

MEETING NOTICE AND AGENDA

DATE & TIME: July 25, 2025 • 8:00 AM – 10:00 AM

LOCATION: City of El Cerrito, Council Chambers
10890 San Pablo Avenue (at Manila Ave)
El Cerrito, California (Accessible by AC Transit #72, #72M & #72R)

Commissioner Chris Peebles will attend remotely from:
13328 San Pablo Ave., #38C,
San Pablo, CA 94806

REMOTE ACCESS:

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJydIBoYk0yYWVlZWVlWHZ4Zz09>

Meeting ID: 732 105 8840

Phone: =

+Dial the following number, enter the participant PIN followed by # to confirm:

+1 669 900 6833

Meeting ID: 732 105 8840 / Password: 066620

Public Comment During the Meeting

Public comment during the meeting can be in person or via Zoom. Those wishing to comment in person should fill out a speaker card. Participants wishing to comment via Zoom should indicate interest by using the hand raising function on Zoom or by physically raising their hands.

The ability to participate and observe via Zoom or teleconference is predicated on those technologies being available and functioning without technical difficulties. Should they not be available or become non-functioning or should the WCCTC Board encounter technical difficulties that make those platforms unavailable, the WCCTC Board will proceed with business in person unless otherwise prohibited by law.

Written Comment

Written comments are accepted until the start of the meeting, unless otherwise noted on the meeting agenda. Public comments received by 5:00 p.m. on the evening before the Board meeting date will be provided to the WCCTC Board. Comments may be submitted by email to mcarrasco@WestContraCostaTC.gov.

1. **Call to Order and Board Member Roll Call.** *(Cameron Sasai – Chair)*
2. **Public Comment.** The public is welcome to address the Board on any item that is not listed on the agenda.

CONSENT CALENDAR

3. **Minutes of June 27, 2025, Board Meeting.** *(Attachment; Recommended Action: Approve).*
4. **Monthly Update on WCCTC Activities.** *(Attachment; Information only).*
5. **Financial Reports.** The reports show the Agency's revenues and expenses for June 2025. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** None. *(No Attachment; Information only).*
7. **FY 2026 Measure J 21b, John Swett Unified School District.** Each year, John Swett Unified School District receives 5% of the Measure J 21b Safe Transportation for Children funds to help subsidize their yellow school bus program. Staff seeks Board approval of this year's allocation. *(Attachment, Yes; Recommended Action: Approve).*

REGULAR AGENDA ITEMS

8. **2025 Measure J Strategic Plan.** The Contra Costa Transportation Authority (CCTA) is in the process of updating the Measure J Strategic Plan, last adopted in September 2022. A revenue forecast for the update was adopted by the Authority Board in June 2025. CCTA staff will provide an update on the approach and schedule for completing the Plan. *(Hisham Noeimi, CCTA Staff; Attachment; Recommended Action: Provide Feedback as Needed).*
9. **AC Transit Realign Update.** Staff from AC Transit will provide a status report on the Realign process. Realign is a bus network redesign, based on ridership data and community input, focused on post-pandemic travel needs. *(AC Transit Staff; Attachment; Recommended Action: Provide Feedback as Needed).*
10. **Measure J 28b Allocations for Small-Scale Projects.** The WCCTC TAC recommends that the WCCTC Board allocate \$720K in flexible Measure J 28b funds to WCCTC member agencies to complete small-scale projects. There is currently a balance of approximately \$1M in unallocated Measure J 28b funds. Staff supports this recommendation. Additional details are included in the attached staff report. *(John Nemeth, WCCTC Staff; Attachment; Recommended Action: Adopt Resolution 25-10).*

- 11. Release of RFP for STMP Nexus Study and Program Update.** In 2019, the WCCTC Board and participating jurisdictions adopted a Subregional Transportation Mitigation Program (STMP) Nexus Study and Program Update. State law requires WCCTC to update the nexus study every eight years. These updates also provide an opportunity to review and refine program components. Staff has prepared a draft Request for Proposals (RFP) to solicit consultant services to support this effort. *(Leah Greenblat, WCCTC staff; Attachment; Recommended Action: Authorize WCCTC staff to release a Request for Proposals (RFP) to update the West Contra Costa County Subregional Transportation Mitigation Program (STMP) Nexus Study and Program).*

STANDING ITEMS

- 12. Board and Staff Comments.**
- Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement and Announcements)
 - Report from CCTA Representatives (*Directors Kelley & Xavier*)
 - Executive Director's Report
- 13. General Information Items.**
- Letter to CCTA Executive Director with Summary of Board Actions for June 27, 2025
 - Acronym List
- 14. Adjourn.** Next regular meeting is September 26, 2025 @ 8:00 a.m.

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- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTC Board meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.210.5930 prior to the meeting.
 - If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
 - Handouts provided at the meeting are available upon request and may also be viewed at WCCTC's offices.
 - Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
 - A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

West Contra Costa Transportation Commission
Board Meeting
Meeting Minutes: June 27, 2025

MEMBERS PRESENT: C. Sasai, Chair (Pinole); R. Saltzman, Vice-Chair (El Cerrito); R. Xavier (San Pablo); C. Kelley (Hercules); B. Ghosh (BART) 8:09am; C. Zepeda (Richmond); T. Hansen (WestCAT); C. Jiménez (Richmond) 8:33am; E. Martinez (Richmond); C. Peeples (AC Transit) via Zoom

STAFF PRESENT: J. Nemeth, C. Reilly, L. Greenblat, M. Carrasco, K. Kokotaylo (contract counsel)

ACTIONS LISTED BY: WCCTC Staff

MEETING CALLED TO ORDER: 8:01 am

PUBLIC COMMENT: None

CONSENT CALENDAR

Motion by **C. Kelley**, seconded by **R. Xavier**

Yes – C. Kelley, R. Xavier, B. Ghosh, T. Hansen, C. Kelley, E. Martinez, C. Peeples, R. Saltzman, C. Sasai, R. Xavier, C. Zepeda

No - None

Motion passed unanimously

Item #3: Minutes of May 23, 2025, Board Meeting

Item #4: Monthly Update on WCCTC Activities

Item #5: Financial Reports for May 2025

Item #6: Info about Payment of Invoices over \$10,000. (None)

Item #7: Fiscal Year 2026 Measure J 19b Funds for Additional Bus Transit Services.

Item #8: Fiscal Year 2026 Measure J 20b Funds for Additional Transportation Services for Seniors and People with Disabilities. *(Approved with an amendment to the staff report. Vice-Chair Saltzman reported that El Cerrito had a paratransit driver on staff, and no longer had concerns about the hiring of drivers, contrary to information in the staff report. Staff noted that its information had come from the CCTA's PCC meeting but that the City's info may be more up to date)*

Item #9: WCCTC FY 2026 Work Program, Budget, and Dues Resolution. Resolution 23-07.

Item #10: Joint Exercise of Powers Agreement (JPA). Resolution 23-08.

REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
Item #11 Updated Salary Schedule for Fiscal Year 2026	<p>WCCTC Counsel Kris Kokotaylo presented the item and stated that approval of the resolution would update the WCCTC salary schedule to reflect a cost-of-living adjustment of 2.7% for Fiscal Year 2026. He explained that under S.B 1436, any time there is an increase to executive compensation, an oral report is required.</p> <p>Adoption of Resolution 23-09 Motion by C. Kelley, and seconded by T. Hansen Yes - B. Ghosh, T. Hansen, C. Kelley, E. Martinez, C. Peeples, R. Saltzman, C. Sasai, R. Xavier, C. Zepeda No- None Abstention- None Motion passed unanimously</p>
Item #12 Bay Bridge Forward Overview and Update	<p>Information Only</p> <p>MTC staff members, Kevin Chen and Henry Hammell, provided an update on Bay Bridge Forward projects on I-80. These included HOV Lane access restrictions; adjustments to hours of operation; transit / HOV strategies; and the Bus on Shoulder feasibility study.</p> <p>Board members asked a variety of questions, including about bus on shoulder efforts, the westbound bottleneck at the I-80/I-580 split, and the Richmond Parkway interchange.</p> <p>MTC staff noted that it has a dedicated website page for this effort, with some additional information.</p>
Item #13 Dynamic On-Demand Micro transit Services	<p>Information Only</p> <p>Mimi Pinna, from Via Transportation, provided information about contract transit services, particularly as it relates to on-demand micro transit. She also focused on Richmond Moves as a local example.</p>

	<p>Board members asked questions about the service characteristics of Richmond Moves, the user interface for the service, the labor status of drivers for Richmond Moves and other services provided by Via, and the possible impact on the service on AC Transit ridership.</p> <p>Ms. Pinna said that the services provided by Via were aimed at filling gaps, rather than competing with key public transit routes. She also suggested that she would do research and get more data for the Board Members about ridership patterns and impacts.</p>
Item #14 Board and Staff Comments	<p>Commissioner Saltzman was pleased that the state had approved transit funding and mentioned the WCCTC Board's support via its Resolution 25-06. Commissioner Ghosh mentioned BART's Balanced Budget for 2026. Executive Director J. Nemeth noted that \$1.1M was available in Measure J 28b funds. Separately, he noted that the TAC had suggested waiting a few months on a STMP Call for Projects.</p>

MEETING ADJOURNED: The meeting adjourned at 10:03 am

MEETING DATE: July 25, 2025

TO: West Contra Costa Transportation Commission

FROM: John Nemeth, Executive Director

SUBJECT: Monthly Update on WCCTC Activities

Move Bay Area Summit



On June 26, Move Bay Area held its East Bay Summit, bringing together more than 100 professionals, community members, and advocates focused on improving transportation throughout the Bay Area. The event took place at the Teamsters Union Hall in East Oakland. West County was well represented at the summit. Rebecca Saltzman, WCCTC Vice Chair and El Cerrito City Councilmember, served as a panel moderator. Janet Byron, a member of CCTA's Bicycle and Pedestrian Advisory Committee, and Matt Kelly, CCTA staff, also participated as panelists. In addition, Coire Reilly, representing WCCTC, served on the event's Steering Committee and was one of the summit's organizers. Move Bay Area is planning additional summits in San Francisco, the Peninsula, and the South Bay later this year. Learn more at movebayarea.org.

BART TMA Plan Moving Along

BART, in partnership with the cities of Richmond and El Cerrito, is developing a plan to explore creating a Transportation Management Agency (TMA) to serve areas near BART stations, specifically El Cerrito, Richmond Annex, and downtown/southside Richmond. WCCTC Program Manager, Coire Reilly, is participating in the effort as a representative of the county's existing Transportation Demand Management (TDM) program. The consulting group Fehr & Peers is

leading the planning process and is expected to release a draft version of the plan later this fall. Once the draft is available, WCCTC anticipates scheduling a presentation to its Board. Among the alternatives likely to be recommended is for WCCTC to manage the newly formed TMA. Other options include having a different agency take on that role or creating a standalone nonprofit to operate the TMA.

Potential Cuts to WCCTC's TDM Program

After many years of stable funding, recent policy shifts at CCTA are posing challenges for West County's Transportation Demand Management (TDM) program. This program, administered by WCCTAC, aims to reduce traffic congestion and improve air quality through initiatives that promote alternatives to solo driving. In the last funding cycle, WCCTAC's allocation of Transportation Fund for Clean Air (TFCA) dollars dropped sharply from \$369,500 to \$240,000, resulting in staff reductions and scaled-back services. Now, preliminary discussions for the upcoming cycle suggest another significant cut, reducing the allocation to just \$180,000.

Historically, TFCA funds were distributed to subregions using a formula. Under the new process, CCTA allocates funds through a competitive call for projects, and over the past two years, the agency has taken a larger share of TFCA funds "off the top" for countywide initiatives. This shift has created uncertainty, making it increasingly difficult for agencies like WCCTAC to plan, staff, and sustain long-term transportation programs. WCCTAC staff continues to engage with CCTA in the current allocation cycle, advocating for a smaller reduction in TFCA funding and requesting changes to TFCA policy or implementation practices that would promote greater year-to-year predictability.

TDM Program Restructuring: West County Retains Key Incentive Programs

Due to recent policy changes by the Contra Costa Transportation Authority (CCTA), several 511 Contra Costa programs are now being administered exclusively in West County. These changes stem from a major restructuring of the Transportation Demand Management (TDM) program, a long-standing initiative aimed at promoting options such as transit, biking, and carpooling.

Several incentive programs previously managed by WCCTC and offered countywide, including Try Transit, Take 10, and Secure Your Cycle, are now available only to individuals who live, work, or attend school in West County. The WCCTC Board's support for TDM efforts played a role in preserving these programs locally for at least one more year.

In addition, WCCTC continues to manage the Guaranteed Ride Home program, which remains available countywide. A targeted social media campaign is currently underway to raise awareness of these programs among West County residents.

General Ledger

Monthly Budget Report

User: LindaL@sanpabloca.gov
 Printed: 7/17/2025 8:42:08 AM
 Period 12 - 12
 Fiscal Year 2025



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
7700	WCCTAC Operations								
770-7700-41000	Salary	0.00	527,125.00	527,125.00	320,958.88	206,166.12	0.00	206,166.12	39.11
770-7700-41200	PERS Retirement	0.00	0.00	0.00	109,545.72	-109,545.72	0.00	-109,545.72	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	59,590.03	-59,590.03	0.00	-59,590.03	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	3,034.32	-3,034.32	0.00	-3,034.32	0.00
770-7700-41400	Dental	0.00	0.00	0.00	2,575.80	-2,575.80	0.00	-2,575.80	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	1,879.26	-1,879.26	0.00	-1,879.26	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	3,484.07	-3,484.07	0.00	-3,484.07	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	5,821.18	-5,821.18	0.00	-5,821.18	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	9,536.66	-9,536.66	0.00	-9,536.66	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	1,122.89	-1,122.89	0.00	-1,122.89	0.00
770-7700-41911	Liability Insurance	0.00	4,759.00	4,759.00	0.00	4,759.00	0.00	4,759.00	100.00
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	448.00	-448.00	0.00	-448.00	0.00
	Salary and Benefits	0.00	531,884.00	531,884.00	517,996.81	13,887.19	0.00	13,887.19	2.61
770-7700-43500	Office Supplies	0.00	5,500.00	5,500.00	5,023.69	476.31	0.00	476.31	8.66
770-7700-43501	Postage	0.00	1,000.00	1,000.00	779.85	220.15	0.00	220.15	22.02
770-7700-43520	CopiesPrintingShippingXerox	0.00	3,300.00	3,300.00	4,165.30	-865.30	0.00	-865.30	-26.22
770-7700-43600	Professional Services	0.00	75,500.00	75,500.00	74,073.99	1,426.01	0.00	1,426.01	1.89
770-7700-43900	RentBuilding	0.00	22,800.00	22,800.00	22,785.42	14.58	0.00	14.58	0.06
770-7700-44000	Special Department Expenses	0.00	15,000.00	15,000.00	4,378.39	10,621.61	0.00	10,621.61	70.81
770-7700-44320	TravelTraining Staff	0.00	2,500.00	2,500.00	1,580.92	919.08	0.00	919.08	36.76
	Service and Supplies	0.00	125,600.00	125,600.00	112,787.56	12,812.44	0.00	12,812.44	10.20
	Expense	0.00	657,484.00	657,484.00	630,784.37	26,699.63	0.00	26,699.63	4.06
7700	WCCTAC Operations	0.00	657,484.00	657,484.00	630,784.37	26,699.63	0.00	26,699.63	4.06
7720	WCCTAC TDM								
772-7720-41000	Salary	0.00	250,634.00	250,634.00	164,891.18	85,742.82	0.00	85,742.82	34.21
772-7720-41200	PERS Retirement	0.00	0.00	0.00	64,004.69	-64,004.69	0.00	-64,004.69	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	30,804.92	-30,804.92	0.00	-30,804.92	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	1,308.05	-1,308.05	0.00	-1,308.05	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	1,097.99	-1,097.99	0.00	-1,097.99	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	2,380.88	-2,380.88	0.00	-2,380.88	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	6,572.29	-6,572.29	0.00	-6,572.29	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	303.85	-303.85	0.00	-303.85	0.00
772-7720-41911	Liability Insurance	0.00	4,750.00	4,750.00	0.00	4,750.00	0.00	4,750.00	100.00
	Salary and Benefits	0.00	255,384.00	255,384.00	271,363.85	-15,979.85	0.00	-15,979.85	-6.26

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
772-7720-43300	MembershipsSubscriptions	0.00	0.00	0.00	750.00	-750.00	0.00	-750.00	0.00
772-7720-43500	Office Supplies	0.00	2,500.00	2,500.00	1,517.15	982.85	0.00	982.85	39.31
772-7720-43501	TDM Postage	0.00	3,000.00	3,000.00	1,243.47	1,756.53	0.00	1,756.53	58.55
772-7720-43502	TDM Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	5,000.00	5,000.00	4,034.38	965.62	0.00	965.62	19.31
772-7720-43600	Professional Services	0.00	76,000.00	76,000.00	54,595.01	21,404.99	0.00	21,404.99	28.16
772-7720-43900	RentBuilding	0.00	0.00	0.00	22,478.42	-22,478.42	0.00	-22,478.42	0.00
772-7720-44000	Special Department Expenses	0.00	219,316.00	219,316.00	152,573.89	66,742.11	22,372.00	44,370.11	20.23
772-7720-44320	TravelTraining Staff	0.00	5,000.00	5,000.00	2,264.27	2,735.73	0.00	2,735.73	54.71
	Service and Supplies	0.00	310,816.00	310,816.00	239,456.59	71,359.41	22,372.00	48,987.41	15.76
	Expense	0.00	566,200.00	566,200.00	510,820.44	55,379.56	22,372.00	33,007.56	5.83
7720	WCCTAC TDM	0.00	566,200.00	566,200.00	510,820.44	55,379.56	22,372.00	33,007.56	5.83
7730	STMP								
773-7730-41000	Salary	0.00	85,000.00	85,000.00	85,000.00	0.00	0.00	0.00	0.00
	Salary and Benefits	0.00	85,000.00	85,000.00	85,000.00	0.00	0.00	0.00	0.00
773-7730-43600	Professional Services	0.00	0.00	0.00	5,039.50	-5,039.50	0.00	-5,039.50	0.00
773-7730-44000	Special Department Expense	0.00	11,227,112.00	11,227,112.00	195,928.76	11,031,183.24	0.00	11,031,183.24	98.25
	Service and Supplies	0.00	11,227,112.00	11,227,112.00	200,968.26	11,026,143.74	0.00	11,026,143.74	98.21
	Expense	0.00	11,312,112.00	11,312,112.00	285,968.26	11,026,143.74	0.00	11,026,143.74	97.47
7730	STMP	0.00	11,312,112.00	11,312,112.00	285,968.26	11,026,143.74	0.00	11,026,143.74	97.47
7740	WCCTAC Special Projects								
774-7740-43600	Professional Services	0.00	0.00	0.00	243,008.69	-243,008.69	0.00	-243,008.69	0.00
774-7740-44000	Special Department Expense	0.00	473,850.00	473,850.00	109,778.35	364,071.65	0.00	364,071.65	76.83
	Service and Supplies	0.00	473,850.00	473,850.00	352,787.04	121,062.96	0.00	121,062.96	25.55
	Expense	0.00	473,850.00	473,850.00	352,787.04	121,062.96	0.00	121,062.96	25.55
7740	WCCTAC Special Projects	0.00	473,850.00	473,850.00	352,787.04	121,062.96	0.00	121,062.96	25.55
Expense Total		0.00	0.00	13,009,646.00	1,780,360.11	11,229,285.89	22,372.00	11,206,913.89	86.1431

General Ledger Monthly Budget Report

User: LindaL@sanpabloca.gov
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Period 12 - 12
Fiscal Year 2025



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
0000	Non Departmental								
773-0000-34310	County STMP Fees	0.00	100,000.00	-100,000.00	-27,712.02	-72,287.98	0.00	-72,287.98	72.29
773-0000-34315	El Cerrito STMP Fees	0.00	50,000.00	-50,000.00	-248,963.00	198,963.00	0.00	198,963.00	-397.93
773-0000-34320	Hercules STMP Fees	0.00	50,000.00	-50,000.00	-186,035.74	136,035.74	0.00	136,035.74	-272.07
773-0000-34325	Pinole STMP Fees	0.00	10,000.00	-10,000.00	-6,862.00	-3,138.00	0.00	-3,138.00	31.38
773-0000-34330	Richmond STMP Fees	0.00	782,000.00	-782,000.00	-484,130.12	-297,869.88	0.00	-297,869.88	38.09
773-0000-34335	San Pablo STMP Fees	0.00	1,071,000.00	-1,071,000.00	-88,895.56	-982,104.44	0.00	-982,104.44	91.70
	Licenses and Permits	0.00	2,063,000.00	-2,063,000.00	-1,042,598.44	-1,020,401.56	0.00	-1,020,401.56	49.46
772-0000-33403	Grants	0.00	589,000.00	-589,000.00	0.00	-589,000.00	0.00	-589,000.00	100.00
	Grants	0.00	589,000.00	-589,000.00	0.00	-589,000.00	0.00	-589,000.00	100.00
770-0000-36102	Interest	0.00	0.00	0.00	-1,610.86	1,610.86	0.00	1,610.86	0.00
773-0000-36102	Interest	0.00	75,000.00	-75,000.00	-391,737.15	316,737.15	0.00	316,737.15	-422.32
	Use of Property and Money	0.00	75,000.00	-75,000.00	-393,348.01	318,348.01	0.00	318,348.01	-424.46
770-0000-34111	Member Contributions	0.00	600,461.00	-600,461.00	-600,461.00	0.00	0.00	0.00	0.00
770-0000-39906	Other Revenue	0.00	63,000.00	-63,000.00	-124,689.78	61,689.78	0.00	61,689.78	-97.92
772-0000-39906	Other Revenue	0.00	0.00	0.00	-467,515.11	467,515.11	0.00	467,515.11	0.00
774-0000-39906	Other Revenue	0.00	473,850.00	-473,850.00	-263,943.31	-209,906.69	0.00	-209,906.69	44.30
	Miscellaneous Revenue	0.00	1,137,311.00	-1,137,311.00	-1,456,609.20	319,298.20	0.00	319,298.20	-28.07
	Revenue	0.00	3,864,311.00	-3,864,311.00	-2,892,555.65	-971,755.35	0.00	-971,755.35	25.15
0000	Non Departmental	0.00	3,864,311.00	-3,864,311.00	-2,892,555.65	-971,755.35	0.00	-971,755.35	25.15
Expense Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

MEETING DATE: July 25, 2025
TO: West Contra Costa Transportation Commission
FROM: Coire Reilly, Program Manager
SUBJECT: **FY 2026 Measure J 21b, John Swett Unified School District**

REQUESTED ACTION

Approve the Fiscal Year 2026 Measure J Program 21b allocation in the amount of \$43,500 to the John Swett Unified School District for student transportation services.

BACKGROUND AND DISCUSSION

Measure J Program 21b, *Safe Transportation for Children: Low Income Student Bus Pass Program*, dedicates 0.7% of total annual Measure J sales tax revenues to subsidize bus transit for students in West Contra Costa.

The WCCTAC Board maintains a policy allocating 95% of these funds to the West Contra Costa Unified School District (WCCUSD) to operate the Student Bus Pass Program, which provides AC Transit and WestCAT bus passes to income-qualified students throughout the academic year.

The remaining 5% of funds is directed to the John Swett Unified School District, which uses the funding to subsidize its yellow school bus program. For Fiscal Year 2026, this allocation amounts to \$43,500. In addition, a small portion of Program 21b funds also support WCCTC's administration of the program.

2025 Measure J Strategic Plan

Status Update

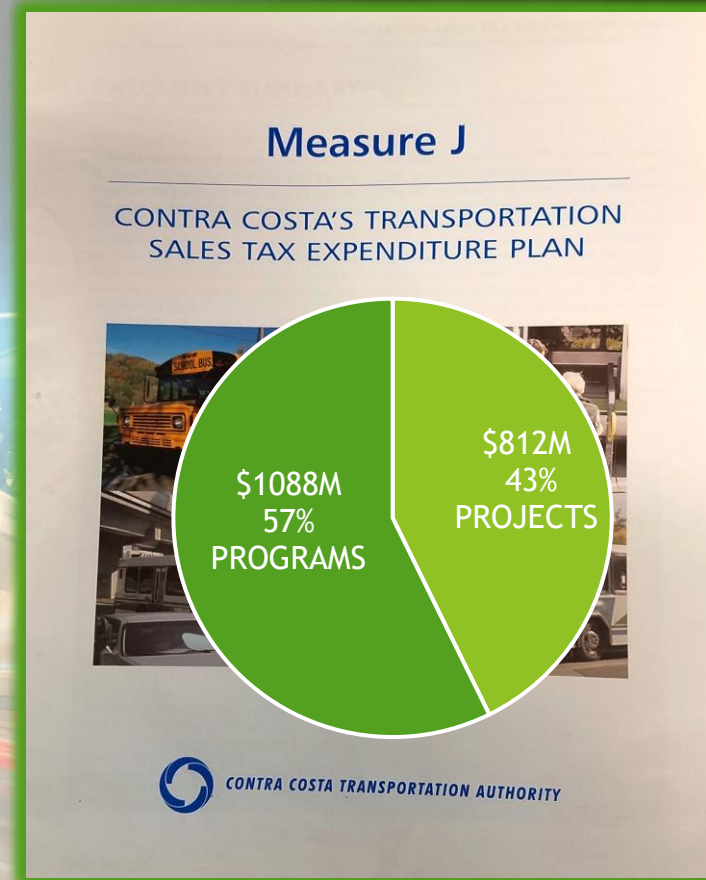
Hisham Noeimi, P.E.

Contra Costa Transportation Authority

July 2025

Measure J

- Approved by Contra Costa voters in November 2004
- Extended ½ cent Transportation Sales Tax for 25 years (April 1, 2009 through March 31, 2034)
- Assigns funding for specific projects/programs in **Expenditure Plan**



Measure J Strategic Plan

- Anticipates funding needs and availability for next 5-7 years
- Established timing/size of bond issuances to meet funding needs
- Commits funding to Projects in specific years – “Program of Projects”
- Updated every 2-3 years to assess assumptions on revenue growth, debt service costs, and other factors

Highlights

- \$48.35 million (15.25%) more in revenues in past three years compared to projections in the 2022 Measure J Strategic Plan
- Completed refinancing 2015 bonds in early 2025 which reduced bond interest cost by \$7 million
- CCTA was awarded \$166 million in Federal Mega Funds for Innovate 680 in October 2024, and \$58 million in SB1 Funds for I-680/SR4 in June 2025
- Several large Measure J projects are expected to start construction in next 3 years (I-680 CARM, I-680 NB Express Lane, I-680/SR4 – Phase 2A & 4, I-80 San Pablo Dam Road Interchange – Phase 2)
- Number of non-Measure J grant funded projects is increasing - five SS4A projects, three Signal Earmarks, Countywide Smart Signal Project, Shared Mobility Hubs, TBOS testing & training, etc.
- Uncertain current economic conditions due to tariffs, etc.

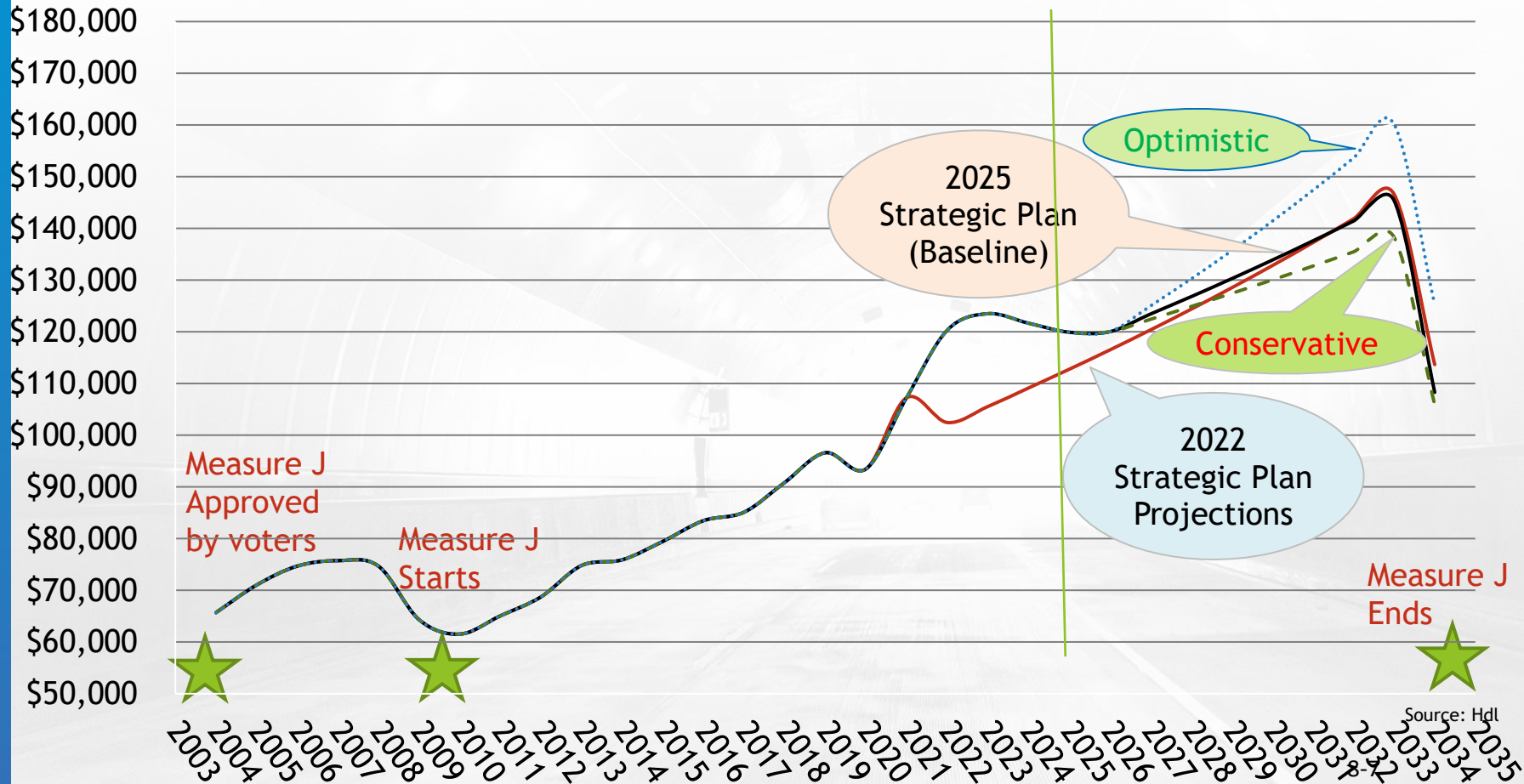


Revenue Forecast

Measure J Actual Revenues

Fiscal Year	Actual Sales Tax Revenue \$ million	Projected Sales Tax Revenue - 2022 Strategic Plan \$ million	Difference \$ million
FY 2021-22	\$120.304	\$102.455	+\$17.849 (+17.42%)
FY 2022-23	\$123.501	\$105.536	+\$17.965 (+17.02%)
FY 2023-24	\$121.664	\$109.127	+\$12.537 (+11.49%)
Total	\$365.469	\$317.118	+\$48.351 (+15.25%)

Annual Sales Tax Revenue Forecast (x \$1000)



Revenue Forecast (June 2025)

	Baseline	Conservative	Optimistic
Sales Tax Revenues	\$2.648B	\$2.619B	\$2.720B
Difference to 2022 SP	+\$60M	+\$31M	+\$132M
Percentage Difference	+2.3%	+1.2%	+5.1%

Source: HdL
2022 Strategic Plan (SP) Revenue Est: \$2.588 billion



Programmatic Reserves

Programmatic Construction Reserves

- Tool to address unforeseen cost increases during construction and/or revenue reductions
- Several large Measure J projects are anticipated to be under construction in the next three years
- **Board approved augmenting the programmatic construction reserve in each subregion**
- Amounts will be determined part of the update to the Strategic Plan

Programmatic Construction Reserves

Construction Capital Costs > \$600m in next 4 years

- I-680 NB Express Lanes: \$162 million (funded)
- I-680/SR4 – Phase 2A and 4: \$191 million (funded)
- I-680 Coordinated Adaptive Ramp Metering: \$83 million (funded)
- I-80/San Pablo Dam Rd: \$120 million (unfunded)
- Countywide Smart Signal Project: \$27 million (funded)
- Safe Streets & Roads for All (SS4A): \$28 million (funded)
- I-680 Shared Mobility Hubs: \$11 million (funded)



TLC and PBTF Programs

TLC/PBTF

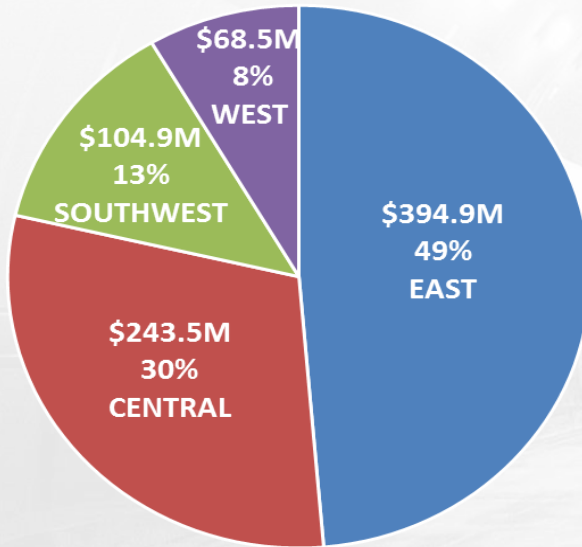
- Two cycles programmed since start of Measure J (2012 and 2016).
- The 2022 Strategic Plan deferred 3rd cycle programming to address constrained cashflow capacity in 2023 and 2024.
- Cashflow capacity improved due to higher revenues than projected in past three years.
- **Board approved removing the hold on programming the next cycle of TLC and PBTF Measure J funds in 2025.**



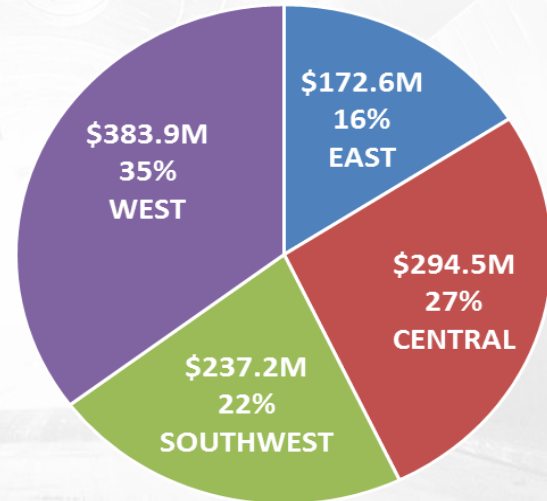
Additional Programming Capacity

Sub-regional Equity

Capital Projects in Measure J
Expenditure Plan
by Subregion



Programs in Measure J
Expenditure Plan
by Subregion



Geographic Equity in Expenditure Plan

Subregion	% of Programmed MJ Funds in 2022 Strategic Plan	% of Capital Projects in MJ Expenditure Plan (TARGET)
East County	48.9%	48.8%
Central County	29.6%	29.8%
Southwest County	12.7%	12.8%
West County	8.8%	8.5%

Geographic Equity in Expenditure Plan

Subregion	New Capacity for Projects \$M
East County	\$18.8
Central County	\$12.0
Southwest County	\$5.9
West County	\$0.3



Remaining Measure J Projects

Remaining Projects – West County

CONTRA COSTA TRANSPORTATION AUTHORITY PROGRAM OF PROJECTS (2025 MEASURE J STRATEGIC PLAN) (Escalated Dollars x 1000)													
CIP 4	CAPITOL CORRIDOR IMPROVEMENTS	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
4001	Hercules Rail Station	6,567	81	-	-	-	-	-	-	-	-	-	6,648
CIP 7	I-80 CARPOOL LANE EXTENSION AND INTERCHANGE IMPROV.	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
7002	I-80/San Pablo Dam Road Interchange Improvements	13,102	75	-	-	-	-	-	-	-	-	-	13,177
7003	I-80/Central Avenue Interchange Improvements	9,432	719	1,099	-	-	-	-	-	-	-	-	11,250
7005	I-80 Integrated Corridor Mobility	5,138	180	185	190	195	200	206	211	217	223	343	7,287
	CONSTRUCTION RESERVE	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
	Construction Reserve - West County	-	-	-	-	-	-	325	-	-	-	-	325

Measure J Project Delivery – West County

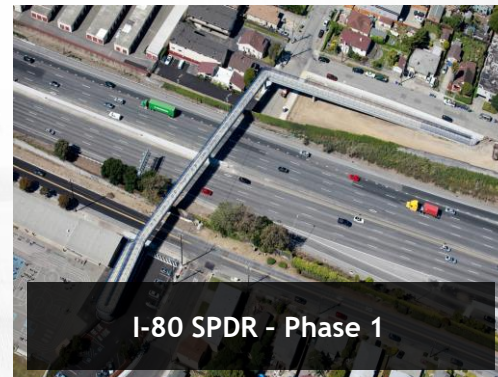
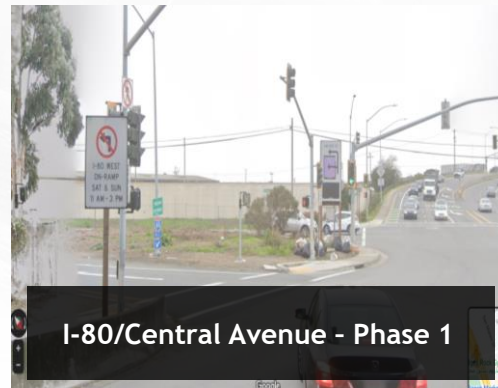
COMPLETED

State Highways:

- CCTA, I-80/SPDR – Phase 1, 2017
- CCTA, I-80/Central Ave – Phase 1, 2019
- CCTA, I-80 SMART Corridor, 2016

Local Projects/Non-State Highways:

- Richmond Pkwy Lighting, 2017
- Richmond, Marina Bay Parkway Grade Separation, 2016
- TOD & Access Improvements at El Cerrito Plaza and del Norte BART Stations, 2014
- BART, El Cerrito Del Norte BART Station Modernization, 2021
- BART Electronic Bicycle Facilities, 2021
- BART Comprehensive Wayfinding System, 2020
- WestCAT, Bus Wash Facility, 2020
- Hercules Transit Center, 2024
- Hercules Regional Intermodal Station – Initial phases (Bay Trail – East, Path to Transit, Bay Trail - West, Interim bus station), 2021



Remaining Projects – Central County

CONTRA COSTA TRANSPORTATION AUTHORITY PROGRAM OF PROJECTS (2025 MEASURE J STRATEGIC PLAN) (Escalated Dollars x 1000)

CIP 6	INTERCHANGE IMPROVEMENT ON I-680 & STATE ROUTE 242	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
6001	I-680/SR4 Interchange Improvements	55,484	(12,222)	-	-	-	-	-	-	-	-	-	43,262
6006	State Route 4 Operational Improvements	2,106	-	667	379	-	-	-	-	-	-	-	3,153
CIP 8	I-680 CARPOOL LANE GAP CLOSURE/TRANSIT CORRIDOR IMPROV.	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
8009	Innovate 680	15,440	6,111	7,975	-	-	-	-	-	-	-	-	29,526
CCMP 10	BART PARKING, ACCESS, and OTHER IMPROVEMENTS	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
10001	BART Parking, Access and Other Improvements - Central County	9,985	3,717	380	-	-	-	-	-	-	-	-	14,082
SPP 24	MAJOR STREETS: TRAFFIC FLOW, SAFETY, & CAPACITY IMPROV.	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
24003	Pacheco Blvd Realignment and Widening (Contra Costa County)	-	-	1,400	-	-	-	-	9,080	-	-	-	10,480
	CONSTRUCTION RESERVE	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
	Contruction Reserve - Central County	-	-	-	-	-	-	12,080	-	-	-	-	12,080

Measure J Project Delivery – Central County

COMPLETED

State Highways:

- CCTA, I-680 SB Carpool Lane Extension (restripe), 2011
- CCTA, I-680 SB Carpool Lane Completion, 2021
- CCTA, I-680/SR 4 – Phase 3, 2022

Local Projects/Non-State Highways:

- CC County, Kirker Pass Rd Truck Lanes, 2021
- Pleasant Hill, Buskirk Ave Widening – Phase 2, 2014
- Pleasant Hill/WC, Geary Rd Reconst. – Ph 3, 2013
- Concord, Farm Bureau Rd Safe Route to Schools, 2019
- Concord, Salvio St Complete Streets – Sidewalk, 2017
- Pleasant Hill, Contra Costa Blvd Improvements, 2014
- Concord, Ygnacio Valley Rd Restoration – Ph 2, 2015
- Concord, Clayton Rd/Treat Blvd/Denkinger Rd Intersection Capacity Improvements, 2018
- Clayton, Old Marsh Creek Rd Overlay, 2010
- Martinez, Alhambra Creek Bridge and Ferry St Enhancements, 2020
- Pleasant Hill, Pleasant Hill Rd Improvements (Taylor Blvd. to Gregory Lane), 2021
- BART, Comprehensive Wayfinding System for Central Contra Costa BART Stations, 2020
- BART, Concord BART Plaza Redesign, 2019
- CCTA, Shared Autonomous Vehicle Pilot, 2020
- BART, Pleasant Hill Parking Structure Elevator Renovation, 2019

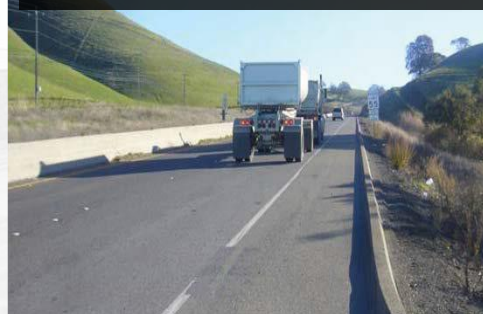
I-680 SB HOV/ Express Lane



I-680/SR4 Interchange - Ph 3



Kirker Pass Truck Lanes (Northbound)



Concord BART Plaza Redesign



Remaining Projects – Southwest County

CONTRA COSTA TRANSPORTATION AUTHORITY PROGRAM OF PROJECTS (2025 MEASURE J STRATEGIC PLAN) (Escalated Dollars x 1000)													
CIP 8	I-680 CARPOOL LANE GAP CLOSURE/TRANSIT CORRIDOR IMPROV.	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
8009	Innovate 680	15,440	6,111	7,975	-	-	-	-	-	-	-	-	29,526
CCMP 10	BART PARKING, ACCESS, and OTHER IMPROVEMENTS	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
10003	BART Parking, Access and Other Improvements - Southwest County	1,808	68	-	-	-	-	-	-	-	-	-	1,876
SPP 24	MAJOR STREETS: TRAFFIC FLOW, SAFETY, & CAPACITY IMPROV.	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
24033	San Ramon Valley Blvd (North)-(Danville)	-	1,292	-	-	-	-	-	-	-	-	-	1,292
24035	Diablo Road Trail (Danville)	-	-	3,712	-	-	-	-	-	-	-	-	3,712
24023	Norris Canyon Safety Barrier (County)	121	1,660	-	-	-	-	-	-	-	-	-	1,781
	CONSTRUCTION RESERVE	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
	Construction Reserve - Southwest County	-	-	-	-	-	-	5,880	-	-	-	-	5,880

Measure J Project Delivery – Southwest County

COMPLETED

State Highways:

- CCTA, Caldecott Tunnel Fourth Bore, 2019

Local Projects/Non-State Highways:

- Lafayette, Olympic Blvd/Reliez Station Rd, 2017
- Lafayette, Downtown Corridors Traffic Improvements, 2019
- Moraga, Rheem Blvd Landslide Repair & Repaving, 2017
- Orinda, Camino Pablo Pavement Rehabilitation, 2016
- Orinda, Ivy Dr Pavement Rehabilitation – Phase 2, 2017
- CC County, Camino Tassajara Bike Lane Completion, 2019
- San Ramon, Alcosta Blvd Pavement Rehabilitation, 2016
- San Ramon, Crow Canyon Rd Pavement Rehabilitation, 2020
- BART Electronic Bicycle Facilities –Southwest County Stations, 2016
- Orinda BART Downtown Access Ramp and Lighting, 2018
- Lafayette Station Site Improvements, 2019
- County, Danville Blvd/Orchard Court Complete Streets, 2024



Caldecott Tunnel Fourth Bore



Orinda-Lafayette BART
Wayfinding & Lighting



Alcosta Blvd Pavement
Rehabilitation



Rheem Blvd Landslide
Repair & Repaving

Remaining Projects – East County

CONTRA COSTA TRANSPORTATION AUTHORITY PROGRAM OF PROJECTS (2025 MEASURE J STRATEGIC PLAN) (Escalated Dollars x 1000)													
SPP 24	MAJOR STREETS: TRAFFIC FLOW, SAFETY, & CAPACITY IMPROV.	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
24025	James Donlon Extension (Pittsburg)	-	-	-	-	-	-	-	8,033	-	-	-	8,033
CCMP 12	TRANSPORTATION FOR LIVABLE COMMUNITIES (EAST COUNTY)	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
12001	TLC Reserve - East County	-	-	-	-	-	-	-	-	-	-	-	-
SPP 28	SUBREGIONAL TRANSPORTATION NEEDS (EAST COUNTY)	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
28001	Subregional Transportation Needs Reserve (East County)	-	-	286	-	-	-	-	-	-	-	-	286
28007	SR4 Vision Study	299	66	214	-	-	-	-	-	-	-	-	579
	CONSTRUCTION RESERVE	Prior	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
	Construction Reserve - East County	-	-	-	-	-	-	18,780	-	-	-	-	18,780

Measure J Project Delivery – East County

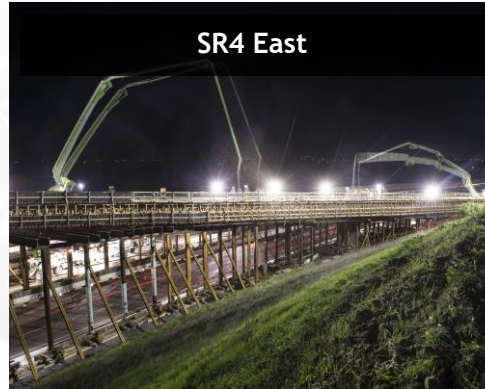
COMPLETED

State Highways:

- CCTA, SR4 Widening from Somersville Rd to SR160, 2016
- CCTA, SR4 Widening from Loveridge Rd to Somersville Rd, 2015
- CCTA, SR4/SR160 Connector Ramps, 2016
- CCTA, SR4/Balfour Rd Interchange, 2019
- SR4 Bypass: Segments 1 and 3, 2008
- CCTA, SR4: Widen to 4 Lanes – Laurel Rd to Sand Creek Rd and add Interchange, 2015
- Mokelumne Trail Ped/Bike Overcrossing, 2024

Local Projects/Non-State Highways:

- BART, BART Extension to Antioch, 2018
- BART, Hillcrest Ave Parking Lot Expansion, 2021
- BART, Pittsburg Civic Center Station, 2018
- CC County, Vasco Road Safety Improvements – Phase 1, 2011
- Oakley, Main St Downtown Improvements – Vintage Parkway to O'hara Ave, 2019



SR4 East



eBART



SR4 Balfour Rd



SR4: Sand Creek Rd

Remaining Projects – Measure J Program 10 (BART)

REGION	PROJECT NUMBER	PROJECT NAME
Central County	10001-04	Electronic Bicycle Facilities at Central Contra Costa Bay Area Rapid Transit Stations
	10001-08	Walnut Creek Bay Area Rapid Transit/Transit Oriented Development Public Access Improvements
	10001-09	Central County Bay Area Rapid Transit Next Generation Fare Gates
Southwest County	10003-03	Lafayette Bay Area Rapid Transit Bike Station



Proposed Schedule

Proposed Schedule

- Jun 2025: Approval of Updated Forecast
- July – Sept 2025: RTPC Input
- Nov 2025: Draft 2025 Measure J Strategic Plan
- Dec 2025: Final 2025 Measure J Strategic Plan



Questions

MEETING DATE: July 25, 2025

TO: West Contra Costa Transportation Commission

FROM: John Nemeth, Executive Director

SUBJECT: **Measure J 28b Allocations for Small-Scale Projects**

REQUESTED ACTION

Approve Resolution 25-10, as recommended by the WCCTC Technical Advisory Committee (TAC), allocating \$720,000 in Measure J 28b funds to member agencies for the implementation of small-scale transportation projects.

BACKGROUND AND DISCUSSION

Measure J Program 28b is a flexible funding category within the Measure J Expenditure Plan. Approximately \$1 million is currently available in this category. While primarily used to support planning and capital grant matches, these funds have been applied to transportation-related needs, such as senior travel training, bus stop maintenance, and street and road enhancements.

At its meeting on July 10, 2025, the WCCTC TAC recommended allocating \$720,000 in available funding as follows:

- \$60,000 each to eight member agencies, proportional to their dues contributions
- \$180,000 to the City of Richmond, based on its larger dues contribution
- \$15,000 to WCCTC for the installation of bike racks at El Cerrito Plaza
- \$10,000 to WCCTC for the installation of bike racks at Harbour-8 Park
- \$25,000 to WCCTC for additional bike rack installations across West County, to be implemented on request by member agencies

The proposed uses of these funds are small in scale and intended to improve pedestrian and bicycle infrastructure, safety features, and transit improvements. Member agencies have identified projects such as: pedestrian crossings, sidewalk inventories, traffic calming, bike lanes, daylighting (red curb and signage), bus stop upgrades, “quick-build” safety improvements, pedestrian amenities, and curb ramp replacements. In addition, BART has proposed replacing lighting at the El Cerrito Plaza and Richmond stations with LED fixtures. To allow flexibility, the TAC intentionally chose not to set strict funding criteria. The goal is to support low-cost, high-impact “quick win” projects throughout West County.

NEXT STEPS

Upon Commission approval, CCTA will enter into Cooperative Agreements with agencies directly receiving funds. If a member agency, such as WestCAT, designates another agency to implement its project, it will not need to be a party to the agreement. WCCTC will also not be a party to these agreements, as CCTA is already authorized to distribute Measure J 28b funds to WCCTC under an existing agreement.

Once agreements are in place, CCTA will provide funding up front. Recipient agencies will be required to submit documentation to both CCTA and WCCTC detailing how funds were spent.

ATTACHMENT

A. Resolution 25-10

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
(dba WEST CONTRA COSTA TRANSPORTATION COMMISSION)**

RESOLUTION NO. 25-10

**ALLOCATING \$720,000 IN MEASURE J 28B FUNDS FOR SMALL-SCALE
TRANSPORTATION PROJECTS IN WEST CONTRA COSTA COUNTY**

WHEREAS, Measure J, approved by the voters of Contra Costa County in 2004, established a half-cent transportation sales tax and an Expenditure Plan that includes funding categories to support transportation improvements throughout the County; and

WHEREAS, Measure J Program 28b provides flexible funding for transportation projects and programs; and

WHEREAS, approximately \$1 million in Measure J 28b funds is currently available, and the West Contra Costa Technical Advisory Committee (TAC) has recommended allocating \$720,000 of these funds for small-scale, “quick win” projects that improve pedestrian, bicycle, safety, and transit infrastructure; and

WHEREAS, the recommended allocation includes:

- \$60,000 each to eight member agencies based on dues contributions
- \$180,000 to the City of Richmond based on dues contributions
- \$15,000 to WCCTC for bicycle rack installation at El Cerrito Plaza
- \$10,000 to WCCTC for bicycle rack installation at Harbour-8 Park
- \$25,000 to WCCTC for additional bicycle racks throughout West County, to be distributed at the request of member agencies; and

WHEREAS, the proposed projects to be funded under this allocation include, but are not limited to, pedestrian crossings, sidewalk inventories, curb ramp replacements, bike lanes, traffic calming, transit stop improvements, pedestrian amenities, red curb daylighting, and LED lighting upgrades at BART stations; and

WHEREAS, the Contra Costa Transportation Authority (CCTA) will enter into Cooperative Agreements with the directly funded agencies and disburse funds upon agreement execution; and

WHEREAS, all agencies receiving funds will be required to submit documentation to both CCTA and WCCTC demonstrating how funds were expended.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the West Contra Costa Transportation Commission approves the allocation of \$720,000 in Measure J 28b funds to support small-scale transportation improvements as recommended by the WCCTC Technical Advisory Committee.

BE IT FURTHER RESOLVED, that the Executive Director is authorized to coordinate with CCTA and the recipient agencies to facilitate the implementation of these projects and ensure reporting and compliance requirements are met.

The foregoing Resolution was adopted by the WCCTC Board at a regular meeting on July 25, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By:

Cameron Sasai, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel

MEETING DATE: July 25, 2025

TO: West Contra Costa Transportation Commission

FROM: Leah Greenblat, Transportation Planning Manager

SUBJECT: Release of RFP for STMP Nexus Study and Program Update

REQUESTED ACTION

Authorize WCCTC staff to release a Request for Proposals (RFP) to update the West Contra Costa County Subregional Transportation Mitigation Program (STMP) Nexus Study and Program.

BACKGROUND AND DISCUSSION

The West County STMP is a fee program designed to fund regionally beneficial transportation projects, including roadway, transit, bicycle, and pedestrian improvements, that address increased travel demand resulting from new development in West Contra Costa County.

The program ensures that new development contributes a fair share toward needed transportation infrastructure. As required by Measure J, the countywide half-cent transportation sales tax measure, each jurisdiction in Contra Costa County must maintain a development fee impact program. While cities and the County are responsible for collecting the fees, other public agencies may be eligible to receive STMP funds for qualified projects.

In accordance with the Mitigation Fee Act, WCCTC is legally required to update the Nexus Study every eight years. The last update was completed in 2019. The upcoming update will revise program to reflect legal and regulatory changes, update project priorities, improve fee collection and disbursement processes, and establish a legally defensible nexus for continued fee collection.

Additional deliverables will include a model ordinance that local jurisdictions can use as a template, revised administrative guidelines, an improved system for fee tracking and reporting, and an implementation strategy for transitioning from the current program to an updated program.

The attached draft RFP seeks a qualified consultant to lead this update effort. The selected consultant will work closely with WCCTC staff, the Technical Advisory Committee (TAC), local jurisdictions, and the Commission throughout the process.

If authorized by the Commission, the RFP will be released on August 1, 2025, with consultant proposals due by September 25, 2025. An evaluation committee will review submissions and recommend a consultant for Commission approval, anticipated in December 2025. The update process is expected to begin in early 2026 and take approximately 12 months to complete.

ATTACHMENTS

A. Draft RFP – Preparation of an Update to the West Contra Costa County 2019 Subregional Transportation Mitigation Program (STMP) Nexus Study and Supporting Materials

DRAFT

West Contra Costa Transportation Commission (WCCTC) A Public Joint Powers Agency

REQUEST FOR PROPOSALS
DATE ISSUED: August 1, 2025

PREPARATION OF AN UPDATE TO THE WEST CONTRA COSTA COUNTY 2019 SUBREGIONAL TRANSPORTATION MITIGATION FEE PROGRAM (STMP) INCLUDING NEXUS STUDY AND SUPPORTING PROGRAM MATERIALS

PROPOSAL PACKAGES DUE: Thursday, SEPTEMBER 25, 2025 at NOON

SECTION 1: PURPOSE

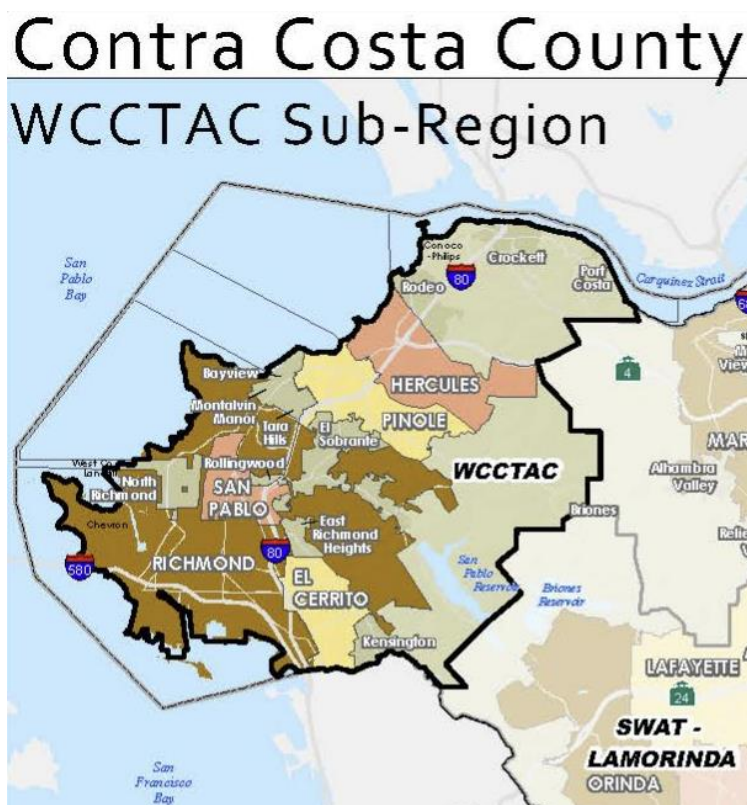
This RFP seeks to identify a Consultant to update the current nexus study and associated documents as well as develop supporting materials to ease program administration for West Contra Transportation Commission's Subregional Transportation Mitigation Program. The fee program was last updated in 2019.

The purpose of the West County Subregional Transportation Mitigation Fee Program (STMP) is to help fund regionally beneficial transportation improvement projects in West Contra Costa County such as roadway, transit, bicycle and pedestrian facilities in order to accommodate travel demand generated by new land development. The intent of the fee program is to provide an equitable means of ensuring that future development contributes its fair share of transportation improvements.

The purpose of the STMP 2026 Update is to review the existing 2019 Nexus Study and STMP Update to address legal changes, changes in priorities, improve fee tracking management, and to provide the legally required nexus for collecting the transportation mitigation fee in compliance with State Law including the Mitigation Fee Act (Government Code Sections 66000, *et seq.*) and to update the existing strategic expenditure plan for disbursing the collected fees. Additional work products include development of a model ordinance for jurisdictions to adopt, an update to the Administrative Guidelines, a spreadsheet for tracking fees received and disbursed and running reports, and a methodology, with appropriate supporting materials, for transitioning from the existing 2019 STMP program to an updated program.

SECTION 2: SETTING

West County is located in the far western side of Contra Costa County. While technically a part of Contra Costa County, this portion of the county is physically separated from the rest of the county by hills, open space and parkland. To the south, WCCTC abuts northern Alameda County and the cities of Albany and Berkeley. To the north, West County connects to Solano County via a bridge across the Carquinez Strait. Through the subregion, Interstate 80 runs north-south, and Interstate 580 runs east-west linking to the Richmond-San Rafael Bridge and Marin County. Highway 4, in the northern portion of the subregion, runs east west and links West County with the rest of Contra Costa County.



SECTION 3: BACKGROUND

In 1988, Contra Costa County residents adopted Measure C, a half-cent sales tax measure for transportation projects and programs, which voters renewed in 2004 with the passage of Measure J. One of the objectives of the Contra Costa Growth Management Plan, established by those measures, is to link new development directly to the provision of community facilities necessary to serve that new development.

The Contra Costa Transportation Authority (CCTA) is the public agency formed as a result of these ballot measures, along with the West Contra Costa Transportation Commission (WCCTC). WCCTC is one of four Regional Transportation Planning Committees (RTPC) within Contra Costa County and represents the West County sub-region. Prior to 2024, WCCTC operated under the name West Contra Costa Transportation Advisory Committee (WCCTAC). The name was changed to WCCTC to better reflect its varied responsibilities, although WCCTAC is still the organization's legal name. WCCTC is composed of elected representatives and technical staff from the Cities of El Cerrito, Richmond, San Pablo, Pinole and Hercules, and the unincorporated area of Western Contra Costa County. Unlike other RTPCs, WCCTC includes representatives from San Francisco Bay Area Rapid Transit District

(BART), the Alameda-Contra Costa Transit District (AC Transit) and the Western Contra Costa County Transit Authority (WestCAT).

Measures C and J require that all Contra Costa County jurisdictions develop and participate in a regional transportation mitigation program. Jurisdictions not participating in such a program are at risk of losing their annual Measure C (and subsequently Measure J) local street maintenance and improvement funds. Measure C and J require local jurisdictions to consider such issues as jobs/housing balance, carpool and vanpool programs, and proximity to transit service when establishing a regional traffic mitigation program.

WCCTC developed the STMP with the participation and concurrence of local jurisdictions in determining the most feasible methods of mitigating regional traffic impacts. Requiring that all new development pay a transportation improvement fee helps ensure that it participates fairly in the cost of improving the transportation system.

WCCTC established its original transportation mitigation fee program in 1997, updated it in 2006, and updated it last in 2019. The STMP is a fee mechanism providing funds to construct transportation improvements to serve new residential, commercial and industrial development. The local fees collected in West County provide congestion relief to mitigate traffic on regional routes and through improved transit service. (WCCTC's transit agency members are not participants in the fee mitigation program but are eligible to receive funding under the existing program.)

WCCTC is empowered to coordinate and administer revenue for the regional transportation improvements funded by these fees. Under the 2019 STMP Update, WCCTC has held two cycles for funding requests and anticipates a third and final cycle prior to transitioning to the next update of the STMP.

The STMP's participating agencies have each adopted an ordinance implementing the current fee program and will need to adopt new ordinances reflecting changes that may result from this current update effort. These jurisdictions share a desire to ensure that new development in West County pays its fair share toward regional circulation and transit improvements that are proportional to the traffic impact the new development will generate.

Topics To Be Addressed:

- Since the 2019 STMP Update, several changes in California law have gone into effect that impact what fees may be collected and at what stage in the development process. WCCTC anticipates that this next STMP update will address these changes, as well as other legal issues and provide guidance to WCCTC and its member agencies regarding fee submittal requirements. Key issues will be effectively tracking the collection of fees for housing and multi-use developments and the application of fee reductions for housing developments in transit priority areas.

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- Both WCCTC and STMP participating agencies' staff have limited resources to manage and implement the STMP. Efficient methods for reporting and monitoring are critical as well as avoiding errors that then need to be tracked and corrected using vital resources.
- STMP participating agencies work with WCCTC staff to develop funding agreements and submit invoices for reimbursement of funds for STMP funded projects. As the STMP has evolved over the years and more projects are funded, a simple but improved tracking management system is needed. WCCTC also received quarterly reporting forms and fee submittals from participating agencies that requires tracking. Work related to the 2026 STMP Update will include development of a tracking management system for both funds collected and disbursed along with reporting and invoice templates and automated reporting for key tracking measurements. The new tracking system should allow for the generation of reports to monitor key topics: funding agreement status, funds generated, committed and expended, etc. Additionally, WCCTC seeks to develop quarterly or twice-yearly reports for its Board of elected officials and member agencies to support transparency in fee submittal by documenting fees collected for what projects and funds expended for STMP projects.
- WCCTC's annual fee adjustments are not always fully incorporated into local agencies' systems resulting in the collection and submittal of incorrect STMP fees. Methods for correcting this currently include quarterly and annual reminders, yet the situation persists.
- Quarterly reporting forms and submittal of fees often occur separately and/or belatedly. When there are errors in the reporting form or fee submittal or the fees and form are submitted separately, additional tracking is required. The quarterly reporting form currently states that it should accompany the fee submittal.
- Staff from participating agencies that work on STMP matters include planning, public works and finance staff. Staffing turnover creates the need to quickly and clearly provide information about the STMP and its requirements on a continuing basis. The 2019 STMP included the development of Administrative Guidelines which have been helpful but needs additional detail. WCCTC also offered a staff training session which was well received but challenging to coordinate. WCCTC seeks tools to help orient new staff and provide an on-going resource reference for staff members.
- Additional guidance needs to be provided on how to calculate fees for developments that do not fall within the standard STMP fee categories.
- A reasonable methodology is sought for WCCTC to recoup administrative expenses associated with operating the program which includes legal services for reviewing changes to the standard funding agreement.

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- Currently there is no methodology for refunding fees if a project is not built. Can WCCTC and/or the participating agency retain a portion of the fee to cover its expenses?
- Develop a strategic plan with a method for prioritization of projects and funding allocations.
- Develop guidance on various types of projects that could receive STMP funds. What type of transit, TDM, paratransit, carpooling, ped-bike projects can receive STMP funds? Can transit operations be funded?
- WCCTC currently has active projects from the 2006 and 2019 STMP and will require a process for transitioning these projects and the program itself to the 2026 STMP. Future STMP updates beyond 2026 will also result in the incorporation of new projects. An improved system for identifying unique projects and multi-phased projects is needed.
- The current fee appeal process is underdeveloped. Further clarification is needed regarding the possibility of recouping legal fees, covering staff time, and the timeframe for decisions.

The Consultant should look at the topics noted above as well as for additional opportunities to incorporate changes that simplifies and improves STMP related activities.

SECTION 4: DRAFT SCOPE OF WORK and DELIVERABLES:

The Consultant will provide transportation planning services and professional opinions to support the development of a Nexus Study Update and a Program with Strategic Expenditure Plan Update for WCCTC. The Consultant's role will be to update the 2019 STMP Nexus Study and as needed facilitate the compilation of project and land use data and forecasts from the member jurisdictions and establish a nexus between future transportation impacts by new development. The Consultant will also review relevant changes in the law and future trends in transportation planning and development approaches to update the existing program to meet current legal requirements and is adaptable to future development trends. The Consultant will update the Administrative Guidelines, identify program improvements and develop an improved tracking system for STMP fee collection and disbursal. Additionally, the Consultant will work with the WCCTC Technical Advisory Committee (TAC) and WCCTC Board (Board) to develop funding priorities for a 10-year time-period. The effort will require working cooperatively with WCCTC staff, TAC and Board and other local staff from member agencies. It is WCCTC's desire to complete the 2026 STMP Update in less than 12 months.

Task 1 - Review and Refine the Scope of Services: Meet with WCCTC staff to review and refine the scope of services including development of a working schedule and a budget by task. As part of the work plan, the Consultant will identify the role of the Prime Contractor and any sub-consultant, WCCTC staff, WCCTC TAC and other stakeholders. The Consultant will provide a list of data needs from key agencies for completing the study to WCCTC staff. The Consultant Project Manager will meet with the WCCTC Project Manager to confirm the efforts needed to complete the project deliverables and ensure a common understanding of the project tasks.

Deliverable:

- Final scope of services including refined work scope, budget by task, schedule and work plan.
- List of data needs.
- Kick off meeting.

Task 2 – Review Existing STMP Nexus Study and Program: Review and analyze the most recent STMP nexus study. Identify issues with existing program and determine if the existing nexus study adequately complies with the Mitigation Fee Act (Government Code Section 66000, *et seq.*) and other applicable laws. Review and analyze current program operations including current tracking systems, Administrative Guidelines, Quarterly Reporting Form, and overall processes. Identify issues with the existing program. Develop a comparison of fees including fees from the CCTA's other Regional Transportation Planning Committees, local transportation fees and other types of development fees that may provide insight and guidance for WCCTC.

Deliverable:

- Memorandum summarizing task findings.
- Table comparing relevant examples of development fees.

Task 3 – Review of the Current 2019 STMP's List of Projects and Cost Estimates

Identify projects from the existing program that have been completed. Coordination with the staff from local jurisdictions may be needed.

Deliverables:

- Draft status report on projects included in the existing program's project list.
- Provide a final status report.

Task 4 – Review Current Best Practices and Recommend a Methodology

The existing nexus study is based on the number of peak hour trips assuming that the PM peak hour trips resulted in the highest impact. Review whether the existing reliance on AM Peak Hour Trips is the appropriate metric or are other alternatives (e.g. VMT) now better suited.

Deliverable:

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- A summary analysis of the current legal requirements and best practices for the nexus study, fee calculation and program implementation and operations.
- Identification of recommended methodology.

Task 5 – Transportation Impact Analysis

Review documents related to future transportation needs in West County including Transportation Impact Studies for proposed developments, development trends, changes in zoning and land use, subarea transportation studies by individual jurisdictions and agencies and the CCTA's Draft 2023 West County Action Plan.

Collect traffic count (intersections and roadway segments) data as needed. The Consultant should solicit existing jurisdictions and the CCTA to determine if recent traffic count data is available in lieu of collecting all new data. The Consultant will only conduct traffic counts on a typical weekday, when school is in session. Identify existing deficiencies, including level of service (LOS), as needed, and roadway standard deficiencies. The Consultant may need to conduct warrants for various traffic control or roadway devices. Prepare travel demand forecasts for 2050 conditions. Conduct a transportation system analysis to identify improvement needs. Identify roadway improvements and improvements for non-auto and active transportation modes. Coordination with the staff from local jurisdictions may be needed.

Deliverables:

- List of needed traffic counts specifying the type, location and if a local jurisdiction or CCTA has an available recent count.
- Traffic data in electronic format.
- Draft and Final memorandum summarizing future transportation needs.

Task 6 – Determination of Development Potential

Using the CCTA's countywide travel demand model, conduct a needs analysis and allocation of improvement costs in West County. Work with local staff to review existing and forecasted land use estimates. Use the CCTA's travel demand model with a 2050 horizon year and the development assumptions to forecast future transportation needs. Compare the output of the CCTA travel demand model for existing conditions with existing traffic count data to determine if adjustments to the model are needed to improve its accuracy and detail.

Deliverable:

- Draft and Final memorandum documenting development potential and any travel demand model adjustments.

Task 7 – Development of an Updated Program's List of Projects

Review the current STMP's Project List and provide the status of each project, the amount of any STMP funds received and indicate whether the project would remain eligible for future STMP funds. Identify additional roadway improvements and improvements for

transit, non-auto and active transportation modes. Provide guidance to local staff on the types of projects that could be considered for inclusion. Prepare a draft and final West County Transportation Development Mitigation project list. Project lists shall be in an easily searchable and editable, electronic format. At least for projects contained in the Updated Program's List of Projects, the project listings should include a unique identification number, project name and description, document reference, phasing, total project cost estimate, maximum eligible STMP funding allocation, project sponsor, committed funding by source, schedule and status.

Deliverable:

- Draft Project List containing all identified eligible projects.
- Final Project List containing all included projects with supplemental detail as noted above.

Task 8 – Develop Updated or New Cost Estimates for the Program's New List of Projects

As appropriate, update cost estimates for existing program projects and develop cost estimates for new program projects. Local jurisdictions may, in some cases, but not all, be able to assist. The Consultant will need to make cost estimates consistent in terms of establishing a dollar year. Coordination with the staff from local jurisdictions may be needed. Cost estimates should include key elements to implement each project such as project contingencies; public outreach, survey, design and construction management; environmental mitigation; and right-of-way. Total costs by mode should be calculated.

Deliverable:

- Cost Estimates for New List of Projects.

Task 9 – Method for Calculating Fees and Allocating Costs by Development Type

Provide a detailed explanation of the current methodology used for calculating the transportation development mitigation fee and analyze whether it should be retained or modified. Identify any fee exceptions or reduced fees, e.g. ADUs, transit-oriented development, low-income housing, senior housing, government facilities, etc. Provide guidance on when a fee exception or reduction is warranted. Review and update, as needed, the approval process for fee exceptions and reductions.

Review the process for adjusting the fee annually and the annual adjustment process to address inflation. Review the methodology for WCCTC to re-coup the costs of administering the program. Review methodology for participating jurisdictions to re-coup their costs for locally administering the program. Review the fee appeal process, identify issues and propose updates, as needed.

Confirm the development/land use categories for which the fee will be applied and the units of measurement.

Deliverable

- Memorandum explaining methodology for calculating fees and allocating costs.

- Guidelines for applying fees.

Task 10 – Summation of Nexus Analysis

The Consultant will clearly document the procedural requirements (nexus) for legally establishing and collecting the transportation development impact fee in compliance with the Mitigation Fee Act (Government Code Section 66000, *et seq.*). This will include, but not be limited to, a summary of:

- how the fees will be used;
- the relationship between the use of the fees and the type of development;
- the relationship between the need for the facility and the type of development; and
- the relationship between the amount of fees and the cost of the facility attributed to the development upon which the fee is imposed.

Deliverable

- Memorandum explaining the procedural requirements and documenting how they are proposed to be met for the update to the existing transportation development impact fee program.

Task 11: Guidelines for the Application of Fees

Provide easy to follow guidelines for when and how to apply fees for WCCTC staff, TAC and implementing local staff. In addition to explaining the program requirements, the guidelines should address such items as:

- What is considered new development?
- Would a store that relocates from Richmond to San Pablo pay the fee? Or a new building is built, and the business relocates to the new building?
- Is development of a long-term vacant building an eligible project; should there be a credit for prior trips (how long ago)?
- How are trip-credits applied for existing uses if the development fee is based on square feet and trips from the existing use are known?
- Providing clear guidance on the use of an “Other” category..
- Confirm process for collection of fees for public facilities.
- Provide guidance on when a land use changes, e.g. an existing building that changes use generates more trips with the new use.
- On-boarding information for new staff.
- Explanation of how participating agencies can recoup operational costs.
- Quarterly reporting form and fee submittal process.
- Annual fee adjustment process with participating agencies’ responsibilities.
- Guidance on calculating fees for developments that do not fall within the standard STMP fee categories.
- Guidance on calculating the fee for housing developments in transit priority areas.

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Identify and develop a transparent fee submittal process that makes it easy to verify that the appropriate amount of funds are collected for all eligible development projects by jurisdictions and submitted to WCCTC.

Deliverable:

- STMP operational guidelines for WCCTC staff, TAC and implementing jurisdictional staff.

Task 12 – Development of a Strategic Expenditure Plan

The Consultant will develop a prioritization approach and rationale based on Project Readiness, Project Funding and Project Effectiveness for the projects eligible for funding by the updated program.

Deliverable:

- Memorandum on Funding and Prioritization Approach.

Task 13 – Create a Project Funding Timeline

After meeting with the WCCTC TAC and Board to develop a prioritization formula, the Consultant will apply the criteria to develop a Project Funding Timeline for review and approval by the TAC. This work will include developing a forecast of fees that the jurisdictions will collect in order to strategize and project the timing of when projects could be funded.

Deliverable:

- Project Funding Timeline.

Task 14 – Transitioning from Existing STMP to Updated Program

Work with the WCCTC TAC and Board and local jurisdictions' counsel to identify the steps for transitioning from the existing program to the updated program as well as developing the required documents to transition to the updated program. This will likely include developing a process for disbursing revenue from the existing program and beginning to collect the new fee. Work will also include transitioning projects from prior STMPs to the new program and developing a comprehensive project identification numbering system. Work may include developing a model resolution for each jurisdiction to adopt, a presentation(s) to jurisdictions, and a multi-party agreement.

Deliverable:

- Memorandum articulating a transition process.
- Other supporting documents as needed.
- Draft and Final model resolution.
- Presentation(s) to jurisdictions.

Task 15 – Produce Draft and Final Report and Strategic Expenditure Plan

The Consultant will develop a final report summarizing the key findings from the previous tasks and memorandum. The report should concisely and graphically synthesize the process and technical analysis used to arrive at the findings and recommendations. The Consultant will need to identify the legal process necessary for updating the program to determine whether jurisdictions need to adopt ordinances and/or update cooperative agreements and prepare appropriate draft materials. The report's appendices will include supporting documentation such as a model ordinance, fee transmittal form, cost estimates, detailed project lists, and other reference documents as appropriate. The draft and final report will be provided in Microsoft Word and Adobe Portable Document Format (PDF) formats ready to be printed, uploaded or emailed.

Deliverables

- Prepare draft and final versions of documents requiring approval by jurisdictions.
- Two drafts and one Final Report.

Task 16 – Presentations and Working Sessions

WCCTC anticipates that the Consultant will work closely with local jurisdictions' staff and WCCTC staff, TAC and Board. Local jurisdictions have varying levels of staffing available so the Consultant will need to vary their service offerings to accommodate these differences. Meetings with the TAC may be a combination of a presentation and/or facilitated working session. The Consultant will need to build consensus among TAC members when seeking guidance on the development of draft policies and program parameters. Anticipate multiple meetings with the TAC as work on various tasks progresses.

Meetings with the Board will include a presentation and facilitated discussion. Meetings with the Board will occur at major milestones and decisions points. Anticipate 4-6 meetings with the Board.

The result of this study process is the adoption of an updated transportation development mitigation fee program by the local jurisdictions. To facilitate this, the Consultant will periodically need to provide a summary update that can be provided to local City Councils to keep them apprised of the process along the way. It is anticipated that WCCTC Board and TAC members would periodically update their governing bodies with these materials. Near the conclusion of the process, a formal presentation will be made to the governing bodies. At this point, it is undecided whether these could be a joint presentation among multiple jurisdictions or whether individual presentations to each Council will be required.

Deliverables:

- Meet with local jurisdictional staff, as needed.
- Meet with WCCTC TAC, as needed.
- Meet with WCCTC Board at key milestones.
- Periodic summary updates available for distribution via email.

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- Two Drafts and Final versions of all presentation materials for the Board, TAC and Councils including handouts and PowerPoint presentations.

Task 17 – Project Management

The management of the project and the meeting schedule will be milestone-based. Meetings with the WCCTC TAC and Board will be scheduled around major project milestones and linked to the delivery of major work products.

The Consultant will initiate a project kick-off meeting with WCCTC staff and the Consultant and WCCTC staff will confirm the work scope, schedule, expectations and protocols for communication and coordination.

The Consultant will maintain at least monthly check-in calls with the WCCTC Project Manager to ensure progress on work products and responsiveness. Monthly invoices and associated progress reports will be submitted regularly to the WCCTC Project Manager

Deliverables:

- A schedule of deliverables timed to monthly TAC and Board meetings will be provided to WCCTC staff.
- Agendas, presentation materials.
- At least monthly check-ins with WCCTC Project Manager.

SECTION 5: BUDGET AND SCHEDULE

The Board set aside \$250,000 for this work. A “not to exceed” budget will be established for this study. No additional funds are or will be available to supplement the established budget. It is WCCTC’s desire that the Consultant complete all work in approximately 12 months of contract award.

SECTION 6: PROPOSAL CONTENTS

To demonstrate its qualifications and its ability to perform the services described in the Draft Scope of Work, Consultant shall submit a proposal containing the following information:

1. *Proposal Package:* Submit three (3) hard copies of your proposal package along with one PDF copy. The proposal package should have no more than 25 pages. Resumes and other supplemental information are not counted in the page count and should be included in an appendix. Quality rather than quantity should be stressed.
2. *Transmittal Letter:* The proposal package shall be transmitted with a cover letter describing the Consultant’s/team’s interest and commitment to the proposed projects. The letter shall state that the cost proposal shall be valid for a 90-day period and should include

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the name, title, address, email, and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the Consultant/team to negotiate a contract with WCCTC shall sign the cover letter. The cover letter is not included in the total page count.

3. *Project Understanding*: Describe your understanding of the scope of work and your general approach to meeting the task objectives outlined in this RFP. Discuss how the services will be performed and what deliverables will be submitted.

4. *Approach, Management and Staffing Plans and Schedule*: This section shall provide the Consultant's/team's proposed approach for performing the services including a detailed narrative explaining how the services would be performed and what deliverables would be submitted while ensuring quality performance and completion within budget and schedule.

Explain any supplemental tasks deemed necessary, any proposed modifications to draft Scope of Work and suggestions or proposed alternatives that might enhance the services, reduce costs or speed delivery.

Include a *management plan* for providing the services, including the staff proposed for project and an organization chart (including sub-consultants).

A *staffing plan* consisting of a matrix showing number of person hours allotted to each individual on the Consultant team. The left-hand column of the matrix should list key tasks for the project. The top row of the matrix should contain the names of the key personnel who would be assigned to the work (including sub-consultants). The bottom row of the matrix should show total person hours allotted to each person on the Consultant team. The right-hand column of the matrix should show total person hours for each task, including subtotals and a Grand Total for all phases of work.

Provide a proposed *schedule*, identifying major project milestones and the anticipated duration for each major activity or deliverable. Specific hours or other cost information is not to be included.

5. *Qualifications and Experience*: Each proposal shall provide the qualifications and experience of the consultants demonstrating their experience on work similar to that contemplated in this RFP. Information provided should be brief and should not include unnecessary promotional material. Please emphasize the specific service role provided as they relate to each task. Key team members are expected to be committed for the duration of each project. Replacement of key team members will not be permitted without prior consultation with and approval of WCCTC.

Information provided should be presented in the sequence listed herein.

- 1.1. Legal name of Consultant
- 1.2. Location(s), email(s) and telephone number(s)
- 1.3. Name of parent company, if any

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- 1.4. Date Consultant established
- 1.5. Type of organization (partnership, corporation, etc.), and where incorporated, if applicable
- 1.6. Current size of Consultant and size variation during the past five years
- 1.7. Types of services normally performed by sub-consultants
- 1.8. A brief description of similar projects for which Consultant has provided services during the past five years, including the following information:
 - 1.8.1. Client
 - 1.8.2. Project description and location
 - 1.8.3. Description of services provided by Consultant
 - 1.8.4. Total value of services provided by Consultant

6. *Additional Relevant Information:* Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of two single-sided pages).

7. *References:* Please provide three references (including contact names and current phone numbers) that indicate the ability of your Consultant (team) to manage successfully these projects.

8. *Project Budget:* Compensation shall be administered based on an agreed **Not to Exceed Contract Amount**. Under separate cover, and submitted in a sealed envelope, please provide one copy of itemized cost information for project with estimated hours for all proposed staff and sub-consultant. The budget is to include all direct and indirect costs expected and any sub-consultant mark-ups.

9. *Professional Services Contract:* Indicate your willingness to accept the terms and conditions in WCCTC's sample standard consulting services agreement , including your ability to comply with WCCTC's insurance requirements. It is not WCCTC's intent to make substantial changes to the attached standard consulting services agreement.

SECTION 7: PROPOSAL SUBMITTAL PROCEDURE

The proposal packages shall be submitted in accordance with the following requirements:

SECTION 6 above notes the quantity and format of the responses to this RFP.

Electronic versions may be submitted in PDF format (*.pdf) to Leah Greenblat, WCCTC Transportation Planning Manager, via email (LGREENBLAT@WestContraCostaTC.gov) with the subject "PROPOSAL FOR WCCTC STMP UPDATE." WCCTC does not guarantee receipt of electronic submittals, and it is the Consultant's responsibility to ensure that WCCTC receives digital versions of your proposal.

The required hard copies should be sent to WCCTC Offices and should also be received prior to the proposal deadline.

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1. The proposal packages shall be addressed to:

Leah Greenblat, Transportation Planning Manager
West Contra Costa Transportation Commission (WCCTC)
6333 Potrero Avenue, Suite 100
El Cerrito, CA 94530

LGREENBLAT@WestContraCostaTC.gov

2. The proposal package including the PDF shall be dispatched to be received at the above address no later than **12:00 p.m., Noon, on Thursday, September 25, 2025**. Late proposal packages will not be accepted and will be returned unopened.
3. WCCTC intends to hold a Pre-Submittal Conference prior to the due date for proposal submittals. The Pre-Submittal Conference will be an additional opportunity for consultants to ask questions about the RFP and STMP. The Pre-Submittal Conference will be held via Zoom.
4. Questions regarding the RFP should be submitted no later than Friday, August 22, 2025 by e-mail to Leah Greenblat, WCCTC Transportation Planning Manager, (LGREENBLAT@WestContraCostaTC.gov). Include "RFP STMP Update Question" in the subject line of the e-mail.
5. WCCTC will make every effort to provide responses to all written questions submitted and will not respond to questions posed by any means other than e-mail. WCCTC staff will determine whether questions raised during the Pre-Submittal Conference rise to a level that requires a written response. Responses to technical questions may take up to two working days. The WCCTC Project Manager will post all answers to any questions and copies of any requested document, she deems relevant and appropriate on the WCCTC website (www.WestContraCostaTC.gov) and available to all interested Consultants.

SECTION 8: CONSULTANT SELECTION PROCESS

WCCTC staff will administer the Consultant selection process.

The following criteria will be used to evaluate proposals and to select a consultant team:

1. Approach to the project and work scope with demonstrated clear understanding and creative approaches to project's tasks;
2. Demonstrated ability on past projects to managing project scope, schedule and budget to deliver projects expeditiously;

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3. Qualifications and experience of the Consultant(s), the designated project manager and key staff in similar undertakings;
4. Demonstrated experience of key staff with nexus studies, transportation mitigation fee programs including their strategic plans and legal requirements, and local and/or West County jurisdictions;
5. Proposed management plan, including allocation of resources among tasks and project team members;
6. Quality of the response to this RFP;
7. Satisfaction of previous clients and references from comparable past work within the last 24 months;
8. Cost for services once WCCTC staff has determined that the Consultant has demonstrated the competence and professional qualifications necessary for the satisfactory performance of the services required by this RFP.

A panel will evaluate qualification statements and develop a ranking of the most qualified consultants. The panel will include representatives from the WCCTC TAC, WCCTC staff and possibly other agencies still to be determined. Members of the panel will not be revealed prior to interviews. WCCTC staff, after receiving input from the review panel, will bring its recommendation to the WCCTC TAC and Board. The WCCTC Board

The review panel will rank the proposals to reflect its assessment of each Consultant's proposal against the evaluation criteria. If, in the panel's assessment, one of the proposals is clearly superior to the others, and if reference checks confirm this assessment, WCCTC may elect not to interview Consultants. If two or more Consultants are ranked highly, the top two or three most highly ranked teams will be asked to an interview.

Each interviewed Consultant will be ranked to reflect the panel's assessment of each Consultant's ability to perform the required scope of services, as evidenced in its response to this RFP, its references and its performance at the interview. The review panel will make a recommendation on the selection of a consultant and will report those findings to WCCTC TAC at which time the TAC will be asked to recommend to the WCCTC Board that a contract be entered into with the selected Consultant. The award of the agreement shall be subject to negotiation of all business terms by the WCCTC Executive Director and legal review and approval by WCCTC legal counsel. The decision of the WCCTC Board shall be final.

WCCTC staff anticipates that it will negotiate with the top ranked Consultant to provide services in accordance with the scope of work herein. At the conclusion of successful negotiations, WCCTC will enter into a contract with that Consultant. If negotiations with the top ranked Consultant are not successful, WCCTC may elect to negotiate with the next qualified Consultant in order of numerical ranking.

At its sole discretion, WCCTC reserves the right to amend this RFP, to withdraw all or a portion of this RFP, to award a contract for only a portion of the scope of work described herein, or to decline to award a contract.

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The cost of preparing, submitting, and presenting a proposal is at the sole cost and expense of the Consultant.

Consultants that submit a proposal for, or are selected for, this project shall not be barred from proposing on, or being selected for, the performance of subsequent work for WCCTC.

SECTION 9: SELECTION PROCESS DATES

The schedule below of key dates is tentative and may be subject to change.

KEY DATES	
RFP release:	Friday, August 1, 2025, November 1, 2016
Pre-Submittal Conference	Wednesday, August 20, 2025
Final day for Submittal of Questions:	Friday, August 22, 2025
Proposal Packages due:	Noon on Thursday, September, 25, 2025
Proposal Package Evaluation:	September 26 –October 22, 2025
Notification of Interview(s)	Wednesday, October 29, 2025
Interviews(tentative):	Monday, November 10, and Wednesday, November 12, 2025
WCCTC TAC Review and Board Action	November 13, 2025 (TAC) December 12, 2025 (Board)
Finalize Contract and Notice to Proceed:	December 2025 – February 2026

SECTION 10: LIST OF AVAILABLE DOCUMENTS (Posted on WCCTC's Website)

1. 2023 Draft West County Action Plan
2. 2019 WCCTAC Nexus Update of the STMP Impact Fee, Final Report
3. June 2020 STMP Fee Administrative Guidelines
4. July 1, 2025 STMP Quarterly Reporting Form (with current fee schedule)
5. 2019 Fully Executed STMP Master Cooperative Agreement
6. WCCTC's Standard consulting agreement

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June 27, 2025

Mr. Tim Haile, Executive Director
Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597

RE: June 27, 2025, WCCTC Meeting Summary

Dear Tim:

The WCCTC Board meeting on June 27, 2025, took the following actions, which may be of interest to the Authority:

1. Approved FY 2026 Measure J 19b funds for Additional Bus Transit Services.
2. Approved FY 2026 Measure J20b Funds for Additional Transportation Services for Seniors and People with Disabilities.
3. Adopted Resolution 25-07, the FY 2026 Work Program, Budget and Dues.
4. Adopted Resolution 25-08, an updated Joint Exercise of Powers Agreement (JPA).
5. Adopted Resolution 25-09, a updated Salary Schedule for FY 2026 reflecting a COLA adjustment.

Sincerely,



John Nemeth
Executive Director

cc: Tarienue Grover, CCTA
Tiffany Gephart, Grey-Bowen-Scott
Irina Nalitikina, Grey-Bowen-Scott

ACRONYM LIST. Below are acronyms frequently utilized in WCCTAC communications.

ABAG: Association of Bay Area Governments
ACTC: Alameda County Transportation Commission
ADA: Americans with Disabilities Act
APC: Administration and Projects Committee (CCTA)
ATSP: Accessible Transportation Strategic Plan
ATP: Active Transportation Program
AV: Autonomous Vehicle
BAAQMD: Bay Area Air Quality Management District
BATA: Bay Area Toll Authority
BCDC: Bay Conservation and Development Commission
Caltrans: California Department of Transportation
CBTP: Community Based Transportation Plan
CCTA: Contra Costa Transportation Authority
CEQA: California Environmental Quality Act
CIL: Center for Independent Living
CMAAs: Congestion Management Agencies
CMAQ: Congestion Management and Air Quality
CMP: Congestion Management Program
CSMP: Corridor System Management Plan
CCTSAP: Contra Costa Transportation Safety Action Plan
CTC: California Transportation Commission
CTP: Contra Costa Countywide Comprehensive Transportation Plan
CTPL: Comprehensive Transportation Project List
DAA: Design Alternatives Assessment
DEIR: Draft Environmental Impact Report
EBRPD: East Bay Regional Park District
EIR: Environmental Impact Report
EIS: Environmental Impact Statement
EPCs: Equity Priority Communities
EVP: Emergency Vehicle Preemption (traffic signals)
FHWA: Federal Highway Administration
FTA: Federal Transit Administration
FY: Fiscal Year
HOV: High Occupancy Vehicle Lane
ICM: Integrated Corridor Mobility
ITS: Intelligent Transportations System

LOS: Level of Service (traffic)
MOU: Memorandum of Understanding
MPO: Metropolitan Planning Organization
MTC: Metropolitan Transportation Commission
NEPA: National Environmental Policy Act
O&M: Operations and Maintenance
OBAG: One Bay Area Grant
PAC: Policy Advisory Committee
PASS: Program for Arterial System Synchronization
PBTF: Pedestrian, Bicycle and Trail Facilities
PC: Planning Committee (CCTA)
PCC: Paratransit Coordinating Committee (CCTA)
PDA: Priority Development Areas
PSR: Project Study Report (Caltrans)
RHNA: Regional Housing Needs Allocation (ABAG)
RPTC: Richmond Parkway Transit Center
RTIP: Regional Transportation Improvement Program
RTO: Regional Transportation Objective
RTP: Regional Transportation Plan
RTPC: Regional Transportation Planning Committee
SCS: Sustainable Communities Strategy
SHPO: State Historic and Preservation Officer
SOV: Single Occupant Vehicle
STA: State Transit Assistance
STIP: State Transportation Improvement Program
STMP: Subregional Transportation Mitigation Plan
SWAT: Regional Transportation Planning Committee for Southwest County
TAC: Technical Advisory Committee
TCC: Technical Coordinating Committee (CCTA)
TDA: Transit Development Act funds
TDM: Transportation Demand Management
TFCA: Transportation Fund for Clean Air
TEP: Transportation Expenditure Plan
TLC: Transportation for Livable Communities
TOD: Transit Oriented Development
TRANSPAC: Regional Transportation Planning Committee for Central County
TRANSPLAN: Regional Transportation Planning Committee for East County
TSP: Transit Signal Priority (traffic signals and buses)
VMT: Vehicle Miles Traveled
WCCTAC: West County Costa Transportation Advisory Committee (legal name)
WCCTC: West Contra Costa Transportation Commission
WETA: Water Emergency Transportation Authority