



Measure A Grade Separation Program Solicitation Released: August 5, 2013

Instructions for Application Form

All materials are available online at: http://www.smcta.com/highway_program.html
Questions? Contact **Joel Slavit 650-508-6476** <slavitj@samtrans.com>

This application is designed to provide evaluators with both technical and contextual information to evaluate project applications and make funding recommendations in response to the current solicitation.

Applications are due on September 13, 2013 at 4 p.m.

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

1. **Definitions:** The following terms are used throughout the application form. Please note when questions are specific to the overall project or the project scope respond accordingly.

- a. Overall project: The entire project ultimately to be constructed.
- b. 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.
- c. Sponsor Agency: The applicant for Measure A funds for the project scope.
- d. Implementing Agency: The agency implementing the project scope.

2. **Mandatory consultation with the JPB:**

Applicants **must** consult with and obtain concurrence from the JPB before submitting applications for the following activities:

- a. If sponsor is requesting the JPB to be the implementing agency for the project (either as the lead implementer or to support implementation).
- b. To coordinate the development of the cost estimate for the project scope.

- c. To obtain a letter of concurrence for inclusion with the project application stating that the project is consistent with and will not adversely impact the Caltrain/High Speed Rail (HSR) blended system.
3. Project applicants will be required to obtain average daily vehicular traffic data pertaining to the applicable street crossings, other related surface street information and accident history as part of the calculation of the CPUC Grade Separation Priority List Index Number. Documentation of any applicable accident history is required with the application and can be obtained from FRA reports at: <http://safetydata.fra.dot.gov/OfficeofSafety/Default.aspx>, police reports or other verifiable source. TA staff will be responsible for obtaining all other railroad related data to finalize the Priority Index Number.
4. Signatures for application submittal: The signature(s) of the contact person(s) for the sponsor agency (and the implementing agency) are required to confirm to the TA the person(s) responsible for the application being submitted.
5. Should you have general questions while completing the application form, please contact Joel Slavit at slavitj@samtrans.com or (650) 508-6476 at the TA. This will save time and follow-up efforts with applicants for the TA during the evaluation process.
6. Please keep responses as clear and concise as possible.



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PROJECT APPLICATION FORM

Applicant Information

Sponsor Agency (Applicant):	
Contact person:	
Title:	
Email:	
Phone number:	

_____ (Signature of Sponsor contact responsible for this application)

Implementing Agency:	
Contact person:	
Title:	
Email:	
Phone number:	

_____ (Signature of Implementing Agency contact)

Overall Project Title:	
In jurisdiction(s):	
Total Measure A Request for Project Scope:	\$
Phases for Project Scope: <i>Check all applicable phases requesting Measure A funds</i>	<input type="checkbox"/> Planning <input type="checkbox"/> PE/ENV

Email to callforprojects@samtrans.com by September 13, 2013 4:00 PM

DEFINITIONS

- Sponsor Agency:* The applicant for Measure A funds for the project scope.
- Implementing Agency:* The agency implementing the project scope
- Overall Project:* The entire project ultimately to be constructed.
- 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.

TABLE OF CONTENTS

Applicant Material

- I. Attachments

Application

- I. Project Readiness
 - II. Safety and Traffic Improvement – Quantitative Assessment
 - III. Project Need & Justification
 - IV. Funding
-

Applicant Material

- I. **Attachments:** Check the attachments which are included:

Mandatory Attachments

- JPB Concurrence Letter For Consistency with Caltrain/HSR blended system
- Sponsor Governing Board Resolution*

Date: _____ (required by October 11, 2013)

**An endorsement letter from the sponsor's City Manager/Executive Director must be provided if the resolution is not obtained by the application deadline.*

- Non-Supplantation of Funds Certificate
- Location Maps, Photos and if available, Schematic Plans
- Reports Documenting Any Accident History

Optional Attachments

- Letters of Support

(List any additional attachments)

- _____

Application

- I. **Project Readiness** – Up to 20 points

- a. Overall Project_Description- Describe the overall project (the entire project ultimately to be constructed).

- b. Project Scope (Phases Requesting Measure A Funds)- Describe the work to be completed with requested Measure A funds.

- c. Attach a map(s), any schematic plans and relevant photos of the project scope location.

- d. Project Schedule - Provide the schedule information for the project scope. [Optional: provide any known schedule information for subsequent phases of the overall project.]

Project Phases	Start Date (Month/Year)	Completion Date (Month/Year)	Total Duration (#Months)	Status (e.g. Completed, In Progress)	Notes:
Planning (e.g. Alternatives Analysis, Feasibility Study)					
Preliminary Eng./ Environmental					
Design (PS&E)					
ROW					
Construction					

- e. Overall Project Activity To Date - Provide a narrative summary of the overall project activity to date. Include a discussion on what work may have been completed and what work is in progress. *(Include online links to any completed documents, or include electronic copies if the documents are not available online.)*
- f. Identify potential issues/risks (e.g. funding, environmental, right of way, community concerns) that could affect delivery/implementation of the overall project description.
- g. Identify the agencies/project team involved with the project, respective roles and the resources that will be available to carry out the implementation of the project scope.
- h. Is the project listed and consistent with any adopted state, regional, county and/or local plans? *(Include online links to documents, or include electronic copies if the documents are not available online.)*

- i. What measures will be taken to ensure the project is consistent with and does not preclude or adversely impact the potential implementation of the Caltrain/HSR blended system.

- j. How will the project be planned and designed so that the rail alignment is consistent with neighboring crossings and/or stations, if applicable?

II. Safety and Traffic Improvement - Up to 35 points

Data requested in this section is needed to obtain a CPUC Grade Separation Priority List Program Priority Index Number. *The project applicant is only responsible for providing information for roadway and accident history, either for a) Existing At-Grade Crossings or b) Alteration or Reconstruction of Existing Grade Separated Crossings, whichever is applicable to the project.*

a. Existing At-Grade Crossing Data

Is Project Part of a Consolidation (multiple crossings within the project footprint that are not separately severable)? If yes, list the following information for each separate street crossing:

Street Crossing Name:

Posted Vehicle Speed Limit:

Average Daily Vehicle Traffic	
Autos	
School Buses	
Passenger Buses	
HazMat Trucks	
<i>Total Vehicle Count</i>	
Date of Count(s):	

Accident Data History			
Total Number of Trains vs. Vehicle vs. Pedestrian Accidents*			
Source:	Date:	Killed:	Injured:
Source:	Date:	Killed:	Injured:
Source:	Date:	Killed:	Injured:
Source:	Date:	Killed:	Injured:

* List all accidents separately from August 5, 2003 to August 5, 2013. For each accident specify the accident date, the number of fatalities and injuries.

Is there a parallel road to the track within 200 feet? Yes or No

Are there traffic signals within 200 feet? Yes or No

Is there an entrance/exit within 100 feet? Yes or No

Is there a raised median on each approach? Yes or No

Is there curvature on the road that impairs visibility to vehicular traffic? Yes or No

b) Alteration or Reconstruction of Existing Grade Separated Crossing Data

Is Project Part of a Consolidation? If yes, list the following information for each separate street crossing:

Street Crossing Name:

Total Average Daily Vehicle Traffic:

Accident Data History			
Total Number of Trains vs. Vehicle vs. Pedestrian Accidents*			
Source:	Date:	Killed:	Injured:
Source:	Date:	Killed:	Injured:
Source:	Date:	Killed:	Injured:
Source:	Date:	Killed:	Injured:

* List all accidents separately from August 5, 2003 to August 5, 2013. For each accident specify the accident date, the number of fatalities and injuries.

Horizontal Clearance Width of the Street Crossing (from edge of roadway/curb):

Vertical Clearance measured from center of roadway to bottom of structure:

Is there any vehicle speed reduction on the street crossing due to the presence of the bridge structure? If yes, what is the posted vehicle speed limit?

III. **NEED** – Up to 35 points

a. Describe the project need and benefits to the operation of Caltrain as well as the community in the vicinity of the project.

b. Describe how and the extent to which the overall project will mitigate current safety and local traffic concerns.

- c. Economic Development/Land Use: To what extent does the overall project support regional, county or local land use policies and/or designations? For example, does the project support/or is an impetus to facilitate new transit oriented development or economic activity in a Priority Development Area or Specific Plan Area?

IV. Funding and Budget – up to 10 pts

Provide the projected cost and funding information for the project scope. [Optional: provide any known projected costs and funding information for subsequent phases of the overall project.]

Project Scope Phases	Total Cost Estimate (A+B+C)	Current Measure A request (A)	Other Funding (C)	Source of Other Funding	Notes
<i>Planning (e.g. Alternatives Analysis, Feasibility Study)</i>	\$	\$	\$		
<i>Preliminary Eng./ Environmental</i>	\$	\$	\$		
Design (PS&E)	\$	\$	\$		
Right of Way	\$	\$	\$		
Construction	\$	\$	\$		
Subtotal:	\$	\$	\$		

Include additional pages if necessary.