may use for transport to and from school and jobs or other afterschool activities during the project period.

The model programs will be evaluated for effectiveness, and successful models will be implemented throughout the County in middle and high schools. The initial student transit pass program will run for approximately three years. Different models will be tested to address the differences in geography, transit service availability, and economic needs in different areas of the County. The aim of the initial model programs is to gather data to determine success factors for implementing a program for all middle and high school students in Alameda County. The program may eventually be expanded to include additional youth, based on input from program stakeholders and Alameda CTC.

Program Objectives

The objectives of the Affordable STPP include the following:

- Reduce barriers to transportation access to schools to enable increased school attendance and youth engagement in school, after school programs, jobs, and other learning opportunities.
- Improve transportation options for transit travel to school with the use of a student transit pass, which may also ease financial burdens on families, reduce greenhouse gas emissions and traffic congestion around schools, and support improved academic performance along with graduation rates.
- Improve student transit ridership with the aim of educating a new generation of transit riders to understand the relationship between travel choices and the

- associated environmental effects (i.e., climate change and emission reduction).
- Improve transit access for all students in middle and high schools, subject to funding availability.
- Leverage other programs that provide a benefit to the model programs currently being implemented including, but not limited to the Alameda County Safe Routes to Schools Program (SR2S), the Alameda County Travel Training program (as modified to suit the needs of students), and workforce development-type programs appropriate for high school students.

Each objective is expected to be evaluated and measured over the course of the pilot project.

Services Requested

The selected team will provide professional and technical services supporting the development and implementation of different models of an Affordable STPP in Alameda County. It is the intent of the program that a maximum amount of funds be used to deliver transit passes to students and that the management and evaluation of the program be done as efficiently as possible.

The following services are required under this contract:

- Project Initiation, Management and Coordination
- Communications, Outreach and Agency Coordination Strategy
- Program Development
- Program Implementation including Technology Integration (as recommended)
- Evaluation and Reporting
- Integration of other programs such as Alameda County's Safe Routes to Schools Program and Alameda County Travel Training programs, as modified for youth and workforce development programs appropriate for high school students.

SCOPE OF WORK

As a part of the responses to each task below, the team is expected to address the following items for the development and implementation of model Affordable STPPs:

1. Define and rationalize realistic models for each planning area of the county, at minimum, that will address the program objectives and identify goals, proposed performance measures and evaluation tools to evaluate effectiveness.
2. Review and analyze existing programs nationally.
3. Describe how the multiple partners will be engaged in the Affordable STPP to establish successful programs, including strategies for low-income communities.
4. Describe how the proposed approach will tailor each model Affordable STPP program to each unique community and how the program will aim to expand participation at each school site.
5. Describe the team's staff composition and how the proposed approach will identify the needs of and support the multicultural and varied income levels of communities throughout Alameda County.
6. Describe the proposed approach to address barriers of involvement in an Affordable STPP program for students, parents and staff at schools.
7. Describe how the proposed approach will address emission and traffic congestion

- reductions as well as public health issues and benefits related to transit use.
8. Describe how technology can play a role in the implementation of the program.

Project Tasks and Deliverables

TASK 1: PROJECT INITIATION, MANAGEMENT AND COORDINATION

The team will oversee the implementation of the Affordable STPP Program elements during the course of the project, ensuring that all program elements are implemented effectively.

The work for this task includes managing the program and providing regular progress updates to Alameda CTC and other committees as established through Task 2, and other committees as directed by Alameda CTC. As part of this task, the team will meet with Alameda CTC staff to review the purpose of the project, scope of work, project goals and implementation timeline. Alameda CTC staff will provide the team with all relevant documents, where possible. Regular management coordination meetings will be held with Alameda CTC staff during the course of the project. The team will provide minutes outlining action items resulting from the coordination meetings. It is anticipated that these meetings will be bi-monthly, but the number of meetings will be based on need and, therefore, a schedule will be developed during the kick-off meeting. The team will be responsible for developing materials for presenting to Alameda CTC and other committees established on this project and other agencies as appropriate to report on the development, implementation and outcomes of the program.

<i>Tasks</i>	<i>Deliverables</i>
1.5	<i>Kick-off meeting notes, with follow-up tasks.</i>
1.6	<i>Refined schedule, task budgets, deliverables, and contract performance measures.</i>
1.7	<i>Monthly progress reports detailing project activities, coordination efforts and goal achievement.</i>
1.8	<i>Meetings with Alameda CTC staff, including preparation of agendas and summary notes.</i>

TASK 2: COMMUNICATIONS, OUTREACH AND AGENCY COORDINATION STRATEGY

The team will be responsible for developing a Strategic Outreach and Engagement Plan and identify key milestones in the process where outreach and solicitation of input will be required. This project is intended to be implemented during the academic school year beginning in August 2016 and that timeline must be taken into consideration in the development of the Strategic Outreach and Engagement Plan. The team will evaluate and recommend an approach for additional outreach efforts aimed at including students, parents, teachers, school counselors and administrators, and other appropriate agencies and organizations to meet the objectives of the program.

Alameda CTC

The team will coordinate with Alameda CTC staff in preparing materials and making presentations to the Alameda CTC Commission and Programs and Projects Committee, and other required committees and organizations. Over the pilot program period, it is anticipated that twelve Commission presentations will be required. This process typically includes presentations at a committee level and then to the full Commission.

Transit Operators

Transit operators in Alameda County that may be involved in the program based on proximity to schools should include:

- Alameda-Contra Costa Transit District (AC Transit)
- San Francisco Bay Area Rapid Transit District (BART)
- Livermore Amador Valley Transit Authority (LAVTA /Wheels))
- Union City Transit

Alameda County Planning Areas:

- North: Alameda, Albany, Berkeley, Emeryville, Oakland, Piedmont
- Central: Hayward, San Leandro, unincorporated Alameda County
- South: Fremont, Newark, Union City
- East: Dublin, Livermore, Pleasanton, unincorporated Alameda County (including Sunol)

Transit service by planning areas:

- Central County – AC Transit and BART
- East County – AC Transit, BART, and LAVTA/Wheels
- South County – AC Transit, Union City Transit, and BART
- North County – AC Transit, BART
- Unincorporated areas - varies

Committees

It is anticipated that up to three types of committees will be established to provide input and feedback on the program, including a Technical Advisory Committee, an Oversight Committee, and school site Student/Parent/Faculty Committees. The development, purpose, roles and responsibilities and frequency of meetings will be defined in the Strategic Outreach and Engagement Plan as part of this task. The following summarizes potential committees and roles:

Technical Advisory Committee

The Technical Advisory Committee may be comprised of program implementation partners who will meet on a regular basis to address implementation issues, evaluate effectiveness and provide suggestions for program improvements during the course of the program. The committee will receive periodic reports on the program progress and will make recommendations on program effectiveness to the Alameda CTC for consideration. Members on the Technical Advisory Committee may include staff from the following organizations:

- Alameda County Transportation Commission
- Metropolitan Transportation Commission and or Clipper Card staff
- Transit operators participating in the model programs

- School district staff participating in the model programs

Oversight Committee

An Oversight Committee may periodically receive updates on the program and evaluate its effectiveness. This committee may evaluate program development, implementation and evaluation results. The committee may receive periodic reports on the program progress and may make recommendations on program effectiveness to the Technical Advisory Committee for consideration.

Members on the oversight committee may include the following organizations:

- Alameda County Office of Education
- Alameda County Transportation Commission
- School District Representative from all areas where model programs are implemented
- Student Representatives from the Student/Parent/Faculty Committees where model programs are implemented
- Community organizations that participated in the development of the program during development of the 2014 Transportation Expenditure Plan

Student/Parent/Faculty Committees

These committees may be established at each model school site and include at minimum four students participating in the transit pass program, faculty members appointed by the school site to participate in the program implementation, and parents as recruited by the schools for participation. This committee may discuss implementation issues and concerns and provide suggestions and feedback on the following: program monitoring and evaluation methods, outreach and communications, and performance of the program. This committee may serve as the direct feedback link into the program regarding how it is operating at a particular school site. A student from each of the school sites may serve as a liaison to the Oversight Committee.

Other meeting may be requested to be supported by the Consultant team to engage interested stakeholders.

School Districts and School Administration

The team will provide a communication protocol plan with each school district and within schools. The team should have the ability to know how school operation, administration and appropriate protocols for communications with faculty, staff, parents and students.

Oversight, Technical Advisory and Student/Parent/Faculty Committees

As defined in and approved through the Strategic Outreach and Engagement Plan, consultant and Alameda CTC staff will run committee meetings and facilitate discussion. The consultant team is expected to prepare materials, facilitate meetings, document meeting outcomes, and be available as support as directed by Alameda CTC staff during the meetings. It is expected that committees defined in the Strategic Outreach and Engagement Plan will meet separately and at regular intervals for the duration of the program to provide input and comment on the program implementation.

Local Jurisdictions/Organizations

The team will assist Alameda CTC staff with presentations to other local jurisdictions and organizations as necessary.

<i>Tasks</i>	<i>Deliverables</i>
2.1	<i>Technical Memorandum of a Strategic Outreach and Engagement Plan detailing the project outreach approach, rationale for outreach approach, definition and rationale for proposed committees (including roles and responsibilities), and key milestones. This memo must include a detailed discussion of schedule and approach for working with staff, any established committees, Alameda CTC and other outreach efforts (Draft, Final Draft and Final).</i>
2.2	<i>Meetings with Alameda CTC and other established committees as part of this project to provide project updates and receive feedback on project deliverables, and other agencies as directed, including all materials needed for each of these meetings (estimated at a minimum of 40 meetings over a three year period). This task includes preparation and finalization of agendas, materials and summary notes for meetings.</i>

TASK 3: PROGRAM DEVELOPMENT

The team will research effective strategies for developing student transit pass programs in each area of Alameda County that will support the program objectives. Based upon an assessment of best practices, as well as research performed based on outreach to schools, students, parents and administrators, transit operators and other appropriate entities, the team will develop recommended model programs, and a proposed project implementation schedule with a detailed task budgets. As part of this task, the team will assess the definition of transit and what it specifically includes. The team will identify the different types of transit provided in Alameda County and how transit will be addressed through the program. The team will establish the criteria and method of implementation/ administration of the proposed pilot programs for student and/or youth participation in the program, which will be developed through general acceptance with stakeholders.

The team will tailor the program to the unique needs of middle and high school students, with the aim of developing and implementing a program that is easy to administer, is broadly used and does not create any stigma in its use.

The program development must address the following considerations:

Program Parameters

The program parameters include geographic reach, eligibility, program days and hours of operation, technology, accessibility, cost, funding sources, and the ability to leverage other programs and performance measures.

- **Geographic reach** – The program must accommodate geographic equity and differences in Alameda County which include differences in urban and rural area infrastructure, transit services and transit proximity to schools, and demographics. Models should take into consideration transition of students from middle to high schools, as well as programs that test an entire school, versus only portions of a school’s student body. Model programs must be implemented in all four geographic areas of the

County. The program should consider the following areas in development of initial model programs:

- Areas where access to school from an economic perspective is more difficult
 - Schools that may not have good access to transit (the program needs to identify how service could potentially change to accommodate more schools)
 - Capacity issues for buses during high student use volumes at times (peak use of ridership)
 - Schools in high-density as well as less-dense areas
 - Linking middle-school transit use to high-school transit use
- **Eligibility** – The program must be developed in such a way to not create a stigma for any student/youth involved. Eligibility considerations include, but are not limited to:
 - Initial pilot might be focused on middle and high school students attending Alameda County public schools, but could include youth not in the current school system
 - Homeless students, drop-out students, and students in communities of concern
 - Students in after-schools programs not on school premises
 - Family incomes and affordability (i.e. Free and Reduced Meal Programs)
 - Proximity to school sites (i.e. a distance based program that supports walking or biking to school for those who live close to their school)
 - **Program days, hours of operation and level of service** – The program should take into consideration, but not be limited to providing students with transit access to school, afterschool programs and access to afterschool jobs. The intent of the program is to provide flexibility in the use of the transit pass during regular transit operator hours of service. Considerations for cost effectiveness will have to be made for times of the year when a majority of students are not in school. Time of use may become restricted for program cost considerations. Bell-time and bus-time coordination and evaluation will be necessary.

In addition, transit service capacity during highest student use must be taken into consideration and factored into planning model programs, including potential costs if additional services are needed as a result of demand. Pilot school sites must be evaluated for current conditions and for potential increases in student transit use.

- **Technology** – The goal is to use already established technologies and infrastructure, or some other easily tracked process, and place a student photo on the student ID card which includes compatible technologies (i.e. smartcard with Lifetouch photos). Parents and/or a program administrator could have the ability to activate the card, which would allow every student to have access to transit services. If technology is utilized, an opt-in methodology should be considered which would allow parents to activate the card for students that might not qualify for the program per established guidelines as recommended through the program, and a program administrator could activate and submit subsidized payment for the card usage for those who qualify for the program. Alameda County has an estimated 158,000 students that potentially could be capable of using the program, subject to guidelines and qualifications as established through the program. The consultant would need to establish the budget associated with a free pass or other method (i.e. free and reduced meal programs, etc.)

- **Accessibility** – The program must consider transit proximity to school sites, ease of transit pass distribution and tracking, language needs for particular school sites, and travel training for different transit systems. This may include, but is not limited to, travel training information for students using regular fixed-route services, as well as travel training materials for students who may be transitioning from paratransit to regular fixed route services.
- **Cost** – The program must define if there are different costs to students based upon income and how to implement a tiered program that does not create any stigma for any students. The program must also develop the anticipated costs at each model site, including transit pass use and administrative costs at each site. Overall costs for each pilot program must include administration, transit card distribution and use, pre-, during and post evaluation, costs for travel training materials, distribution and instruction, costs for additional transit services or other applicable elements of a proposed transit pass program, and other costs as applicable.
- **Funding sources** – The transportation sales tax measure (Measure BB) will pay for a portion of the program; however, additional funding will likely be required by other sources for long-term program implementation. The team will be required to identify potential funding partners, some of which could include the following:
 - Bay Area Air Quality Management District (Transportation For Clean Air funding in response to greenhouse gas reduction)
 - Cap and Trade
 - Climate Initiatives Program
 - Federal transportation and education funding
 - Job Access and Reverse Commute (JARC)
 - Kaiser Foundation and other health organizations and foundations
 - McKinney Vento Act (federal dollars) specifically for homeless students
 - MTC Lifeline
 - USDA Food and Nutrition Service – School Meals Provisions 1, 2 and 3 (<http://www.fns.usda.gov/school-meals/provisions-1-2-and-3>)
 - Safe Routes to Schools
 - Traffic impact fees

As a part of this task, the team will further develop the program elements and define the work products and performance measures, 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.

<i>Tasks</i>	<i>Deliverables</i>
3.1	<i>Technical Memorandum defining breadth and depth of a proposed program parameters, including overall scope; benchmarks for success and program progress; updated research on other programs; definition of transit and what it includes and how it will be addressed throughout the program; definition of extra-curricular activities, including what should or should not be in a pilot program; definition and criteria for participation in the program; identification of potential partners in delivery of pilot programs. (Draft, Final Draft and Final).</i>
3.2	<i>Technical Memorandum on method of distribution of passes for program participation, including consideration of travel options outside of the currently provided transit system (i.e., how to address</i>

	<i>service where it is unobtainable or infrequent); assessment of administration needs which should also take into consideration school operations and business processes, transit operators, technology solution operators, and travel training for students. (Draft, Final Draft and Final).</i>
3.3	<i>Technical Memorandum on best approaches for model student transit pass programs for middle and high school students, including rationale for site selection and program design, a detailed schedule, budget and draft and final performance measures for each model program. (Draft, Final Draft and Final).</i>
3.4	<i>Technical Memorandum on program performance measures and evaluation approach, including how each model program will be evaluated using the final performance measures and how the different model programs will be evaluated against each other and as a whole, survey instruments and summary of current demographics and commute patterns of students at targeted schools. (Draft, Final Draft and Final).</i>

TASK 4: PROGRAM IMPLEMENTATION

This task provides for the implementation of model programs identified in the previous task, including all pre-evaluation and assessment, evaluation during implementation and modifications to the program during implementation based upon feedback from evaluations and the established committees. Implementation should account for the necessary staffing and administration requirements that the consultant team would assist in defining and/or procuring additional services needed to implement the program and must have an in-depth understanding of school processes and procedures.

Tasks	Deliverables
4.1	<i>Technical Memorandum describing implementation and justification for a minimum of four model programs in middle and high schools, one in each geographic area of the county, including costs, administration, technology, involved parties (including all roles and responsibilities of each party), monitoring and evaluation structure and a timeline for all efforts associated with implementation of the program. (Draft, Final Draft and Final).</i>

TASK 5: EVALUATION, REPORTING AND RECOMMENDATIONS

The team, working with Alameda CTC staff and the established committees will develop quantitative and qualitative performance measures that reflect the program objectives and goals. These performance measures will be used to evaluate the model programs and to determine methods for modifying the program as necessary over time, as well as to determine what successful elements need to be included in programs that are implemented after the first three-year period. The team will use the final performance measures developed in Task 3 and will demonstrate how they will be used to evaluate effectiveness of the model programs against program objectives and goals. All program evaluation activities will be coordinated, and summary reports will be prepared. The team will give examples of how the performance measures will be applied to the program and to selection of successful elements for future program implementation. Recommendations for future implementation of the student transit pass program in Alameda County are included in this task.

Tasks	Deliverables
5.1	<i>Technical Memorandum summarizing the effectiveness of the program against the performance measures, evaluation methodology and timelines, results of the program evaluation, and the proposed improvements recommended for implementation of long-term programs throughout the county (Draft,</i>

	<i>Final Draft, Final).</i>
5.2	<i>Program evaluation results at the end of years 1 and 2.</i>
5.3	<i>Final program evaluation of all three years and recommendations for on-going implementation of successful programs.</i>

TASK 6: INTEGRATION OF OTHER PROGRAMS

This task includes identification and development of how a student transit pass program can be integrated with other programs such as Alameda County’s Safe Routes to Schools Program and Alameda County Travel Training programs, as modified for youth, and integration of workforce opportunities for high school students.

There are many on-going programs in Alameda County that support healthy access to schools and training on how to use transit. The team will be required to evaluate how model programs can be integrated into and be coordinated with the implementation of existing programs in Alameda County with the aim of providing comprehensive student support programs that leverage funding, education, and resources.

<i>Tasks</i>	<i>Deliverables</i>
6.1	<i>Technical Memorandum summarizing opportunities for student transit pass program integration and coordination with other student supportive programs (Draft, Final Draft, Final).</i>
6.2	<i>Technical Memorandum summarizing program implementation approach, including funding sources, partners, timelines, resources and deliverables.</i>
6.3	<i>Evaluation of potential public private partnership opportunities.</i>



Memorandum

5.3

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

DATE: October 5, 2015

SUBJECT: I-80 Integrated Corridor Mobility Project #2 – Specialty Material Procurement (PN 1387.002): Construction Contract Acceptance (Alameda CTC Resolution 15-007)

RECOMMENDATION: Adopt Alameda CTC Resolution 15-007 which authorizes the Executive Director to accept the completed construction contract pending submittal of closeout documents with Telegra, Inc. for the I-80 ICM Project #2 – Specialty Material Procurement.

Summary

Alameda CTC is the sponsor of the I-80 Integrated Corridor Mobility (ICM) Project #2 – Specialty Material Procurement in Alameda County which procured specialty materials for the I-80 ICM project which will enable operational improvements and implement intelligent transportation System (ITS) strategies along a 19.5-mile portion of I-80 from the San Francisco-Oakland Bay Bridge Toll Plaza to the Carquinez Bridge in Alameda and Contra Costa Counties.

It is recommended that the Commission authorize the Executive Director to accept the completed construction contract pending submittal of closeout documents with Telegra, Inc. for the I-80 ICM Project #2 – Specialty Material Procurement (PN 1387.002) through the adoption of Alameda CTC Resolution 15-007.

Background

The Alameda CTC in partnership with Caltrans and the Contra Costa Transportation Authority are currently in the process of implementing the I-80 ICM Project. The I-80 ICM project will enable operational improvements and implement intelligent transportation System (ITS) strategies, such as adaptive ramp metering and incident management, along a 19.5-mile portion of I-80 from the San Francisco-Oakland Bay Bridge Toll Plaza to the Carquinez Bridge in Alameda and Contra Costa Counties. The I-80 ICM Project #2 – Specialty Material Procurement Contract consists of furnishing, testing, delivery, warranty, and providing installation/testing assistance for Variable Advisory Speed Signs, Lane Use Sign, Variable Message Signs, Information Display Boards, Controller Cabinets, and Sign Controllers that were installed by Caltrans under a separate construction contract.

Bids for the I-80 ICM – Project #2 were opened on July 9, 2012. On July 26, 2012, the

Alameda CTC Board awarded contract A12-0019 in the amount of \$4,577,297.92 to Telegra, Inc. A summary of contract cost at completion is provided below:

Contract Summary

Awarded Contract Amount:	\$ 4,577,297.92
Total CCO Amount:	\$ (84,328.64)
<hr/>	
Total:	\$ 4,492,969.28

Telegra, Inc. has completed all contract work in accordance with the plans and specifications with the exception of providing some final closeout documentation. The Construction Manager has recommended the acceptance of the completed contract pending submittal of the remaining close-out documents.

A total of \$4,659,000 of Proposition 1B Corridor Mobility Improvement Account funds were programmed for the project. There will be approximately \$166,030.72 in project savings after project closeout.

Fiscal Impact: The project contract was completed within the allocated budget for construction including contingencies. There are no financial impacts to the approved Alameda CTC budget due to these actions.

Attachment

- A. Alameda CTC Resolution 15-007

Staff Contact

[James O'Brien](#), Interim Deputy Director of Programming and Allocations

[Connie Fremier](#), Project Controls Team



ALAMEDA COUNTY TRANSPORTATION COMMISSION
RESOLUTION 15-007

Resolution Authorizing Executive Director to Accept the Completed Construction Contract with Telegra, Inc. for the I80 ICM Project #2 – Specialty Material Procurement.

Commission Chair
Supervisor Scott Haggerty, District 1

Commission Vice Chair
Councilmember Rebecca Kaplan,
City of Oakland

AC Transit
Director Elsa Ortiz

Alameda County
Supervisor Richard Valle, District 2
Supervisor Wilma Chan, District 3
Supervisor Nate Miley, District 4
Supervisor Keith Carson, District 5

BART
Director Thomas Blalock

City of Alameda
Mayor Trish Spencer

City of Albany
Vice Mayor Peter Maas

City of Berkeley
Councilmember Laurie Capitelli

City of Dublin
Mayor David Haubert

City of Emeryville
Mayor Ruth Atkin

City of Fremont
Mayor Bill Harrison

City of Hayward
Mayor Barbara Halliday

City of Livermore
Mayor John Marchand

City of Newark
Councilmember Luis Freitas

City of Oakland
Vice Mayor Larry Reid

City of Piedmont
Mayor Margaret Fujioka

City of Pleasanton
Mayor Jerry Thorne

City of San Leandro
Mayor Pauline Cutter

City of Union City
Mayor Carol Duira-Vernaci

Executive Director
Arthur L. Dao

WHEREAS, on October 31, 2012, the Alameda County Transportation Commission (Alameda CTC) entered into Agreement No. A12-0019 with Telegra, Inc. (“Contractor”) for the I80 ICM Project #2 – Specialty Material Procurement (PN 1387.002) (“Project”); and

WHEREAS, the Contractor has completed all final “punch list” items, with the exception of final closeout documents, and Alameda CTC, has completed final inspections which have indicated that the Project has been constructed in conformity with the Agreement for Construction with the exception of presently unknown defects not disclosed in the final inspection; and

WHEREAS, the Contractor has requested a Notice of Completion be filed and final payment be made pending submittal of closeout documents; and

WHEREAS, the Project was acknowledged as completed on September 23, 2015, with the exception of closeout documents;

NOW, THEREFORE, BE IT RESOLVED as follows:

The Alameda CTC hereby authorizes the Executive Director to accept the Project specified in Agreement No. A12-0019 pending submittal of closeout documents.

The Project was completed on September 23, 2015 with the exception of closeout documents. The final contract price is the sum of \$4,492,969.28.

The Clerk of the Alameda CTC is hereby directed to file a Notice of Completion specifying the date final closeout documents are received, as the completion date for this Project, copies of said Notice to be recorded in the Official Records of Alameda County, in the manner provided by law.

DULY PASSED AND ADOPTED by the Alameda CTC at the regular meeting of the Commission held on October 22, 2015 in Oakland, California, by the following votes:

AYES:	NOES:	ABSTAIN:	ABSENT:
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DATE: October 5, 2015

SUBJECT: Approval of Administrative Amendments to Various Project Agreements (A09-0022, A13-0063, 10R301000)

RECOMMENDATION: Approve and authorize the Executive Director to execute administrative amendments to various project agreements in support of the Alameda CTC's Capital Projects and Program delivery commitments.

Summary

Alameda CTC enters into agreements/contracts with consultants and local, regional, state, and federal entities, as required, to provide the services, or to reimburse project expenditures incurred by project sponsors, necessary to meet the Capital Projects and Program delivery commitments. Agreements are entered into based upon estimated known project needs for scope, cost, and schedule.

The administrative amendment requests shown in Table A have been reviewed and it has been determined that the requests will not compromise the project deliverables.

Staff recommends the Commission approve and authorize the administrative amendment requests as listed in Table A.

Background

Amendments are considered "administrative" if they do not result in an increase to the existing allocation authority approved for use by a specific entity for a specific project. Examples of administrative amendments include time extensions and project task/phase budget realignments which do not require additional commitment beyond the total amount currently encumbered in the agreement, or beyond the cumulative total amount encumbered in multiple agreements (for cases involving multiple agreements for a given project or program).

Agreements are entered into based upon estimated known project needs for scope, cost, and schedule. Throughout the life of a project, situations may arise that warrant the need for a time extension or a realignment of project phase/task budgets.

The most common justifications for a time extension include (1) project delays and (2) extended project closeout activities.

The most common justifications for project task/phase budget realignments include 1) movement of funds to comply with timely use of funds provisions; 2) addition of newly obtained project funding; and 3) shifting unused phase balances to other phases for the same project.

Requests are evaluated to ensure that the associated project deliverable(s) are not compromised. The administrative amendment requests identified in Table A have been evaluated and are recommended for approval.

Levine Act Statement: No firms reported a conflict in accordance with the Levine Act.

Fiscal Impact: There is no significant fiscal impact to the Alameda CTC budget due to this item.

Attachments

- A. Table A: Administrative Amendment Summary

Staff Contact

[James O'Brien](#), Interim Deputy Director of Programming and Projects

[Raj Murthy](#), Project Controls Team

[Trinity Nguyen](#), Sr. Transportation Engineer

A. Table A: Administrative Amendment Summary

Index No.	Firm/Agency	Project/Services	Agreement No.	Request	Reason Code	Fiscal Impact
1	City of Albany	Buchanan / Marin Bikeway Phase III Improvements	A13-0063	12 month time extension	1	None
2	City of Newark	Newark Pedestrian Bicycle Master Plan	A09-0022	12 month time extension	1	None
3	California Highway Patrol	Traffic Control Services	10R301000	24 month time extension	6	None

- (1) Project delays.
- (2) Extended project closeout activities.
- (3) Movement of funds to comply with timely use of funds provisions.
- (4) Addition of newly obtained project funding.
- (5) Unused phase balances to other project phase(s).
- (6) On-call Services.

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Memorandum

5.5

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PH: (510) 208-7400

www.AlamedaCTC.org

DATE: October 5, 2015

SUBJECT: I-680 Northbound Express Lane (1369.000): Contract Amendment to the Professional Services Agreement (Agreement No. A11-0034) with WMH Corporation

RECOMMENDATIONS Authorize the Executive Director to execute Amendment No. 4, to Professional Services Agreement No. A11-0034 with WMH Corporation for an additional \$200,000 for a total not-to-exceed amount of \$7,261,366 to provide services to complete an optional task.

Summary

The Alameda CTC is the implementing agency for the project development phases of the I-680 Northbound Express Lane project (1369.000). This project proposes to widen I-680 to construct a Northbound HOV/Express Lane from SR 237 to SR 84 in Santa Clara and Alameda Counties. In order to provide accelerated congestion relief in this corridor, staff has developed a conceptual plan to deliver an initial construction phase (Phase 1 Modified Project), which would eliminate the current bottlenecks that contribute significantly to the daily congestion that occurs on this stretch of freeway. The Phase 1 Modified Project will add 8.2 miles of new high occupancy vehicle (HOV)/Express Lane and could begin construction by early 2017, approximately six months in advance of the current schedule for the 14-mile project, from SR237 to SR84.

To expedite the delivery of the Phase 1 Modified Project, staff requests the Commission authorize the Executive Director to execute Amendment No. 4 to Professional Services Agreement No. A11-0034 with WMH Corporation for an additional \$200,000 for a total not-to-exceed amount of \$7,261,366, for an optional task in the Project Approval / Environmental Document (PA/ED) Phase of the project. This optional task will allow WMH to complete the necessary work for geometric approval of design while a design contract with WMH is being executed. This request is revenue neutral. The amount requested in this amendment will be deducted from the budget approved for design services contract (A15-0035) at the July 2015 Commission meeting.

Background

I-680 from SR 237 to SR 84 is the one of the most congested freeways in the San Francisco Bay Area. With the recent economic boom which has revitalized the commute and goods movement in this corridor, the level of traffic congestion and delays within the corridor has increased. Traffic forecasts for the project indicate that traffic congestion is expected to worsen in coming years.

The I-680 Southbound HOV/Express Lane was opened to the public in 2010, and since its opening has reduced the traffic congestion and provided travel reliability for motorists traveling the corridor during the morning commute hours. Currently, heavy afternoon traffic congestion exists on I-680 Northbound from Scotts Creek Boulevard to Andrade Road. Traffic studies have confirmed that the congestion is caused by two bottlenecks: the first near Washington Boulevard and the second at the lane drop at the truck scales (located between Sheridan Road and Andrade Road). The I-680 Northbound HOV/Express Lane Project will widen I-680 from SR 237 in Santa Clara County to SR 84 in Alameda County and construct a 14-mile long northbound HOV/Express Lane in the corridor. This project is currently starting the design process which is expected to complete by end of 2016.

Phase 1 Modified Project

Given the magnitude of delays that motorists currently experience, a conceptual plan has been developed to deliver an initial construction phase (Phase 1 Modified Project), which will provide operational benefits with minimal construction funds to expedite the much needed congestion relief. The Phase 1 Modified Project would:

- Add a new HOV/Express Lane between Auto Mall Parkway and SR 84 to eliminate the two bottlenecks near Washington Boulevard and at the lane drop at the truck scales (located between Sheridan Road and Andrade Road)
- Incorporate a Caltrans pavement rehabilitation project (from Auto Mall Parkway to SR 84) into the project

The accelerated schedule for the I-680 Northbound HOV/Express Lane - Phase 1 Modified Project is as follows:

- Final PS&E Approval / Ready to List: December 2016
- Construction: Early 2017 - Late 2018

In order to meet the accelerated project schedule and achieve the maximum benefits and savings for the project, it is recommended that WMH Corporation, currently under contract with Alameda CTC, provide additional professional preliminary engineering services as an optional task to expedite geometric design approval for the Phase 1 Modified Project. Performing this work while a design contract with WMH Corporation is being finalized and executed will afford longer lead times for review and approval by Caltrans than if it waited until the design contract is executed.

Table B provides a summary of Agreement No. A11-0034 with WMH Corporation.

<u>TABLE B: Agreement No. A11-0034 Contract Summary</u>			
Contract Status	Work Description	Value	Total Contract Not-to-Exceed Value
Original Professional Services Agreement with WMH Corp. (A11-0034), executed August 2011	Project Approval and Environmental Clearance (PA&ED)- Provide Preliminary Engineering and environmental studies to complete a combined PSR/PR and ND/FONSI	\$3,661,366	\$3,661,366
Amendment No. 1 July 2013	Provide additional preliminary engineering and environmental services to complete PSR/PR & and EIR/EA	\$2,500,000	\$6,161,366
Amendment No. 2 December 2014	Provide additional preliminary engineering & traffic studies; develop Phase 1 modified: Update technical studies, PR and ED and extend contract termination date until June 30, 2016.	\$450,000	\$6,611,366
Amendment No. 3 April 2015	Provide additional preliminary engineering and study to refine Phase 1 Modified alternative	\$450,000	\$7,061,366
<i>Proposed Amendment No. 4</i>	Perform an optional task to expedite geometric approval of design for Phase 1 Modified	\$200,000	\$7,261,366
Total Amended Contract Not-to-Exceed Amount			\$7,261,366

Levine Act Statement: The WMH team did not report a conflict in accordance with the Levine Act.

Fiscal Impact: The fiscal impact of approving this item is revenue neutral. The budget requested in this amendment will be deducted from the budget for the design services contract (A15-0035) approved at the July 2015 Commission meeting, and approval of this request will authorize the encumbrance of additional project funding for subsequent

expenditure. The design services budget for A15-0035 is included in the Alameda CTC adopted FY 2014-15 Operating and Capital Program Budget.

Staff Contact

[James O'Brien](#), Interim Deputy Director of Programming and Allocations

[Gary Sidhu](#), Highway Program Manager