



PEDESTRIAN AND BICYCLE PROGRAM  
Cycle 5 – Fiscal Years 2021 and 2022

CALL FOR PROJECTS GUIDELINES

Introduction

The San Mateo County Transportation Authority (TA) is pleased to announce a Call for Projects (CFP) for the Pedestrian and Bicycle Program. The goal of the Pedestrian and Bicycle Program is to fund 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 CFP packet consists of these guidelines, application instructions and the application templates. These documents and other related reference materials can be found at the following link: [https://www.smcta.com/Projects/Call\\_for\\_Projects.html](https://www.smcta.com/Projects/Call_for_Projects.html)

Schedule

Call for Projects Issued	August 7, 2020
Call for Projects Workshop – via Zoom <a href="https://samtrans.zoom.us/j/98599650039">https://samtrans.zoom.us/j/98599650039</a>	August 12, 2020
<b>Project Applications Due</b>	<b>September 21, 2020</b>
Evaluation Period	October 2020
Draft Recommendations/TA Board Approval	November/December 2020

Applicants must submit **one (1) 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 **September 21, 2020 at 4:00 p.m.** Late or incomplete applications will not be accepted. Please submit electronic applications to:

**Email Address:** [callforprojects@samtrans.com](mailto:callforprojects@samtrans.com)

**Subject Line:** Pedestrian and Bicycle Program- Cycle 5 – Name of Sponsor – Project Name

*Please note: TA e-mail capacity is 10MB. If your file exceeds this, please send electronic copy via [Dropbox](#), or send a disc or flash drive to:*

San Mateo County Transportation Authority  
Attn: Jennifer Williams  
1250 San Carlos Avenue  
San Carlos, CA 94070

Primary application contacts for any questions/concerns

**Jennifer Williams**

**Email:** [williamsj@samtrans.com](mailto:williamsj@samtrans.com)

**Phone:** 650-508-6343

or

**Peter Skinner**

**Email:** [skinnerp@samtrans.com](mailto:skinnerp@samtrans.com)

**Phone:** 650-622-7818

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### 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). Three percent of the sales tax revenues from Measure A are available for the construction of facilities for pedestrians and bicyclists.

In 2018, the voters of San Mateo County authorized the Measure W Program and approved a new half-cent sales tax to implement transportation improvements as identified in the San Mateo County Congestion Relief Plan for 30 years (2019-2049). The TA administers 50 percent of the Measure W sales tax proceeds, while the remaining 50 percent are administered by SamTrans. Five percent of the sales tax revenues from Measure W are available for the construction of facilities for pedestrians and bicyclists, as well as planning and promotional programs.

This CFP combines funding dedicated to pedestrian and bicycle projects from Measures A & W to streamline the application, evaluation, and grant administration process.

### Goals

Projects funded through this CFP must meet the following goals:

- ✓ Help reduce traffic congestion by safely connecting communities and neighborhoods with schools, transit, and employment destinations
- ✓ Fill gaps and cross barriers in the existing bicycle/pedestrian network, and safely cross barriers such as major roads, rail corridors, and highways
- ✓ Improve existing facilities to make them safer and more accessible for cyclists and pedestrians
- ✓ Make walking and bicycling safer and more convenient for a wide range of ages and abilities

**Funding**

**Available Funding**

A total of up to approximately \$8 million in Measure A & W Pedestrian and Bicycle Program Category funds may be made available for projects that best meet the program evaluation criteria and that are scheduled to commence within two years of the funding awards from this Call for Projects. Final Board action for this Call for Projects is tentatively scheduled to take place in December 2020. Projects are expected to begin within 6-months of the Board award. The table below shows the anticipated breakdown of project funding.

**Available Funding**

Measure A	3%	\$4,500,000
Measure W	5%	\$3,600,000
	<b>Total</b>	<b>\$8,100,000</b>

**Program Categories**

Capital	95%	\$7,695,000
SRTS	2.5%	\$202,500
Planning/Promotion	2.5%	\$202,500
	<b>Total</b>	<b>\$8,100,000</b>

**Capital Projects**

Small Projects (under \$1M)	33%	\$2,565,000
Large Projects (over \$1M)	67%	\$5,130,000
	<b>Total</b>	<b>\$7,695,000</b>

**Funding and Application Caps**

A maximum of three (3) applications, in a total amount of up to \$5,000,000 may be submitted per sponsor. Large infrastructure applications are limited to \$2 million per request and small infrastructure projects are limited to \$700 thousand per request. Planning and promotional programs can request up to \$50,000 per application.

**Reduced Awards**

Due to funding limitations, proposals that are selected for funding may receive less than the amount originally requested. In those cases, TA staff will work with the sponsor to determine if the proposed projects are still viable standalone projects that can be completed with the amount awarded.

**Applications to Cover Cost Increases**

Sponsors who have applied for and received an award from a prior cycle of the TA's Pedestrian and Bicycle program may request funding for the same project to cover cost increases. In these instances, sponsors are limited to requesting half of the funding caps.

**Matching Funds**

The extent of other leveraged external funding for the project is an important consideration in the project evaluation. TA Local Streets and Transportation funds are an eligible source of matching funds. Funding from other TA funding categories, however, is not considered as eligible match. The TA will not consider previously incurred costs or previously expended or encumbered funds towards the matching requirement. Project sponsors may request a letter of no prejudice to incur costs prior to an award as detailed in section 6k.

**Infrastructure (Capital) Projects**

There is a ten percent (10%) minimum funding match requirement. 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 TA’s primary application contacts.

**Planning and Marketing/Promotion**

There is a fifty percent (50%) minimum funding match requirement for all planning and promotional programs.

**Eligibility**

**Eligible Sponsors (Applicants)**

Eligible project sponsors for Pedestrian and Bicycle funds are limited to:

- Town of Atherton
- City of Belmont
- City of Brisbane
- City of Burlingame
- Town of Colma
- City of Daly City
- City of East Palo Alto
- City of Foster City
- City of Half Moon Bay
- City of Hillsborough
- City of Menlo Park
- City of Millbrae
- City of Pacifica
- Town of Portola Valley
- City of Redwood City
- City of San Bruno
- City of San Carlos
- City of San Mateo
- City of South San Francisco
- Town of Woodside
- County of San Mateo
- C/CAG
- Public Transit Agencies
- Public Schools and Public School Districts (County SRTS program)
- Commute.org

Other interested agencies may partner with an eligible sponsor; however, only eligible project sponsors may submit applications.

### *Eligible Projects*

The Pedestrian and Bicycle program provides funding for the following four (4) categories:

- Large Capital Projects (equal to or greater than \$1.0 million)
- Small Capital Projects (less than \$1.0 million)
- Planning and Marketing/Promotion
- Safe Routes to Schools (SRTS) Projects (through the County Office of Education's SRTS program)

### Infrastructure (Capital) Projects

Funding for capital projects includes environmental, design, and construction phases of a capital project. 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>).

The list below includes capital projects considered generally eligible for Measure A & W Pedestrian and Bicycle funding. This is not an exhaustive list and additional candidate projects, provided they are located in San Mateo County and meet the goals of the program, may be submitted. General citywide maintenance/rehabilitation projects are ineligible. A partial list of candidate projects is also contained in the TA TEP.

Sample Capital Projects include, but are not limited to:

- Development of new or upgraded bikeways, shared use paths, overcrossings, and walkways that improve mobility, access, or safety for non-motorized users.
- Installation of traffic control devices to improve the safety of pedestrians and bicyclists.
- Safe routes to transit projects, which will encourage transit by improving biking and walking routes to public transportation facilities and school bus stops.
- Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings for the benefit of the public.
- Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.

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### Non-Infrastructure (Plans and Programs) Projects

Funding for this category includes non-infrastructure projects that help build community consensus and direction for future capital projects (planning) or encourage behavior change (education and encouragement programs) to increase bicycling and walking.

Sample non-infrastructure projects include, but are not limited to:

- Development or updates of a community wide bike, pedestrian, Vision Zero, or active transportation plans.
- Development and implementation of community wide bike-to-work or walk-to-work programs.
- Conducting bicycle and/or pedestrian counts, walkability and/or bikeability assessments or audits, or pedestrian and/or bicycle safety analysis.
- Conducting pedestrian and/or bicycle safety education programs.
- Development and publishing of community walking and biking maps.
- Components of open streets events directly linked to the promotion of a new infrastructure project or designed to promote walking and biking on a daily basis.
- Targeted enforcement activities around high pedestrian and/or bicycle injury and/or fatality locations (intersections or corridors). These activities cannot be general traffic enforcement but must be tied to improving pedestrian and bicyclist safety.

### Safe Routes to Schools (SRTS) Projects

Safe Routes to School projects improve the safety of children walking and bicycling to school. Measure A & W will allocate funding specifically for SRTS specific projects (2.5% of tax revenues). **The San Mateo County Office of Education will administer these funds through a separate call for projects.** Funding will support the design and construction of infrastructure-related projects that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools. Funding may be used for non-infrastructure-related activities to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and funding for training, volunteers, and managers of safe routes to school programs. The San Mateo County Office of Education will supply further guidance for applying for this funding at a later date.

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**Evaluation**

All candidate projects submitted for funding consideration will be evaluated based on the Strategic Plan 2020-2024 core principles and evaluation criteria as shown below:

<b>Strategic Plan 2020-2024 Core Principles</b>	
<b>P1</b>	Relieve Traffic Congestion Countywide
<b>P2</b>	Invest in Financially-sustainable Public Transportation System that Increases Ridership, Embraces Innovation, Creates More Transportation Choices, Improves Travel Experience, and Provides Quality, Affordable Transit Options for Youth, Seniors, People with Disabilities, and People with Lower Incomes
<b>P3</b>	Implement Environmentally-friendly Transportation Solutions, Green Storm water Infrastructure/Plan for Climate Change
<b>P4</b>	Promote Economic Vitality, Economic Development & Creation of Quality Jobs
<b>P5</b>	Maximize Opportunities to Leverage Investment from Public/Private Sources
<b>P6</b>	Enhance Safety & Public Health
<b>P7</b>	Invest in Repair & Maintain Existing & Future Infrastructure
<b>P8</b>	Facilitate the Reduction of Vehicle Miles Travelled, Travel Times and Greenhouse Gas Emissions
<b>P9</b>	Incorporate the Inclusion and Implementation of Complete Street Policies and Other Strategies that Encourage Safe Accommodation of All People Using the Roads, Regardless of Mode of Travel
<b>P10</b>	Incentivize Transit, Bicycle, Pedestrian, Carpooling and Shared Ride Options over Driving Alone
<b>P11</b>	Maximize Traffic Reduction Potential Associated with the Creation of New Housing Opportunities in High-Quality Transit Corridors

**Evaluation Criteria**

<b>Bicycle and Pedestrian Program Evaluation Criteria (Measure A and Measure W)</b>	<b>Points</b>
<b>Need</b>	<b>19</b>
Accommodates multiple transportation modes (pedestrian, bicycle and access to transit) and may include amenities at transit stations, such as bike lockers or micromobility stations	6
Extent that project serves a transportation need (recreation ok if it also serves a commute purpose)	5
Need for safety improvement/enhancement (e.g. project located in area of documented pedestrian or bicycle use collisions, or where significant barriers exist)	5
Project recognized in adopted statewide, regional, county, or local planning and fund programming documents (e.g. San Mateo County Comprehensive Bicycle and Pedestrian Plan, City Bicycle and/or Pedestrian Plan, Vision Zero Plan,	3

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<b>Bicycle and Pedestrian Program Evaluation Criteria (Measure A and Measure W)</b>	<b>Points</b>
Specific Plan, Climate Action Plan)	
<b>Effectiveness</b>	<b>42</b>
Enhances first/last mile connections to employment centers, TOD, transit stations, schools, and other high density/activity areas	7
Potential increase in person throughput, mode share	7
Degree to which the project reduces stress level, increases safety, and accommodates people of all abilities	7
Closes gap in or extends Countywide pedestrian and bicycle network	6
Value: Benefit relative to the amount of funding requested (high impact, low cost projects – “bang for the buck”)	5
Degree to which project reduces GHG emissions and improves air quality	4
Potential VMT reduction per capita	3
Potential travel time savings	3
<b>Sustainability</b>	<b>14</b>
Serves high density/affordable housing (e.g. Planned Development Areas) in proximity to high quality transit service (high ridership & frequent service)	4
Serves low income, transit dependent and/or other vulnerable populations (e.g. Community of Concern, areas with high CalEnviroScreen scores and high concentrations of disabled, seniors and/or youth)	4
Innovative low environment impact/green infrastructure (includes resiliency elements to address climate change)	3
Project accounts for long term repair/maintenance/operations needs (e.g. uses materials with long life cycles, low maintenance costs & has a funding plan for maintenance)	2
Integral transportation component that can support existing economic activity and help spur new economic development in the immediate vicinity	1
<b>Readiness</b>	<b>15</b>
Clear and complete proposal	3
Project status and schedule	3
Ease and speed of implementation	3
Demonstrates stakeholder support/community engagement	3
Project has a credible cost estimate and funding plan	3
<b>Funding Leverage</b>	<b>10</b>
Percent of matching funds	8
Private sector contribution, including public/private partnerships	2
<b>Total</b>	<b>100</b>

## Other Policies/Guidelines for This Call for Projects

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### ***Cover Letter***

Each application must include a cover letter signed by the Chief Executive of the agency approving the submittal of the application, certifying the project cost estimate and to the non-supplantation of funding.

### ***Governing Board Resolutions***

A sponsor agency governing board resolution supporting the project application, certifying the non-supplantation of funds, and verifying the commitment of matching funds is required. If the sponsor agency is not able to obtain a governing board resolution prior to the application deadline, the application will be accepted on an interim basis until an adopted governing board resolution can be obtained. Approved governing board resolution must be submitted to the TA no later than November 2, 2020.

### ***Funding Agreements***

All sponsors who receive an award will be required to enter into a funding agreement with the TA. A draft of the funding agreement will be made available to project sponsors following project awards.

### ***Timely Use of Funds***

Project must remain active to retain allocated funding. Pedestrian and Bicycle Program funds 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 allocated work scope. Planning and promotions programs are expected to fully expend funds within two years. 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 be executed.

### ***Allocations for a Scope of Work/Minimum Operable Segment***

Large capital infrastructure projects, such as a pedestrian/bicycle overcrossing of a highway, with total costs in excess of the \$1 million, 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 funding award.

### *Eligible Costs*

Funds shall be used only for direct eligible costs to complete the scope of work. Development of proposals/applications and the review of funding agreements are not eligible for Pedestrian and Bicycle Program funding.

### *Audits*

The TA, or its authorized agents, reserve the right to audit the project sponsor to ensure compliance with the terms and conditions stipulated in the sponsor's funding agreement.

### *Progress Reporting*

#### **Before-and-After Counts**

Successful infrastructure projects will be required to submit performance metric data (bicycle and pedestrian counts) before and after the project is complete. Before counts shall be submitted within six months of the Board funding awards. After counts must be submitted within six months of construction completion. Counts must conform to the California Transportation Commission's Active Transportation Program Interim Count Methodology Guidance. The TA will consider the deobligation of funding for projects which do not submit performance metric data. Sponsors that do not supply the required performance metric data will not be eligible for Pedestrian and Bicycle Program funding in future cycles.

#### **Quarterly Reports**

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 the 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 after the end of each quarter) prior to receiving reimbursement for eligible scope of work expenses.

### *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.

### *Cost Increases*

Projects which are allocated funds are not guaranteed to receive additional 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 TA funds through subsequent funding cycles.

### *Non-supplantation of Funds*

Sponsors are required to certify funds awarded in this cycle will not replace existing funds. The non-supplantation of funds must be certified in the cover letter to this application as well as in the governing board resolution as described in section 6a and 6b above.

### *Project Signage*

All press releases, project fact sheets, documents, websites, and communication materials produced for projects receiving an award shall include the following statement: **This project was made possible in part by Sales Tax dollars provided by the San Mateo County Transportation Authority.** If funds are used for capital project, the project sponsor must maintain a project sign identifying the TA as a funding partner for the project.

### *Letter of No Prejudice*

Project sponsors may request a letter of no prejudice from the TA to incur costs on a project with the understanding that the costs incurred before receiving the award may be reimbursable as eligible expenses or may be eligible for credit toward local matching share if the project is approved for funding at a later date. Any funds expended prior to the approval of a letter of no prejudice will not be considered as matching funds.

### *Scope Changes*

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

### *Incomplete Projects*

If the project is not completed as awarded, the project sponsor may be required to fully or partially repay TA funds commensurate with the failure to complete the project.