



2015 MEASURE A PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

CALL FOR PROJECTS GUIDELINES

November 10, 2015

INTRODUCTION

The San Mateo County Transportation Authority (TA) is pleased to announce a Call for Projects from the Measure A Pedestrian and Bicycle Program. The goal of the Measure A Pedestrian and Bicycle Program is to fund specific projects that improve bicycling and walking accessibility and safety in San Mateo County, helping to encourage more residents to participate in active transportation. Bicycling and walking are sustainable forms of transportation that help meet local mobility needs.

APPLICATION MATERIALS

The Call for Projects packet consists of these guidelines, an application form, and a template funding application. These documents and other related reference materials can be found at the following link: www.smcta.com/2015PedBikeCFP

SCHEDULE

Call for Projects Issued	November 10, 2015
Workshop	November 12, 2015
Project Applications Due	December 18, 2015 4:00 PM
Evaluation Period	December 2015 – January 2016
Draft Recommendations/TA Board Approval	February – March 2016

Applicants must submit **one original unbound application, six bound hard copies and one electronic copy** of the completed application along with all the required materials. All completed applications must be received at the San Mateo County Transportation Authority by **Friday, December 18 at 4:00 p.m.** Late or incomplete applications will not be accepted. Please submit electronic and printed applications to:

- callforprojects@samtrans.com
- San Mateo County Transportation Authority
Attn: Pete Rasmussen
1250 San Carlos Avenue
San Carlos, CA 94070

Primary application contacts for any questions/concerns:

Joel Slavitt, email: slavittj@samtrans.com | phone: 650-508-6476

Pete Rasmussen, email: rasmussenp@samtrans.com | phone: 650-508-6343

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1. BACKGROUND

In 2004, the voters of San Mateo County reauthorized the Measure A Program and approved an extension of the half-cent sales tax for transportation improvements for another 25 years (2009-2033). A provision of the 2004 New Measure A Transportation Expenditure Plan (TEP) provides that three percent of the sales tax revenues be allocated for the construction of facilities for pedestrians and bicyclists. Per the TEP, it is estimated that the sales tax will generate \$45 million (in 2004 dollars) over the 25-year life of the measure for pedestrian and bicycle facilities.

2. AVAILABLE FUNDING

A total of up to \$4.9 million is available for this two-year funding cycle, which covers the period from March 2016 through March 2018.

3. ELIGIBILITY

a. Eligible Projects

The Measure A Pedestrian and Bicycle program provides funding for the project development, right of way acquisition and construction of facilities for bicyclists and pedestrians. Right of way acquisition is also an eligible expense provided that the proposal has a completed environmental clearance and an estimate of value prepared by a right of way professional that is conducted pursuant to industry standards (for example of industry standards, see the Caltrans Right of Way Manual, Chapter 4 "Estimating" at: <http://www.dot.ca.gov/hq/row/rowman/manual/ch4.pdf>). Eligible projects include, but are not limited to: paths, trails and bridges over roads and highways. A partial list of candidate projects is contained in the TA TEP, as noted below. This is not an exhaustive list and additional candidate projects, provided they are located in San Mateo County, may be submitted.

Partial List of Candidate Pedestrian and Bicycle Projects

Route 1/Santa Rosa Avenue pedestrian overcrossing
Route 1 pedestrian/bike trail from Montara through Half Moon Bay
Route 35/Route 1 pedestrian/bike overcrossing
Millbrae Avenue/US 101 pedestrian/bike overcrossing
Hillcrest Blvd./US 101 pedestrian/bike overcrossing to Bay Trail
US 101 near Hillsdale pedestrian/bike overcrossing

Ralston Avenue/US 101 pedestrian/bike overcrossing
Willow Road/Bayfront Expressway pedestrian/bike tunnel upgrade
Willow Road/US 101 pedestrian/bike overcrossing
Portola Road pedestrian/bike path paving

General citywide planning and maintenance/rehabilitation projects are ineligible.

b. Eligible Sponsors (Applicants)

Per the TA TEP, eligible project sponsors for Measure A Pedestrian and Bicycle funds are the cities in San Mateo County and the County of San Mateo. Other interested agencies may partner with an eligible sponsor; however, only eligible project sponsors may submit applications.

4. APPLICATIONS

a. Application Caps

A maximum of three applications, in a total amount of up to \$1,000,000 from the Measure A Pedestrian and Bicycle program, may be submitted per sponsor.

b. Governing Board Resolutions

A sponsor agency governing board resolution in support of the project application is required. If the sponsor agency will not be able to obtain a governing board resolution prior to the application deadline, the application will be accepted on an interim basis with an endorsement letter from the sponsor agency's City or County Manager until an adopted governing board resolution can be obtained. If the application is to be considered for the programming and allocation of Measure A funds, an approved governing board resolution should be submitted to the TA no later than January 15, 2016 (after the application due date.)

c. Funding Agreements

A funding agreement template is included as part of the Call for Projects packet. Potential project sponsors should review the template prior to submitting applications. Any concerns or changes suggested by sponsors should be brought to the attention of the TA staff application contacts, as noted on the first page of these guidelines, by the December 18, 2015 application deadline if they are to be considered by the TA.

d. Letters of Support

Applicants are encouraged to provide letters of support from stakeholders, as the Measure A Pedestrian and Bicycle Program is highly competitive and historically has been oversubscribed, but this is not a requirement.

5. EVALUATION

All candidate projects submitted for funding consideration will be evaluated based on the evaluation criteria as listed below.

a. Project Readiness and Need – 35%

Project Readiness

- Clear and complete proposal
- Right of Way certification complete (if applicable)
- Permits, agreements and/or environmental clearance obtained (if applicable)
- Results from a public planning process
- Demonstrates stakeholder support
- Has a solid funding plan

Project Need

- Meets commuter and/or recreation purpose
- Identified pedestrian and/or bicycle need
- Safety improvement/enhancement

b. Effectiveness – 35%

- Provides connectivity to pedestrian and bicycle system
- Closes gap in countywide pedestrian and bicycle network
- Enhances connectivity to schools, transit stations and other activity centers
- Value: Benefit relative to the amount of funding requested (supports high impact, low cost projects - “bang for the buck”)
- Accommodates multiple transportation modes (pedestrian and bicycle)
- Serves a low income/transit dependent population in the immediate vicinity

c. Policy Consistency – 10%

Projects should be consistent with local and countywide planning policies, processes and plans, which may include, but are not limited to the following:

- TA 2004 Expenditure Plan
- Countywide Transportation Plan
- San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP)
- City Bicycle or Pedestrian Plan
- City General Plan, Specific Plan, and/or other local plans
- Grand Boulevard Initiative Guiding Principles
- MTC Regional Priority Development Area (PDA)
- Americans with Disabilities Act

d. Funding – 10%

- Projects will be evaluated on the ability to leverage matching funds and the certainty of the matching funds

e. Sustainability- 10%

Environmental

- Reduces emissions and improves air quality
- Innovative low environmental impact/green development

Supports Transit Oriented Development (TOD)

- Improves links for pedestrian and/or bicycle access between TOD, transit and other high use activity centers
- Supports livable, walkable and healthy communities

Economic Development

- Integral transportation component that can support existing economic activity and help spur new economic development in the immediate vicinity

6. OTHER POLICIES/GUIDELINES FOR THIS CALL FOR PROJECTS

a. *Timely Use of Funds*

Project must remain active to retain allocated funding. Measure A Pedestrian and Bicycle program will be expected to be fully expended within two years for pre-construction activities and three years for construction activities from the TA Board allocation date. A total of five years will be allowed if both pre-construction and construction are part of the Measure A allocated work scope. In the event that the Scope of Work cannot be completed within the defined period (two, three, or five years), the Sponsor may request a time extension by providing a letter to the TA justifying the need for additional time. If the TA agrees to the extension, then an amendment to the funding agreement will need to be executed.

b. *Matching funds*

There is a ten percent minimum match requirement for this funding cycle.

If the sponsor's proposal is part of a larger capital infrastructure project, the match must be directly related to the pedestrian and/or bicycle components of the project. Enhancements integral to the pedestrian and/or bicycle components of a larger project, such as lighting and landscaping, may be considered as eligible match with sufficient justification from the sponsor. Elements of a larger capital project not integral to the pedestrian and bicycle components or enhancements as noted above, such as costs associated with the replacement of a sanitary sewer line, will not be considered as eligible match. If the sponsor is unclear as to the eligible matching

costs of a larger capital infrastructure project, the sponsor should check with the primary application contacts listed on the first page of these guidelines.

The extent of other leveraged external funding for the project is an important consideration in the project evaluation. TA Measure A Local Streets and Transportation funds are an eligible source of matching funds. Funding from other Measure A funding categories, however, is not considered as eligible match. In-kind contributions must be documented and auditable.

c. Allocations for a Scope of Work/Minimum Operable Segment with total costs in excess of \$1 million that are not fully funded with the requested Measure A Pedestrian and Bicycle Program funds

Large capital infrastructure projects, such as a pedestrian/bicycle overcrossing of a highway, with total costs in excess of the \$1 million Measure A funding cap, may be submitted for funding consideration even though the Scope of Work or minimum operable segment is not fully funded. If a funding allocation is awarded for such a project, the sponsor must secure the remaining matching funds needed to complete the requested scope of work/minimum operable segment within one year of the Measure A funding award.

A contingency list may be created should sponsors of large capital projects, as further described in the preceding paragraph, not be able to secure the remaining matching funds needed to deliver the requested Measure A scope of work/minimum operable segment. The contingency list would consist of the next highest ranking project(s) that the Board recommends funding in the event that a large capital infrastructure project, as described above, is not able to secure the remaining funds needed to deliver the Measure A scope of work.

d. Eligible Costs

Measure A funds shall be used only for direct eligible costs to complete the scope of work. Development of proposals/applications for Measure A funds and the review of funding agreements required for execution to receive Measure A funds are not eligible for Measure A Pedestrian and Bicycle Program funding. The TA, or its authorized agents, reserve the right to audit the sponsor project to ensure compliance with the terms of the sponsor's funding agreement.

e. Progress Reporting

Sponsors will be required to monitor and report project status during the implementation of the project scope of work. Progress reports will be due on a quarterly basis after the execution of a funding agreement within 30 days of the end of each quarter and a final report will be required within 90 days of Sponsor's final acceptance of the Scope of Work.. A sponsor must be in good standing with the submittal of progress reports (within 30 days of the end of each quarter) prior to receiving reimbursement for eligible scope of work expenses.

f. Under-subscription

If funds are undersubscribed in this cycle, the TA reserves the right not to fund project applications which do not satisfy the project merit evaluation criteria.

g. Cost increases

Projects which are allocated Measure A funds are not guaranteed to receive additional Measure A funds if the cost of the project scope increases. It will be the responsibility of the sponsor to take the lead in identifying and securing additional funds. Sponsors can work with the TA and other funding entities to secure additional funds, as well as apply for additional Measure A funds through subsequent funding cycles.

h. Non-supplantation of funds

Sponsors are required to certify that Measure A funds awarded in this cycle will not replace existing funds.

i. Reimbursement

Project costs incurred prior to the execution of a funding agreement are not eligible for reimbursement. No funding advances will be allowed. Documentation must accompany all requests for reimbursement.

j. Scope change

Project sponsors seeking a change in project scope after TA Board approval of the Measure A allocation must obtain approval from the TA or risk losing the Measure A funds. Costs incurred that are not part of the Measure A-funded project scope will be ineligible for reimbursement.