



TECHNICAL ADVISORY COMMITTEE MEETING NOTICE & AGENDA

DATE & TIME: Thursday, October 13, 2016 • 9:00 AM – 11:00 AM
LOCATION: WCCTAC Offices • 6333 Potrero Ave. at San Pablo Avenue, El Cerrito, CA 94530
TRANSIT OPTIONS: Accessible by AC Transit #72, #72R, #72M & El Cerrito del Norte BART Station

1. CALL TO ORDER and SELF-INTRODUCTIONS

Estimated Time:* 9:00, (5 minutes)

2. PUBLIC COMMENT

Estimated Time:* 9:05, (5 minutes)

The public is welcome to address the TAC on any item that is not listed on the agenda. Please fill out a speaker card and hand it to staff. Please limit your comments to 3 minutes. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The WCCTAC TAC may direct staff to investigate and/or schedule certain matters for consideration at a future TAC meeting.

3. CONSENT CALENDAR

Estimated Time:* 9:10, (5 minutes)

A. Minutes & Sign in Sheet from September 8, 2016

Recommendation: Approve as presented.

Attachment: Yes

4. REGULAR AGENDA ITEMS

A. Discussion of OBAG and Measure J Grants

Description: At the last TAC meeting, WCCTAC staff discussed the Call for Project involving OBAG 2 and the Measure J -TLC and PBTF grants. The Call for Projects was released on September 25th and applications are due on December 9th, 2016. The TAC is being asked to establish a framework for the evaluation of Measure J TLC and OBAG 2-Safe Routes to School funds.

Recommendation: Provide direction.

Attachment: Yes

Presenter/Lead Staff: John Nemeth, WCCTAC staff

Estimated Time:* 9:15 a.m., (45 minutes)

El Cerrito

Hercules

Pinole

Richmond

San Pablo

Contra Costa
County

AC Transit

BART

WestCAT

B. West County High Capacity Transit Study

Description: The High Capacity Transit Study Management Group and TAC met on Thursday, October 6th. The primary discussion involved a technical review of ridership modeling and the evaluation criteria. Staff will review the outcome of the meeting and clarify any outstanding areas of concern.

Recommendation: Information Only

Attachment: No

Presenter/Lead Staff: Leah Greenblat, WCCTAC Staff

Estimated Time:* 10:00, (15 minutes)

C. Review of Subregional Transportation Mitigation Program's RFP for a New Nexus Study and Strategic Plan

Description: This year's WCCTAC Work Program identifies updating the current STMP nexus study and developing a strategic plan as a major work task. The first step in this process is to develop, then issue a request for proposal seeking consultant services to assist in this effort. WCCTAC staff developed a draft RFP, attached, which is based on recent, similar work done in other Contra Costa subregions. Prior to seeking the Board's approval to issue the RFP, staff seeks the TAC's input on the draft RFP.

Recommendation: Provide direction to staff.

Attachment: Yes.

Presenter/Lead Staff: Leah Greenblat, WCCTAC Staff.

Estimated Time:* 10:15, (30 minutes)

D. Update on Consultant Selection Process for Mobility Management Study

Description: WCCTAC received three responses to its RFP and chose to interview all three consulting firms through the support of a peer Review Committee. WCCTAC staff will report on the outcome of the interviews and next steps.

Recommendation: Information only.

Attachment: No

Presenter/Lead Staff: Joanna Pallock, WCCTAC Staff

Estimated Time:* 10:45, (5 minutes)

5. STANDING ITEMS

A. Technical Coordinating Committee (TCC) Report

Recommendation: Receive update.

Attachment: No.

Presenter/Lead Staff: WCCTAC's TCC Representatives & WCCTAC Staff

Estimated Time:* 10:50, (5 minutes)

B. Future Agenda Items

Recommendation: Receive update.

Attachment: No.

Presenter/Lead Staff: WCCTAC's TCC Representatives & WCCTAC Staff

Estimated Time:* 10:55, (5 minutes)

6. ADJOURNMENT

Description / Recommendation: Adjourn to the next regularly scheduled meeting of the TAC on Thursday, November 17, 2016. (The next regular meeting of the WCCTAC Board is Friday, October 28, 2016.)

Estimated Time:* 11:00 AM

I, John Nemeth, declare under penalty of perjury that this agenda has been posted at least 72 hours in advance at the WCCTAC Offices, 6333 Potrero Ave. El Cerrito, CA and on WCCTAC's website: www.wcctac.org.



John Nemeth, Executive Director,
WCCTAC

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- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC TAC 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 WCCTAC's office.
 - 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.
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WCCTAC TAC Meeting Minutes

El Cerrito

MEETING DATE: September 8, 2016

Hercules

MEMBERS PRESENT: Clayton Johnson (County Health Services), Robert Sarmiento, Nathan Landau, Yvetteh Ortiz, Nikki Foletta, Rob Simpson (City of San Pablo), Julia Schnell, Rob Thompson, Tamara Miller (City of Pinole), Yvetteh Ortiz

Pinole

GUESTS: Najari Smith (Rich City Rides)

STAFF PRESENT: John Nemeth, Joanna Pallock

Richmond

ACTIONS LISTED BY: Joanna Pallock

ADJOURN: 11:25 a.m.

San Pablo

ITEM/DISCUSSION	ACTION/SUMMARY
1. Minutes	Adopted action minutes.
2. Upcoming OBAG 2, TLC and PBTF Call for Projects	Staff reviewed the upcoming Call for Projects for OBAG 2, Measure J TLC and Measure J PBTF grants, particularly as it relates to West Contra Costa. TAC members briefly discussed their OBAG 2 priorities. The members sought further discussion at the October WCCTAC meeting.
3. West County High Capacity Transit Study	The second half of the TAC meeting was devoted to the consultant team as they reviewed the possible refinements to the five alternatives previously selected to advance for further analysis. The TAC reviewed and provided input on possible alignments and station locations for Express Bus, BRT and BART. The consultants presented plans for conducting the ridership modeling and evaluation criteria. TAC members requested additional information and more time to review the material.

Contra Costa County

AC Transit

BART

WestCAT

9/8/16

WCCTAC Technical Advisory Committee Meeting:

NAME	INITIALS	AGENCY	EMAIL	PHONE
Ray Akkawi		ACTC	rakkawi@alamedactc.org	510.208.7424
Erik Alm		Caltrans	erik_alm@dot.ca.gov	510.286.6053
Aleida Andrino-Chavez		Albany	achavez@albanyca.org	510.528.5759
Danelle Carey		WCCTAC	dcarey@wcctac.org	510.210.5932
Brad Beck		CCTA	bbeck@ccta.net	925.256.4726
Lori Reese Brown		Richmond		
Wil Buller		AC Transit	wbuller@actransit.org	510.891.5414
Dave Campbell		Bike East Bay	dave@bikeeastbay.org	510.701.5971
Jim Cunradi		AC Transit	jcunradi@actransit.org	510.891.4841
Jessica Downing		WCCTAC	jdowning@wcctac.org	510.210.5936
Robert Del Rosario		AC Transit	rdelrosa@actransit.org	510.891.4734
Randy Durrenberger		Kimley-Horn	randy.durrenberger@kimley-horn.com	510.350.0230
Peter Engel		CCTA	pengel@ccta.net	925.256.4741
Nikki Foletta	NF	BART	nfoletta@bart.gov	925.256.4729
Leah Greenblat		WCCTAC	lgreenblat@wcctac.org	510.210.5933
Dina El-Nakhal		Caltrans	Dina.el.nakhel@dot.ca.gov	510.286.6247
Barbara Hawkins		City San Pablo	Barbarah@sanpabloca.gov	510.215.3061
Chris Gioia	CPG	City San Pablo	Chrisg@sanpabloca.gov	925.256.4743
Deidre Heitman		BART	dheitma@bart.gov	510.287.4796
Clayton Johnson		CCHS	Clayton.Johnson@hsc.ccc	(925)313-6845
Nathan Landau	NL	AC Transit	NLandau@actransit.org	510.891.4792
Matt Kelly		CCTA	mkelly@ccta.net	925.256.4730
Hamid Mostowfi		Berkeley	hmostowfi@ci.berkeley.ca.us	510.981.6403
Raj Murthy		ACTC	rmurthy@alamedactc.org	510.208.7470
John Nemeth		WCCTAC	john@sanpabloca.gov	510.215.3221
Julie Morgan		Fehr and Peers	j.morgan@fehrandpeers.com	925.930.7100
Stephen Newhouse		AC Transit	snewhouse@actransit.org	510.891.4867
Hisham Noeimi		CCTA	hnoeimi@ccta.net	925.256.4731
Yvetteh Ortiz	YO	El Cerrito	yortiz@ci.el-cerrito.ca.us	510.215.4345
Joanna Pallock		WCCTAC	joannap@sanpabloca.gov	510.215.3035
Bill Pinkham		CBPAC Rep	Bpinkham3@gmail.com	510.734.8532
Coire Reilly		CCHS	coire.reilly@hsc.cccounty.us	925.313.6252
Mike Roberts		Hercules		
Winston Rhodes		Pinole	wrhodes@ci.pinole.ca.us	510.724.9832
Tamara Miller		"	"	
Robert Sarmiento	RS	CCC CD	robert.sarmiento@dcd.cccounty.us	925.674.7822
Red Simpson	RS	San Pablo	RedS@sanpabloca.gov	510.215.3036
Holly Smyth		Hercules	hsmyth@ci.hercules.ca.us	510.245.6531
Julia Schnell	JS	WestCAT	Julia@westcat.org	510.724.3331
Steven Tam		Richmond	steven_tam@ci.richmond.ca.us	510.307.8091
Robert Thompson	RT	WestCAT	rob@westcat.org	510.724.3331
Lina Velasco		Richmond	lina.velasco@ci.richmond.ca.us	510.620.6841
NASARI SMITH	NS	RBPAC	NASARISMITH@GMAIL.COM	510.255.0625
Rita Xavier		San Pablo		
John Xu		Caltrans	Zhougping.xu@dot.ca.gov	510.286.5577



TO: WCCTAC TAC

DATE: October 13, 2016

FR: John Nemeth, Executive Director

RE: OBAG 2 and Measure J Call for Projects

REQUESTED ACTION

Develop a framework for evaluating Measure J TLC and OBAG 2 Safe Routes to School applications. Discuss strategies for boosting the overall grant awards to West Contra Costa jurisdictions.

BACKGROUND AND DISCUSSION

The attached memo is the CCTA call for projects for OBAG 2 and Measure J funding, which was released on September 26, 2016. WCCTAC staff strongly encourages TAC members and their colleagues to review the document. As CCTA continues to release information, staff anticipates that we will have additional details for you at the TAC meeting.

In response to this Call for Projects, and as a follow-up to the September TAC meeting discussion, WCCTAC staff is asking the TAC to do the following:

1. Recommend to the WCCTAC Board scoring criteria and weighting for the TLC application review;
2. Determine TLC application guidelines including number of applications allowed per project sponsor and maximum grant award;
3. Develop a process for reviewing TLC applications and making recommendations to the WCCTAC Board;
4. Establish Safe Route to School scoring criteria and weights for those criteria
5. Discuss the OBAG 2 competitive program, as needed

Process for Measure J - TLC Funding

Measure J allocates funds to each RTPC for TLC projects. During this cycle, West Contra Costa will receive a total of \$11,192,000. The WCCTAC TAC will review and score applications and is responsible for making a recommendation to the WCCTAC Board. In turn, the WCCTAC Board will make a recommendation to the CCTA Board.

As a starting point for discussion, a draft scoring matrix is included as Attachment A. The criteria in the matrix are based on criteria provided by CCTA in the Call for Projects, and include some placeholder weights. Each application can score a maximum of 100 points.

Staff suggests that the Achievement of CC-TLC Goals category count for at least half the scoring. This relates to the project's characteristics and quality. As a baseline recommendation, staff has assigned each of the six subcategories 10 points.

Given feedback from the TAC at the previous meeting, staff recommends that "local match" should not have a heavy weight and should count for 5 points. One benefit of the TLC program is that, unlike OBAG 2, Measure J funds do not require a local match. In fact, some OBAG 2 applicants may apply for Measure J TLC funds to cover their 11.47% match requirement.

Staff suggests allocating the balance of points to Feasibility (which relates to project readiness) and to Local Community and Policy support.

The minimum TLC request set by the CCTA is \$50,000 for planning studies and \$75,000 for projects. There are no limits imposed by CCTA on the maximum grant size for a TLC application; however, WCCTAC staff proposes a maximum award of \$4,500,000. This would make the TLC maximum consistent with the OBAG program's maximum, and would ensure that more than two projects in West County could receive an award.

The CCTA also did not place limits on the number of TLC applications that project sponsors may submit. WCCTAC staff proposes a maximum of two applications per project sponsor, not including applications for OBAG2 matching funds. This will help jurisdictions to focus their application efforts on their highest priorities and will reduce the burden for TAC members when evaluating applications. Staff further recommends that sponsors indicate which of their two applications is the higher priority.

WCCTAC staff proposes the following review schedule for making a recommendation to the WCCTAC Board regarding TLC funding:

- December 9, 2016 – applications due to CCTA by project sponsors
- Late December, 2016 – WCCTAC receives applications from TLC
- Late December, 2016 – WCCTAC staff distributes TLC application to TAC for review
- January – TAC members review and score each TLC application
- February 9, 2017 – Regular TAC meeting to compile draft scores, discuss, establish final scores, and develop a recommendation to the WCCTAC Board.
- February (TBD) – Special TAC meeting if needed to continue from Feb 11 meeting
- March 25, 2017 – recommendation to the WCCTAC Board for approval and forwarding to CCTA

Process for Safe Routes to School Funding

Included in the OBAG 2 funding for Contra Costa County is \$881,000 in Safe Routes to School (SRTS) funding dedicated to West County. Interested project sponsors will need to submit an OBAG 2 application in order to be considered for these funds.

As with the TLC grant program, the WCCTAC TAC will review and score SRTS applications in January. At its February meeting/s, the TAC will review and discuss these scores and

develop a recommendation for the WCCTAC Board. Staff is seeking further clarification about the SRTS process from CCTA staff which we hope to share with the TAC at its meeting.

Process for Measure J PBTF Funding

The East Bay Regional Park District (EBRPD) automatically receives one-third of the PBTF funding (\$3.6M), which can be used for capital projects or maintenance. The EBRPD has a process of focusing its program of projects in one subregion during each PBTF grant cycle. This cycle will be TRANSPAC's (Central County) turn with WCCTAC up again in 2018. As a result, there will be no EBRPD projects for the WCCTAC TAC or Board to review.

The remaining \$7.6M is available in competitive Measure J PBTF funding. (EBRPD may also submit projects for this competitive share of the PBTF funding.) There is no limit to the number of applications that a project sponsor may submit. The CCTA's County Bicycle and Pedestrian Advisory Committee (CBPAC) will recommend to the CCTA Board which the applications to fund, using the criteria in the call for projects.

Per the CCTA's direction, the additional \$280,000 in Measure J PBTF funding, that is specific to West County (Program 26b), will go to the next highest ranked West County project that does not receive funding in the competitive PPBF pool.

Process for Competitive OBAG 2 Funding

A total of \$18M in OBAG 2 grant funds will be awarded on a competitive basis, based on the recommendations of CCTA's Technical Coordinating Committee, with each of the four sub-regions receiving at least one award. Each project sponsor may only submit one OBAG 2 application, except for the County and BART, which may submit two. WCCTAC staff strongly encourages member agencies to apply. In the past, West County projects have competed well for OBAG funding. Given that several of the evaluation criteria relate to a project's context, many West County projects should again be competitive

**DRAFT Measure J Transportation for Livable Communities
WCCTAC Project Scoring Matrix**

Criteria	Scoring
1) Achievement CC-TLC Goals	
a) Help create walkable, pedestrian-friendly neighborhoods and business districts	10
b) Promote innovative solutions, including compact building design and context-sensitive site planning that is integrated within the transportation system	10
c) Help create walkable, pedestrian-friendly access linking housing And job centers	10
d) Help create affordable housing	10
e) Encourage a mixture of land uses and support a community’s development or redevelopment activities	10
f) Provide for a variety of transportation choices to enhance a community’s mobility, identity and quality of life	10
<hr style="border-top: 1px dashed black;"/>	
2) Feasibility	20
Describe where the sponsor is in the project development process - Design, environmental clearance, right-of-way purchase, and PS&E – and any outstanding issues	
3) Local and Policy Support	15
Identify policies in local plans that support the projects, the integration of the project with other local efforts, and other support From the general public the RTPCs and other relevant agencies	
4) Matching Funds	5
Identify funds from other sources that are or would be committed to the project	

Coordinated Call for Projects

One Bay Area Grant (OBAG 2) and Measure J TLC and PBTF Programs

Application Submittal Requirements

To be considered for funding through the Coordinated Call for Projects for the One Bay Area Grant (OBAG 2) and Measure J TLC and PBTF Programs, each applicant must complete the attached application. Applicants may apply for funding through any or all of the three funding programs or for the different OBAG sub-programs: the competitive share, Local Streets and Roads Preservation (LSRP), Safe Routes to School (SR2S) or Federal Aid Secondary (FAS). Only Contra Costa County, however, is eligible to apply for the last of these programs.

The application consists of 13 forms:

- | | | | |
|-----|----------------------------|-----|--------------------------------------|
| 1.1 | General Information | 3.1 | Measure J TLC Funding Plan |
| 1.2 | Project Description | 3.2 | Responses to Measure J TLC Criteria |
| 1.3 | Project Readiness | 4.1 | Measure J PBTF Funding Plan |
| 1.4 | Development Milestones | 4.2 | Responses to Measure J PBTF Criteria |
| 2.1 | OBAG 2 Screening Criteria | 5.0 | Additional Information |
| 2.2 | OBAG 2 Funding Plan | | |
| 2.3 | Relationship to PDAs | | |
| 2.4 | Responses to OBAG Criteria | | |

GUIDELINES FOR SUBMITTALS

Each city or town may submit only one application for the competitive OBAG 2 funding. Contra Costa County and BART, however, may submit two applications for the OBAG 2 competitive share. In addition, sponsors may submit one additional application jointly with one or more partnering agencies. Partnering agencies must play an active and essential role in implementing the project.

Each city or town, and the County may submit only one application for the LSRP funding and only one application for SRTS.

There is no limit on number of applications per jurisdiction for the Measure J TLC and PBTF programs. Applicants may use a single application for each project to apply for one or more funding sources.

Every applicant must complete forms 1.1–1.4, and 2.1. Applicants need only complete those remaining forms that relate to the funding program they are applying for. The form submittal requirements are shown in the table below:

Program	Forms												
	1.1	1.2	1.3	1.4	2.1	2.2	2.3	2.4	3.1	3.2	4.1	4.2	5.0
OBAG													
Competitive	×	×	×	×	×	×	×	×					×
LSRP	×	×	×	×	×	×	×						×
SRTS	×	×	×	×	×	×							×
FAS	×	×	×	×	×	×							×
Measure J													
TLC	×	×	×	×	×				×	×			×
PBTF	×	×	×	×	×						×	×	×
Combined OBAG and Measure J													
Competitive + TLC	×	×	×	×	×	×	×	×	×	×			×
Competitive + PBTF	×	×	×	×	×	×	×	×			×	×	×
SRTS + TLC	×	×	×	×	×	×			×	×			×
SRTS + PBTF	×	×	×	×	×	×					×	×	×

At a minimum, applicants should attach the following additional materials to the application:

1. A map of project location,
2. Drawings or plans of the conceptual project design, and
3. Evidence of sponsor’s policy-level support for the project.

Completed project applications and all accompanying materials are to be submitted in electronic format and received at the Authority offices no later than **2:00 pm on Friday, December 9, 2016.**

Delivery by e-mail: dbodon@ccta.net | Attn: Diane Bodon

Delivery of electronic media (CD, DVD, jumpdrive) by US Mail, delivery service, or by hand:

Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597
Attn: Diane Bodon

Upon receipt of each application, an e-mail confirmation will be sent to the Project Contact indicating the date and time of receipt. Late applications will not be considered.



1.1 General Information

Must be completed by all applicants

Project Name:

Project Type: (select one)

Project Sponsor(s):

Implementing Agency (if different from sponsor):

Project Cost and Funding Requested:

<i>Project Cost</i>	<i>Committed Funding</i>	<i>Funding Request</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Program Funding Requested:

Sponsors may apply for funding from more than one program; check all that apply

<i>One Bay Area Grant (OBAG 2)</i>	<i>Measure J</i>
Competitive	Transportation for Livable Communities
Local Streets and Roads (LSRP)	Pedestrian, Bicycle and Trail Facilities
Safe Routes to School (SR2S)	
Federal Aid Secondary	

Application Completed By:		Project Contact:	
<i>Name</i>	<input type="text"/>	<i>Name</i>	<input type="text"/>
<i>Title</i>	<input type="text"/>	<i>Title</i>	<input type="text"/>
<i>Agency</i>	<input type="text"/>	<i>Agency</i>	<input type="text"/>
<i>Phone</i>	<input type="text"/>	<i>Phone</i>	<input type="text"/>
<i>Email</i>	<input type="text"/>	<i>Email</i>	<input type="text"/>

1.2 Project Description

Must be completed by all applicants

Project Description (500 characters maximum):

Expanded Description: Describe only project components, not project benefits or whether project meets program goals and evaluation criteria

Project Location: Narrative description including facility and beginning and end points; attach map to application

Facility	From	To

If proposed project or program affects a larger area or non-transportation facility, please describe:

Useable Segment: Will the project result is a useable segment or actionable plan?

Dependence: Does the project depend on the completion of another uncompleted capital project?

If yes, describe how the project will be delivered if the other project is delayed or abandoned?

Project Maintenance: Describe how the project will be maintained and its operation continued

1.3 Project Readiness

Must be completed by all applicants for capital projects

Conceptual Design

Has the project sponsor completed a PSR or equivalent?

Document Type

Approval Date (actual or estimated)

Capital Project Design

At what stage is project design?

Percent completed

Environmental Review

	Document Type	Status	Approval Date
CEQA	<input type="text"/>	<input type="text"/>	<input type="text"/>
NEPA	<input type="text"/>	<input type="text"/>	<input type="text"/>

If environmental review is not complete, identify expected completion date

Describe any issues that could complicate or delay the environmental process

Right of Way

Is the project entirely within the sponsor's right of way?

If not, what new right of way, permits or easements will be required?

Describe any utility relocations or improvements that will be required?

1.4 Development Milestones

Must be completed by all applicants

Project Schedule

	<i>Start Date</i>	<i>End Date</i>	<i>Status</i>
Studies/Plans			
Final Design			
Environmental			
Right of Way			
Construction			

2.1 OBAG 2 Screening Criteria

Must be completed by applicants for OBAG 2 funding

Matching Funds

Has the applicant secured or obligated the required local match — at least 11.47% of eligible project costs — from local, State or other non-federal sources?

Applicant Type

Is the applicant an entity eligible to receive federal funding?

Project Eligibility

The proposed project is eligible for the available federal funding?

Certified Housing Element Adopted

Has the jurisdiction in which the project is located received HCD certification of its General Plan Housing Element by June 30, 2016?

Complete Streets General Plan or Resolution

Did the jurisdiction in which the project is located adopt, before June 1, 2016, either a General Plan that complies with the Complete Streets Act of 2008 or a complete streets resolution that incorporates elements predefined by MTC?

Complete Streets Checklist

Has the applicant completed a "complete streets checklist" for the proposed project and submitted it to the Authority as part of the OBAG 2 application?

Surplus Lands Resolution

Will the jurisdiction in which the project is located have adopted a surplus lands resolution before June 1, 2016 that ensures that any disposition of surplus land undertaken by the jurisdiction complies with the State Surplus Land Act, as amended by AB 2135, 2014?

Pavement Management

Does the jurisdiction in which the project is located:

- Have a certified Pavement Management Program (StreetSaver® or equivalent) updated at least once every three years (with a one-year extension allowed)
- Fully participate in the statewide local streets and road needs assessment survey

- Provide updated information to the Highway Performance Monitoring System (HPMS) at least once every 3 years (with a one-year grace period allowed)

Minimum Request

Is the funding request at least \$400,000 for the competitive and FAS shares or \$100,000 for LSRP and SR2S projects?

Maximum Request

Is the request for competitive OBAG 2 funding no larger than \$4,500,000?

Fatal Flaw

Has the sponsor identified the scope, cost, schedule and environmental analysis required to implement the project?

Will the sponsor be able to meet federal funding deadlines?



2.2 OBAG 2 Funding Plan

COMPLETE IF REQUESTING OBAG 2 FUNDS

Sponsors requesting OBAG 2 funds must complete the following funding plan. As part of this funding plan, sponsors may request Measure J funds, either TLC or PBTF, to use as a match for the requested federal funds or to ensure that the proposed project is fully funded. Enter amounts in \$1,000s.

	<i>Project Cost</i>	<i>Committed Funding (\$1,000s)</i>		<i>Requested Funding (\$1,000s)</i>			<i>Match</i>	
		<i>Federal</i>	<i>Non-Federal</i>	<i>OBAG</i>	<i>TLC</i>	<i>PBTF</i>		
Studies/Plans								
Final Design								
Environmental								
Right of Way								
Construction								
TOTAL								

2.3 Relationship to PDAs

Must be completed by applicants for OBAG 2 funding

1. Is the proposed project wholly or partially within the limits of a PDA or directly connect to a PDA?

(PDA maps can be found at http://gis.mtc.ca.gov/interactive_maps/)

- 2.a Does the project improve access to the PDA and is it:

- within ½ mile of a PDA, or
- within 1 mile of a PDA and within a designated community of concern (COC) [<https://www.arcgis.com/home/item.html?id=7f9e8467c8e944869f2652cb2d0fdc8d#visualize>], or
- within 2 miles of a PDA and is a project that improves transit access, including bicycle or pedestrian access to transit, on a transit route that serves and connects a PDA?

If applicant answered “Yes” to any of these questions, please explain below:

- 2.b Will the project:

- Improve a facility or eliminate a gap on the Countywide Bikeway Network designated in the Authority’s *Countywide Bicycle and Pedestrian Plan* [<http://www.ccta.net/resources/detail/5/1>],
- Be located within the designated Contra Costa Urban Limit Line, and
- Improve bicycle and pedestrian access to one or more PDAs?

If applicant answered “Yes”, please explain below:

- 2.c Does the project connect a PDA either to a transit station or transit center or to a significant concentration of jobs, either of which is within 1 mile of the PDA?

If applicant answered "Yes" to question 2.c, please explain below:

3. If the Project more than ½-mile from a PDA and does not meet any of the above criteria, does it provide critical improvements in access to a PDA?

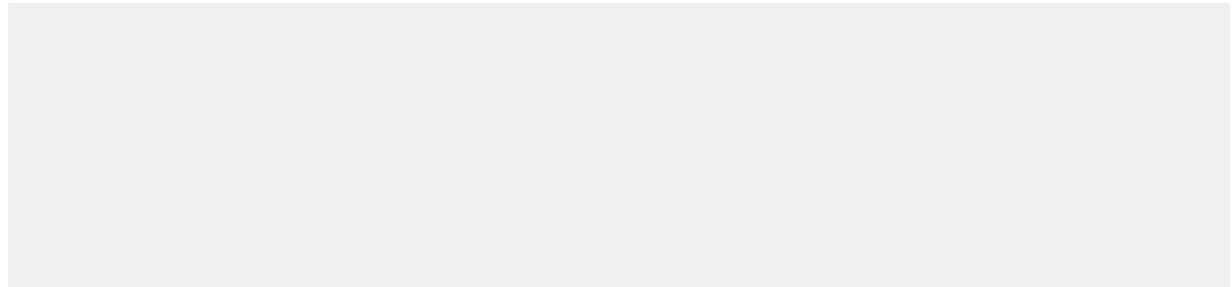
If applicant answered "Yes" to question 3, please explain below:

2.4 Responses to OBAG Criteria

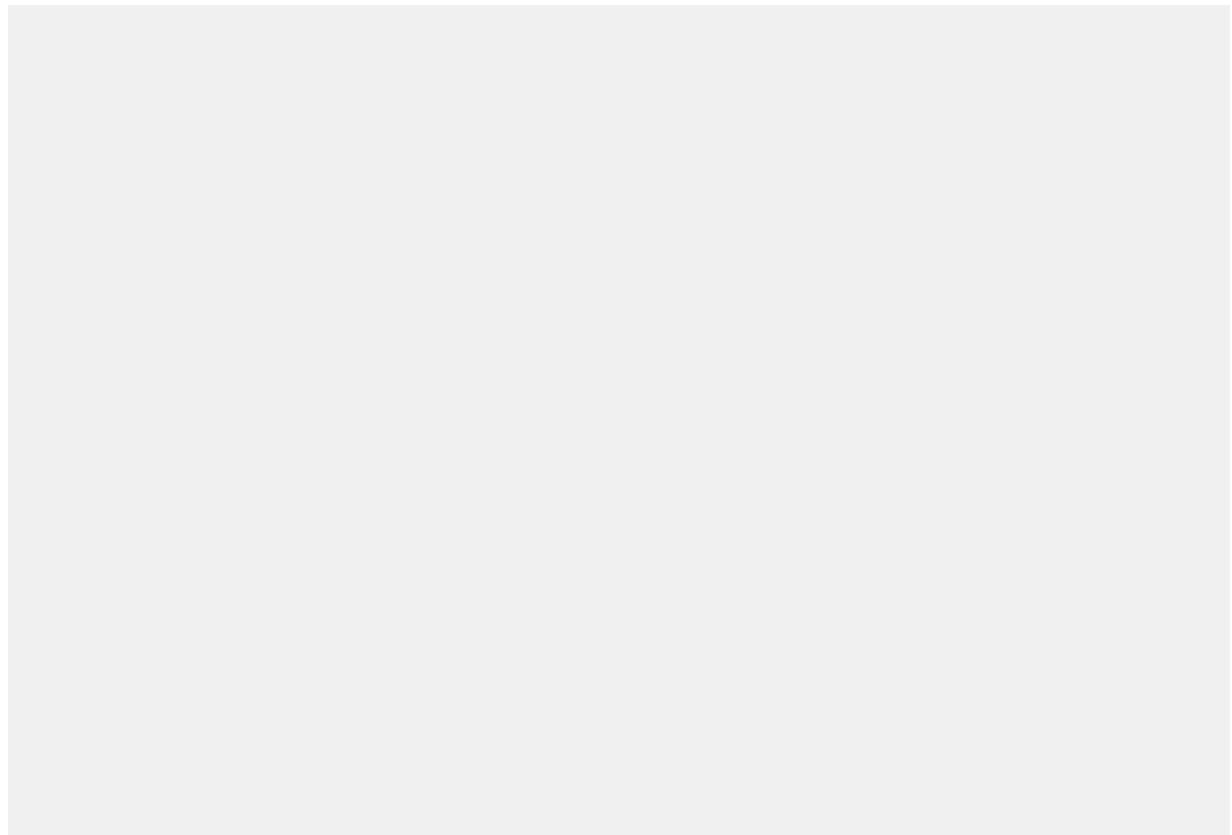
Must be completed by applicants for OBAG 2 funding

OBAG Question 1 Is the project located in a designated Community of Concern (COC)? Is the project located immediately adjacent to a COC?

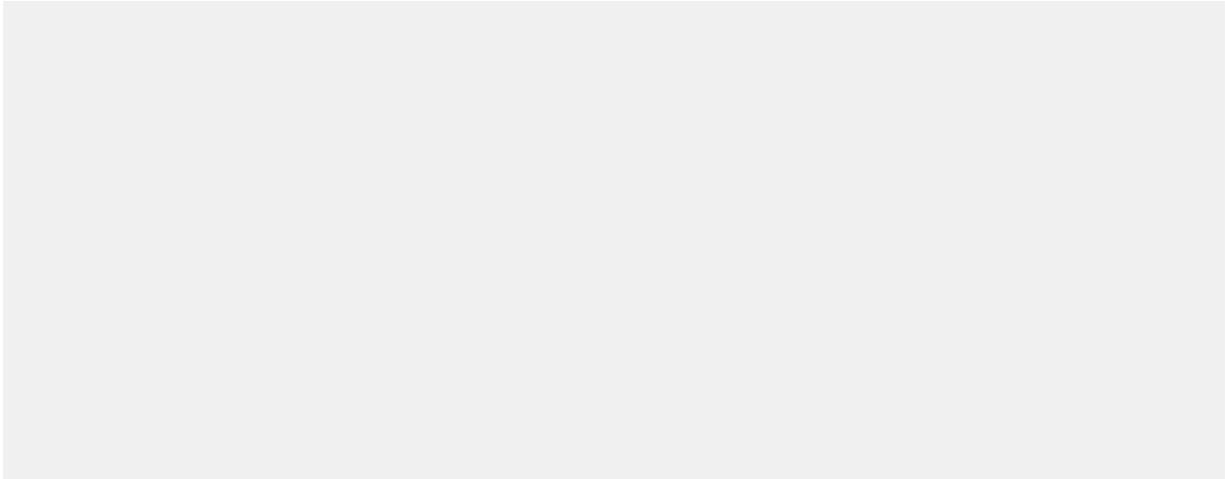
<http://www.arcgis.com/home/item.html?id=6395becff0324b7c9aa2887cc46ada11>



OBAG Question 2 Has the jurisdiction imposed TDM measures consistent with *Planning Healthy Places* with the project area? Please identify them.

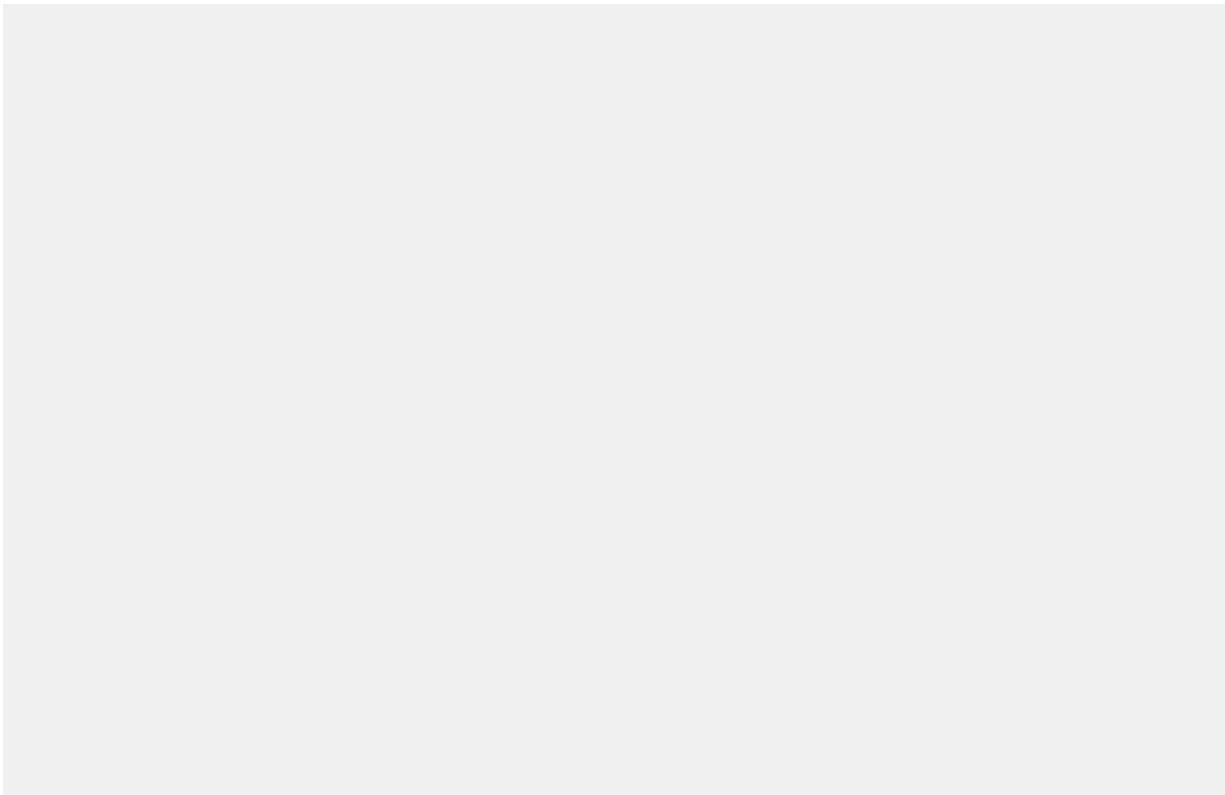


OBAG Question 3 Has the jurisdiction imposed traffic management strategies consistent with *Planning Healthy Places* with the project area? Please identify them.

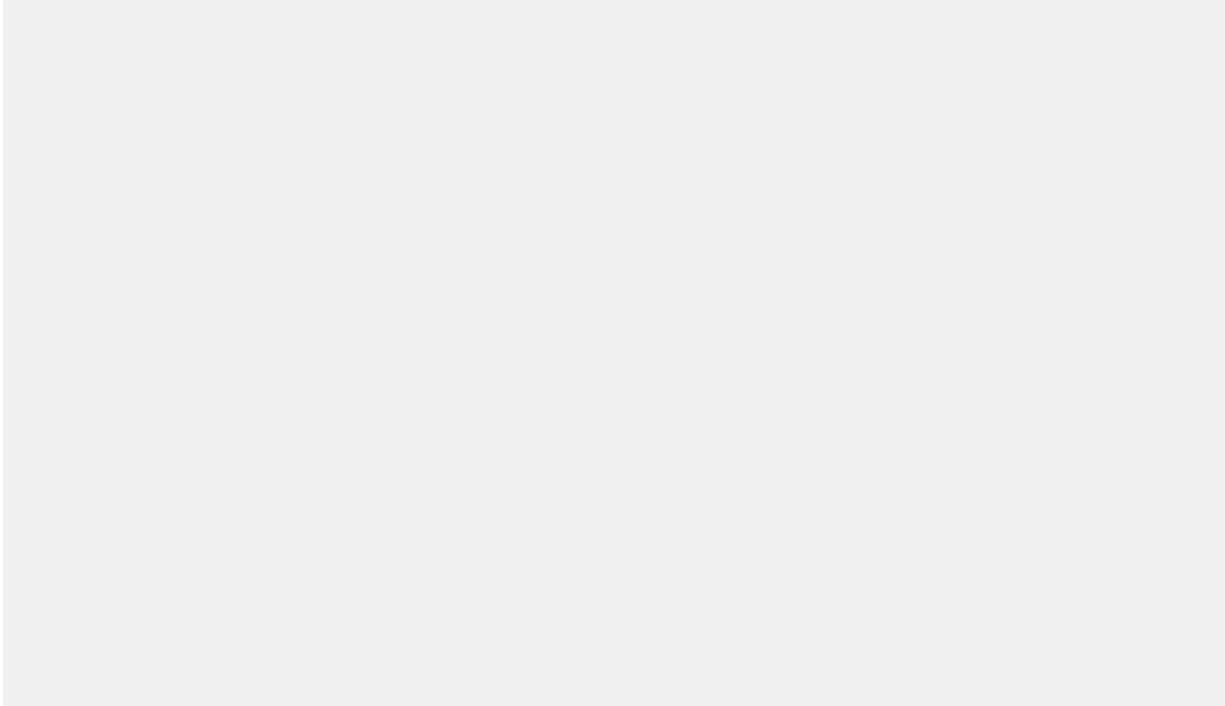


OBAG Question 4 Would the project remedy a demonstrated safety issue? Please provide supporting information.

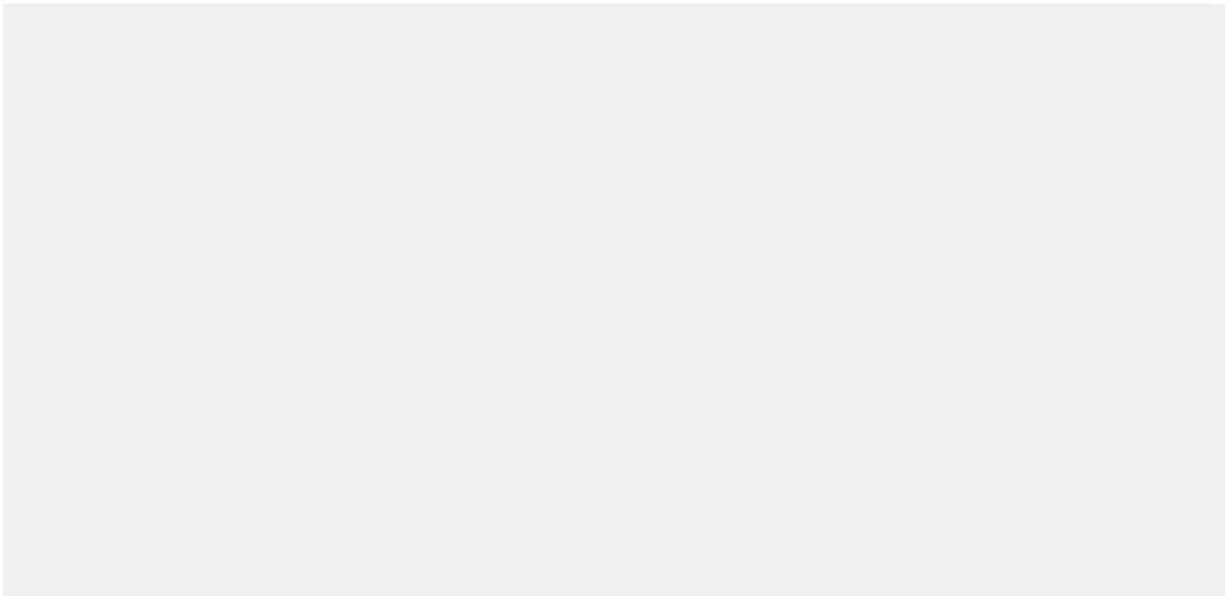
Would the project incorporate features with accepted safety benefits? Please list them.



OBAG Question 5 Does the project provide new or improved connection to major destinations, including job centers, governmental services, transit stations and centers, parks and other areas of dense development?



OBAG Question 6 Does the project provide direct connections for alternative modes to transit stations or transit centers? If not, does the project improve pedestrian and bike access and connections?



OBAG Question 7 Is the project clearly defined and would it result in a usable segment?

OBAG Question 8 How will the project be maintained and continually operated into the future?

OBAG Question 9 How will the project remove a constraint to the development of nearby dense housing and commercial uses? Is the project essential for the development to occur?

OBAG Question 10 What plans, policies or other actions have the sponsoring or implementing agency adopted that specifically support the project?

OBAG Question 11 What community outreach has the sponsoring or implementing agency undertaken to review or identify the project?

3.1 Measure J TLC Funding Plan

COMPLETE IF REQUESTING ONLY MEASURE J TLC FUNDS

Sponsors whose funding plan relies only on Measure J TLC funds to fully fund the project must complete the following table. Please enter amounts in \$1,000s.

	<i>Project Cost</i>	<i>Committed Funding (\$1,000s)</i>		<i>Requested Funding (\$1,000s)</i>	<i>Match</i>	
		<i>Local</i>	<i>Other</i>	<i>TLC</i>		
Studies/Plans						
Final Design						
Environmental						
Right of Way						
Construction						
TOTAL						

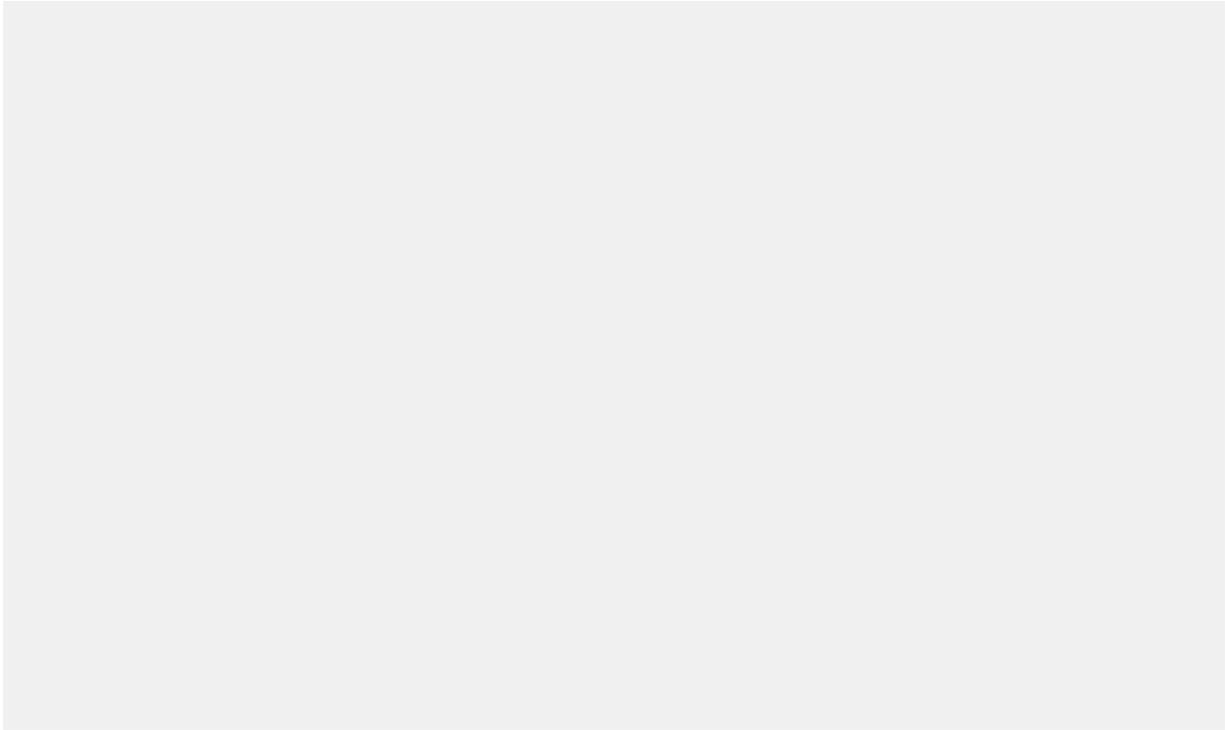
3.2 Responses to Measure J TLC Criteria

Must be completed by applicants for Measure J TLC funding

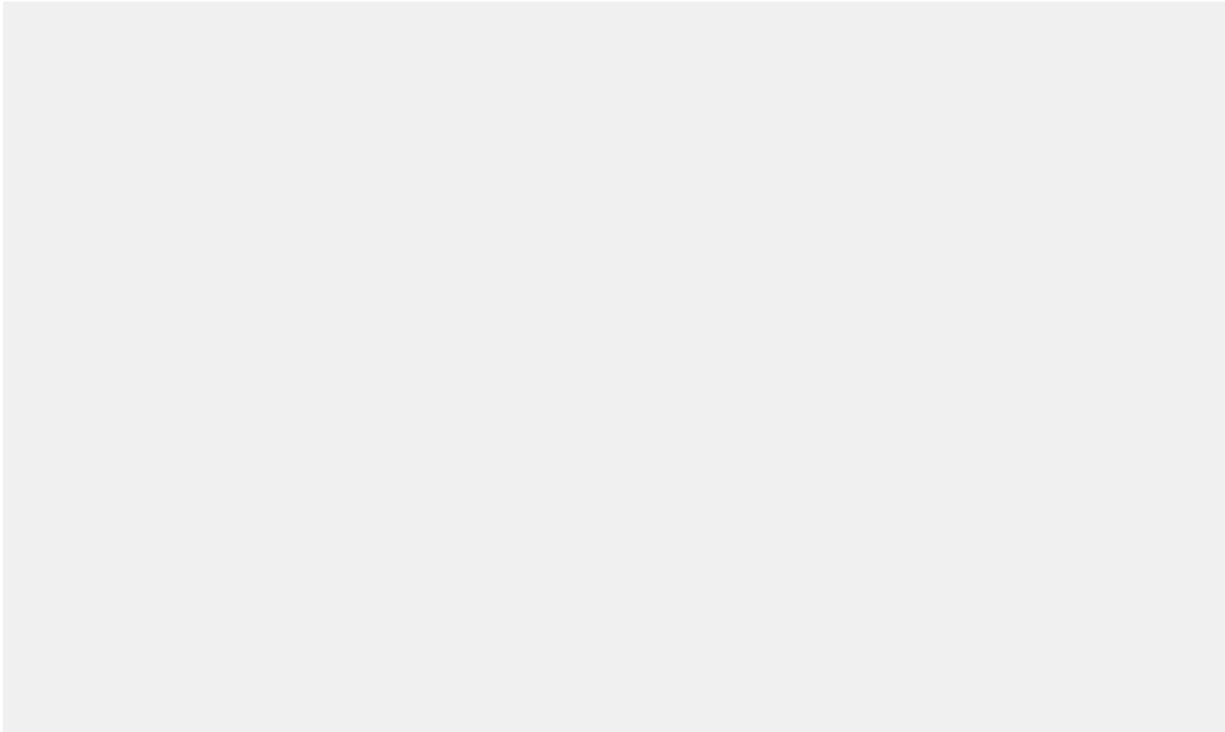
TLC Question 1 How does the project help create walkable, pedestrian-friendly neighborhoods and business districts?

TLC Question 2 How does the project promote innovative solutions, including compact building design and context-sensitive site planning that is integrated with the transportation system?

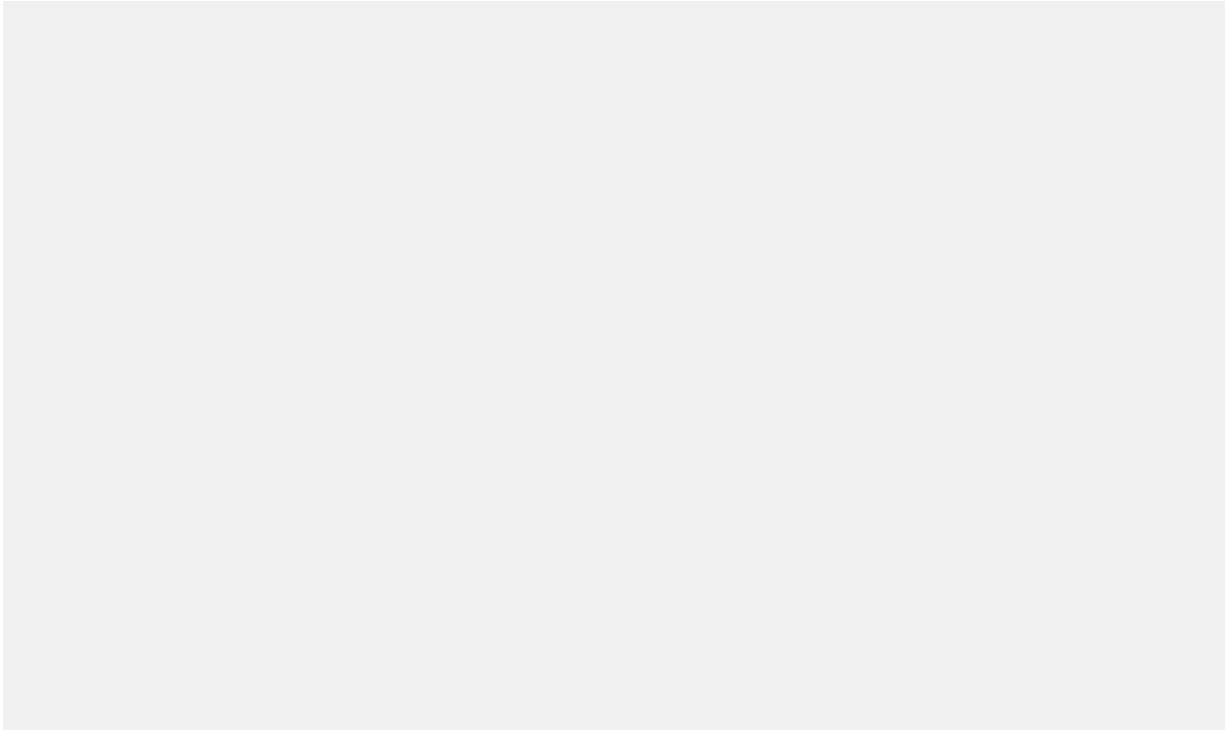
TLC Question 3 How does the project help create walkable, pedestrian-friendly access linking housing and job centers to transit?



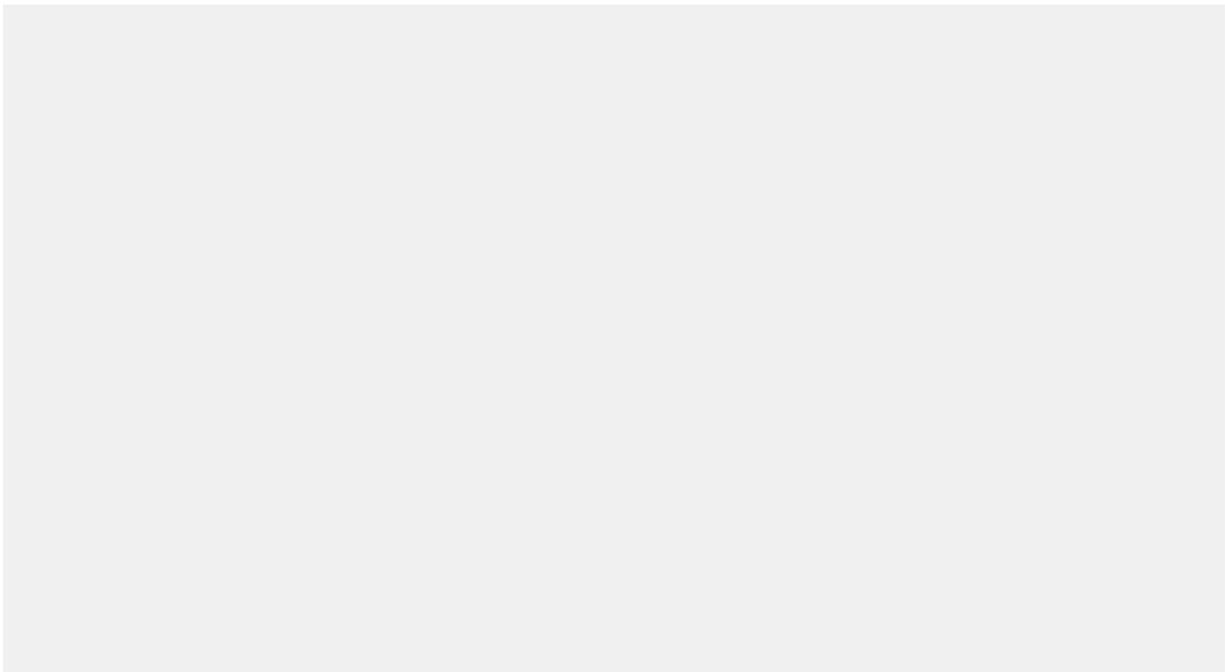
TLC Question 4 How does the project help create affordable housing?



TLC Question 5 How does the project encourage a mixture of land uses and support a community's development or redevelopment activities?



TLC Question 6 How does the project provide for a variety of transportation choices to enhance a community's mobility, identity, and quality of life?



TLC Question 7 Where is the sponsor in the project development process — design, environmental clearance, right-of-way purchase, and PS&E? Describe any outstanding issues.

TLC Question 8 What local policies support the project, how is the project integrated with other local efforts, and what support from the general public, the RTPCs and other relevant agencies is there for the project?

TLC Question 9 What funds from other sources are or would be committed to the project?



4.1 Measure J PBTF Funding Plan

COMPLETE IF REQUESTING ONLY MEASURE J PBTF FUNDS

Sponsors whose funding plan requests only Measure J PBTF funds must complete the following table. Please enter amounts in \$1,000s.

	<i>Project Cost</i>	<i>Committed Funding (\$1,000s)</i>		<i>Requested Funding (\$1,000s)</i>	<i>Match</i>	
		<i>Local</i>	<i>Other</i>	<i>PBTF</i>		
Studies/Plans						
Final Design						
Environmental						
Right of Way						
Construction						
TOTAL						

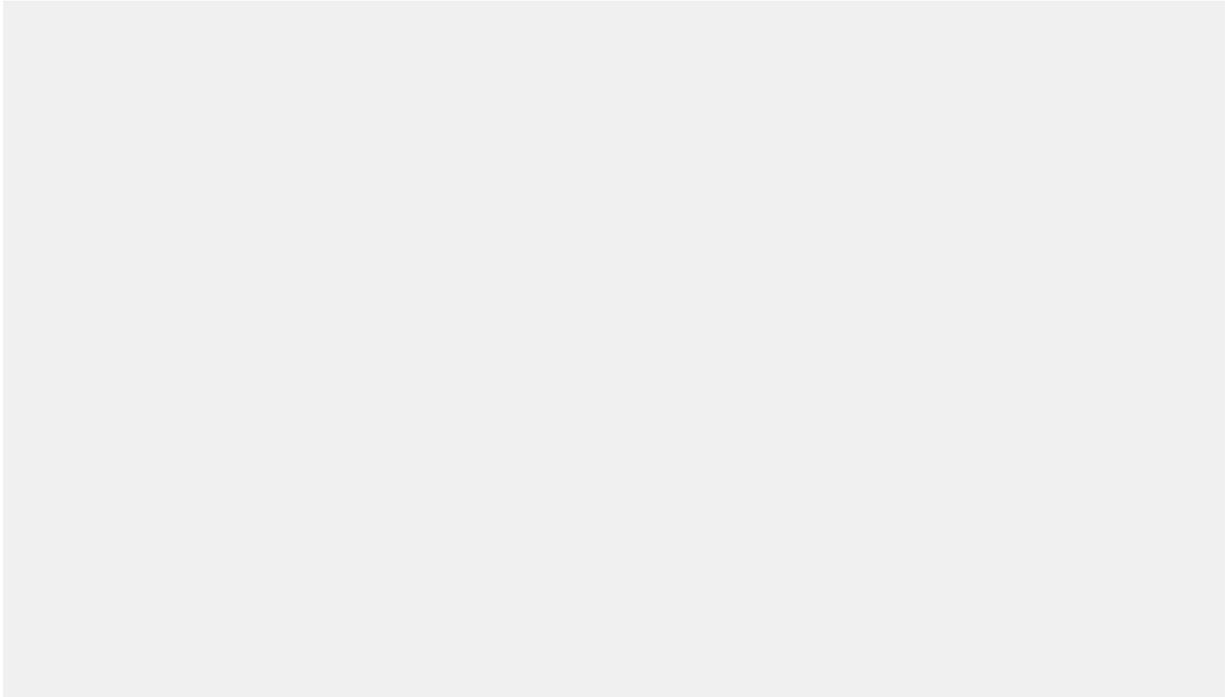
4.2 Responses to Measure J PBTF Criteria

Must be completed by applicants for Measure J PBTF funding

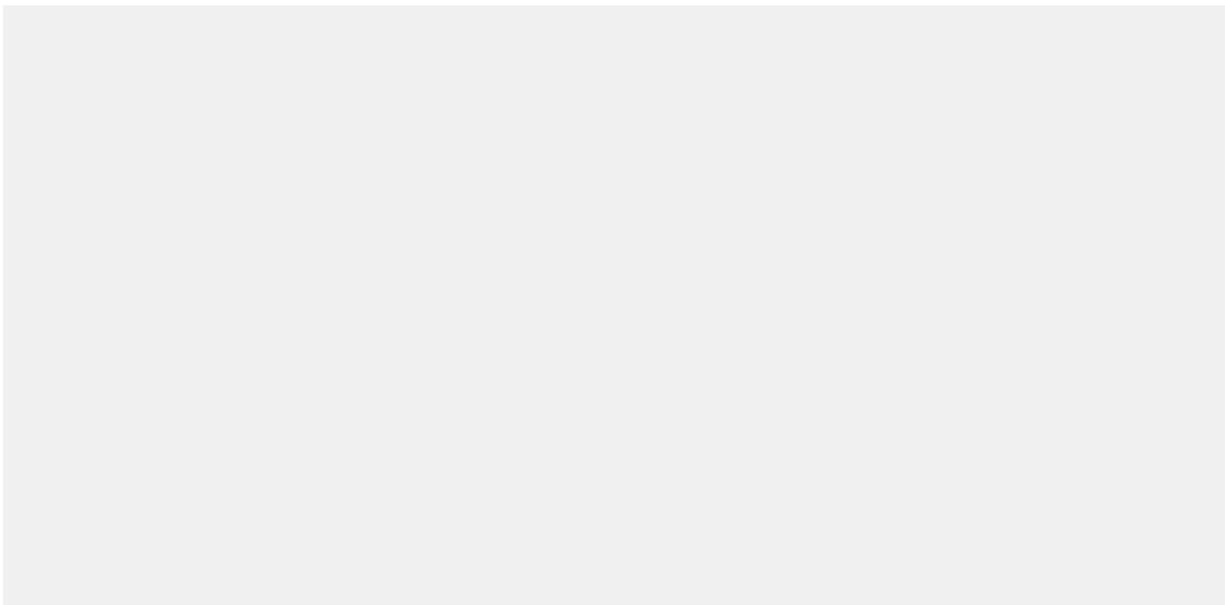
PBTF Question 1 How does the project address documented or commonly recognized safety deficiencies, especially conflicts with motor vehicles?

PBTF Question 2 How does the project increase access to key existing and planned activity centers such as shopping areas, employment centers, civic buildings, parks, schools, libraries and other community facilities within normal walking and bicycling distances (one-half to three miles, respectively) of the project area?

PBTF Question 3 How would the project eliminate gaps in existing pedestrian or bicycle facilities, remove barriers, and increase the directness or capacity of the bicycle/pedestrian network (including alternatives to trails that are closed overnight), especially where they facilitate connections to work, school or transit?



PBTF Question 4 How would the project serve a wide range of users — children, transit riders, bicycle commuters, shoppers — and increase the number of pedestrians and bicyclists within the project area?



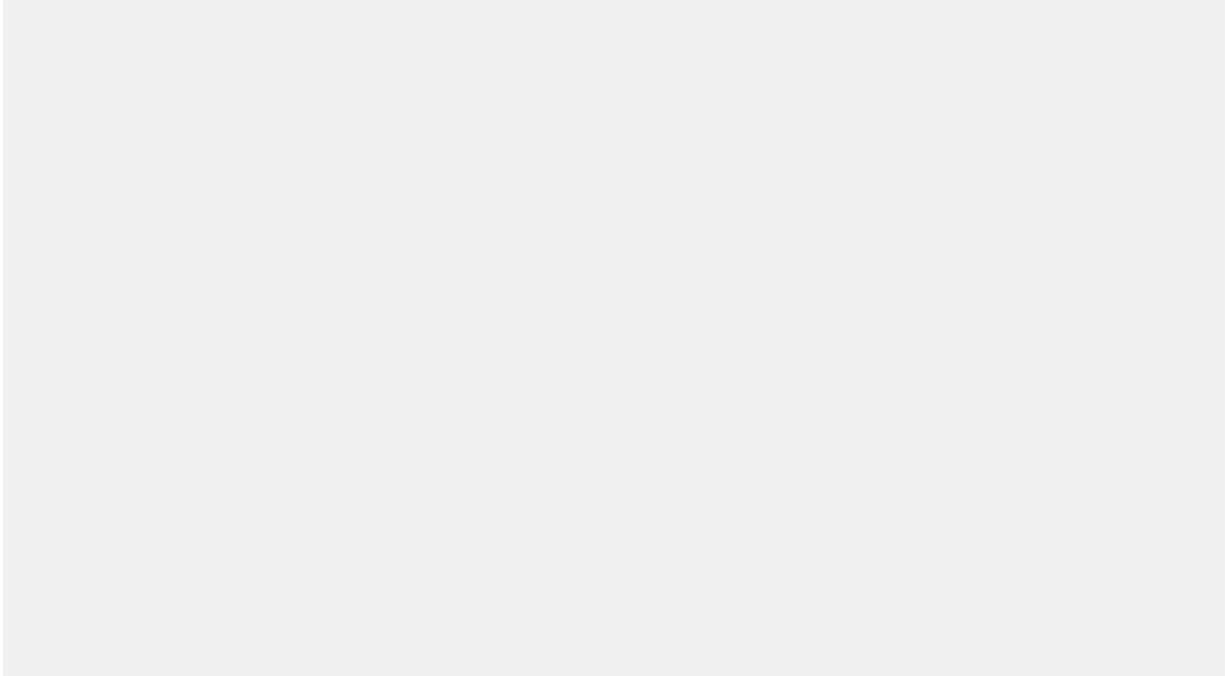
PBTF Question 5 Is the project located in a pedestrian priority location or on the countywide bicycle network? <http://www.ccta.net/resources/detail/5/1>

PBTF Question 6 Would the project support increased transit ridership by improving access to bus stops and transit stations, including bicycle parking at transit access points, with an emphasis on “last mile” improvements?

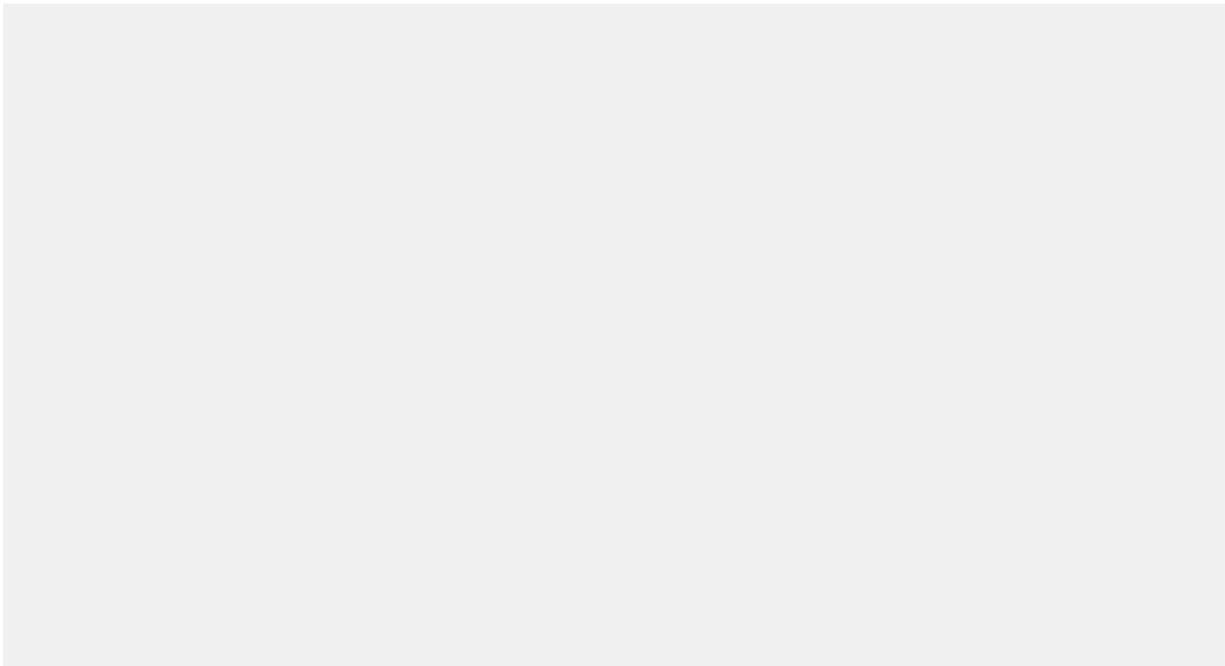
PBTF Question 7 How would the project leverage funds from other sources that are or would be committed to the project?

PBTF Question 8 Will the project be more likely to generate walking and bicycling trips given other characteristics of the project area — for example, greater population and employment density, mix of land uses, percentage of zero-vehicle households, location in a Community of Concern or relative lack of car parking?

PBTF Question 9 Has the project sponsor demonstrated that the project is feasible, can complete the project development process — design, environmental clearance, right-of-way purchase, and PS&E — and resolve any outstanding issues?



PBTF Question 10 Does the project implement policies in local plans, integrate with other local efforts, and have support from the general public, the RTPCs and other relevant agencies?



5 Additional Information

Applicants **must** attach the following:

- A map of the project location(s)
- Conceptual design drawings, if available, indicating the scope of the project, the project components and connections to other existing transit, bicycle, pedestrian and roadway facilities
- Extracts from relevant planning documents or policies specifically supporting the proposed project
- Documentation of outreach related to the project and letters of support
- Detailed budget and estimated cost
- Completed Complete Streets Checklist (<http://completestreets.mtc.ca.gov/>)

Some of the OBAG 2 criteria will be scored initially by Authority staff and reviewed by a review committee of local staff. Those criteria are identified in the guidelines for the OBAG 2 program included in the call for projects.

While applicants will be given an opportunity to review those initial scores and provide additional information as part of their review, applicants **may** attach information on how the project addresses those criteria as part of this application.

**West Contra Costa
Transportation Advisory Committee
(WCCTAC)**
A Public Joint Powers Agency

DRAFT REQUEST FOR PROPOSALS
DATE ISSUED: November 1, 2016 **Tentative**

**PREPARATION OF AN
UPDATE TO A SUBREGIONAL
TRANSPORTATION MITIGATION
PROGRAM (STMP) INCLUDING A NEXUS
STUDY, STRATEGIC EXPENDITURE PLAN
AND MODEL DOCUMENTS
In WEST CONTRA COSTA COUNTY**

PROPOSAL PACKAGES DUE: Thursday, DECEMBER 15, 2016 at NOON

West Contra Costa Transportation Advisory Committee
6333 Potrero Avenue, Suite 100
El Cerrito, CA 94530

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SECTION 1: PURPOSE

This RFP seeks to identify a Consultant to update the current nexus study for the fee program last updated in 2006.

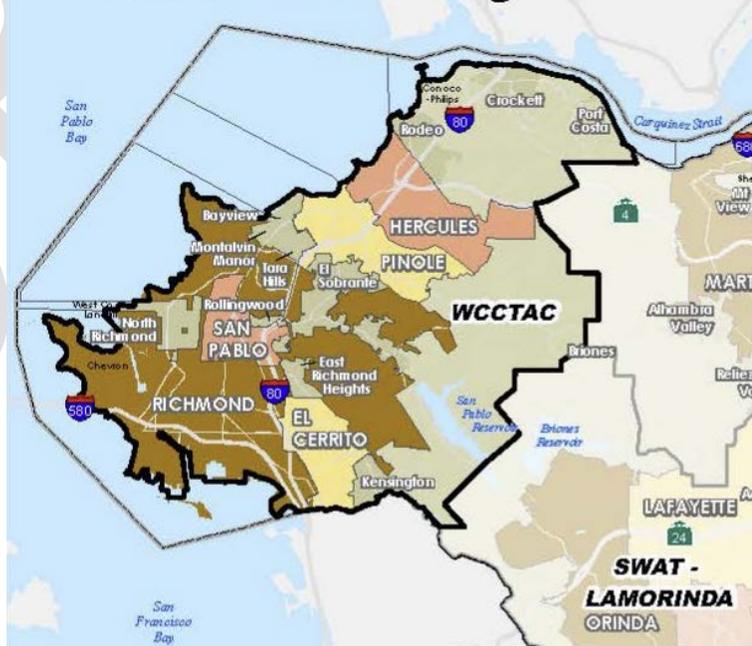
The purpose of the West County Subregional Transportation Mitigation Fee Program (STMP) is to help fund regionally beneficial, transportation improvement projects in West Contra Costa County such as roadway, transit, bicycle and pedestrian facilities in order to accommodate travel demand generated by 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 2017 Update is to provide the legally required nexus for collecting the transportation mitigation fee and to develop a strategic expenditure plan for disbursing the collected fees. Additional work products include development of a model ordinance for jurisdictions to adopt and a methodology, with appropriate supporting materials, for transitioning from the existing 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, WCCTAC 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. Highway 4, in the northern portion of the subregion, runs east-west and links West County with the rest of Contra Costa County.

Contra Costa County WCCTAC Sub-Region



West County traffic is heavily impacted by through traffic from other regions in Contra Costa County as well as other counties.

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 Advisory Committee (WCCTAC). WCCTAC is one of four Regional Transportation Planning Committees (RTPC) within Contra Costa County, and represents the West County sub-region. It 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, WCCTAC includes representatives from BART, AC Transit and 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. These ballot measures 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.

WCCTAC 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.

WCCTAC established its original transportation mitigation fee program in 1997 and updated it last in 2006. 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. (WCCTAC's transit agency members are not participants in the fee mitigation program, but are eligible to receive funding under the existing program.)

WCCTAC is empowered to coordinate and administer revenue for the regional transportation improvements funded with these fees.

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 assure 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.

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 Strategic Expenditure Plan for WCCTAC. The Consultant's role will be to 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. Additionally, the Consultant will work with the WCCTAC TAC and Board to develop funding priorities for a 10 year time period. The effort will require working cooperatively with WCCTAC staff, TAC and Board.

Task 1 - Review and Refine the Scope of Services: Meet with WCCTAC 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, WCCTAC staff, WCCTAC TAC and other stakeholders. The Consultant will provide a list of data needs from key agencies for completing the study to WCCTAC staff. The Consultant Project Manager will meet with the WCCTAC 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 (2005) Nexus Study: Review and analyze the most recent nexus study. Identify issues with existing program and determine if the existing nexus study adequately complies with the Mitigation Fee Act and other applicable laws. At least one meeting with the WCCTAC TAC and Board may be needed. These meetings could be combined with presentations on other related subject matter.

Deliverable:

- Memo summarizing task findings
- Presentation to WCCTAC Board and TAC

Task 3 – Review of the Current Fee Program'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.
- Presentation to WCCTAC Board and TAC

Task 4 – Review Current Best Practices and Recommend 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. At least one meeting with the WCCTAC TAC and Board may be needed. These meetings could be combined with presentations on other related subject matter.

Deliverable:

- A summary analysis of the current legal requirements and best practices for the nexus study
- Identification of recommended methodology.
- Presentation to WCCTAC Board and TAC

Task 5 – Transportation Impact Analysis

Review documents related to future transportation needs in West County including Transportation Impact Studies for proposed developments, subarea transportation studies by individual jurisdictions and agencies and the Draft 2015 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) and roadway standard deficiencies. The Consultant may need to conduct warrants for various traffic control or roadway devices. Prepare travel demand forecasts for 2040 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. At least one meeting with the WCCTAC TAC and Board may also be needed. These meetings could be combined with presentations on other related subject matter.

Deliverables:

- List of needed traffic counts specifying the type, location and if a local jurisdiction has an available recent count.
- Traffic data in electronic format.
- Draft and Final memo summarizing future transportation needs
- Presentation to WCCTAC Board and TAC

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 2040 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. At least one meeting with the WCCTAC TAC and Board may be needed. These meetings could be combined with presentations on other related subject matter.

Deliverable:

- Draft and Final memo documenting development potential and any travel demand model adjustments
- Presentation to WCCTAC Board and TAC

Task 7 – Development of New Program's List of Projects

Identify roadway improvements and improvements for 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 New Program's List of Projects, the project listings should include a description, phasing, committed funding by source, schedule and status. These projects lists will need to be reviewed by the WCCTAC TAC and Board. These meetings could be combined with presentations on other related subject matter.

Deliverable:

- Draft Project List containing all identified eligible projects.
- Final Project List containing all included projects with supplemental detail as noted above.
- Presentation to WCCTAC Board and TAC

Task 8 – Develop 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; survey, design and construction management; environmental mitigation; and right-of-way. Total costs by mode should be calculated. At least one meeting with the WCCTAC TAC and Board may be needed. These meetings could be combined with presentations on other related subject matter.

Deliverable:

- Cost Estimates for New List of Projects.
- Presentation to WCCTAC Board and TAC

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

Provide a detailed explanation of the methodology used for calculating the transportation development mitigation fee. Identify any fee exceptions or reduced fees, e.g. transit-oriented development, low-income housing, senior housing, government facilities, etc. Provide guidance on when a fee exception or reduction is warranted. Develop an approval process for fee exceptions and reductions.

Define a process for adjusting the fee annually and an explanation for providing an adjustment process to address inflation. Identify a methodology for WCCTAC to re-coup the costs of administering the program and eases the agency's budget development process.

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

Provide a comparison of WCCTAC's existing and proposed fees to other RTPCs' fees.

These tasks will require concurrence from the WCCTAC TAC. At least one meeting with the WCCTAC TAC and Board may be needed. These meetings could be combined with presentations on other related subject matter.

Deliverable

- Memo explaining methodology for calculating fees and allocating costs
- Guidelines for applying fees
- Presentation to WCCTAC TAC and Board.

Task 10 – Summation of Nexus Analysis

The contractor will clearly document the procedural requirements (nexus) for legally establishing and collecting the transportation development impact fee. This will include at least 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.

At least one meeting with the WCCTAC TAC and Board may be needed. These meetings could be combined with presentations on other related subject matter.

Deliverable

- Memo explaining the procedural requirements and documenting how they are proposed to be met for the update to the existing transportation development impact fee program.
- Presentation to WCCTAC Board and TAC

Task 11: Guidelines for the Application of Fees

Provide easy to follow guidelines for when and how to apply fees for WCCTAC 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?
- 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.

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 WCCTAC.

These tasks will require coordination and concurrence from the WCCTAC TAC. At least one meeting with the WCCTAC TAC and Board may be needed. These meetings could be combined with presentations on other related subject matter.

Deliverable:

- Guidelines for use directed to WCCTAC 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.

Consultation with the WCCTAC TAC will be necessary. At least one meeting with the WCCTAC TAC and Board may be needed. These meetings could be combined with presentations on other related subject matter.

Deliverable:

- Memo on Funding and Prioritization Approach

Task 13 – Create a Project Funding Timeline

After meeting with the WCCTAC 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
- Presentation to the WCCTAC Board on Tasks X8 and X9.

Task 14 – Transitioning from Existing STMP to Updated Program

Work with the WCCTAC 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. This may include developing a model resolution for each jurisdiction to adopt, a presentation(s) to jurisdictions, and a multi-party agreement. At least one meeting with the WCCTAC TAC and Board may be needed. These meetings could be combined with presentations on other related subject matter.

Deliverable:

- Memo 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 contractor will develop a final report summarizing the key findings from the previous tasks and memos. The report should concisely and graphically synthesize the process and technical analysis used to arrive at the findings and recommendations. 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

- Two drafts and one Final Report

Task 16 – Presentations and Working Sessions

WCCTAC anticipates that the Consultant will work closely with local jurisdictions' staff and WCCTAC's 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 facilitated working session. Meetings with the Board will include a presentation.

The result of this 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 WCCTAC Board and TAC members would periodically update Councils with these materials. Near the conclusion of the process, a formal presentation will be made to the Councils. 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 WCCTAC TAC, as needed
- Meet with WCCTAC Board at key milestones
- Periodic summary updates available for distribution via email
- 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 WCCTAC 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 WCCTAC staff and the Consultant at which we 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 WCCTAC Project Manager to ensure progress on work products and responsiveness to the client. Monthly invoices and associated progress reports will be submitted regularly to the WCCTAC Project Manager

Deliverables:

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

SECTION 5: BUDGET AND SCHEDULE

A “not to exceed” budget of will be established for this work. No additional funds are or will be available to supplement this amount. The Consultant must complete all work within 18 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 six (6) copies of your proposal package along with one electronic copy in Microsoft Word or Adobe Acrobat. The electronic copy should be submitted on a CD-ROM or DVD disc. 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 firm’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 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 firm/team to negotiate a contract with WCCTAC shall sign the cover letter.
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 firm’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 its experience on work similar to that contemplated in this RFP. Information presented 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 WCCTAC.

Information provided should be presented in the sequence listed herein.

- 1.1. Legal name of firm
- 1.2. Location(s) and telephone number(s)
- 1.3. Name of parent company, if any
- 1.4. Date firm established
- 1.5. Type of organization (partnership, corporation, etc.), and where incorporated, if applicable
- 1.6. Current size of firm 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 firm (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. Selection will be based on qualifications of the project team.

9. *Professional Services Contract*: Indicate your willingness to accept the terms and conditions in attached sample standard consulting services agreement (Attachment B), including your ability to comply with WCCTAC's insurance requirements, or list those to which you take exception, and, as appropriate, provide proposed alternate wording. Note well that it is not WCCTAC'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 Acrobat format (*.pdf) to Leah Greenblat, WCCTAC Project Manager, via email (LGREENBLAT@wcctac.org) with the subject "PROPOSAL FOR WCCTAC STMP UPDATE." Please note WCCTAC's email server does not accept file sizes greater than 20 MG. WCCTAC does not guarantee receipt of electronic submittals and it is the Consultant's responsibility to ensure that WCCTAC receives digital versions of your proposal.

1. The proposal packages shall be addressed to:

Leah Greenblat, Project Manager
West Contra Costa Transportation Advisory Committee (WCCTAC)
6333 Potrero Avenue, Suite 100
El Cerrito, CA 94530

2. The proposal package shall be dispatched in order to be received at the above address no later than **Noon on Thursday, December 15, 2016**. Late proposal packages will not be accepted and will be returned unopened.
3. Questions regarding the RFP should be submitted no later than **November 14, 2016** and submitted in writing to Leah Greenblat, WCCTAC Project Manager, (LGREENBLAT@wcctac.org). Include "RFP STMP Update Question" in the subject line of emails.
4. WCCTAC 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. Responses to technical questions may take up to two working days. The WCCTAC Project Manager will post all answers to any questions and copies of any requested document, she deems relevant and appropriate on the WCCTAC website (www.wcctac.org) and available to all interested firms.

SECTION 8: CONSULTANT SELECTION PROCESS

WCCTAC 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;
3. Qualifications and experience of the firm(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, local and/or West County jurisdictions, and XXXX;
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

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

The review panel will rank the proposals to reflect its assessment of each firm'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, WCCTAC may elect not to interview firms. If two or more firms are ranked highly, the top two or three most highly ranked teams will be asked to an interview.

Each interviewed firm will be ranked to reflect the panel's assessment of each firm'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 WCCTAC TAC at which time the TAC will be asked to recommend to the WCCTAC 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 WCCTAC Executive Director and legal review and approval by WCCTAC legal counsel. The decision of the WCCTAC Board shall be final.

WCCTAC staff anticipates that it will negotiate with the top ranked firm to provide services in accordance with the scope of work herein. At the conclusion of successful negotiations, WCCTAC will enter into a contract with that firm. If negotiations with the top ranked firm

are not successful, WCCTAC may elect to negotiate with the next qualified firm in order of numerical ranking.

At its sole discretion, WCCTAC 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.

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

Consultants that propose on or are selected for this project shall not be barred from proposing on or being selected for the performance of subsequent work for WCCTAC.

SECTION 9: SELECTION PROCESS DATES

KEY DATES	
RFP release:	Tuesday, November 1, 2016
Final day for Submittal of Questions:	Monday, November 14, 2016
Proposal Packages due:	Noon on Thursday, December 15, 2016
Proposal Package Evaluation:	December –January 11
Notification of Interview(s)	Thursday, January 12, 2017
Interviews(tentative):	Wednesday, January 18, 2017 and Thursday, January 19, 2017
WCCTAC TAC Review and Board Action	February 9, 2017 (TAC) February 24, 2017 (Board)
Finalize Contract and Notice to Proceed:	February – March 2017

SECTION 10: LIST OF AVAILABLE DOCUMENTS (Posted on WCCTAC’s Website)

1. 2015 Draft West County Action Plan
2. 2005 WCCTAC Nexus Study (Update of the STMP)
3. 2006 Model Ordinance
4. 2006 Multiparty Agreement
5. WCCTAC’s Standard consulting agreement