



Measure A Highway Program Call for Projects – Cycle 1

GUIDELINES May 24, 2012

INTRODUCTION

The San Mateo County Transportation Authority (TA) is pleased to announce the Cycle 1 Call for Projects for the Measure A Highway Program. A total of \$104 million is available for projects which reduce congestion in congested commute corridors.

APPLICATION MATERIALS

The Call for Projects packet, including these guidelines, application forms, and other reference materials can be found at http://www.smcta.com/highway_program.html

SCHEDULE

Kickoff Meeting for Applicants: SamTrans Auditorium	May 17, 2012 3:00 PM
Call for Projects Issued	May 24, 2012
Statement of Interest due	June 1, 2012 4:00 PM
Project Applications due	June 29, 2012 4:00 PM
Evaluation Period	July-August 2012
Approved Governing Board resolutions due	July 27, 2012
Draft Recommendations	August 2012
TA Board Approval (projected)	September 6, 2012

Applications are due **June 29, 2012 by 4:00 PM**. Late applications will not be accepted.

- o Email (preferred): callforprojects@samtrans.com
- o Hard copies are also acceptable. Submit **six** sets to:
San Mateo County Transportation Authority
Attn: Celia Chung
1250 San Carlos Avenue
P.O. Box 3006
San Carlos, CA 94070

CONTACT:

Celia Chung chungc@samtrans.com 650-508-6466

ORGANIZATION

1. Reference Information
 2. Available Funding
 3. Eligibility
 4. Roles
 5. Applications (and Statements of Interest)
 6. Evaluation
 7. Other Policies/Guidelines for this CFP Cycle
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1. REFERENCE INFORMATION

San Mateo County passed the 1988 Measure A which included funding for specific highway projects in the Transportation Expenditure Plan. Subsequently, the 2004 Measure A reauthorization dedicated 27.5% of the revenue share to highways. In October 2011, the TA subsequently adopted a Short Range Highway Plan (SRHP) as the policy framework for making highway investment decisions over a ten-year horizon.

a. Short Range Highway Plan

Applicants are encouraged to review the Short Range Highway Plan (SRHP) for details on the Highway Program. Many of the terms used throughout this Call for Projects are referenced from the SRHP.

http://www.smcta.org/pdf/highways/Short-range_Highway_Plan_2011-2021.pdf

b. Definitions

The following terms are used throughout the document:

- i. Overall project: The entire project ultimately to be constructed.
- ii. Project scope: The specific project phases or elements for which Measure A funds are being requested in this application/cycle. The project scope may be a subset of the overall project.
- iii. Sponsor Agency: The applicant for Measure A funds for the project scope.
- iv. Implementing Agency: The agency implementing the project scope.

2. AVAILABLE FUNDING

This Measure A Highway Program funding cycle is a single call for projects for a combination of funds from both the 1988 Measure A (Original Measure A) and the 2004 Measure A (New Measure A). They are structured as three funding tracks for this cycle as shown in Table 1

Table 1 Available Funding Tracks

Funding Track	Available funds	Eligible Projects
Original Measure A (OM)	\$47 million	Projects specified in the OM which are active
New Measure A: Key Congested Areas (KCA)	\$36 million	Eleven specified KCA projects
New Measure A: Supplemental Roadways (SR)	\$21.3 million	Highway and roadway projects outside of the KCA projects
Total	\$104.3 million	

3. ELIGIBILITY

a. Eligible Projects

In general, highway and roadway improvements on congested commute corridors are eligible for Highway Program funds. The focus is on removing bottlenecks in the most congested highway commute corridors, and reducing congestion and improving throughput along critical congested commute corridors. Maintenance and rehabilitation projects for highways and roadways are not eligible. See Attachment A for the list of candidate projects identified for all funding tracks. If the proposed project is a subset of a candidate project or differs from a candidate project description, please consult the TA.

i. Original Measure A

Eligibility is limited to projects listed in the 1988 Expenditure Plan which are actively progressing.

ii. Key Congested Areas (KCA)

Table 2 KCA Projects

Location	Eligible Sponsors	Projects
Highway 280 North Improvements	Caltrans, Daly City, C/CAG	Reconstruct I-280/ State Route 1 Interchange
		Construct Auxiliary Lanes between I-380 and Hickey Blvd.
Coastside Highway Improvements	Caltrans, Pacifica, Half Moon Bay, C/CAG	SR 1/ San Pedro Creek Bridge Replacement
		SR 1/ Manor Drive Overcrossing improvement and widening
		SR 1 and 92 safety and operational improvements within and in the proximity of Half Moon Bay
Highway 92 Improvements	City of San Mateo, Caltrans, Foster City, C/CAG	Auxiliary Lanes and interchange improvements between I-280 and the San Mateo Hayward Bridge
Highway 101 Mid-County Improvements	Caltrans, Burlingame, City of San Mateo , C/CAG	Reconstruction of the US-101/Broadway Interchange
		Modification of the US-101/Peninsula Avenue Interchange
		Operational Improvements on US-101 from Hillsdale to SR 92
Highway 101 South Improvements	Caltrans, Redwood City, C/CAG	Reconstruct the US-101/Woodside Road Interchange
		US-101 improvements between State Route 84 and the Santa Clara county line and access improvements to the Dumbarton Bridge

Eligibility is restricted to the eleven specific projects within the five designated KCAs as listed in Table 2. KCA projects focus on removing bottlenecks in the most congested highway commute corridors

Many KCA projects require preliminary planning efforts such as project development studies (feasibility studies, alternatives analysis, etc.), scope

definition, and/or stakeholders' consensus before the project can move forward. Such preliminary planning is also needed for projects to leverage funding from other sources for subsequent implementation phases.

Up to \$3 million of the KCA funds for this cycle will be set aside for preliminary planning efforts and Project Initiation Documents (PID) development for KCA projects.

The eligible sponsors and stakeholders for each KCA are encouraged to collectively determine the scope and identify a sponsor to apply for Measure A funds for preliminary planning efforts. If requested, the TA or C/CAG could help coordinate such efforts.

iii. Supplemental Roadways (SR)

Any project that is not a KCA project is eligible for the SR category as long as it is intended to reduce congestion and improve throughput along critical congested commute corridors. While there is a list of candidate projects included in the SRHP, this list is not exhaustive and inclusion as a SR candidate project does not imply any priority.

b. *Eligible Applicants*

The eligible applicants for this cycle are the eligible sponsors for New Measure A Highway projects, as defined in the 2004 Expenditure Plan.

i. Original Measure A (OM)

In general, the eligible applicants for OM funds are Caltrans, and the jurisdictions in which the project is located.

ii. Key Congested Areas (KCA)

Eligible applicants for KCA funds are limited to the eligible sponsors listed for each KCA as shown in Table 2 above.

iii. Supplemental Roadways (SR)

The eligible applicants for SR funds are the Cities of San Mateo County, San Mateo County, Caltrans and C/CAG.

4. ROLES

a. *Sponsor Agency and Implementation Agency Roles*

While funding applications must be submitted by sponsor agencies for Measure A, there is flexibility in how/who implements the project scope. A sponsor agency may implement the project scope itself; or partner with an implementing agency.

Sponsor agencies must coordinate with the potential implementing agency in submitting applications for this cycle, if they are partnering with a different agency for implementation.

The roles and responsibilities of a sponsor-implementing agency partnership would need to be defined and documented either as part of a funding agreement or formal arrangement. The sponsor agency and the implementing agency may be different for different phases of a given project. Table 3 provides a model of how the responsibilities could be divided between a sponsor agency and implementing agency.

Table 3: Example of a Sponsor Agency – Implementing Agency Partnership

Sponsor Agency	Implementing Agency
<ul style="list-style-type: none"> • Political champion • Provide local input for project (policy/oversight) • Public spokesperson • Advocate for funding • Submit Governing Board resolutions and applications for Measure A funds • Signatory to Measure A funding agreements 	<ul style="list-style-type: none"> • Implementation of project scope • Coordination with Caltrans • Coordination with regulatory/review agencies • Invoicing and progress reporting to TA • Technical project oversight/ management

b. TA Role

The TA will work closely with C/CAG, Caltrans, local jurisdictions and regulatory agencies on implementing Measure A highway projects. The TA has and will make available the resources and expertise for highway project delivery upon request. The TA could be an implementing agency if requested by a sponsor agency; however the TA is precluded from being a sponsor agency/applicant for Measure A Highway Program funds.

Sponsor agencies that wish to have the TA as an implementing agency partner must consult with the TA before submitting applications for this cycle.

The TA’s willingness to be an implementing agency for a project does not imply that the project will receive Measure A funding.

5. APPLICATIONS (AND STATEMENTS OF INTEREST)

a. Technical Assistance

TA will provide technical information needed to complete application forms upon request by sponsor agency applicants. Specific requests for data should be emailed to <hernandez@samtrans.com> To expedite the processing of data requests, please be as specific as possible.

b. Statements of Interest

Applicants are requested to submit a non-binding Statement of Interest. The Statement of Interest would list the projects, funding and technical assistance requests which the applicant will potentially submit for this Call for Projects. This would help the TA anticipate the level of effort needed to support this first cycle Call for Projects.

c. Simplified Applications for Preliminary Planning or PIDs

Applicants may use the simplified application if applying for a preliminary planning or Project Initiation Document (PID) phase only.

d. Governing Board Resolutions

For applications for preliminary planning or PID only, an endorsement letter from the sponsor agency's City Manager, Mayor or Executive Director will be accepted instead of a governing board resolution.

For all other applications, a sponsor agency governing board resolution in support of the project application is required. The resolution would affirm the sponsor agency's support for the overall project, and the sponsor's role for the project scope. Approved governing board resolutions are due by July 27, 2012 (after the application due date.)

e. Letters of Support

Applicants are encouraged to provide letters of support from stakeholders but this is not a requirement.

f. Applications for multiple phases

Sponsors may apply for more than one phase in the application project scope, but TA may fund phases selectively, based on its evaluation.

6. EVALUATION

All applications will be evaluated based on the project merit evaluation criteria as described in the SRHP. The project merit evaluation criteria include both technical and qualitative criteria. (Both the overall project and the project scope [the phases which are requesting Measure A funds] will be reviewed in the evaluation.) Projects which are not funded in this cycle may re-apply in future cycles.

a. Technical Evaluation Criteria

- i. Effectiveness: The ability of the overall project to relieve congestion and improve safety.
- ii. Readiness: The status of the current overall project and the project scope schedule.

- iii. Need: Whether the overall project will mitigate current and future congestion; whether the overall project is located in a Countywide Transportation Plan 2010 Priority Corridor.
- iv. Policy Consistency: Whether the overall project is included in regional, county or local planning documents or adopted policies.
- v. Sustainability: The extent to which the overall project: (a) is an operational improvement rather than an infrastructure expansion; (b) supports alternative modes (transit, bicycle, or pedestrian) and/or transit oriented development.

b. Additional Important Considerations

- i. Cost-effectiveness: The funding plan (fund sources) and budget (cost elements) for the project scope.
- ii. Ease of implementation: The defined roles/responsibilities for the sponsor agency and other agencies for the delivering the project scope; a description of potential externalities and community support/opposition which could impact the overall project.
- iii. Economies of scale: Coordination of similar/adjacent projects

Applicants will also be requested to provide other relevant information which will be taken into consideration during the evaluation. This includes discussion on the impacts of the overall project relative to land use; disadvantaged populations such as communities of concern; high occupancy vehicle (HOV) /Express lanes, and freight movement.

Since this is the first call for projects since the New Measure A Highway Program was established, it is unlikely that geographic equity will be a relevant evaluation factor for this cycle. However, the evaluation panel will review this position as it develops its recommendations. Geographic equity will be reviewed at the program level for reconciliation at least every five years.

As the projected revenues are not expected to be adequate to fund all the Measure A candidate projects, there will need to be aggressive efforts to secure funds from other sources to ensure full funding of projects. While there is no specific minimum matching fund requirement for this CFP cycle, the TA may consider the extent of leveraged matching funds in the evaluation, as part of cost-effectiveness. The SRHP includes a matching goal of 50 percent for KCA projects and 30 percent for SR projects. The level of leveraged matching funds will be reviewed for reconciliation at least every five years.

c. Benchmarks

The SRHP includes benchmarks for the distribution of New Measure Highway Program funds relative to project types (freeways, interchanges, and arterials); project phases (pre-construction, construction and right-of-way); and matching funds. These benchmarks will not be applied to this cycle's Call for Projects.

Instead, the overall Highway Program will be monitored over time against the benchmarks at least every five years.

7. OTHER POLICIES/GUIDELINES FOR THIS CFP CYCLE

a. Timely Use of Funds

Project must remain active to retain allocated funding. Allocated Measure A funds will be expected to be expended on the project scope within three years. If there is no substantial activity on the project for five years or more, reallocation of Measure A funds to other active projects may be considered.

b. Matching funds

There is no minimum match requirement for this cycle. However, the extent of leveraged non-Measure A funding for the project scope will be an important consideration in the project evaluation. In-kind contributions must be documented and auditable.

c. Specific Funding Tracks

Since some projects may qualify for more than one funding track, TA staff will assign specific projects to specific funding tracks. Sponsors may suggest the type of funds they are requesting for the application, but the TA reserves the right to decide on the specific sources. All three funding tracks will have the same funding agreement, invoicing and reporting requirements.

d. Original Measure

Closing out the Original Measure is a priority; therefore TA will allocate Original Measure funds as a priority over New Measure funds.

e. Eligible Costs

All eligible costs for project work will be reimbursable by Measure A funds, regardless of whether the sponsor or implementing agency does the work. The following costs are eligible for Measure A Highway Program funding:

- i. Project phases such as planning studies, stakeholder/public outreach, environmental studies and clearance, design, regulatory agency review, PID, PA&ED, PS&E, right of way, construction, and construction management.
- ii. Project administration costs will generally be limited to 5% of the Measure A allocation. Details are being developed.

The following costs are not eligible for Measure A Highway Program funding:

- iii. Maintenance, rehabilitation, routine operations.
- iv. Development of proposals/applications for Measure A funds.

f. Under-subscription

Even if funds are undersubscribed in this cycle, the TA may elect 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, C/CAG 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 must be incurred and paid for by the sponsor or implementing agency prior to requests for Measure A funding 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 the 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.

Attachment A: Eligible Project List for Measure A Highway Program

Note: Projects not listed here may be eligible for SR funding

Hwy	Project Name	Location	Original Measure A	New Measure A	
				KCA	SR: Listed candidates
1	SR 1 Fassler-Westport (Calera)	Pacifica	x		
1	SR 1 San Pedro Creek Bridge Replacement	Pacifica		x	
1	SR 1 Manor Drive Overcrossing widening	Pacifica		x	
35	SR 35 - widening from I-280 to Sneath Lane	San Bruno			x
84	Bayfront Expressway - widen to 4 lanes between Marsh and Woodside	Redwood City			e*
84	Woodside Rd widening from US 101 to El Camino Real	Redwood City			x
92	SR 92 Half Moon Bay to Pilarcitos Creek - curve correction	Half Moon Bay, County			e*
92	SR 1 / SR 92 safety and operational improvements within and near Half Moon Bay	Half Moon Bay, County		x	
92	SR 92 Truck climbing lane from I-280 to SR 35	County			x
92	SR 92 improvements between I-280 and US 101	San Mateo, County	x		
92	SR 92 auxiliary lanes & interchange improvements between I-280 and the San Mateo Hayward Bridge	San Mateo		x	
101	US 101 Candlestick Pt interchange	Brisbane	x		x
101	US 101 Produce Ave interchange	South San Francisco			x
101	US 101 Broadway interchange	Burlingame	x	x	
101	US 101 Peninsula Ave Interchange	Burlingame, San Mateo		x	
101	US 101 Sierra Pt Pkwy interchange and Lagoon Way extension	Brisbane			x
101	US 101 auxiliary lanes from SF county line to Sierra Pt Pkwy	Brisbane			x
101	US 101 auxiliary lanes from Sierra Pt Pkwy to San Bruno Ave	Brisbane, South San Francisco			x
101	US 101 auxiliary lanes from Oyster Point to SF county line	Brisbane, South San Francisco	x		
101	US 101 operational improvements from Hillsdale to SR 92	San Mateo		x	
101	US 101 Woodside Road (SR 84) Interchange	Redwood City	x	x	
101	US 101 Willow Rd interchange	Menlo Park	x		
101	US 101 improvements between SR 84 and the Santa Clara county line; and Dumbarton Bridge access improvements	Menlo Park, East Palo Alto		x	
280	I-280/SR1 Interchange	Daly City		x	
280	I-280 John Daly Blvd overcrossing widening (northside)	Daly City			x
280	I-280/I-380 interchange access/transition improvements	San Bruno			x
280	I-280 auxiliary lanes between I-380 and Hickey Blvd.	San Bruno, South San Francisco		x	
Local	Sand Hill Rd signal coordination	Menlo Park			x
Local	Willow Rd adaptive signal controls	Menlo Park			x
Local	Triton Drive widening	Foster City			x
Local	Geneva Ave extension	Brisbane			x

*e: Inactive Original Measure A project which would be eligible for SR funds.