



Measure A Highway Program Call for Projects Second Cycle: Released May 8, 2015

MEASURE A HIGHWAY PROGRAM GUIDELINES

INTRODUCTION

The San Mateo County Transportation Authority (TA) is pleased to announce the Measure A Highway Program 2015 Call for Projects. The focus of the program is to reduce traffic congestion and improve throughput and safety on the most critical commute corridors.

Up to \$125 million may be made available for projects that best meet the program evaluation criteria.

APPLICATION MATERIALS

The Call for Projects packet consists of the program guidelines, an application form, non-supplantation of funds certificate, and a sample resolution. These documents and other related reference materials, including template funding agreements, can be found at:

[www.smcta.com/Projects/Call for Projects/2015 TA Highway Program Call For Projects.html](http://www.smcta.com/Projects/Call_for_Projects/2015_TA_Highway_Program_Call_For_Projects.html)

SCHEDULE

Call for Projects Issued	May 8, 2015
Call for Projects Workshop: SamTrans Auditorium	May 11, 2015 10:00 AM
Project Applications due	June 15, 2015 4:00 PM
Evaluation Period	June - August 2015
Informational item to TA Board on Draft Program of Projects	September 3, 2015
TA Board approves proposed Program of Projects	October 1, 2015

Sponsors must submit one electronic copy and six hard copies of the completed application with all required attachments. Completed applications must be received at the TA no later than **June 15, 2015 by 4:00 PM**. **Late or incomplete applications will not be accepted.** It is the sponsor's responsibility to check with TA staff to confirm the receipt of applications prior to the submission deadline if they are not submitted in person.

- Email to: callforprojects@samtrans.com, and
- Submit **six** hard copies to:
San Mateo County Transportation Authority
Attn: Pete Rasmussen
1250 San Carlos Avenue
San Carlos, CA 94070

CONTACT

For general application questions, including receipt of applications, information on prior Measure A funding allocations and clarifications on the description of listed candidate projects, contact:

Pete Rasmussen, at rasmussenp@samtrans.com or (650) 508-6343

ORGANIZATION

1. Reference Information
 2. Available Funding
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 7. Other Policies/Guidelines for the 2015 Call for Projects
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1. REFERENCE INFORMATION

In 1988, San Mateo County voters passed the original Measure A sales tax, which included funding for specific highway projects listed in the 1988 Transportation Expenditure Plan. In 2004, the voters of San Mateo County reauthorized the Measure A Program and approved an extension of the existing half-cent transportation sales tax for 25 years from 2009 through 2033. The 2004 Transportation Expenditure Plan (TEP) provides that 27.5 percent of the sales tax revenue be dedicated to the highway program, with 17.3 percent committed to projects on state highways known as Key Congested Areas (KCA) and 10.2 percent for Supplemental Roadways (SR) for projects on highways and other roadways. The 2004 TEP contains a list of the candidate KCA projects and a partial candidate list of SR projects.

Applicants are encouraged to review the following documents: the 2004 TEP, which identifies funding for programs and candidate projects; the TA Strategic Plan 2014-2019, which serves as the policy framework for making investment decisions for the Measure A transportation programs; and the TA Short Range Highway Plan (SRHP) for further information about the Highway Program.

www.smcta.com/Assets/SMCTA/Documents/2009-2033+Transportation+Expenditure+Plan.pdf

[www.smcta.com/Assets/ Public+Affairs/Government+Affairs/pdf/Final+TA+Strategic+Plan+2014-2019.pdf](http://www.smcta.com/Assets/Public+Affairs/Government+Affairs/pdf/Final+TA+Strategic+Plan+2014-2019.pdf)

www.smcta.com/Assets/SMCTA/Documents/Short+Range+Highway+Plan+2011-2021.pdf

Definitions

The following terms are used throughout the application materials:

- 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 (see Table 3 on page 5 for sample roles).

2. AVAILABLE FUNDING

The Measure A 2015 Highway Program Call for Projects is primarily funded from the 2004 Measure (referred to as New Measure A) with some residual remaining funding from the 1988 Measure (referred to as Original Measure A). This Call for Projects has two funding tracks as shown in Table 1.

Table 1: Available Funding Tracks

Funding Track	Available funds	Eligible Projects
Original Measure A (OM)	\$16.1 million	Projects specified in the OM.
New Measure A: (KCA & SR)	\$108.9 million	KCA and SR projects identified in the 2004 TEP. Additional SR projects not included in the 2004 TEP may also be added.
Total	\$125 million	

Projected revenues are not expected to be adequate to fund all the Measure A candidate projects over the life of the 25 year program. Therefore, sponsors are strongly encouraged to proactively pursue and secure funds from other sources to ensure full funding of projects. The 2004 TEP and the SRHP have a matching funds goal of 50 percent for KCA projects and 30 percent for SR projects. However, in light of diminishing gas tax revenues, the TA acknowledges these goals may not be fully attainable.

3. ELIGIBILITY

- ***Eligible Projects***

Highway and roadway improvements on congested commute corridors are eligible for Highway Program funds. See Exhibit 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.

ii. Key Congested Areas (KCA)

Eligibility is restricted to the eleven identified projects within the five designated KCAs as listed in Table 2 below.

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

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 and safety along critical congested commute corridors. While there is a partial list of candidate projects included in the 2004 TEP, this list is not exhaustive and new SR projects may be submitted to account for changing needs over the life of the Measure A program. Inclusion as a SR candidate project in the 2004 TEP does not imply any priority.

Maintenance and rehabilitation projects and routine operations of highways and roadways are not eligible. Separate pedestrian and bicycle overcrossings and tunnels across highways and roadways are also not eligible.

• ***Eligible Applicants***

Eligible applicants are as follows:

i. Original Measure A (OM)

Eligible sponsors for OM funds are Caltrans, and the jurisdictions in which the project is located.

ii. Key Congested Areas (KCA)

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

iii. Supplemental Roadways (SR)

Eligible sponsors for SR funds are the cities in San Mateo County, San Mateo County, Caltrans and C/CAG.

4. ROLES

- **Sponsor and Implementing Agency Roles**

While funding applications must be submitted by sponsors for Measure A funding, there is flexibility in terms of the entity that will be implementing the project scope. A sponsor may implement the project scope itself; or partner with an implementing agency.

Sponsors that intend to partner with another agency for implementation must coordinate with that agency in submitting applications for this cycle.

The roles and responsibilities of a sponsor-implementing agency partnership will need to be defined and documented as part of the Measure A Highway Program memorandum of understanding. The sponsor 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 and implementing agency.

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

Sponsor	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

- **TA Role**

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

Mandatory consultation with the TA:

Sponsors must consult with the TA before submitting applications if they are requesting that the TA be the implementing agency for the project (either as the lead implementer or to support implementation.) The TA’s willingness to be an implementing agency for a project does not imply that the project will receive Measure A funding.

Applicants are encouraged to consult the TA for the following during the application process for:

- a. An assessment on the:
 - i. level of resources and expertise that will be needed to deliver the project scope to better ensure they are in place at the start of the project, and
 - ii. reasonableness of projected costs and schedules to better manage project delivery.
- b. Requests for technical assistance or existing data for completing the application forms. To expedite the processing of data requests, please be as specific as possible. The TA will provide requested data in an electronic format.

- c. Requests for multi-agency coordination. The TA can help with stakeholder coordination for project scopes which involve multiple agencies.

The TA contact for both the mandatory and encouraged sponsor consultation for project implementation is Joe Hurley, Director, Transportation Authority Program at hurleyj@samtrans.com or (650) 508-7942.

5. APPLICATIONS

- **Governing Board Resolutions**

An adopted governing board resolution from the project sponsor in support of the project application is required. The resolution will affirm the sponsor's support for the project scope, the sponsor's role for the project scope and confirm the commitment of matching funds (if applicable). If the sponsor will not be able to obtain a governing board resolution prior to the June 15, 2015 application deadline, the application will be accepted on an interim basis with an endorsement letter from the sponsor's staff lead (e.g. City or County Manager, Executive Director). *If the application is to be considered for the programming and allocation of Measure A funds, an approved governing resolution should be submitted to the TA no later than July 17, 2015.*

- **Letters of Support**

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

- **Applications for multiple phases**

Sponsors may apply for more than one phase in the application project scope, but should do so only if a compelling case can be made that work for the requested phases is projected to be underway within fiscal years 2016 and/or 2017, based on the latest project schedule. The TA may fund phases selectively, based on its evaluation.

- **Funding Agreements/Memorandums of Understanding**

Funding agreement and memorandum of understanding templates are included as part of the Call for Projects packet. Potential project sponsors should review the templates prior to submitting applications. Any concerns or changes suggested by sponsors should be brought to the attention of the TA general application staff contact, as noted on the first page of these guidelines, by the June 15, 2015 application deadline if they are to be considered by the TA.

6. EVALUATION CRITERIA

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

I. **Readiness**: 20%

- Clear and complete proposal
- Project status and schedule
- Ease and speed of implementation
- Demonstrates stakeholder support
- Has a solid funding plan

II. **Project Need** :

35% (for pre-environmental projects) or 15% (for post-environmental projects)

- Current congestion
- Projected congestion
- Located in a Countywide Transportation Plan Priority Corridor
- Identified safety issue

III. **Effectiveness**:

20% (for pre-environmental projects) or 40% (for post-environmental projects)

- Ability to relieve congestion/performance improvement
- Ability to address safety issue
- Regional significance
- Demonstrates coordination with adjacent projects/integration of inter-related projects
- Cost effectiveness

V. **Policy Consistency & Sustainability**: 10%

Sustainability

- Project is primarily an operational improvement vs. an infrastructure expansion
- Project accommodates multiple modes, where contextually appropriate and to the extent feasible (Complete Streets)
- Supports transit-oriented development
- Spurs economic activity/new development in the vicinity
- Includes green construction practices and elements

Policy Consistency

- Project recognized in regional, county or local planning documents

VI. **Funding Leverage**: 10%

- Percent of matching fund contribution
- Private sector contribution

Additional Considerations

While the TA Strategic Plan mentions that geographic and social equity are not criteria for evaluating the merit of individual projects, the Measure A program is a countywide effort that should take into consideration a relatively equitable distribution of investments. As such, the TA will proactively monitor geographic and social equity and may take this into account as it develops funding recommendations.

7. OTHER POLICIES/GUIDELINES FOR THIS CALL FOR PROJECTS

- ***Sponsors in Good Standing***

The TA reserves the right to withhold the reimbursement of expenses if a sponsor is not meeting the terms of its funding agreement/memorandum of understanding with the TA and may condition future funding allocations on the sponsor's ability to demonstrate to the TA's satisfaction, that it has met all existing and prior contractual obligations with the TA.

- ***Timely Use of Funds***

Projects must remain active to retain allocated funding. Allocated Measure A funds are expected to be expended on the project within the following time horizons:

<i>Phase</i>	<i>Upper Duration (months)</i>
<i>Preliminary Planning Study</i>	12
<i>Project Initiation Document</i>	18
<i>Project Approval/Environmental Document</i>	30
<i>Design</i>	36
<i>Construction</i>	42

If the scope of work can't be completed within the time of performance for the phases specified above, sponsors must submit a request in writing to the TA no later than six months before the end of the time for performance to request a time extension. The TA will review the request and grant an extension if it is deemed to be justified at the TA's discretion.

Sponsors are expected to enter into funding agreements within six months of receiving a funding allocation. If there is no substantial activity on a project for two years or more, reallocation of Measure A funds to other active projects may be considered.

- ***Matching funds***

There is no minimum match requirement for this Call for Projects. The extent of other leveraged funding for the project scope, however, is an important consideration in the project evaluation. Measure A Local Streets and Transportation funds matched to Highway Program funds will receive matching credit; however, funds from other Measure A programs will not. In-kind contributions must be documented and auditable.

- ***Specific Funding Tracks***

Since some projects may qualify for both Original and New Measure A funds, TA staff will assign specific projects to specific funding tracks. Both funding tracks will have the same funding agreement, invoicing and reporting requirements.

- **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 the 2015 Call for Projects. Instead, the overall Highway Program will be monitored over time against the benchmarks and reassessed on an as-needed basis.
- **Eligible Costs**
 Measure A Highway Program funds shall be used for direct eligible costs to complete the scope of work. Expenses incurred for the development of project applications and the review of funding agreements are not eligible for Measure A Highway Program funding. The TA, or its authorized agents, reserves the right to audit the sponsor's performance to ensure compliance with the terms of the sponsor's funding agreement.

Eligible costs are detailed in Exhibit C of the template funding agreement or memorandum of understanding.
- **Under-subscription**
 If the Call for Projects is undersubscribed this funding cycle, the TA may elect not to fund all eligible project applications. Only the projects that best meet the project evaluation criteria may be funded.
- **Cost increases**
 Projects that are allocated Measure A Highway Program funds are not guaranteed to receive additional Measure A Highway Program 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 during subsequent funding cycles, or if warranted, through a Special Circumstance request as outlined in the TA Strategic Plan.
- **Non-supplantation of funds**
 Sponsors are required to certify that Measure A funds awarded in this cycle will not replace existing funds.
- **Reimbursement**
 Project costs must be incurred and paid for by the sponsor or implementing agency prior to requests for Measure A funding reimbursement. Project costs incurred prior to the execution of the funding agreement are not eligible for reimbursement. Documentation must accompany all requests for reimbursement.
- **Scope changes**
 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.