



707 Randolph Street, Suite 100 • Napa, CA 94559-2912  
Tel: (707) 259-8631  
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## Technical Advisory Committee

### AGENDA

Thursday, March 3, 2011  
2:00 p.m.

NCTPA Conference Room  
707 Randolph Street, Suite 100  
Napa CA 94559

### General Information

*All materials relating to an agenda item for an open session of a regular meeting of the TAC which are provided to a majority or all of the members of the TAC by TAC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the TAC, 707 Randolph Street, Suite 100, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to a majority or all of the members of the TAC at the meeting will be available for public inspection at the public meeting if prepared by the members of the TAC or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.*

*Members of the public may speak to the TAC on any item at the time the TAC is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the TAC Secretary. Also, members of the public are invited to address the TAC on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.*

*This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Alberto Esqueda, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.*

*This Agenda may also be viewed online by visiting the NCTPA website at [www.nctpa.net](http://www.nctpa.net), click on Minutes and Agendas – TAC or go to [www.nctpa.net/m\\_a.cfm](http://www.nctpa.net/m_a.cfm)*

### ITEMS

1. Call to Order
2. Approval of Meeting Minutes – February 3, 2011
3. Public Comment
4. TAC Member and Staff Comments
  - ARRA Project List – Update
  - SR 29 Corridor Plan
  - CMA

Member Agencies: Calistoga, St. Helena, Yountville, City of Napa, American Canyon, County of Napa  
Napa County Transportation & Planning Agency  
Napa Valley Transportation Authority

5. Standing
  - Caltrans Report and Map
  - SB 375/Sustainable Communities Strategy
  - RHNA/Subregion Formation
  - Housing Committee
  - Vine Trail Report

## **REGULAR AGENDA ITEMS**

## **RECOMMENDATION**

6.	<p>Transportation for Clean Air (TFCA) Call for Projects - FY 2011/2012 (Danielle Schmitz) <i>(Pages 13-33)</i></p> <p>NCTPA annually allocates funds generated under AB 434, and that TAC recommend to the Board (1) approve the TFCA Expenditure Plan FY 2011/2012 and (2) issue call for projects.</p>	INFORMATION/ ACTION
7.	<p>Funding for Local Transportation Projects (Paul W. Price) <i>(Pages 34-37)</i></p> <p>TAC recommend to the Board based on the information received in the survey conducted pursuant to the Board action to (1) staff develop a needs analysis and develop an expenditure plan (2) develop the plan in coordination with the jurisdictions and stakeholders (3) forward approved plan to the Board of Supervisors for consideration as a future "Transportation Infrastructure Sales Tax" measure to be voted on by the public in the November 2012 elections and (4) measure would take effect at such time the current Flood Control Sales Tax is or can be retired.</p>	ACTION
8.	<p>Transit Operations and Service Report (Deborah Brunner) <i>(Pages 38-43)</i></p> <p>Staff will provide TAC with operations and services information for on-going projects and bus related maintenance.</p>	INFORMATION
9.	<p>FY 2013 Regional Transportation Plan - Call for Projects (Eliot Hurwitz) <i>(Pages 44-130)</i></p> <p>Metropolitan Transportation Commission (MTC) has issued an open "call for projects" for the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). TAC to (1) review current 2009 projects for amendments and changes (2) review program evaluation criteria and recommend changes (3) review sample cost guide and recommend adoption (4) endorse dates for public meeting (5) recommend approval of a final comprehensive project list to NCTPA Board by April 20, 2011.</p>	INFORMATION/ ACTION

10.	Topics for Next Meeting	DISCUSSION
	<ul style="list-style-type: none"> <li>○ Discussion of topics for next meeting by TAC members.</li> </ul>	
11.	Approval of Next Regular Meeting Date of April 7, 2011 and Adjournment.	APPROVE

## TECHNICAL ADVISORY COMMITTEE

### DELEGATES AND ALTERNATES

#### Agency

Michael Throne, Delegate (Vice Chair)  
Brent Cooper, Delegate  
Randy Davis, Alternate  
Richard Ramirez, Alternate

City of American Canyon

Ken McNab, Delegate  
Dan Takasugi, Delegate  
Derek Rayner, Alternate  
Erik Lundquist, Alternate

City of Calistoga

Cassandra Walker, Delegate  
Eric Whan, Delegate  
Helena Allison, Alternate  
Rick Tooker, Alternate

City of Napa

John Ferons, Delegate  
Vacant, Delegate  
Greg Desmond, Alternate  
Debra Hight, Alternate

City of St. Helena

Rick Marshall, Delegate (Chair)  
John McDowell, Delegate  
Don Ridenhour, Alternate  
Hillary Gitelman, Alternate

County of Napa

Graham Wadsworth, Delegate  
Steve Rogers, Delegate  
Bob Tiernan, Alternate  
Sandra Smith, Alternate

Town of Yountville

JoAnn Busenbark, Delegate  
April Dawson, Alternate

Paratransit Coordinating Council

**Technical Advisory Committee**

**MINUTES**

**Thursday, February 3, 2011**

**ITEMS**

**1. Call to Order**

TAC Members nominated and voted the following members to preside over the meeting due to the excused absence of Chair - Rick Marshall, County of Napa and Vice Chair - Michael Throne, City of American Canyon:

Chair (Acting): Helena Allison, City of Napa

**MSC\* Cooper / Gitelman for Approval**

Vice Chair (Acting): Brent Cooper, City of American Canyon

**MSC\* Allison / McKnab for Approval**

The meeting was called to order at 2:08 PM

Brent Cooper	City of American Canyon
Ken McNab	City of Calistoga
Cassandra Walker	City of Napa
Helena Allison	City of Napa
Debra Hight	City of St. Helena
Bob Tiernan	Town of Yountville
Hillary Gitelman	County of Napa

**2. Approval of Meeting Minutes – January 6, 2011**

TAC approved Meeting Minutes of January 6, 2010.

**MSC\* Allison / Gitelman for Approval**

- 3. Public Comment.** Kellie Anderson, Angwin, requested to comment/question item 5 regarding the subregion formation committee and the public's involvement. The Acting Chair requested that the comment be re-addressed after the presentation of the item, as the presentation may answer her questions. Kellie Anderson agreed to the request.

#### 4. TAC Member and Staff Comments

- **Modifications to the Agenda.** None.
- **TFCA - Call for Projects.** NCTPA staff (Schmitz) announced the upcoming submission deadline of FY 2011/2012 projects to BAAQMD. Detailed application guidelines and information will be made available at next TAC meeting.
- **ARRA Project List Update.** NCTPA staff (Hurwitz) provided TAC with the latest report for review and comments.
- **SR 29 Corridor Plan.** NCTPA staff (Hurwitz) provided TAC with the latest information and development progress on the SR 29 Corridor Plan.
- **RTP - Call for Projects.** NCTPA staff (Hurwitz) informed TAC that MTC has released its "call for projects" for the next FY cycle. Detailed information and guidelines should be available by the next TAC meeting.
- **CMA.** NCTPA Executive Director (Price) informed TAC that the gasoline sales tax was extensively discussed at the January 2011 meeting. This item will be revisited and re-submitted to the NCTPA Board for action in March. Jurisdictions should seek out their legislation and gather qualifying projects now for submittal.

#### 5. Standing

- **CalTrans Report and Map.** MTC (Benmore) presented report and map without any further information (*Attachment 1*).
- **SB 375/Sustainable Strategies Communities.** NCTPA staff (Schmitz) provided the latest information and Board discussion (*Attachment 5*). TAC Member (Gitelman) added that no additional pertinent information has been obtained thru attended meetings; expects more detailed information on the "vision scenario" by next week and anticipates ABAG representatives to be present at next TAC meeting to provide further information.
- **RHNA/Subregion Formation.** None. Addressed under agenda item 5.
- **Housing Committee.** None.
- **Vine Trail Report.** TAC Member (Hight) provided report of Vine Trail Meeting attended on 1/19/2011(*Attachment 4*).

#### 6. Subregion Process and Timeline

##### *Discussion/Information*

NCTPA staff (Schmitz) provided updated information and the proposed scope of work for consultant services for the development of the subregional RHNA process (*Attachment 1*). Review and comments requested by 8 February 2011 for changes to be considered at NCTPA Board meeting on 16 February 2011.



**7. Topics for Next Meeting**

*Information Only*

- SR 29 Corridor Plan
- By-Laws
- TFCA
- MTC - Call for Projects

**8. Approval of Next Regular Meeting Date of March 3, 2011 and Adjournment**

Meeting adjourned at 3:25 PM.

DRAFT

## CalTrans Report

### PROJECT INITIATION DOCUMENT

**Silverado/Lincoln Roundabout NAP 29-PM 37.9; In City of Calistoga**

Scope: Modify intersection with a Roundabout Design at Silverado Intersection

Cost Estimate: \$3.6M Construction Capital

**EA 3A280**

**Rutherford Intersection Improvement NAP 29-PM 24.6; In Napa County**

Scope: Modify intersection at Rutherford Road (SR 128) Intersection

Cost Estimate: \$2M Construction Capital

**EA 0G650**

**Garnett Creek Bridge Replacement NAP 29-PM 39.1; In Napa County**

Scope: Reconstruct a bridge at Garnett Creek

Cost Estimate: \$5.3M Construction Capital

### ENVIRONMENTAL

**EA 28120**

**Soscol Flyover NAP 221 PM 0.0/0.7 NAP 29 PM 5.0/7.1; In Napa County**

Scope: Flyover Structure at SR 221/29/12, Alternative 5 Option 2

Cost Estimate: \$35M Construction Capital

Schedule DED 5/11 PAED 11/11

**EA 2A320**

**Sarco Creek NAP 121-PM 9.3/9.5; In Napa County Near City of Napa**

Scope: Bridge replacement at Sarco Creek

Cost Estimate: \$8M Construction Capital

Schedule: PAED 8/11 PSE 1/13 RWC 5/13 RTL 5/13 CCA 12/18

**EA 2A110**

**Capell Creek NAP 121-PM 20.2/20.4; In Napa County**

Scope: Bridge replacement at Capell Creek

Cost Estimate: \$5M Construction Capital

Schedule: PAED 05/11 PSE 09/12 RWC 10/12 RTL 12/12 CCA 04/14

**EA 4A090**

**Troutdale Creek NAP 29-PM 47.0/47.2; In Napa County**

Scope: Bridge replacement at Troutdale Creek

Cost Estimate: \$17M Construction Capital

Schedule: PAED 04/12 PSE 11/13 RWC 12/13 RTL 01/14 CCA 05/16

### DESIGN

**EA 25940**

**Channelization NVWT NAP 29-PM 25.5/28.4; In and Near City of St. Helena**

Scope: Left-turn channelization and pavement rehabilitation from Mee Lane to Charter Oak Avenue

Cost Estimate: \$24M Construction Capital

Schedule: PAED 6/29/07 PSE 2/11 RWC 04/13 RTL 08/13 CCA 12/14

PID (Project Initiation Document)

PAED (Project Approval/ Environmental Document)

RWC (Right of Way Certification)

ADV (Advertise Contract)

PSR (Project Study Report)

RTL (Ready to List)

BO (Bid Open)

DED (Draft Environmental Document)

PSE (Plans, Specifications, and Estimate)

CCA (Construction Contract Acceptance)

AWD (Award Contract)



**EA 26413 and 26414****Jameson Canyon NAP 12-PM 0.2/3.3, SOL 12-PM 0.0/2.6; In Napa and Solano Counties**

**Scope:** Jameson Canyon: Widen 2 lane to 4 lanes, construct a concrete median from SR 29 to Red Top Road Split into two roadway contracts (Napa and Solano) and follow up landscape project.

**Cost Estimate:** \$139.5M Construction Capital

**Schedule:** PAED 1/31/08                      PSE 1/28/10              RWC 11/10              RTL 11/10              CCA 9/13

**EA 20940****Tulucay Creek Bridge NAP 121-PM 6.1/6.2; In City of Napa**

**Scope:** Bridge Replacement

**Cost Estimate:** \$5.9M Construction Capital

**Schedule:** PAED 1/30/04                      PSE Delayed              RWC Delayed              RTL Delayed              CCA Delayed

**EA 2E100****Pavement Repair NAP 128 PM 7.4/19.1; In Napa County**

**Scope:** Pavement resurfacing from Silverado Trail to Knoxville Road.

**Cost Estimate:** \$2.2M Construction Capital

**Schedule:** PAED 3/18/10                      PSE 11/10              RWC 11/10              RTL 2/11              CCA 5/12

**EA 2E110****Pavement Repair NAP 29 PM 5.1/7.0; In City of Napa**

**Scope:** Pavement resurfacing with rubberized asphalt from 0.3 mile north of SR12/Airport to Napa River Bridge

**Cost Estimate:** \$2.1M Construction Capital

**Schedule:** PAED 5/15/10                      PSE 11/10              RWC 11/10              RTL 1/20/11              CCA 7/12

**EA 2E130****Pavement Repair NAP 29 PM 11.0/12.5; In City of Napa**

**Scope:** Pavement resurfacing with asphalt from 0.3 mile north of Old Sonoma to 0.5 mile north of Lincoln Ave

**Cost Estimate:** \$1.2M Construction Capital

**Schedule:** PAED 5/11/10                      PSE 12/10              RWC 11/10              RTL 2/11              CCA 12/11

**EA 4C351****Pavement Repair NAP 128 PM 4.0/4.6 Minor A; In City of Calistoga**

**Scope:** Pavement Resurfacing and culvert repair from High Street to Lincoln Avenue

**Cost Estimate:** \$700K Construction Capital

**Schedule:** PAED 8/14/09                      PSE 1/12              RWC 1/12              RTL 2/12              CCA 12/12

**EA 4442A****Duhig Landscape Nap 12-PM 0.3/2.0 On route 121; in Napa County**

**Scope:** Mitigation and tree Planting from 0.5km North of Sonoma County line to Duhig Road

**Cost Estimate:** \$920K Construction Capital

**Schedule:** PAED 8/26/05                      PSE 10/1/10              RWC 10/1/10              RTL 11/10/10              CCA 10/14

**EA 4S020****Storm Damage NAP 29 PM 41.0 ; In Napa County**

**Scope:** Reconstruct slope and replace culvert, 1.6 miles north of Tubbs Lane,

**Cost Estimate:** \$2.4M Construction Capital

**Schedule:** PAED 8/2/10                      PSE 10/11              RWC 1/12              RTL 1/12              CCA 8/14

**PID** (Project Initiation Document)

**PAED** (Project Approval/ Environmental Document)

**RWC** (Right of Way Certification)

**ADV** (Advertise Contract)

**PSR** (Project Study Report)

**RTL** (Ready to List)

**BO** (Bid Open)

**DED** (Draft Environmental Document)

**PSE** (Plans, Specifications, and Estimate)

**CCA** (Construction Contract Acceptance)

**AWD** (Award Contract)

**EA 4S030****Storm Damage NAP 128 PM 10.3; In Napa County Near Lake Hennessy****Scope:** Construct sheet pile wall at 2.8 miles east of Silverado Trail**Cost Estimate:** \$1.3M Construction Capital**Schedule:** PAED 8/2/10 PSE 10/11 RWC 1/12 RTL 1/12 CCA 8/14**CONSTRUCTION****EA 44421****Duhig Nap 121 PM 12-0.3/2.1; in Napa County****Scope:** Curve Improvements and Shoulder Widening from 0.5km North of Sonoma County line to Duhig Road**Cost Estimate:** \$11M Construction Capital**Schedule:** PAED 8/26/05 RTL 4/08 AWD 12/10/08 to Northbay Const. CCA 02/03/11**EA 12063****Landscape at Trancas I/C NAP 29-PM 11.6/13.5; In City of Napa****Scope:** Replacement Highway Planting On Route 29 from 0.2 km North of 1<sup>st</sup> Street to Sierra Ave**Status:** In 3-year Plant Establishment Period: Completed with Planting in April 2008**Cost Contract:** \$620K Construction Capital**Schedule:** PAED 8/30/04 RTL 8/30/06 AWD 2/9/07 to Watkin CCA 4/11**EA 1G320****Director's Order NAP 29-PM 36.9/37.2; In City of Calistoga****Scope:** Repair storm drainage damage from Napa River to Washington Street**Cost Contract:** \$300,000 Construction Capital -----Completed Replaced culvert at Washington St., repaved intersection and repaired collapsed culvert and inlet on north side of Lincoln at Napa River Bridge.**EA 2G220****Director's Order NAP 29-PM 28.4/28.92; In City of St. Helena****Scope:** Shoulder pavement replacement**Cost Contract:** \$250,000 Construction Capital – Pending weather conditions**EA 2A541****ADA Vista Point NAP 29 PM 7.1; In Napa County Near City of Napa****Scope:** Upgrade the Vista Point to meet the latest ADA (American with Disability Act) at Grape Crusher Statute**Cost Estimate:** \$360K Construction Capital**Schedule:** PAED 3/30/07 RTL 12/17/09 AWD 9/10 (Fieldstone Construction) CCA 3/11**EA 4C350****Pavement Repair NAP 128 PM 2.6/4.0 Minor A; In City of Calistoga****Scope:** Pavement resurfacing with rubberized hot mix asphalt from Tubbs Lane to High Street**Cost Estimate:** \$940K Construction Capital**Schedule:** PAED 8/14/09 RTL 3/22/10 AWD 12/21/10 (MCK Services) CCA 6/11**EA 2S370****Storm Damage NAP 128 PM 9.5 In Napa County****Scope:** Install drainage culvert and rock slope protection near Conn Creek Bridge**Cost Estimate:** \$550K Construction Capital**Schedule:** PAED 5/13/03 RTL 8/3/09 AWD 9/30/09 to Northbay Construction CCA 6/11

PID (Project Initiation Document)

PAED (Project Approval/ Environmental

RWC (Right of Way Certification)

ADV (Advertise Contract)

PSR (Project Study Report)

Document)

RTL (Ready to List)

BO (Bid Open)

DED (Draft Environmental Document)

PSE (Plans, Specifications, and Estimate)

CCA (Construction Contract Acceptance)

AWD (Award Contract)

**EA 4C140**

**Pavement Repair NAP 29 PM 38.1/48.6; In Napa County**

**Scope:** Overlay pavement with dense graded and open graded asphalt from 0.2 mile north of Silverado Trail to County Line.

**Cost Estimate:** \$6.2M Construction Capital

**Schedule:** PAED 3/27/08    RTL 8/3/10    ADV 12/6/10    BO 1/12/11 (8 bidders)    CCA 12/11

***ACTION ITEMS:***

**PID** (Project Initiation Document)

**PAED** (Project Approval/ Environmental Document)

**RWC** (Right of Way Certification)

**ADV** (Advertise Contract)

**PSR** (Project Study Report)

**RTL** (Ready to List)

**BO** (Bid Open)

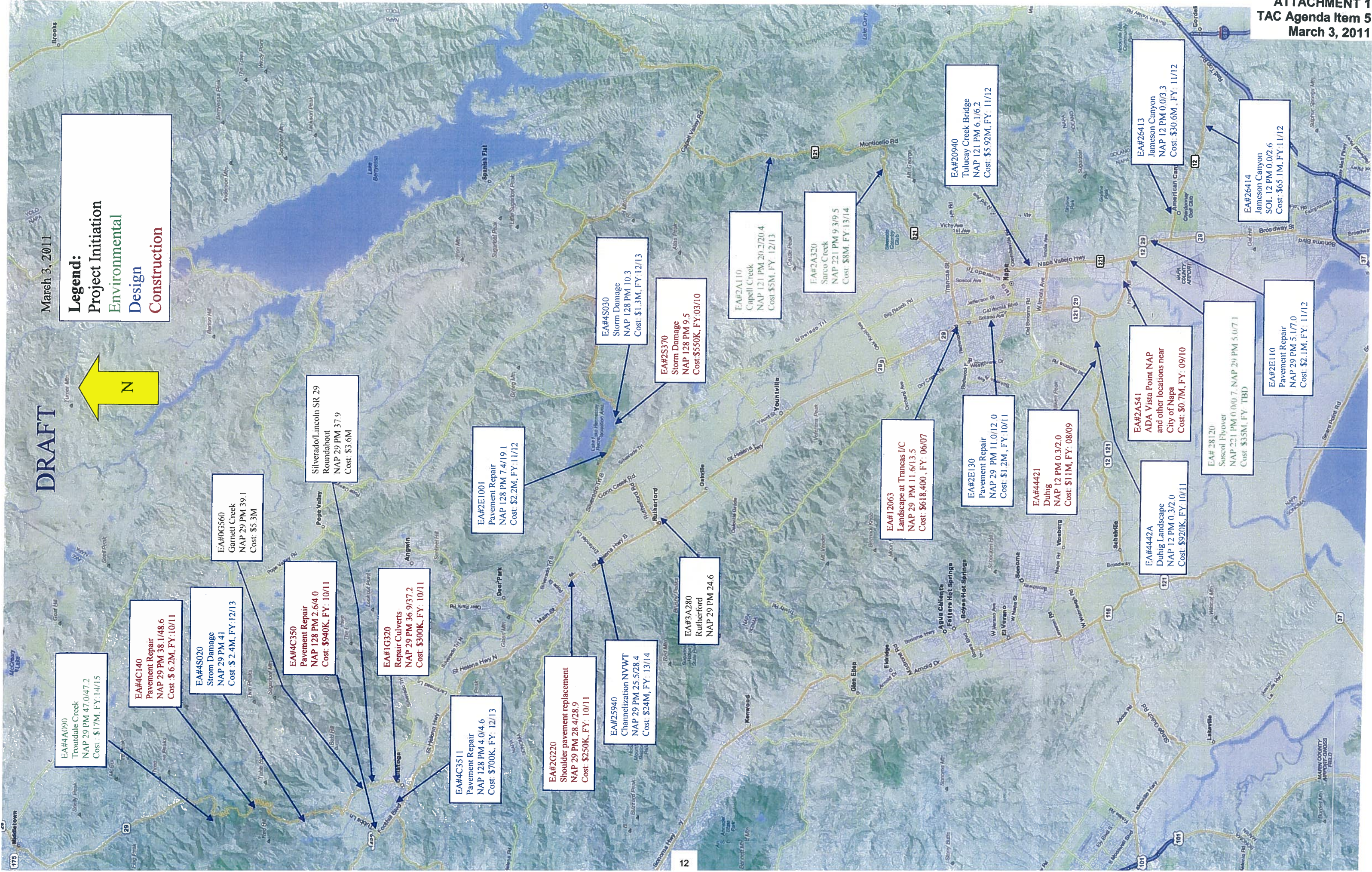
**DED** (Draft Environmental Document)

**PSE** (Plans, Specifications, and Estimate)

**CCA** (Construction Contract Acceptance)

**AWD** (Award Contract)









March, 3 2011  
TAC Agenda Item 6  
Continued From: New  
**Action Requested: INFORMATION/ACTION**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter**

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**TO:** Technical Advisory Committee (TAC)  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Danielle Schmitz, Environmental Analyst/Coordinator  
(707) 259-5968 / Email: [dschmitz@nctpa.net](mailto:dschmitz@nctpa.net)  
**SUBJECT:** Transportation for Clean Air (TFCA) - Call for Projects FY 2011/2012

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### **RECOMMENDATION**

TAC recommends the NCTPA Board approve the FY 2011/2012 TFCA Expenditure Plan and issue a call for projects for FY 2011/2012.

### **EXECUTIVE SUMMARY**

NCTPA annually allocates funds generated under AB 434. The funds come from a four-dollar vehicle license fee imposed by the Bay Area Air Quality Management District (BAAQMD) and are known as Transportation Fund for Clean Air (TFCA).

40% of these funds are returned to the NCTPA for distribution to local projects. Projects must be beneficial to air quality and be cost effective. The remaining 60% is allocated by the BAAQMD on an area wide competitive basis. The **Program Expenditure Plan** for the Program Managers Funds is **due to the Air District on April 31, 2011**.

Generally, the Air District rules and statute only allow funds to be retained for two years unless the NCTPA originally requests added time or the project is making reasonable further progress and is granted a one year extension.

### **FISCAL IMPACT**

Is there a Fiscal Impact? Yes. Approximately \$181,000 dollars in TFCA Funds for FY 2011/2012.

### **BACKGROUND AND DISCUSSION**

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## **BACKGROUND AND DISCUSSION**

Annually the NCTPA adopts a list of projects for the TFCA Program Manager funds. We receive about \$180,000 each year and currently have about \$4,000 in unallocated funds from previous year's projects. Up to 5% of the program funds can be allocated to NCTPA for administrative costs. Please save the date for the proposed **TFCA Workshop on Friday, March 18, 2011 at 3:00 PM** in the NCTPA Conference Room. If the date changes NCTPA staff will alert the TAC of the timeline change. As of now, applications will need to be received in our offices on or before Friday, April 29, 2011.

## **APPLICATIONS**

**Applications** are scheduled to be **due April 29, 2011 by 5:00 pm** in the **NCTPA offices**. Applications for FY 2011/2012 will be accepted. The application may be in the form of a letter which must contain:

1. The name of the agency applying.
2. A contact person in the agency.
3. A brief description of the project of no more than one page.
4. Cost of the project in both TFCA funds and all other dollars, by source.
5. A schedule for the project.
6. Sufficient information to determine if the project improves air quality as determined by the Air District assumptions.
7. Assurance that the proposed project meets all the Air District policies for 40% projects.
8. Assurances that the project is an allowed type.

## **Basic Eligibility**

1. Reduction of emissions.
2. TFCA cost-effectiveness.
3. Eligible recipients.
4. Consistent with existing plans and programs.
5. Public agencies applying on behalf of non-public Entities.
6. Consistent with existing plans and programs

## **TFCA Project Types**

1. Clean Air Vehicle Projects
2. Shuttle/Feeder Bus
3. Transit or Vanpool Incentive Programs
4. Bicycle Facility Improvements
5. Smart Growth
6. Arterial Management



## **SUPPORTING DOCUMENTS**

### **Attachments:**

- 1) TFCA Expenditure Plan for FY 2011/2012
- 2) FY 2011/2012 TFCA Program Application and Guidelines for Napa County

Expenditure Plan Application

11-NAP

FY 2011/2012

## SUMMARY INFORMATION

Program Manager Agency Name: Napa County Transportation and Planning Agency

Address: 707 Randolph Street, Ste 100, Napa, CA 94559

### PART A: NEW TFCA FUNDS

1. Estimated FY11/12 DMV revenues (based on projected CY2010 revenues): Line 1: \$180,357.00
2. Difference between prior-year estimate and actual revenue<sup>1</sup>: Line 2: \$- 345.89
- a. Actual FY09/10 DMV revenues (based on CY2009): \$188,500.11
- b. Estimated FY09/10 DMV revenues (based on CY2009): \$188,846.00
- ('a' minus 'b' equals Line 2.)
3. Estimated New Allocation (Sum of Lines 1 and 2): Line 3: \$180,011.11
4. Interest income. List interest earned on TFCA funds in calendar year 2010. Line 4: \$6,894.93
5. Estimated TFCA funds budgeted for administration: Line 5: \$9,000.55  
(Note: This amount may not exceed 5% of Line 3.)
6. Total new TFCA funds available in FY11/12 for projects and administration Line 6: \$186,906.04  
(Add Lines 3 and 4. These funds are subject to the six-month allocation deadline.)

### PART B: TFCA FUNDS AVAILABLE FOR REPROGRAMMING

7. Total amount from previously funded projects available for reprogramming to other projects. (Enter zero (0) if none.) Line 7: \$4,000
- (Note: Reprogrammed funds originating from pre-2006 projects are not subject to the six-month allocation deadline.)

### PART C: TOTAL AVAILABLE TFCA FUNDS

8. Total Available TFCA Funds (Sum of Lines 6 and 7) Line 8: \$190,906.04
9. Estimated Total TFCA funds available for projects (Line 8 minus Line 5) Line 9: \$181,905.49

I certify that, to the best of my knowledge, the information contained in this application is complete and accurate.

Executive Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> As of 2/3/11, the FY10/11 actual revenues (based on CY2010) are not available from DMV, and are not anticipated to be available until March 31, 2010. Thus the difference between the FY10/11 estimated and actual revenues is not included in this form.

**Complete if there are TFCA Funds available for reprogramming.**

[illegible]

**\$4,000**

\* Enter CP (for completed project) or CN (for canceled project)



Guide and Application for the  
Transportation Fund for Clean Air Program  
(TFCA) for Napa County Program Manager Funds



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

DATES OF IMPORTANCE  
TFCA Workshop March 18<sup>th</sup>, 2011  
FY 11/12 Applications Due to NCTPA: April 29<sup>th</sup>, 2011

NCTPA  
707 Randolph Street, Suite 100  
Napa, CA 94559  
Phone: 707-259-8631  
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[www.nctpa.net](http://www.nctpa.net)

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February 8, 2011

Greetings Participants!

The Napa County Transportation and Planning Agency is pleased to announce a "Call for Projects" for its Transportation Fund for Clean Air, Program Manager Funds.

The Transportation Fund for Clean Air (TFCA) is a grant program, funded by a \$4 surcharge on motor vehicles registered in the Bay Area. This generates approximately \$22 million per year in revenues. The purpose of the TFCA program is to provide grants to implement the most cost-effective projects in the Bay Area that will decrease motor vehicle emissions, and thereby improve air quality. Projects must be consistent with the 1988 California Clean Air Act and the Bay Area Ozone Strategy.

The TFCA program can fund a wide range of project types, including the construction of new bicycle lanes; shuttle and feeder bus services to train stations; ridesharing programs to encourage carpool and transit use; bicycle facility improvements such as bicycle racks and lockers; and arterial management projects that reduce traffic congestion.

NCTPA is pleased that your agency or organization has chosen the TFCA program as a potential funding source to complete your eligible project. This packet has been created to help guide you in submitting a successful application for funding. If you have had the benefit of TFCA funding in the past, you will note some changes that have been made to the program this year. These changes are aimed at increasing the program's efficiency and effectiveness.

The available funding for Napa County TFCA projects for FY 2011/2012 will be approximately \$190,000 dollars. The TFCA Applications for FY 2011/2012 will be due to the NCTPA offices by Friday, April 29<sup>th</sup> 2011 by 5:00 pm.

If you have any questions, you may contact Danielle Schmitz, TFCA Program Manager  
at: NCTPA TFCA Program  
707 Randolph Street, Suite 100  
Napa, CA 94559  
Phone: 707-259-8631

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul W. Price', is written over a horizontal line.

Paul W. Price  
Executive Director  
Napa County Transportation & Planning Agency



## **INTRODUCTION**

On-road motor vehicles, including cars, trucks, and buses, constitute the most significant source of air pollution in the Bay Area. Vehicle emissions contribute to unhealthy levels of ozone (summertime "smog") and particulate matter.

To protect public health, the State Legislature enacted the California Clean Air Act in 1988. As part of the requirements, the Air District prepared the Bay Area Clean Air Plan (CAP) and the Bay Area 2005 Ozone Strategy, which describes how the region will work toward compliance with the State one-hour ozone standard. To reduce emissions from motor vehicles, the Bay Area 2005 Ozone Strategy contains transportation control measures (TCMs) and mobile source measures (MSMs). A TCM is defined as "any strategy to reduce vehicle trips, vehicle use, vehicle miles traveled, vehicle idling, or traffic congestion for the purpose of reducing motor vehicle emissions." MSMs encourage the retirement of older, more polluting vehicles and the introduction of newer, less polluting motor vehicle technologies, which result not only in the reduction of ozone precursor emissions, but also of greenhouse gas emissions.

## **THE TFCA PROGRAM**

To fund the implementation of TCMs and MSMs, the State Legislature authorized the Bay Area Air Quality Management District to impose a \$4 surcharge on motor vehicle registration fees paid within the San Francisco Bay Area. These revenues are allocated by the Air District through the Transportation Fund for Clean Air (TFCA). TFCA grants are awarded to public and private entities to implement eligible projects.

TFCA-funded projects have many benefits, including the following:

- Conserving energy and helping to reduce greenhouse gas emissions
- Reducing air pollution, including air toxics such as benzene and diesel particulates
- Improving water quality by decreasing contaminated runoff from roadways
- Improving transportation options
- Reducing traffic congestion

Forty percent (40%) of these funds are allocated to the designated program manager within each county and are referred to as the TFCA Program Manager Fund. Sixty percent (60%) of these funds are awarded directly by the Air District through the TFCA Regional Fund.

### **Your Responsibilities as Project Sponsor:**

1. Submit projects to the Program Manager that comply with Air District policies.
2. Prepare and submit your project's information form and cost-effectiveness worksheet to the Program Manager.
3. Adhere to the Program Manager's timeline and submit deliverables on time.
4. Submit project status report forms on time.
5. Complete your TFCA project two years from the effective date of the Master Agreement between the Program Manager and the Air District.
6. Provide proof of Air District credit for vehicles purchased, published materials, and construction funded or partially funded through the TFCA program.
7. Provide itemized invoices to the Program Manager for reimbursement of your project.

### **NCTPA's Responsibilities as Program Manager:**

1. Provide guidance, offer technical support, and hold public workshops on program requirements, including cost-effectiveness.
2. Review Project Sponsor's Project Information forms, cost-effectiveness sheets, and reporting forms.
3. Administer program in accordance with applicable legislation, including Health and Safety Code Sections 44233, 44241, and 44242, and with Air District Board-Adopted TFCA County Program Manager Fund Policies
4. Hold one or more public meetings each year for the purpose of adopting criteria for the expenditure of the funds and to review expenditure of revenues received.
5. Provide funds only to projects that comply with Air District Policies and Procedures.
6. Encumber and expend funds within two years of the receipt of funds.
7. Provide information to the Air District and to auditors on the expenditures of TFCA funds.

## **BASIC ELIGIBILITY**

**1. Reduction of Emissions:** Only projects that result in the reduction of motor vehicle emissions within the Air District's jurisdiction are eligible.

Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and the Air District Board of Directors adopted TFCA Program Manager Fund Policies for FY 2011/2012.

Projects must achieve surplus emission reductions, beyond what is currently required through regulations, ordinances, contracts, or other legally binding obligations at the time of the execution of a funding agreement between the Program Manager and the Air District.

**2. TFCA Cost-Effectiveness:** Projects must achieve TFCA cost-effectiveness, on an individual project basis, equal to or less than \$90,000 of TFCA funds per ton of total of emissions reduced, unless a different value is specified in the Program Manager Guidance for that project type. Cost-effectiveness is based on the ratio of TFCA funds awarded divided by the sum of total tons of reactive organic gases (ROG), oxides of nitrogen (NOx), and weighted particulate matter 10 microns in diameter and smaller (PM10) reduced (\$/ton).

**3. Eligible Projects and Case-by-Case Approval:** Eligible projects are those that conform to the provisions of the California Health and Safety Code (HSC) section 44241, Air District Board adopted policies and Air District guidance. On a case-by-case basis, Program Managers must receive approval by the Air District for projects that are authorized by the HSC Section 44241 and achieve Board-adopted TFCA cost-effectiveness, but do not fully meet other Board-adopted Policies.

**4. Consistent with Existing Plans and Programs:** All project categories must comply with the transportation control measures and mobile source measures included in the Air District's most recently approved plan for State and national ambient air quality standards and, when applicable, with other adopted State, regional, and local plans and programs.

**5. Eligible Recipients:** Grant recipients must be responsible for the implementation of the project, have the authority and capability to complete the project, and be an applicant in good standing.

A. Public agencies are eligible to apply for all project categories.

B. Non-public entities are only eligible to apply for new alternative-fuel (light, medium, and heavy-duty) vehicle and infrastructure projects, and advanced technology demonstrations, as described in HSC section 44241(b)(7). No single non-public entity may be awarded more than \$500,000 in TFCA County Program Manager Funds in each funding cycle.

**6. Readiness:** Projects must commence in calendar year 2012 or sooner. For purposes of this policy, —commence means to order or accept delivery of vehicles, equipment, services, or to award a construction contract.

**7. Maximum Two Years Operating Costs:** Projects that provide a service, such as ridesharing programs and shuttle and feeder bus projects, are eligible to apply for a period of up to two (2) years. Grant applicants that seek TFCA funds for additional years must reapply for funding in the subsequent funding cycles.

## **APPLICANT IN GOOD STANDING**

**8. Failed Audit:** Project sponsors who have failed either the fiscal audit or the performance audit for a prior TFCA-funded project will be excluded from future funding for five (5) years, or duration determined by the Air District Air Pollution Control Officer (APCO). Existing TFCA funds already awarded to the project sponsor will not be released until all audit recommendations and remedies have been satisfactorily implemented. A failed fiscal audit means an uncorrected audit finding that confirms an ineligible expenditure of TFCA funds. A failed performance audit means that the project was not implemented as set forth in the project funding agreement.

In case of a failed audit, a Program Manager may be subject to a reduction of future revenue in an amount equal to the amount which was inappropriately expended pursuant to the provisions of HSC Section 44242(c)(3).

**9. Authorization for County Program Manager to Proceed:** Only a fully executed funding agreement (i.e., signed by both the Air District and the County Program Manager) constitutes the Air District's award of funds for a project. Program Managers may only incur costs (i.e., an obligation made to pay funds that cannot be refunded) after the funding agreement with the Air District has been executed.

**10. Insurance:** Each County Program Manager and project sponsor must maintain general liability insurance, workers compensation insurance, and additional insurance as appropriate for specific projects, with estimated coverage amounts provided in Air District guidance and final amounts specified in the respective funding agreements.

## **USE OF TFCA FUNDS**

**1. Cost of Developing Proposals:** The costs of developing grant applications for TFCA funding are not eligible to be reimbursed with TFCA funds.

**2. Combined Funds:** TFCA County Program Manager Funds may be combined with TFCA Regional Funds for the funding of an eligible project with the exception of clean air vehicle projects. For the purpose of calculating TFCA cost-effectiveness, the combined sum of TFCA County Program Manager Funds and TFCA Regional Funds shall be used to calculate the TFCA cost of the project.

**3. Expend Funds within Two Years:** County Program Manager Funds must be expended within two (2) years of receipt of the first transfer of funds from the Air District to the County Program Manager in the applicable fiscal year. A County Program Manager may, if it finds that significant progress has been made on a project, approve no more than two (2) one-year (1-year) schedule extensions for a project. Any subsequent schedule extensions for projects can only be given on a case-by-case basis, if the Air District finds that significant progress has been made on a project, and the funding agreement between the Program Manager and the Air District is amended to reflect the revised schedule.

### **TFCA Program Manager Selection Criteria for Napa County**

- 1) The proposed project must improve the quality of the air as determined by the BAAQMD.
- 2) The project must fall into one or more of the statutory expenditure categories, which are:
  - The implementation of ridesharing programs.
  - The purchase or lease of clean fuel buses for school districts and transit operators.
  - The provision of local feeder bus or shuttle service to rail and ferry stations and to airports.
  - Implementation and maintenance of local arterial traffic management.
  - Implementation of rail-bus integration and regional transit information systems.
  - Implementation of low-emission and zero-emission vehicle programs and of demonstration projects in telecommuting and in congestion pricing of highways, bridges, and public transit.
  - Implementation of a smoking vehicles program (Air District project).
  - Implementation of an automobile buy-back scrappage program operated by a governmental agency (Air District project).
  - Implementation of bicycle facility improvement projects that are included in an adopted countywide bicycle plan or congestion management program.
  - The design and construction by local public agencies of physical improvements that support development projects that achieve motor vehicle emission reductions.
- 3) Geographic equity in the Napa region.
- 4) The project proponent has expended past allocations of funds in a timely manner.



### **TFCA Project Types**

- 1. Clean Air Vehicle Projects**
- 2. Shuttle/Feeder Bus**
- 3. Transit or Vanpool Incentive Programs**
- 4. Bicycle Facility Improvements**
- 5. Smart Growth**
- 6. Arterial Management**

### **INELIGIBLE PROJECTS**

**1. Duplication:** Grant applications for projects that duplicate existing TFCA-funded projects (including Bicycle Facility Program projects) and therefore do not achieve additional emission reductions are ineligible. Combining TFCA County Program Manager Funds with TFCA Regional Funds to achieve greater emission reductions for a single project is not considered project duplication.

**2. Planning Activities:** Feasibility studies are not eligible, nor are projects that only involve planning activities and that do not include an implementation phase.

**3. Employee Subsidies:** Projects that provide a direct or indirect financial transit or rideshare subsidy or shuttle/feeder bus service exclusively to employees of the project sponsor are not eligible.

### **Recent Project Examples in Napa County**

<u>Project Name</u>	<u>Sponsor</u>	<u>TFCA Funds</u>	<u>Total Project \$</u>
Bicycle Incentive Program	City of Calistoga	\$8,500	\$13,000
Signal Timing Project	City of Napa	\$177,693.43	\$195,000
Class II Bike Lane	County of Napa	\$51,000	\$89,000
Commuter Incentives & Marketing Materials	SNCI	\$40,000	\$40,000

### **Dates of Importance**

<b>Mar. 18, 2011</b>	TFCA Workshop at NCTPA
<b>Mar. 31, 2011</b>	NCTPA has to submit Expenditure Plan to the Air District
<b>Apr. 29, 2011</b>	<b>Project Sponsors</b> turn in TFCA 2011/2012 project submittals to NCTPA by 5:00 pm
<b>May 13, 2011</b>	<b>Project Sponsors</b> turn in Final Report Forms for any projects that closed out from FY 10/11 and before to Program Manager (NCTPA)
<b>May 31, 2011</b>	Program Manager turns in Funding Status and Final Reports for projects from FY 10/11 and before to Air District
<b>Oct. 14, 2011</b>	<b>Project Sponsors</b> turn in Funding Status, Interim Project Report Forms and Final Reports to the Program Manager (NCTPA)
<b>Oct. 31, 2011</b>	Program Manager submit Funding Status, Interim Project Reports, and Final Reports to the Air District Staff
<b>Nov. 4, 2011</b>	Deadline: Within six months of Board approval, Program Manager (NCTPA) provides Cost-Effectiveness Worksheets and Project Information forms for new FY 11/12 projects to the Air District (tentative)

### Project Selection Process

The project selection process is as follows. The NCTPA Technical Advisory Committee (TAC), with representation from all six Napa County jurisdictions, will serve as the selection and prioritization committee. NCTPA staff will run the prospective projects through an initial qualification process based on project eligibility, and present their findings to the TAC. TAC's recommendations will be forwarded to the NCTPA Board.

Projects will be scored on a cost effective and project readiness basis. The project must be able to be completed within a two year time frame. If the project is a vehicle purchase or construction project, vehicles must be ordered and construction must be under contract within the first year.

### Project Eligibility

1. Reduction of Emissions
2. TFCA Cost-Effectiveness
3. Eligible Recipients
4. Consistent with Existing Plans and Programs
5. Public Agencies Applying on Behalf of Non-Public Entities
6. Consistent with Existing Plans and Programs

### TFCA Project Types

1. Clean Air Vehicle Projects
2. Shuttle/Feeder Bus
3. Transit or Vanpool Incentive Programs
4. Bicycle Facility Improvements
5. Smart Growth
6. Arterial Management

### **Application Instructions:**

TFCA project applications for FY 11/12 must be turned in to the NCTPA front office at 707 Randolph Street, Suite 100, in downtown Napa by 5:00 pm on Friday, April 29<sup>th</sup>. Applications may be in the form of a letter containing:

1. The name of the project;
2. A contact person in the agency;
3. A description of the project of no more than one page;
4. Cost of the project in both TFCA funds and all other dollars, by source;
5. A schedule for the project;
6. Sufficient information to determine if the project improves air quality as determined by the Air District assumptions;
7. Assurance that the proposed project meets all the Air District policies for forty percent projects; and
8. Assurances that the project is an allowed type

Applications may also consist of the Project Information Form (see Appendix A). An electronic copy of the Project Information Form can be emailed upon request.

### **What Happens After Submission?**

After applications are submitted to NCTPA the evaluation process will begin. NCTPA plans on the following action timeline:

- By March 31, 2011 – NCTPA will submit FY 11/12 Expenditure Plan to the Air District
- April – June 2011 – NCTPA will evaluate the potential 2011/2012 TFCA projects
- June, 2011 – NCTPA will take proposed 11/12 TFCA projects to the NCTPA Technical Advisory Committee (TAC) for information/feedback (date tentative)
- July 7, 2011 – NCTPA will take proposed final projects for FY 2011/12 to the TAC for approval and recommendation to NCTPA Board (date tentative)
- July 20, 2011 – Take TFCA 11/12 projects to the NCTPA Board for approval (date tentative)
- August 2011 – Submit 2011/2012 TFCA Projects to the Air District (date tentative)
- Fall 2011 – Project Recipients receive sub-recipient funding agreements from NCTPA (date tentative)

## **TFCA Do's and Don'ts**

### **Do**

- Establish a clear link to the air quality benefits of your project
- Provide clear and detailed cost estimates
- Have good back-up documentation including maps and pictures
- Have a clearly defined project scope and timeline
- Keep NCTPA in “the loop” the greater understanding the Program Manager has of your project the better

### **Don't**

- Bite off more than you can chew – if the project cannot be completed in two years apply for funding in phases, it will not hurt your chances of eligibility
- Scope creep – when you fill out your **Project Information Form** this is your application. You have to adhere to the project description you write on this form
- Forget to ask for help – NCTPA is here as a resource, do not assume, rather ask for clarification
- Apply for the TFCA funds now, and figure out where the rest of your project's funding is going to come from later

## **Frequently Asked Questions**

### **1. Is there a local match requirement to apply for TFCA funding?**

No, there is no requirement for a local match.

### **2. Can TFCA Program Manager Funds be combined with TFCA Regional Funds?**

Yes, TFCA Program Manager Funds may be combined with Regional Funds for the funding of an eligible project with the exception of clean air vehicle projects.

### **3. What is the TFCA funding limit for alternative fuel vehicles?**

TFCA funds awarded to alternative fuel vehicle projects may not exceed incremental cost after all other applicable manufacturer and local/state rebates, tax credits, and cash equivalent incentives are applied. Incremental cost is the difference in cost between the purchase or lease price of the vehicle and/or retrofit and its new conventional vehicle counterpart that meets, but does not exceed, 2011 emissions standards.

### **Contact Information**

Napa County TFCA Program Manager  
Danielle Schmitz  
Environmental Analyst/Coordinator  
707 Randolph Street, Suite 100  
Napa, CA 94559  
Phone: (707) 259-5968  
[dschmitz@nctpa.net](mailto:dschmitz@nctpa.net)

Napa County Transportation & Planning Agency  
Diana Vargas  
Deputy Executive Director  
707 Randolph Street, Suite 100  
Napa, CA 94559  
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[dvargas@nctpa.net](mailto:dvargas@nctpa.net)

NCTPA Main Office  
707 Randolph Street, Suite 100  
Napa, CA 94559  
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Bay Area Air Quality Management District  
Dave Wiley  
Principal Environmental Planner  
Phone: (415) 749-4622  
[dwiley@baaqmd.gov](mailto:dwiley@baaqmd.gov)



## Appendix A

### PROJECT INFORMATION FORM

*(Text in italics should be deleted when completing form.)*

A. Project Number: 11XX01

*Use consecutive numbers for projects funded, with year, county code, and number, e.g., 11MAR01, 11MAR02 for Marin County. Zero (e.g., 11MAR00) is reserved for County Program Manager TFCA funds allocated for administration costs.*

B. Project Title: \_\_\_\_\_

*Provide a concise, descriptive title for the project (e.g., "Elm Ave. Signal Interconnect" or "Purchase Ten Gasoline-Electric Hybrid Light-Duty Vehicles").*

C. TFCA Funds Allocated: \$ \_\_\_\_\_ D. Total Project Cost: \$ \_\_\_\_\_

*Indicate the TFCA dollars allocated (C) and total project cost (D).*

E. Project Description: Project sponsor will use TFCA funds to \_\_\_\_\_. *Include information sufficient to evaluate the eligibility and cost-effectiveness of the project. Examples of the information needed include but are not limited to: what will be accomplished by whom, how many pieces of equipment are involved, how frequently it is used, the location, the length of roadway segments, the size of target population, etc. Background information should be brief. For shuttle/feeder bus projects, indicate the hours of operation, frequency of service, and rail station and employment sites/area served.*

F. Final Report Content: Final Report form and final Cost Effectiveness Worksheet

*Reference the appropriate Final Report form that will be completed and submitted after project completion.*

*Form 1 – Ridesharing, Shuttles, Transit Information, Rail/Bus Integration, Smart Growth, and Traffic Calming Projects. (Includes Transit Bus Signal Priority.)*

*Form 2 – Clean Air Vehicle and Infrastructure Projects*

*Form 3 – Bicycle Projects*

*Form 4 – Arterial Management Projects*

G. Attach a copy of Cost-effectiveness Worksheet and any other information used to evaluate the proposed project. For example, for heavy-duty vehicle projects, include the California Air Resources Board Executive Orders for all engines and diesel emission control systems.

*Cost-effectiveness Worksheets are not needed for TFCA County Program Manager administrative costs. Additional documentation is required for heavy-duty vehicle and vehicle infrastructure projects in order for emission reductions to be verified.*

H. Comments (if any):

*Add any relevant clarifying information in this section*



March 3, 2011  
TAC Agenda Item 7  
Continued From: Board action of June 16, 2010  
**Action Requested: ACTION**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter**

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**TO:** Technical Advisory Committee (TAC)  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Paul W. Price, Executive Director  
(707) 259-8634 / Email: [pprice@nctpa.net](mailto:pprice@nctpa.net)  
**SUBJECT:** Funding for Local Transportation Projects

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### **RECOMMENDATION**

Based on the information received in the survey conducted pursuant to the Board action of April 21, 2010, it is recommended that:

1. That the Board authorize staff to develop a needs analysis and develop an expenditure plan for Board consideration focused primarily on maintenance of local streets/roads and for congestion mitigation
2. That such a plan be developed in coordination with the jurisdictions and stakeholders
3. That the Board, forward any approved plan to the Board of Supervisors for consideration as a future "Transportation Infrastructure Sales Tax" measure to be voted on by the public in the November 2012 elections
4. That measure would take effect at such time that the current Flood Control Sales Tax is or can be retired.

### **EXECUTIVE SUMMARY**

Pursuant to Board direction, the constituents of the Napa region were solicited as to their views and support of a method to pay for certain transportation infrastructure investments. The polling showed a clear understanding of the need for some method to help support our deteriorating local streets, roads, and for some measure of congestion relief. Given the time necessary make the November 2012 ballot, we need to begin the process of working with our stakeholders to develop an expenditure plan, reach local consensus, develop ballot measure language, undertake an Environmental Impact Report, and submit the request to the County Board of Supervisors by June of 2012.

**FISCAL IMPACT**

Is there a Fiscal Impact? Yes. Upon direction of the Board the staff will prepare a budget for inclusion in the FY 2011-12 budget to undertake the following tasks:

1. Development of an expenditure plan
2. Bond Counsel support for funding scenarios
3. Environmental Impact Report (EIR)
4. Outreach and educational materials
5. Ballot language development

**BACKGROUND AND DISCUSSION**

As noted in prior Board meetings, there is a significant funding shortfall for transportation infrastructure in the Napa region. Within the Napa county area, broadly stated, the following revenues and transportation project needs have been identified over the next 25 years:

<b><u>Transportation Mode</u></b>	<b><u>Revenues</u></b>	<b><u>Needs</u></b>	<b><u>Shortfall</u></b>
Local Streets and Roads	\$295,000,000	\$965,000,000	\$670,000,000
Public Transit	\$220,000,000	\$310,000,000	\$ 90,000,000
Bicycle/Ped. Projects	\$ 27,500,000	\$140,000,000	\$112,500,000
Total	\$542,500,000	\$1,415,000,000	\$872,500,000

As identified above, the Napa region will receive enough funding to meet about 38% of its needs over the next 25 years. One major step in developing a revenue stream for local transportation infrastructure would be the extension of the current flood control infrastructure sales tax set to expire in 2018. The extension of this measure would generate approximately \$13 million dollars annually or \$325 million dollars over 25 years based on 2010 dollars. This would generate approximately 37% of our current shortfall. The sales tax consideration seems to rise above other funding alternatives as approximately 1/3 of our sale tax revenues within the county are generated from those visiting the county. Other taxing methods, such as property taxes and vehicle licensing fees only generate reviews from local residents and businesses and generate far lower yields with a reasonable fee consideration. Also considered was a gasoline tax increase. However, this consideration seems poorly suited to the long term solutions. As automobiles become more fuel efficient or begin to use alternative motive power (such as electric vehicles) the decline in gasoline tax revenues could be significant over time.

When the survey was conducted with the constituents of the Napa region, they clearly identified the need for improved road maintenance, improved traffic signalization, improved pedestrian facilities, congestion relief, and improving safety on our local

streets and roads as major items to be considered. Most interesting however, was that our constituents seem to favor a continuation of the current infrastructure sales tax (currently for flood control) as an infrastructure sales tax for transportation (72% in favor).

### **SUPPORTING DOCUMENTS**

Attachments: (1) Summary of Key Survey Findings and Recommendations

### **Summary of Key Survey Findings and Recommendations**

- Tested on its own, the vehicle registration fee (VRF) proposal enjoys strong support (First Test: 58% Yes/38% No; After Positives: 64% Yes/33% No; After Negatives: 62% Yes/36% No), which is comparable to the support levels found in other counties currently pursuing VRF measures for the November 2010 ballot.
- Support is strong for a sales tax measure that would renew the existing flood control sales tax upon its expiration for the purpose of repairing roads and funding other transportation improvements, but would not increase the sales tax rate (72% Yes/27% No).
- When the VRF is introduced to voters along with the concept of a sales tax measure for transportation, the two proposals do impact each other. The measure introduced first tends to be supported at a higher level than the measure introduced second (VRF After Sales Tax First Test: 47% Yes/50% No; After Positives: 54% Yes/45% No; After Negatives: 52% Yes/47% No; Sales Tax After VRF: 50% Yes/44% No)
- Even though the poll including information explaining that a sales tax measure would not appear on the ballot for five to six years, it is impossible to replicate within the space of a poll the real world impact of the passage of time on voter opinions. If NCTPA plans to place a sales tax measure on the ballot in 2014 or 2016, we do not believe that the passage of a VRF measure in November 2010 would negatively impact the sales tax proposal due to the substantial lapse in time between the elections. However, if NCTPA wishes to place a sales tax measure on the ballot as early as 2012, we recommend that you do not place a VRF measure on the ballot this year due to the potential negative impacts on the sales tax proposal.
- Use of tax dollars to fix potholes and repair roads is critical to the passage of either measure. Support for the VRF jumped by 13 percentage points when road repair uses were added to the description of the measure. Only 39% of voter indicated that there is a great need for additional funding for congestion relief and transportation improvements. However, 69% of voters indicated that there is a great need for additional funding for road repairs. Given the relatively small impact that VRF funding will have on Napa County's total road repair need, we understand the reluctance to include road repair uses in a VRF proposal. Nonetheless, inclusion of some modest and achievable road repair goals will be essential for success if NCTPA chooses to pursue a VRF measure. Similarly, a successful sales tax measure will need a clear focus on road repair objectives.
- Given the substantially greater revenue potential from a sales tax, we recommend a strategic approach that focuses on passing this important measure, even if it is at the expense of VRF funding. We recommend that you take a close look at the strategic advantages associated with placing a sales tax measure on the ballot at the expected high voter turnout November 2012 Presidential General Election.
- Structuring a sales tax proposal that does not increase tax rates by renewing or replacing the existing flood control sales tax will be critical to achieving the required two-thirds vote for this measure. We recommend that you pursue this opportunity and begin communicating to the public in a way that assists the voters in understanding the concept and ties the opportunity back to the top voter priority of repairing roads.



March 3, 2011  
TAC Agenda Item 8  
Continued From: New  
**Action Requested: INFORMATION**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter**

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**TO:** Technical Advisory Committee (TAC)  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Deborah Brunner, Manager of Public Transit  
(707) 259-8778 / Email: dbrunner@nctpa.net  
**SUBJECT:** Transit Operations and Service Report

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### **RECOMMENDATION**

Information only.

### **EXECUTIVE SUMMARY**

#### **TRANSIT STATISTICAL DATA REPORT**

The report has been modified, at the request of the TAC, to represent a 12-month rolling snap shot of transit data. Quarterly the financial data will be updated.

#### **AMERICAN CANYON TRANSIT (ACT) SERVICE IMPROVEMENTS**

On Monday, January 31, 2011 the final phase of the ACT service improvements began. ACT now operates two routes during core hours of 10 am to 4 pm, and continues to provide the AM & PM Peak service. Route ACT-1 begins at 6 am, traveling southbound, from the Napa Junction Shopping Center bus stop. The early start allows passengers to ride the ACT bus, take their car or be dropped off at an ACT/VINE bus stop for connections with the VINE Route 10 and 29 services. ACT now also operates later to 7 pm which allows the same type of transfers and connections for passengers. These are new opportunities for American Canyon residents, but we are hopeful with continued marketing and outreach that the ACT service will provide reliable and convenient travel for persons of all ages in American Canyon.

Also beginning on January 31, 2011, VINE Go now dedicates one bus in American Canyon for local residents to travel within the city or to other sites outside of city limits. Kaiser and Sutter Solano Hospitals are the two major destinations for American Canyon passengers. VINE Go provides door-to-door, hands-on service for many individuals



that need a little more time and attention when entering and exiting the bus. Drivers will assist passengers with packages and the lift.

### **CALISTOGA BUS STOP IMPROVEMENT PROJECT**

The City of Calistoga recently completed their Bus Stop Improvement Project with the placement of new shelters, including anti-vagrant benches, lighting and waste receptacles. Lake Transit Route 3 signage will be added to the north and southbound stops on Lincoln at the Calistoga Bridge.



*Lincoln Street: southbound stop, on Calistoga Bridge*



*Lincoln Street: northbound stop, on Calistoga Bridge*



*Lincoln Street: southbound stop, next to Caboose shopping*  
**NAPA SHUTTLE**



*Brannon: eastbound stop, in front of Chateau Calistoga & Calistoga Springs*

At the February NCTPA Board meeting staff was directed to perform a financial analysis of the Napa Shuttle and bring it back to the Board for consideration as a possible inclusion in the FY 11/12 budget.

### **ROUTE 29 EXPRESS SERVICE**

Radio ads were started again in January during news and traffic updates on the KVYN

and KVON during commute hours. After the holiday month of December, ridership appears to have bounced back to the previous totals seen in the fall. Buses 134 and 134 have installed Wi-Fi for passenger convenience.

March 2010	457 Trips	20 Pax p/day
April 2010	726 Trips	33 Pax p/day
May 2010	927 Trips	46 Pax p/day
June 2010	1267 Trips	58 Pax p/day
July 2010	1541 Trips	70 Pax p/day
August 2010	1947 Trips	89 Pax p/day
Sept 2010	2097 Trips	100 Pax p/day
October 2010	2290 Trips	109 Pax p/day
November 2010	2118 Trips	106 Pax p/day
December 2010	962 Trips	42 Pax p/day
January 2011	2228 Trips	106 Pax p/day

### SECURITY GRANT

NCTPA will submit an application to the California Emergency Management Agency (CalEMA) for \$29,409 in funding to make security improvements at the VINE Bus Yard on Jackson Street. Vehicles will be equipped with transponders to electronically open the gate and thereby securing access. Vendors and visitors will gain entry after they have been identified.

### VEHICLES TO BE PURCHASED FOR THE VINE AND VINE GO

February 2011 Board action approved the purchase of:

(1) Four low-floor, gas powered ARBOC buses to be used on local VINE routes. The 26-foot, 21-passenger mid-size transit buses will be equipped with two tiedown positions, a fold-out ramp lift and total bus kneeling feature. New push button stop request equipment will be introduced to the VINE fleet. Estimated delivery is 150 days.



(2) Three replacement paratransit cutaway buses for the VINE Go service. The 16-passenger, gas powered small buses will be equipped with a Braun lift, new 'Slide and Click' tiedown hardware, flip seats and tracking to maximize the number of wheelchairs the bus will carry. Estimated delivery

### SENIOR INFORMATION KIOSKS



The VINE is advertising the Napa Shuttle and local and regional VINE maps at 25 kiosks in Napa and Yountville. Born to Age has placed the kiosks at 'senior serving' sites such as pharmacies, drug stores, Napa Senior Center, Piner's Medical Supply, Queen of the Valley, Veterans Home, Rohlf's Manor, Laurel Manor, Vintage at Napa, the Reserve and South Jefferson Senior Housing. The VINE has two slots per kiosks to promote services. As the program and kiosks expand throughout the Valley, so will VINE maps, schedules and brochures.

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? No.

### **SUPPORTING DOCUMENTS**

Attachments: (1) Transit Performance Statistics & Goals 12 Month Review

# NCTPA TRANSIT PERFORMANCE STATISTICS & GOALS

VINE	Goal	Feb '10	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan '11	Total/Avg
		Feb '09	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan '10	Total
Trips														
Trips														
Pass p/Rev Hr: Local	16.0		52,517	48,655	48,586	51,118	52,517	51,644	54,564	53,011	45,413	39,481	36,773	534,279
Route 10	12.0		58,416	62,000	57,860	56,728	59,590	58,989	60,304	62,983	50,243	46,958	60,694	634,765
Route 1C	6.0		11.5				11.5	11.6	13.1	12.1	11.4	9.5	9.8	7.5
Route 29	2.0		10.7				10.7	10.9	11.2	10.3	9.1	7.5	9.4	6.6
Napa Shuttle			2.8				2.8	2.2	2.4	2.4	2.8	1.9	1.5	1.6
On Time	> 90%		2.5				2.5	3	3.4	3.8	3.5	3.0	3.6	2.1
Miles / Road Calls	< 1/10K Mi		3.5				3.5	3.3	3.1	2.9	3.3	3.5	2.9	2.2
Farebox Recovery	20%		15%	14%	14%	12%	13%	15%	none	none	none	none	none	
Prev'able Accidents	30K Mi	12%	1	1	0	1	2	0	1	14%	12%	11%	13%	13%
Mkg / Outreach Exp	2%									0	0	0	1	
Cost p/Trip		n/a	\$5.57	\$6.05	\$6.29	\$8.22	\$4.99	\$5.54	\$5.10	\$6.01	\$7.04	\$7.01	\$5.69	\$6.14
Go														
Trips		2557	2,886	2,891	2,761	3,047	3,047	3,232	3,195	3,372	3,228	2,933	2,895	36,044
Pass p/Rev Hr	2.0	2438	2,819	2,740	2,598	2,949	3,044	2,906	2,938	3,051	2,706	2,577	2,446	33,212
Pass p/Rev Hour		2.2	2.1	2.2	2.3	2.6	2.8	2.7	2.8	2.6	2.7	2.7	2.5	2.5
On Time	>90%	2.1	97%	97%	97%	97%	96%	94%	92%	96%	97%	97%	97%	96%
ADA Trip Denials	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cancellation Rate	5%	12%	13%	14%	15%	14%	16%	12%	12%	11%	13%	17%	17%	13%
Miles / Road Calls	< 1/10K M	none	none	none	none	none	none	none	none	none	none	none	none	
Prev'able Accidents	30K MI	0	0	0	0	0	1	0	0	0	0	0	1	2
Farebox Recovery	10%	8%	7%	8%	6%	6%	15%	8%	9%	8%	4%	6%	12%	8%
Cost p/Trip		\$29.47	\$27.38	\$28.73	\$29.39	\$25.94	\$22.25	\$24.00	\$25.52	\$25.76	\$26.13	\$28.30	\$24.58	\$26.45
HandyVan														
Trips		426	460	467	452	500	703	548	490	465	442	457	398	5,808
Trips			536	446	441	514	486	422	433	437	419	543	425	5,102
Pass p/Rev Hr	2.75	3.3	3.0	3.0	3.2	3.2	4.0	3.4	3.1	2.9	2.9	3.0	2.8	3.1
Pass p/Rev Hour			5.0	3.2	3.1	3.0	2.9	2.9	3.0	3.5			3.2	2.5
On Time	>90%	96%	0	0	90%	0	0	0	98%	98%				
Miles / Road Calls		0	0	0	0	0	0	0	0	0	0	0	0	0
Prev'able Accidents		0	0	0	0	0	0	0	0	0	0	0	0	0
Farebox Recovery	10%	13.7%	12.9%	7.3%	13.4%	5.5%	9.7%	13.3%	13.7%	8.6%	5.7%	10.6%	12.7%	10.6%
Cost p/Trip		n/a	\$32.67	\$32.46	\$24.94	\$20.60	\$17.27	\$21.13	\$24.57	\$28.24	\$25.60	\$26.42	\$27.78	\$25.61

	Goal	Feb '10 Feb '09	Mar Mar	Apr Apr	May May	June June	July July	Aug Aug	Sep Sep	Oct Oct	Nov Nov	Dec Dec	Jan '11 Jan '10	Total/Avg Total
<b>St. Helena VINE</b>														
Trips		630	847	822	811	574	425	545	904	942	944	707	590	8,741
Trips		561	694	620	622	550	330	452	656	839	656	482	501	6,963
Pass p/Rev Hr	2.75	3.8	4.5	4.5	4.9	3.1	2.3	3.1	5.2	5.5	5.5	3.8	3.6	4.2
Pass p/Rev Hour		3.8	4.5	4.5	4.9	3.1	2.3	3.1	5.2	5.5	5.5	3.8	3.2	4.1
On Time	>90%	96%			90%				98%	98%				
Miles / Road Calls		0	0	0	0	0	0	0	0	0	0	0	0	0
Prev'able Accidents		0	0	0	0	0	0	0	0	0	0	0	0	0
Farebox Recovery	10%	12.5%	11.1%	8.2%	14.1%	8.0%	9.7%	10.4%	8.8%	11.3%	10.5%	10.3%	10.6%	10.3%
Cost p/Trip		\$14.81	\$11.57	\$19.98	\$11.00	\$15.56	\$23.84	\$16.88	\$11.73	\$10.63	\$10.23	\$15.62	\$15.74	\$14.80
<b>Yountville Trolley</b>														
Trips		1240	1540	1457	1595	1510	1771	1633	1443	1665	1668	1701	1407	18,630
Trips		803	1107	1038	1274	1350	1597	1278	1270	1814	1339	1226	675	14,771
Pass p/Rev Hr	2.75	6.0	6.7	6.4	7.1	7.2	7.2	7.7	6.4	6.9	7.8	7.4	6.6	7.0
Pass p/Rev Hour		3.8	5.1	4.6	5.0	6.2	6.9	5.5	6.0	7.5	6.4	6.0	2.9	5.5
On Time	>90%	96%			90%				98%	98%				
Miles / Road Calls		0	0	0	0	0	0	0	0	0	0	0	0	0
Prev'able Accidents		0	0	0	0	0	0	0	0	0	0	0	0	0
Farebox Recovery	10%	10.3%	10.5%	12.9%	7.7%	10.2%	9.5%	9.3%	9.2%	10.4%	10.8%	11.1%	10.3%	10.2%
Cost p/Trip		\$11.26	\$8.57	\$8.05	\$9.36	\$7.90	\$8.12	\$8.42	\$10.31	\$9.65	\$8.50	\$8.70	\$9.33	\$8.81
<b>ACT</b>														
Trips		823	1036	1066	1006	805	1171	1887	2957	2860	2442	2064	725	18,842
Trips		737	827	842	840	801	900	895	874	930	867	830	780	10,123
Pass p/Rev Hr	2.75	4.3	5.0	5.1	5.3	3.8	5.4	8.1	14.3	14.0	12.2	9.3	4.0	7.6
Pass p/Rev Hour		4.1	4.0	4.0	4.0	3.9	4.2	4.8	4.5	4.5	4.7	4.0	3.2	4.2
On Time	>90%	96%			90%				98%	98%				
Miles / Road Calls		0	0	0	0	0	0	0	0	0	0	0	0	0
Prev'able Accidents		0	0	0	0	0	0	0	0	0	0	0	0	0
Farebox Recovery	10%	12.5%	14.1%	12.4%	7.2%	1.5%	10.9%	9.4%	9.7%	12.7%	8.2%	14.6%	9.9%	10.3%
Cost p/Trip		\$15.48	\$12.44	\$13.98	\$15.00	\$17.80	\$11.92	\$7.64	\$5.36	\$5.42	\$8.59	\$6.98	\$24.67	\$11.80



March, 3 2011  
TAC Agenda Item 9  
Continued From: New  
**Action Requested: INFORMATION/ACTION**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter**

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**TO:** Technical Advisory Committee (TAC)  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Eliot Hurwitz, Program Manager  
(707) 259-8782 / Email: [ehurwitz@nctpa.net](mailto:ehurwitz@nctpa.net)  
**SUBJECT:** FY 2013 Regional Transportation Plan (RTP) - Call for Projects

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### **RECOMMENDATION**

- Review current RTP (2009) list of projects and recommend deletions and amendments.
- Review existing program evaluation criteria and recommend changes.
- Review sample cost estimation guide, discuss and recommend adoption.
- Endorse dates for Public Meeting.
- Begin discussion of comprehensive project list. A final recommendation to the NCTPA Board will be finalized at April TAC meeting.

### **EXECUTIVE SUMMARY**

The Metropolitan Transportation Commission (MTC) has issued an open "call for projects" for the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). This is the 25-year Regional Strategic Transportation Plan that is revised every four (4) years. This RTP will be the first created under the SB375 rules that mandate a companion "Sustainable Communities Strategy", which must demonstrate how the RTP will achieve reductions in Greenhouse Gas emissions due to cars and light trucks.

Final project submittals are **due to MTC by April 29, 2011**. TAC will continue to discuss this at the next TAC meeting on April 7, 2011 and submit a final plan to the NCTPA Board for their approval at the next Board meeting on April 20, 2011.

A first task is to review the current list of projects in the existing (2009) RTP and indicate whether any projects should be removed or amended.



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**For new projects:**

1. NCTPA will coordinate project submittal for all Napa jurisdictions. Members of the public are also eligible to submit projects, but must secure a public agency sponsor before submitting the project to NCTPA.
2. A public outreach process is required by SB 375, consistent with the requirements of MTC's Public Participation Plan, (excerpt attached).
3. MTC has assigned each county a target budget, intended as a general upper limit for the county's program of projects (not to be construed as the budget used for allocating funds to projects). For Napa County, this will be \$1.2 Billion for the next 25 years. .
4. NCTPA, via the TAC will establish project cost estimation guidelines for the project sponsors. We can develop our own guidelines or can use other project cost estimation guidance. A sample from Contra Costa County is included for your consideration.
5. MTC has developed a set of basic criteria to assist project sponsors with determining what type of projects to submit. Project sponsors are encouraged to submit projects that meet one or more of the criteria.
6. NCTPA will bundle projects into categories, where possible. Projects which are not exempt from regional conformity cannot be placed into a programmatic category.

**FISCAL IMPACT**

Is there a Fiscal Impact? Yes. TAC will work to develop recommendations for approximately \$1.2B in projects over the next 25 years.

**BACKGROUND AND DISCUSSION**

MTC has this month issued an open "call for projects" for the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). This is the 25-year regional strategic transportation plan that is revised every four (4) years. This RTP will be the first created under the SB375 rules that mandate a companion "Sustainable Communities Strategy", which must demonstrate how the RTP will achieve reductions in Greenhouse Gas emissions due to cars and light trucks.

**Final project submission is due to MTC by April 29, 2011.**

The project submittal process will be conducted as follows:

1. Each Congestion Management Agency (CMA – NCTPA in Napa) will coordinate the project submittal process for their respective county. Project sponsors are

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asked to coordinate with their respective CMA to submit projects. Sponsors of multi-county projects (i.e. BART, Caltrain, Caltrans, etc.) may submit projects directly to MTC. Members of the public are eligible to submit projects, but must secure a public agency sponsor before submitting the project to the CMA. MTC will also submit regional projects/programs for consideration.

2. CMAs are to conduct and document their public outreach process to solicit ideas for projects. SB 375, the legislation mandating the RTP/SCS, also requires a separate public participation plan for its development. The CMA's outreach process must be consistent with the requirements of MTC's Public Participation Plan, (excerpt attached)
3. MTC will assign to each county a target budget, which is intended as a general upper financial limit for the program of projects submitted by county. For Napa County, this will be \$1.2 Billion for the next 25 years. The county target budgets are calculated based on the county population shares of estimated RTP/SCS discretionary funding plus an additional 75 percent. The county target budget is established for purposes of setting a reasonable limit on project submittals and is not to be construed as the budget used for allocating funds to projects in the RTP/SCS.
4. CMAs are to establish project cost estimation guidelines for the project sponsors. CMAs are permitted to develop their own guidelines or can use other local, state, or federal project cost estimation guidance. A sample from Contra Costa County is included for your consideration.
5. MTC has developed a set of basic criteria to assist project sponsors with determining what type of projects to submit. Project sponsors are encouraged to submit projects that meet one or more of the criteria.
6. NCTPA will bundle projects into categories, where possible. Projects which are not exempt from regional conformity cannot be placed into a programmatic category.

To submit a project, MTC has developed a web-based application form that allows sponsors to update current projects and submit new ones for consideration in the plan. The web-based project application will allow sponsors to:

- Identify projects in the current plan (Transportation 2035 Plan) that have been completed and are in operation, and mark them as a "dropped" project.
- Identify projects in the current plan that are no longer being proposed, and mark them as dropped project.
- Update project information for projects in the current plan that is proposed to be carried forward in the RTP/SCS.
- Add new projects for consideration in the RTP/SCS.

The web-based project application form will be available on **March 1, 2011**. CMAs will help MTC by assisting project sponsors with the application, as well as reviewing and verifying project information prior to final submittal to MTC.

Issue Call for Projects Letter to CMAs	February 10, 2011
Open Web-Based Project Application Form for use by CMAs/ Project Sponsors	March 1, 2011
Project Submittals Due	April 29, 2011
MTC Conducts Project-Level Performance Assessment	May – July 2011

County	Population Share	Transportation 2035 Discretionary Revenue Share Based on Population (using 2010 population)	Discretionary Revenue Share Based on Population + 75% Mark Up (in billions)	Napa County Target Budget in Transportation 2035 Call for Projects  (Discretionary Revenue Share Based on Population + 50% Mark Up)
Napa	2%*	\$640M	\$1,120M	\$960M

\*Population Data Source = Ca. Department of Finance, 2010 Population Statistics

Napa Population Total: 138,917

Bay Area Population Total: 7,459,858

Transportation 2035 Discretionary Funds: \$32 Billion

### **SUPPORTING DOCUMENTS**

- Attachments: (1) MTC Call for Projects letter  
 1a. Call for Projects Guidance  
 1a1 - Goals and Targets  
 1a2 - Programmatic Categories  
 1a3 - Project Performance Assessment  
 1a4 - Policy Advisory Council Members  
 (2) Project Cost Estimation Guide  
 (3) RTP Public Participation Plan - excerpt  
 (4) NCTPA Project Evaluation Criteria  
 (5) 2009 RTP Project List



METROPOLITAN  
TRANSPORTATION  
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February 14, 2011

*Scott Haggerty, Chair*  
Alameda County

*Adrienne J. Tissier, Vice Chair*  
San Mateo County

*Tom Azumbrado*  
U.S. Department of Housing  
and Urban Development

*Tom Bates*  
Cities of Alameda County

*Dave Cortese*  
Santa Clara County

*Bill Dodd*  
Napa County and Cities

*Dorene M. Giacomini*  
U.S. Department of Transportation

*Federal D. Glover*  
Contra Costa County

*Mark Green*  
Association of Bay Area Governments

*Anne W. Halsted*  
San Francisco Bay Conservation  
and Development Commission

*Steve Kinsey*  
Marin County and Cities

*Sam Liccardo*  
Cities of Santa Clara County

*Jake Mackenzie*  
Sonoma County and Cities

*Kevin Mullin*  
Cities of San Mateo County

*Jon Rubin*  
San Francisco Mayor's Appointee

*Bijan Sartipi*  
State Business, Transportation  
and Housing Agency

*James P. Spering*  
Solano County and Cities

*Amy Rein Worth*  
Cities of Contra Costa County

*Vacancy*  
City and County of San Francisco

*Steve Heminger*  
Executive Director

*Ann Flemer*  
Deputy Executive Director, Policy

*Andrew B. Fremier*  
Deputy Executive Director, Operations

RE: Regional Transportation Plan/Sustainable Communities Strategy – Call for Projects

**To: Caltrans, Congestion Management Agencies, and Multi-County Transit Operators**

The Metropolitan Transportation Commission (MTC) is issuing an open “call for projects” for consideration in the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). MTC requests the assistance of each of the nine Congestion Management Agencies (CMAs) to coordinate project submittals for their county. Caltrans and multi-county transit operators may submit directly to MTC, but coordination with the CMAs are encouraged. Attached is the Call for Projects Guidance that lays out required elements to be carried out in the local call for projects.

**Project submittals are due to MTC on April 29, 2011.** Projects/programs will undergo a project-level performance evaluation, which MTC will initiate starting in May 2011. MTC requests all partner agencies to adhere to this deadline. The results of the project performance assessment will inform the upcoming detailed alternatives analysis and investment trade-off discussions, ultimately leading to a preferred RTP/SCS early next year with adoption occurring a year later. As such, there will be ongoing opportunities for these discussions to occur.

The SCS legislation requires closer integration between land use and transportation planning. With this in mind, MTC and ABAG have adopted goals that direct local agencies to consider how their projects support SCS principals as promulgated by SB 375.

MTC is developing a web-based application form for sponsors to fill out and submit their projects. Sponsors will be able to (a) remove projects in the current plan (Transportation 2035) that are either now complete and open for service or no longer being pursued, (b) update projects in the current plan that should be carried forward in the RTP/SCS, and (c) add new projects. The web-based project application will be available



on March 1, 2011. At that time, MTC will provide instructions to CMAs on how to access and use the web-based form. Upon request, MTC staff will also provide a brief tutorial to the CMAs and its technical advisory committee.

MTC looks forward to receiving your project submittals. If you have any questions about the submittal process, please contact Grace Cho of my staff at (510) 817-5826 or [gcho@mtc.ca.gov](mailto:gcho@mtc.ca.gov).

Sincerely,



Ann Flemer  
Deputy Executive Director, Policy

AF: GC

J:\PROJECT2013 RTP\_SCS\Call for Projects\Final Version\Call for Projects Letters\Call for Projects Letter.doc

**Attachments:**

- Attachment A: Call for Projects Guidance
- Attachment A.1: Goals and Performance Targets
- Attachment A.2: Programmatic Categories
- Attachment A.3: MTC's Draft Transportation Project Performance Assessment Methodology
- Attachment A.4: MTC Policy Advisory Council Members

## **Attachment A**

### **Call for Projects Guidance**

The Metropolitan Transportation Commission (MTC) requests the assistance of the nine Bay Area Congestion Management Agencies (CMAs) to help with the Call for Projects within their counties. CMAs are best suited for this role because of their existing relationships with local jurisdictions, elected officials, transit agencies, community organizations and stakeholders, and members of the public within their counties. MTC expects the CMAs to plan and execute an effective public outreach and local engagement process to solicit candidate projects to be submitted to MTC for consideration in the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).

Project sponsors with projects vying for future state or federal funding must have their project identified in the financially constrained RTP/SCS. CMAs will be the main point of contact for local sponsoring agencies and members of the public submitting projects for consideration for inclusion in the 2013 SCS/RTP. Sponsors of multi-county projects (i.e. Caltrans, BART, Caltrain, etc.) may submit directly to MTC, but communication and coordination with CMAs is encouraged. Members of the public are eligible to submit projects, but must secure a public agency sponsor and coordinate the project submittal with their CMA.

CMAs will assist MTC with the Call for Projects by carrying out the following activities:

#### **1. Public Involvement and Outreach**

- ***Conduct countywide outreach to stakeholders and the public to solicit project ideas.*** CMAs, as well as multi-county transit operators and Caltrans, will be expected to implement their public outreach efforts in a manner consistent with MTC's Public Participation Plan (MTC Resolution No. 3821), which can be found at [http://www.onebayarea.org/get\\_involved.htm](http://www.onebayarea.org/get_involved.htm). CMAs are expected, at a minimum, to:
  - Execute effective and meaningful local engagement efforts during the Call for Projects by working closely with local jurisdictions, elected officials, transit agencies, community-based organizations, and the public through the project solicitation process. In addition to the CMAs' citizen advisors, MTC's Policy Advisory Council members are a good resource to the CMAs to help plan community outreach events, engage members of the public, and identify candidate projects. Please see **Attachment A.4** for a list of MTC's Policy Advisory Council members.
  - Explain the local Call for Projects process, informing stakeholders and the public about the opportunities for public comments on project ideas and when decisions are to be made on the list of projects to be submitted to MTC;
  - Hold public meetings and/or workshops at times which are conducive to public participation to solicit public input on project ideas to submit;
  - Hold at least one public hearing providing opportunity for public comment on the list of potential projects prior to submittal to MTC;
  - Post notices of public meetings and hearing(s) on their agency website; include information on how to request language translation for individuals with limited English proficiency. If agency protocol has not been established, please refer to MTC's Plan for Assisting Limited English Proficient Populations.
  - CMA staff will be expected to provide MTC with a link so the information can also be viewed on the website [OneBayArea.org](http://OneBayArea.org);
  - Hold public meetings in central locations that are accessible for people with people with disabilities and by public transit;

- Offer language translations and accommodations for people with disabilities, if requested at least three days in advance of the meeting.
- ***Document the outreach effort undertaken for the local call for projects.*** CMAs, as well as multi-county transit operators and Caltrans, are to provide MTC with:
  - A description of how the public was involved in the process for nominating and/or commenting on projects for inclusion in the RTP/SCS. Specify whether public input was gathered at forums held specifically for the RTP/SCS or as part of an outreach effort associated with, for example, an update to a countywide plan;
  - A description of how the public engagement process met the outreach requirements of MTC's Public Participation Plan, including how the CMA ensured full and fair participation by all potentially affected communities in the project submittal process.
  - A summary of comments received from the public and a description of how public comments informed the recommended list of projects submitted by the CMA. Conversely, rationale must be provided if comments or projects from the public were not able to be accommodated in the list of candidate projects and a description of how the CMA, in future project nomination processes, plans to address the comments or projects suggested by the public.

## **2. Agency Coordination**

- ***Work closely with local jurisdictions, transit agencies, MTC, Caltrans, and stakeholders to identify projects for consideration in the RTP/SCS.*** CMAs will assist with agency coordination by:
  - Communicating this Call for Projects guidance to local jurisdictions, transit agencies, Caltrans, and stakeholders and coordinate with them on the online project application form by assigning passwords, fielding questions about the project application form, reviewing and verifying project information, and submitting projects as ready for review by MTC
  - Working with members of the public interested in advancing a project idea to find a public agency project sponsor, and assisting them with submitting the project to MTC;
  - Developing freeway operations and capacity enhancement projects in coordination with MTC and Caltrans staff.
  - Developing transit improvements in coordination with MTC and transit agency staff.

## **3. Title VI Responsibilities**

- ***Ensure the public involvement process provides underserved communities access to the project submittal process as in compliance with Title VI of the Civil Rights Act of 1964.***
  - Assist community-based organizations, communities of concern, and any other underserved community interested in submitting projects;
  - Remove barriers for persons with limited English proficiency to have access to the project submittal process;
  - For additional Title IV outreach strategies, please refer to MTC's Public Participation Plan found at: [http://www.onebayarea.org/get\\_involved.htm](http://www.onebayarea.org/get_involved.htm)

#### 4. County Target Budgets

- ***Ensure that the County project list fits within the target budget defined by MTC for the county.***
  - To establish the county target budgets, MTC used the discretionary funding amount (\$32 billion) from the Transportation 2035 Plan and assigned counties a target budget based on a population share formula with an additional 75% mark up. County target budgets can be seen below. This formula approach is consistent with the formula used in Transportation 2035 Plan.
  - County target budgets are intended as a starting point to guide each CMA in recommending a project list to MTC by providing an upper financial limit.
  - County target budgets are not intended as the financially constrained RTP/SCS budget. CMAs and MTC will continue to discuss further and select projects later in the process that fit the RTP/SCS financially constrained envelope.

##### **County Target Budgets (in billions)**

Alameda: \$11.76	San Mateo: \$5.60
Contra Costa: \$7.84	Santa Clara: \$14.0
Marin: \$2.24	Solano: \$3.36
Napa: \$1.12	Sonoma: \$3.92
San Francisco: \$6.16	

#### 5. Cost Estimation Review

- ***Establish guidelines for estimating project costs.*** CMAs are to establish cost estimation guidelines for use by project sponsors. The guidelines may be developed by the CMAs or CMAs can elect to use other accepted guidelines produced by local, state or federal agencies. MTC has identified the following cost estimation guidelines available for use:
  - Federal: National Cooperative Highway Research Program's Guidance for Cost Estimation and Management for Highway Projects During Planning, Programming, and Preconstruction ([http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp\\_w98.pdf](http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_w98.pdf))
  - State: Caltrans' Project Development Procedures Manual Chapter 20, Project Development Cost Estimates ([http://www.dot.ca.gov/hq/oppd/pdpm/chap\\_pdf/chapt20.pdf](http://www.dot.ca.gov/hq/oppd/pdpm/chap_pdf/chapt20.pdf))
  - Local: Contra Costa Transportation Authority (CCTA) Cost Estimation Guide ([http://ccta.net/assets/documents/Cost\\_Est\\_Guide\\_Documentation.pdf](http://ccta.net/assets/documents/Cost_Est_Guide_Documentation.pdf))
- ***Review and verify with MTC that each project has developed an appropriate cost estimate prior to submittal.***

#### 6. General Project Criteria

- ***Identify whether projects meet basic project parameters as outlined by MTC.*** CMAs will encourage project sponsors to submit projects which meet one or more of the general criteria listed below, keeping in consideration that projects should support SCS principals promulgated by SB 375:
  - Supports the goals and performance targets of the RTP/SCS (see **Attachment A.1**).
  - Serves as a regionally significant component of the regional transportation network. A regionally significant transportation project serves regional transportation needs (such as access to and from the area outside of the region, major activity centers in the region,

- major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves).
  - Supports focused growth by serving existing housing and employment centers FOCUS Priority Development Areas.
  - Derives from an adopted plan, corridor study, or project study report (e.g., community-based transportation plans, countywide transportation plan, regional bicycle plan, climate action plans, etc.).
- ***Assess how well the project meets basic criteria***  
Project sponsors are welcome to use MTC's qualitative/quantitative approach or some hybrid thereof to develop and evaluate project priorities (See **Attachment A.3**). Sponsors may include qualitative discussion and/or quantitative data to demonstrate how proposed projects meet the RTP/SCS goals and targets, the magnitude of project impacts and cost effectiveness. MTC will provide a function in the on-line application for this information and may use it to inform the Goals Assessment portion of MTC's evaluation.

## 7. Programmatic Categories

- CMAs should group similar projects, which are exempt from regional air quality conformity that do not add capacity or expand the transportation network, into broader programmatic categories rather than submitting them as individual projects for consideration in the RTP/SCS. These individual projects may address a concern of the community (e.g., improved pedestrian ways to transit, curb bulb-outs to calm traffic, etc.), but do not have to be individually specified for the purposes of air quality conformity. See **Attachment A.2** for guidance on the programmatic categories.

## Timeline

Task	Date
Issue Call for Projects Letter to CMAs, Caltrans, and Multi-County Transit Operators	February 10, 2011
Open Online Project Application Form for Use by CMAs/ Project Sponsors	March 1, 2011
Close of Project Submittal Period	April 29, 2011
MTC Conducts Project-Level Performance Assessment and Selection Process for Projects for Detailed SCS Scenarios	May – July 2011

J:\PROJECT\2013 RTP\_SCS\Call for Projects\Final Version\Attachment A - Guidance.doc



## Attachment A.1

### RTP/SCS Goals and Performance Targets

Goal	Performance Target (from 2005 levels unless noted)
<p><b><u>Climate Protection</u></b> Dealing effectively with the challenge of climate change involves communities far beyond the shores of San Francisco Bay. Indeed, Senate Bill 375 requires metropolitan areas throughout California to reduce greenhouse gas emissions from cars and trucks. Furthermore, our region must safeguard the shoreline due to sea-level rise through adaption strategies. By combining aggressive policies with innovative technologies, the Bay Area can act as a model for other regions around the state and nationwide.</p>	<p>Reduce per-capita CO<sub>2</sub> emissions from cars and light-duty trucks by 15%</p>
<p><b><u>Adequate Housing</u></b> A diverse and sufficient housing supply is essential to maximize livability for all Bay Area residents. The region aspires not only to ensure affordability and supply of housing for peoples of all income levels and in all nine counties, but also to reduce the concentration of poverty in low-income communities of concern.</p>	<p>House 100% of the region's projected 25-year growth by income level (very-low, low, moderate, above-moderate) without displacing current low-income resident</p>
<p><b><u>Healthy &amp; Safe Communities</u></b> Promoting healthy and safe communities includes improving air quality, reducing collisions and encouraging more bicycle and pedestrian travel. While policy choices by regional agencies can help influence land-use decisions and the operation and design of transportation infrastructure, local governments have the biggest role to play. Cities' and counties' land-use authority directly shapes the development patterns that guide individuals' travel choices.</p>	<ul style="list-style-type: none"> <li>○ Reduce premature deaths from exposure to particular emissions:               <ul style="list-style-type: none"> <li>• Reduce premature deaths from exposure to fine particulates (PM2.5) by 10%</li> <li>• Reduce coarse particulate emissions (PM10) by 30%</li> <li>• Achieve greater reductions in highly impacted areas</li> </ul> </li> <li>Associated Indicators               <ul style="list-style-type: none"> <li>• Incidence of asthma attributable to particulate emissions</li> <li>• Diesel particulate emissions</li> </ul> </li> <li>○ Reduce by 50% the number of injuries and fatalities from all collisions (including bike and pedestrian)</li> <li>○ Increase the average time walking or biking per person per day for transportation by 60% (for an average of 15 minutes per person per day)</li> </ul>
<p><b><u>Open Space &amp; Agricultural Preservation</u></b> Limiting urban sprawl will help preserve productive agricultural lands and prime natural habitat, in addition to maintaining public access to shorelines, mountains, lakes and rivers. As open space and farmlands are essential to the Bay Area's quality of life, the region</p>	<p>Direct all non-agricultural development within the urban footprint (existing urban development and urban growth boundaries)</p> <ul style="list-style-type: none"> <li>• Scenarios will be compared to 2010 urban footprint</li> </ul>

Goal	Performance Target (from 2005 levels unless noted) for analytical purposes only
<p>should focus growth in existing urban areas rather than pursue additional development in outlying areas.</p> <p><b><u>Equitable Access</u></b> A high quality of life is not a privilege reserved only for the wealthy. Regional agencies must work to ensure that high-quality housing is available for people of all incomes; that essential destinations may be reached at a minimal cost of time or money; that mobility options are available not only to those who can transport themselves but also to our growing populations of senior and disabled residents; that the benefits and burdens alike of transportation investment are evenly distributed; and that air pollution, water pollution or noise pollution are not disproportionately concentrated in low-income neighborhoods.</p> <p><b><u>Economic Vitality</u></b> A strong economy is imperative to ensure continued quality of life for all Bay Area residents. This includes a healthy climate for business and growth, and plentiful employment opportunities for individuals of all skill levels and industries. Savvy transportation and land-use policies in pursuit of this goal will not only reduce travel times but also expand choices, cut total costs, improve accessibility, and boost reliability.</p> <p><b><u>Transportation System Effectiveness</u></b> Maximizing the efficiency of the transportation system requires preserving existing assets in a state of good repair as well as leveraging assets that are not fully utilized and making targeted, cost-effective improvements. Continued maintenance is necessary to protect safety, minimize vehicle damage, support infill development in existing urban areas and promote economic growth regionwide.</p> <p><b><u>Infrastructure Security</u></b> The potential for damage from natural or manmade disasters is a threat to the security of Bay Area infrastructure. To preserve the region's economic vitality and quality of life, Bay Area government officials — in cooperation with federal and state agencies — must work to prevent damage to infrastructure systems and to minimize the potential impacts of any future disasters. Funding priorities must reflect the need to ensure infrastructure security and to avoid any preventable loss of life.</p>	<p>Decrease by 10% the share of low-income and lower-middle income residents' household income consumed by transportation and housing</p> <p>Increase gross regional product (GRP) by 87% — an average of 2.1% per year (in current dollars)</p> <ul style="list-style-type: none"> <li>○ Decrease average per-trip travel time by 10% for non-auto modes</li> <li>○ Decrease automobile vehicle miles traveled per capita by 10%</li> <li>○ Maintain the transportation system in a state of good repair: <ul style="list-style-type: none"> <li>• Increase local road pavement condition index (PCI) to 75 or better</li> <li>• Decrease distressed lane-miles of state highways to less than 10% of total lane-miles</li> <li>• Reduce average transit asset age to 50% of useful life</li> </ul> </li> </ul>

## Attachment A.2 Programmatic Categories

Programmatic categories are groups of similar projects, programs, and strategies that are included under a single group for ease of listing in the RTP/SCS. Projects within programmatic categories must be exempt from regional transportation conformity. Many projects which address the concerns of communities, such as pedestrian bulbouts, bicycle lanes, transit passenger shelters, ridesharing, etc. are often taken into account in a programmatic category. Therefore individual projects of this nature do not need to be specified. Projects grouped in a programmatic category are viewed as a program of multiple projects. Projects that add capacity or expand the network are not included in a programmatic category. Projects that do not fit within the identified programmatic categories are listed separately in the RTP/SCS. Programmatic categories to be used include, but are not limited to the following:

1. **Bicycle/Pedestrian Expansion** (new facilities, expansion of existing bike/pedestrian network)
2. **Bicycle/Pedestrian Enhancements** (enhancements, streetscapes, TODs, ADA compliance, mobility and access improvements)
3. **Bicycle/Pedestrian Facilities Rehabilitation**
4. **Lifeline Transportation** (Community Based Transportation Plans projects such as information/outreach projects, dial-a-ride, guaranteed ride home, paratransit, non-operational transit capital enhancements (i.e. bus shelters). Does not include fixed route transit projects.)
5. **Transit Enhancements** (ADA compliance, mobility and access improvements, passenger shelters, informational kiosks)
6. **Transit Management Systems** (TransLink®, Transit GPS tracking systems (i.e. Next Bus))
7. **Transit Safety and Security Improvements** (Installation of security cameras)
8. **Transit Guideway Rehabilitation**
9. **Transit Station Rehabilitation**
10. **Transit Vehicle Rehabilitation/Replacement/Retrofit**
11. **Transit O&M** (Ongoing non-capital costs, preventive maintenance)
12. **Transit Operations Support** (purchase of operating equipment such as fareboxes, lifts, radios, office and shop equipment, support vehicles)
13. **Local Road Safety** (shoulder widening, realignment, non-coordinated signals)
14. **Highway Safety** (implementation of Highway Safety Improvement Program, Strategic Highway Safety Program, shoulder improvements, guardrails, medians, barriers, crash cushions, lighting improvements, fencing, increasing sight distance, emergency truck pullovers)
15. **Non-Capacity Increasing Local Road Intersection Modifications and Channelization**
16. **Non-Capacity Increasing State Highway Enhancements** (noise attenuation, landscaping, roadside rest areas, sign removal, directional and informational signs)
17. **Freeway/Expressway Incident Management** (freeway service patrol, call boxes)
18. **Non-Capacity Increasing Freeway/Expressway Interchange Modifications** (signal coordination, signal retiming, synchronization)
19. **Freeway/Expressway Performance Management** (Non-ITS Elements, performance monitoring, corridor studies)
20. **Non-Capacity Increasing Local Road Rehabilitation** (Pavement resurfacing, skid treatments)
21. **Non-Capacity Increasing Local Bridge Rehabilitation/Replacement/Retrofit**
22. **State Highway Preservation** (Caltrans SHOPP, excluding system management)
23. **Toll Bridge Rehabilitation/Replacement/Retrofit**
24. **Local Streets and Roads O&M** (Ongoing non-capital costs, routine maintenance)
25. **State Highway O&M** (Caltrans non-SHOPP maintenance, minor 'A' and 'B' programs)
26. **Regional Air Quality and Climate Protection Strategies** (outreach programs and non-capacity projects specifically targeting regional air quality and climate protection strategies)
27. **Local Air Quality and Climate Protection Strategies** (outreach programs and non-capacity projects specifically targeting local air quality and climate protection strategies)
28. **Regional Planning and Outreach** (regionwide planning, marketing, and outreach)
29. **Transportation Demand Management** (continuation of ridesharing, shuttle, or vanpooling at current levels)
30. **Parking Management** (Parking cash out, variable pricing, etc.)



### Attachment A.3 – MTC’s Draft Transportation Project Performance Assessment Methodology

	Transportation 2035	SCS/RTP Approach – Initial Thoughts
<b>Goals Assessment</b> (largely qualitative)	<ul style="list-style-type: none"> <li>All projects (700+) assessed, grouped into 13 project type</li> <li>How well projects address each goal/number of goals addressed</li> <li>Conducted by panel of MTC staff and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Same as for Transportation 2035 – but reflecting new goals/targets and with added emphasis on: <ul style="list-style-type: none"> <li>support for focused growth</li> <li>statutory goals to reduce carbon dioxide and accommodate future housing demand</li> </ul> </li> <li>For larger projects, use quantitative information where available, such as projected CO2 and particulate emissions reduction</li> </ul>
<b>Benefit-Cost Assessment</b> (quantitative)	<ul style="list-style-type: none"> <li>60 large-scale uncommitted projects as well as uncommitted regional programs</li> <li>MTC model analysis</li> </ul> <ol style="list-style-type: none"> <li>B/C ratio in 2035 including <ul style="list-style-type: none"> <li>Delay</li> <li>CO2</li> <li>PM10 and PM2.5</li> <li>Injuries &amp; fatalities</li> <li>Direct user costs (vehicle operating/ownership)</li> <li>Cost savings for on-time maintenance</li> </ul> </li> <li>Cost per reduction on CO2</li> <li>Cost per reduction in VMT</li> <li>Cost per low-income household served by new transit</li> </ol> <p>Goals not reflected in B/C are captured through the qualitative assessment</p>	<ul style="list-style-type: none"> <li>Same types of projects but potentially more (perhaps 100) - subject to final policy on committed projects</li> <li>MTC model analysis</li> </ul> <ol style="list-style-type: none"> <li>B/C ratio - over 25 yrs instead of horizon year (if time allows) <ul style="list-style-type: none"> <li>Travel time (see notes below)</li> <li>CO2</li> <li>PM10 and PM2.5</li> <li>Health costs associated with changes in active transportation levels</li> <li>Injuries &amp; fatalities</li> <li>Direct user costs (vehicle operating/ownership)</li> <li>Cost savings for on-time maintenance</li> </ul> </li> </ol> <p>Goals not reflected in B/C are captured through the goals assessment in a qualitative fashion</p>
<b>Synthesis &amp; Use of Information</b>	<ul style="list-style-type: none"> <li>Bubble chart mapping B/C and number of goals addressed</li> <li>Sponsors “justify” projects with low-B/C before inclusion in the draft plan</li> </ul>	<ul style="list-style-type: none"> <li>Bubble chart mapping B/C and number of goals addressed</li> <li>Sponsors must “justify” projects with <ol style="list-style-type: none"> <li>low B/C or meeting few goals</li> <li>increase in CO2 emissions</li> <li>that do not support draft land use</li> </ol> </li> </ul>
<b>Considerations</b>	<ul style="list-style-type: none"> <li>Four quantitative measures was information overload for the decision makers; prefer to have a single quantitative result</li> </ul>	<ul style="list-style-type: none"> <li>Consider approaches to address to concern that current B/C model is dominated by travel time <ul style="list-style-type: none"> <li>Sensitivity tests of impact of travel time on relative ratings of projects</li> <li>Review emerging practices for travel time valuation (e.g., discounting small time savings, different values of time based on trip purpose, value of reliability )</li> <li>Assess significance of B/C results for each project</li> </ul> </li> </ul>

**Attachment A.4**  
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# **Cost Estimating Guide**

## ***2008 Update***



CONTRA COSTA  
**transportation  
authority**

## CONTRA COSTA TRANSPORTATION AUTHORITY 2008 Update of the Cost Estimating Guide

### Summary of Changes

CCTA's *Cost Estimating Guide* (*Guide*) was last updated in July 2003. That version, as well as previous ones, contained specific unit prices for typical project bid items, and "rule of thumb" percentages to use for estimating a variety of other project elements. Global and domestic markets are more unpredictable than ever – as evidenced by the very high escalation in construction costs over the first few years since the last update of the *Guide*, and notable drops in construction costs more recently. For this reason, the CCTA will no longer recommend specific prices or a specific escalation rate to use in the development of project cost estimates. There are many resources available to assist in determining appropriate unit costs when developing cost estimates. As such, CCTA has provided a list of some of these resources at the end of this *Guide*. It is expected that project proponents will use up-to-date cost data from one of the listed sources, or from another credible source, in developing their project cost estimates. Escalation rates should be justifiable.

With the elimination of published unit prices, the accompanying spreadsheet template has also been modified. The "rule of thumb" allowances are still provided in the spreadsheet and can be modified if appropriate. The *Guide* has been updated to reflect these changes.

The major revisions included in the 2008 update are:

1. Specific unit prices are no longer provided. Instead, references (with links, where available) are provided at the end of the *Guide* as potential resources for up-to-date cost data.
2. References to metric units have been removed, as Caltrans no longer uses the metric system. Accordingly, Appendix D (Conversion Factors) is no longer included in the *Guide*.
3. The *Guide* is now available primarily on-line. There is no longer a diskette (formerly Appendix E) associated with it; instead, the spreadsheet template can be downloaded from the CCTA website. ( [www.ccta.net](http://www.ccta.net) ). A hard copy of the *Guide*, along with a CD containing the spreadsheet, is available upon request.
4. There is no longer a discussion of Value Engineering because it is the Authority's policy that value engineering is inherent in the design process and is reinforced during the Peer Review process.
5. There is no longer a discussion of Estimate Deliverables because there is no formal submittal of a cost estimate outside of the Peer Review process.
6. Typographical errors have been corrected and there has been overall editing for clarity.
7. Text has been revised throughout to conform to the revisions identified above.



## **CONTRA COSTA TRANSPORTATION AUTHORITY**

### **Commissioners:**

**Dave Hudson**  
*Chair*

**Maria Viramontes**  
*Vice Chair*

**Janet Abelson**

**Susan Bonilla**

**David Durant**

**Donald P. Freitas**

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**Karen Stepper**

**Don Tatzin**

**Robert K. McCleary**  
*Executive Director*

**October 2008**  
2008 Update of the Cost Estimating Guide  
Prepared by:  
*Nolte Associates, Inc.*

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APPENDIX A: COST ESTIMATING USING THE SPREADSHEET TEMPLATE

APPENDIX B: CONCEPTUAL ESTIMATING REFERENCE, FORMS B-1 AND B-2

APPENDIX C: FORMS C-1, C-2, AND C-3

## CONTRA COSTA TRANSPORTATION AUTHORITY

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### MEASURES C AND J

### COST ESTIMATING GUIDELINES

### PROCEDURE

#### 1.0 INTRODUCTION

The *Cost Estimating Guide (Guide)* sets out a consistent framework for estimating project costs at the conceptual level. Project proponents are encouraged to use this *Guide* when preparing cost estimates for Measure C or J funded projects. Sound financial programming requires consistent and reasonable cost estimates. Accurate cost estimates help project proponents establish reliable funding plans for their projects and allow the Authority to program sufficient funding to deliver the projects.

#### 2.0 ESTIMATING METHODOLOGY

The *Cost Estimating Guide* provides a description of the procedures to be used in estimate preparation for Measures C and J projects. They are described in the following paragraphs.

**Conceptual estimates** are prepared during the early planning and project development phases when detailed information about the project is unknown. **Detailed estimates** are prepared during the design phases of project development when more detailed engineering is being performed.

CCTA provides a template for preparing Conceptual Cost Estimates that can be downloaded from the Authority's website ([www.ccta.net](http://www.ccta.net)) or requested on a CD. Instructions are included for using the template are included in Appendix A. The template was prepared using Microsoft Excel (Version 7.0) software. Information regarding the basis for estimating various bid items at the conceptual level is provided Appendix B. Forms C-1 through C-3 were created in Microsoft Word (Version 7.0).

## **CONTRA COSTA TRANSPORTATION AUTHORITY**

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### The Conceptual Cost Estimating Reference (Appendix B)

The Conceptual Cost Estimating Reference (Appendix B) includes definitions of cost items and the basis for unit prices. Unit prices are specified in several forms used in preparing estimates. Forms B-1, Conceptual Cost Estimate Summary, and B-2, Conceptual Cost Estimate, are shown at the end of Appendix B.

Forms B-1 and B-2 are the output from the Excel-based Cost Estimating Spreadsheet. The Conceptual Cost Estimating Reference is applicable for three types of cost estimates:

- 1) Initial Estimate, prepared when the project is conceived;
- 2) Project Study Report (PSR) Estimate, prepared as part of the PSR or other scoping document; and
- 3) Project Report/Environmental Document (PR/ED) Estimate, prepared as part of the Project Report. These estimates are explained in greater detail in Section 5.

The spreadsheet template no longer contains specific unit prices, although it still contains “rule of thumb” numbers for project elements that are typically estimated as percentages at the conceptual level. The percentages used in the Excel estimating template are to be used as a guide and should not interfere with good estimating practice. The estimator may deviate from the *Guide* if better information is available.

Unit pricing should be carefully considered. Prices can vary greatly for the same material in different areas or quantity, and at the time of this writing, markets appear to be somewhat volatile. There are several sources of cost data that can be used to determine appropriate unit prices. The California Department of Transportation (Caltrans) publishes its Contract Cost Data reference annually, documenting actual bid prices from construction contracts issued in the previous year. A detailed discussion of the Caltrans Contract Cost Database reference follows in the Detailed Cost Estimate section below.

Proponents should document the scope of the project, basis for quantities, basis for pricing, assumptions, inclusions, and exclusions as accurately as possible. The cost estimate should be carefully reviewed before being finalized. A completed and signed Estimate Review and Sign-Off Sheet (Form C-3) is to accompany the Conceptual Estimate. Form C-3 is provided in Appendix C.

### Detailed Cost Estimate (Please refer to Caltrans Contract Cost Database)

Proponents who choose not to use the Caltrans Contract Cost Data reference for developing detailed cost estimates may use other sources, but should justify the basis of their unit prices. Detailed estimates are to be summarized using the format of Form B-1 - Conceptual Cost Estimate Summary.

The Caltrans Contract Cost Database is a summary of cost (by item) for highway construction projects. A six-digit item code has been assigned to each standard contract item. The first two digits

## **CONTRA COSTA TRANSPORTATION AUTHORITY**

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of the item code normally relate each corresponding contract item to its respective section of the California Department of Transportation Standard Specifications. Prices shown in this summary are the mathematically weighted average of the low bidders' prices and are affected by location (Caltrans District Number), time, quantity in the job and size of the item (relative to the size of the job).

This Contract Cost Data is published annually by the Department of Transportation, Office of Office Engineer. A copy can be purchased by sending a request and remittance to:

California Department of Transportation  
Publication Distribution Unit  
1900 Royal Oaks Drive  
Sacramento, CA 95815-3800  
Phone Number: (916) 445-3520

or

<http://caltrans-opac.ca.gov/publicat.htm>

Caltrans also makes the database available online. As of this printing, it can be found at:  
<http://sv08data.dot.ca.gov/contractcost/>.

### **3.0 SCOPE OF THE ESTIMATE**

The project should be developed in sufficient detail to support the type of cost estimate prepared. In some cases it may be necessary to do additional work to adequately define the project scope. For example, it may be necessary to obtain a geotechnical report, information on potential for contaminated soil, or as-built drawings of existing facilities to refine cost estimates.

Any estimate should include a summary narrative describing the scope of work upon which the estimate is based.

### **4.0 TYPES OF ESTIMATES**

Seven project development milestones have been identified for which cost estimates may be prepared. They follow the normal chronological course of events associated with developing a capital project. The seven types of estimates corresponding to these milestones comprise two major categories: Conceptual Estimates and Detailed Estimates. These are shown below.

#### **Conceptual Estimates**

- Initial Estimate
- PSR Estimate
- PR/ED Estimate

#### **Detailed Estimates**

- 35% Submittal Estimate
- 65% Submittal Estimate
- 100% Submittal Estimate
- Final Engineer's Estimate



## CONTRA COSTA TRANSPORTATION AUTHORITY

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During the Authority's peer-review process, a detailed cost estimate is required to be submitted along with the design plans.

### Conceptual Cost Estimates

#### Initial Estimate

An initial estimate, based upon the project concept, is usually the first cost estimate prepared for a new project. The project may not be sufficiently defined to allow use of the *Guide*. If the *Guide* is not used, the proponent should state how the initial estimate was derived.

#### Project Study Report (PSR) or equivalent Estimate

A PSR will generally be required for all projects involving Caltrans facilities. The estimate for a Project Study Report or any similar scoping document should be developed using the format of the *Conceptual Cost Estimate Summary* (Form B-1) and *Conceptual Cost Estimate* (Form B-2). Both forms can be found in Appendix B and are contained in the spreadsheet template.

Note: Caltrans has a defined Project Study Report Cost Estimate format.

#### Project Report/Environmental Document (PR/ED) or equivalent Estimate

The PR/ED Estimate is based upon engineering studies prepared in support of the environmental document.

Note: Caltrans has a defined Project Report Cost Estimate format.

### Detailed Cost Estimates

35% Submittal Estimate is based upon documents prepared for the 35% design submittal. This submittal will define the major elements of the project

65% Submittal Estimate is required for projects for which sufficient detail was not provided for major work elements in the 35% Submittal Estimate or if the project scope has changed significantly.

100% Submittal Estimate is based upon documents prepared for the 100% design submittal. Costs evaluated for this submittal address the final definition of the project, completed specifications, and a detailed implementation schedule. The estimate should also consider any special terms or conditions in the contract.

Final Engineer's Estimate is based on the advertised contract bid documents and any subsequent addenda. Documents upon which this estimate is based include any review comments, which may have been incorporated into the project since preparation of the 100% estimate. The Final

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Engineer's Estimate may be the same as the 100% Submittal Estimate if no changes have occurred nor addenda issued.

### 5.0 PROCEDURES FOR PREPARING CONCEPTUAL ESTIMATES

In order to obtain consistent cost estimates, the Authority has established a standard project work breakdown structure and has developed "rule of thumb" allowances for certain work elements based on typical state highway projects (See Appendix B). Proponents should select unit prices for bid items by using the Caltrans Contract Cost Database, the RS Means Guide, or another professionally acceptable source for construction cost data. Descriptions and definitions of typical bid items are included in Appendix B and should be referred to during the development of the estimate.

#### Estimate Format

Conceptual estimates can be developed using the format of the *Conceptual Cost Estimate Summary* (Form B-1) and *Conceptual Cost Estimate* (Form B-2). Both forms can be found in Appendix B and are contained in the spreadsheet template.

Cost elements contained on Form B-2 should be adequate for most conceptual estimates for Measures C or J projects. Blank spaces are provided on the form for items of work not listed under each major category of cost.

Form B-1 is a total project cost summary containing estimates of both basic contract and other costs. When the spreadsheet software is used, costs associated with contract work from Form B-2 are automatically summarized into 6 major categories of work on Form B-1. Items not in the contract and other markups are added below the line. See Section 7.0, *Below the Line Costs*, for a detailed discussion of these items. The Excel spreadsheets produce forms B-1 and B-2.

#### Quantity Takeoff

Quantity takeoffs should be prepared using the prescribed format and should be based on available conceptual engineering. Appendix B, *Basis of Quantity and Unit Cost Measure*, describes the basis of measurement to be used. Quantity takeoffs may be calculated on any standard takeoff sheet or by using their own spreadsheet. A sample takeoff sheet is provided as Form C-1 in Appendix C.

#### Pricing

The conceptual cost spreadsheet developed by the Authority no longer contains *Guide* unit costs in Form B-2. It does however provide allowances for various soft costs and those bid items which are typically estimated as a percentage in the conceptual phase of a project. These *Guide* allowances are preset in the spreadsheet template. Appendix B contains a description of the assumptions supporting

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the *Guide* allowances. These are intended as a guide and may be adjusted if deemed appropriate. All allowances that deviate from the *Guide* should be highlighted by shading the proponent cost cell. When the estimator feels it is necessary to make significant deviations from the *Guide*, an explanation of deviations should be provided.

On occasion, it may be necessary to develop the cost of a particular line item in more detail (especially if the unit is composed of several items) or to demonstrate the derivation of a unit price should the *Guide* not be used. Form C-2, Unit Price Estimate, is provided for this purpose. The form may also be used to explain the derivation of a lump sum item.

### **6.0 BELOW THE LINE COSTS**

Items below the "Total Contract Cost" shown on the estimate summaries (Form B-1) are termed "Below The Line Costs". These costs are defined as follows:

#### **Work by Others**

Certain items of work may be excluded from the work of the prime construction contract. For instance, relocation of a railroad track or a gas line may be accomplished by force account by the railroad or the local utility, or the owner may procure an item and provide it to the contractor for installation. Detailed information should be entered on Form B-2. The total cost shown on the estimate summary will automatically adjust.

#### **Land and Right-of-Way**

Initially, right-of-way to be acquired for construction of the project should be approximated using unit prices for comparable land values. Once the proposed take is specifically defined, special expertise is required to develop the cost. The appropriate detail should be entered on Form B-2. The form allows cost input for land, relocation costs, land acquisition services, hazardous material remediation, and contingencies. The total will be automatically included on the estimate summary.

#### **Design Development Contingency**

Contingency is an allowance to cover the unknowns inherent in design development and imperfections in estimating. The Contingency Guidelines in Table 1 show the contingency that is recommended to be used during each phase of project development as a percentage of estimated construction cost. The contingency decreases as more detailed engineering is performed. This table should be used to determine the appropriate contingency percentage, unless there is justification for deviation from these guidelines.

For conceptual level estimates the design development contingency is typically set at 25%. This percentage is applied automatically on the preceding subtotal shown on form B-1. The contingency

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section in the spreadsheet template provided along with this *Guide* should be used during the corresponding project development phase. Note that the recommendations below allow for selection of a lower or higher contingency at some of the early phases of project development. The rule of thumb should be to assume the higher value for contingency unless there is some specific justification for reducing it. A small project that is well-defined from the outset may be justified in using 15% contingency at the PR phase, for example.

Type	Estimate Description	Probable Contingency as to Percentage of Construction Cost
1	Initial <i>or</i> PSR	•
2	PSR <i>or</i> PR	•
3	PR <i>or</i> 35% Submittal	•
4	35% Submittal <i>or</i> 65% Submittal	•
5	100% Submittal <i>or</i> Engineer's Estimate	•
		25% 20% 15% 10% 5%

Table 1: Contingency Guidelines

### Engineering and Management

Included in this category are pre-design, design engineering, construction staking, and construction management services. Pre-design services include engineering and environmental studies necessary to obtain environmental clearance.

### Construction Contingency

This is a reserve to cover construction and engineering change orders. The estimate summaries anticipate that 10% of project cost is a reasonable amount to allow for this item. This percentage may be overridden if it is deemed appropriate.

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### **8.0 QUALITIES OF A GOOD COST ESTIMATE**

In general, a cost estimate should attempt to answer a series of questions as shown below:

- **Scope:** What is included? What is excluded? Does the scope of the estimate match the scope of defining documents? Any variations must be identified and the reason for the deviation explained.
- **Quantities:** Are the quantities reasonable? Is the method clear and easy to follow? Has the math been checked? Do the totals come forward to the summaries? A good technique is to use parametric checks from other experience, i.e. 1000 pounds of reinforcing steel per cubic yard of concrete would be extraordinary.
- **Pricing:** Are the unit prices reasonable? Do the allowances follow the *Guide* pricing? If not, are the explanations reasonable? Does the pricing cover the type and quality of materials contemplated? Are incidentals like sales tax and freight covered? Have unusual working conditions been factored into the pricing?
- **Major items:** The major items of work should be investigated with care. A faulty assumption on a major work item will have a large effect on project cost.
- **Presentation:** Is the estimate presentation clear? Is it easy to follow? Is the basis of the estimate documented in a concise fashion so that it will be readily understood by an unfamiliar party?

### **9.0 CONCLUSION**

The *Cost Estimating Guide* is intended to assist project proponents in developing reliable cost estimates for projects that may receive Measures C or J funding. Persons using the *Guide* are encouraged to suggest improvements or corrections to Contra Costa Transportation Authority at Hookston Square, 3478 Buskirk Avenue, Suite 100, Pleasant Hill, CA 94523.

### **10.0 RESOURCES**

The following resources are provided for the convenience of project proponents and were current at the time of this writing. CCTA is not responsible for any changes to others' websites that might render the information below obsolete or incorrect.

- **Caltrans Cost Estimating Resources**  
Caltrans provides a number of resources for preparing cost estimates at various stages of project development. For an overview of cost estimating resources, try the Caltrans Cost



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Estimating webpage, which contains a "...collection of policy, tools, guidance, training, best practices and lessons learned... ..to assist in the development of cost estimates that are complete and accurate, reflecting the true scope of work to be performed and reflecting current market trends". <http://www.dot.ca.gov/hq/oppd/costest.htm>.

- **Caltrans Contract Cost Database**  
Caltrans maintains a database of contract bid prices, which can be found at <http://sv08data.dot.ca.gov/contractcost/>.
- **RS Means Construction Publishers and Consultants**  
RS Means publishes several resources for construction cost data. These may be purchased by contacting RS Means, 63 Smiths Lane, Kingston, MA 02364-0800. Phone: (781) 422-5000.

## MEASURES C AND J

## COST ESTIMATING USING THE SPREADSHEET TEMPLATE

A Conceptual Cost Estimate template, in standard English units, has been prepared for proponent use. The template is available on the CCTA website and can be used with Microsoft Excel version 7.0 or later. The Excel template filename is designated as follows:

CONCEPTUAL COST ESTIMATE .....CONCEPT-EST.XLS

This template will assist you in preparing Estimate Details and an Estimate Summary. Instructions on opening the template in **Microsoft Excel** are explained below.

**USING THE MICROSOFT EXCEL SPREADSHEET**

1. Download the spreadsheet from the CCTA website: [www.ccta.net](http://www.ccta.net) and open the file.
2. Go to the worksheet labeled "CONC-EST-CCTA" and scroll down to line 373 to input or revise items a. through k. below.

a.	<b>Revision Number:</b>	Use 0 if this is the first estimate you have prepared for this project. Add the revision number, if this is a revision.
b.	<b>Date:</b>	The computer will automatically set the date to today's date. If you wish to change the date (i.e. if your computer is not set to the correct date), enter the date in the following format: 'dd-mmm-yy (e.g. '19-nov-98).
c.	<b>By:</b>	Who prepared the Estimate.
d.	<b>Project Name:</b>	Project Title.
e.	<b>Type of Estimate:</b>	Refer to Section 4.0, <b>Types of Estimates</b> , for types of estimates.
f.	<b>Proponent:</b>	Project proponent.
g.	<b>Source of Cost Data:</b>	Source for unit prices.
h.	<b>Design Consultant:</b>	If applicable.
i.	<b>Contract No:</b>	If applicable.
j.	<b>Percent for Contingency:</b>	25% is used as a default. This may be modified by referring to Table 1, Contingency Guidelines and the

k. **Percent for Construction  
Contingency:**

corresponding discussion in Section 7.0,  
**Below the Line Costs.**

10% is used as a default. This may be  
modified by referring to Table 1,  
Contingency Guidelines and the  
corresponding discussion in Section 6.0,  
**Below the Line Costs.**

4. The following steps will assist you in entering your estimate data.
  - a. For each item, enter the unit price you have selected, making sure that the price is based on the same unit of measure that you are using for that item.
  - b. When the quantity for a particular item is input, the Total Cost for that Item will be calculated automatically.
  - c. Items for which the “unit” is a percentage do not require an input in the quantity field. If you wish to change units from percentage to another unit of measure, create a new line item. Input the unit of measure, price, and quantity. For the quantity, enter a “1” for lump sum, or the quantity for any other unit of measure.
  - d. If an item needs to be added, space down to the next blank item for that particular Group Code and input the Item Code, Item Description, Unit, Price and Quantity.
  - e. For line items in group code 09, Engineering and Management, space is provided to add additional categories. These are set up to be lump sum entries. Proponents may override the lump sum units with % calculations by the appropriate Excel manipulations should this change be desired. For lump sum entries place a 1 in the quantity field and a dollar amount in the proponent price column.
  - f. To move from one part of the worksheet to another, use the <F5> key as follows: Enter **REV** to go to the initial data entry screen; **\_1**, **\_2**, etc. to go to Group Codes 01, 02, etc. and **S** to go to the summary screen.
5. Save your work.
6. Print your reports. In order to print both the summary sheet, B-1, and the detailed estimate, B-2, be sure to select “Entire Workbook” in the print options dialog box.

## CONCEPTUAL COST ESTIMATING REFERENCE

## BASIS OF QUANTITY AND UNIT COST MEASURE

**ADVANCE WORK**Temporary Work (Primarily for maintaining traffic)

Temporary work, detours, etc., includes all labor materials and incidental costs for the installation and removal of all items necessary to maintain reasonable flow of traffic and safety during construction of the proposed work. The scope includes, but is not limited to, such items as temporary pavement, signs, signals, barriers, striping, traffic control, traffic management plan, etc.

Unit of Measure: LS (lump sum).

Guideline Unit Cost: 10% of Total Construction Bid Items

For freeways, interchanges, or major arterial projects that will require significant detours or construction staging, additional costs may need to be included in the estimate.

Maintenance of Utilities

Maintenance of utilities includes all labor, materials and incidental costs for temporary relocations, supports, protection, and restoration of electrical or mechanical utilities located in the work areas as required to maintain service with minimal or no interruption. This does not include utility relocation, which is discussed under land and right-of-way costs.

Unit of Measure: LS (lump sum).

Guideline Unit Cost: 3% of Total Construction Bid Items

Particular attention should be given to these items. Costs could be significantly larger than the percents shown, especially if project requires significant rehabilitation and involves traffic management, detours and construction staging.

Mobilization

Mobilization provides reimbursement of cost to the contractor prior to "move in".

Unit of Measure LS (lump sum).

Guideline Unit Cost 10% of Total Construction Bid Items

**Clearing and Grubbing**

Clearing and grubbing includes all labor, materials and incidental costs for clearing from the entire area of the construction right of way all vegetation, shrubs, trees including the removal of stumps and disposal of the cleared items.

Unit of Measure: 2.5% of Total Construction Bid Items

**Demolition**

Demolition includes all labor, materials and incidental costs for the removal of all items within the right of way that interfere with the construction of the proposed work. Exceptions are those items which are to remain functional during construction and which will be an integral part of the finished project. Demolition includes the cost of hauling and disposing of all demolished items. Removal and disposal of hazardous materials should be included under miscellaneous costs.

Demolition of Typical Items (Excluding Bridges, Major Structures, & Buildings):

Unit of Measure: LS (lump sum).

Guideline Unit Cost: 2% of Total Construction Bid Items

Demolition of Bridges, Major Structures, & Buildings:

Removal of buildings and miscellaneous structures can involve significant costs and should be estimated separately.

Unit of Measure: LS (lump sum).

**EARTHWORK****General**

Earthwork includes all labor, materials and incidental costs for all earthwork operations including haulage, testing and disposing of excess excavation, backfill compaction, and grading. Excavation for drainage ditches will be included under "Drainage".

Earthwork (Roadway Excavation) costs can vary significantly between larger and smaller projects. Often for smaller projects, the significant portion of the roadway excavation is associated with grading for the roadway pavement section. This is more labor intensive and therefore more costly than for larger projects with a larger volume of mass earthwork. It is important to use a unit price that is consistent with the size of the project.



**Roadway excavation**

Roadway excavation includes but is not limited to, excavation, embankments using excavated materials, compaction for embankments, haulage, and disposal of over-excavation.

Unit of Measure: CY (cubic yard) of excavated material

The unit price per cubic yard is typically based on a cut and fill operation in soft soil. If conditions suggest that rock excavation will be required, an appropriate allowance should be included.

**Imported Borrow**

Imported borrow includes, but is not limited to, imported material, its placement and compaction, including haulage.

Unit of Measure: CY (cubic yard) of imported borrow in place

Typically, the unit price per cubic yard is based on the availability of suitable borrow material within 10 miles. Similar to Roadway Excavation, unit prices for Imported Borrow can vary significantly between smaller and larger volume projects and should be selected to be consistent with the specific project.

**Erosion Control**

Erosion Control includes all slope and unpaved areas that will not be landscaped. It consists of, but is not limited to, placing soil retention netting, hydro-seeding and mulching or, where required. Other methods of erosion control, such as rip-rap, concrete or asphaltic cover need to be estimated separately.

Unit of Measure: AC (acres) of applicable area

**DRAINAGE****General**

Drainage includes all labor, material and incidental costs for providing adequate drainage of the roadway, and all connections to existing storm sewers, modifications to existing catch basins and manholes as required.

Drainage Ditches

Drainage ditches include excavation and lining, or seeding as required.

Unit of Measure: LF (linear feet) of ditch

Drainage ditches vary in size, and therefore, cost per linear foot. A large ditch might be concrete lined with an average cross section of 3 ft bottom width, 9 ft top width, and 3 ft depth; while a small ditch might be a concrete lined V-ditch with a 1:1 slope and a top width of 4 ft. It is important that the unit price selected is appropriate for the size of ditch that will be required. Roadside ditches would typically only be appropriate in rural or semi-rural settings, as urban projects would normally have curb & gutter.

Reinforced Concrete Pipe (RCP)

Reinforced concrete pipe includes manufacturing, hauling, excavation, and placing the RCP, endwalls, all connections and modifications to existing storm drain systems, as required.

Unit of Measure: LF (linear feet) of RCP

Drainage Structures (Manholes, Catch Basins)

Drainage Structures include excavation, furnishing and installing manholes and catch basins (inlets) with covers and grates.

Unit of measure: EA (each)

Unit prices vary for Manholes and Catch Basins (Inlets), and for smaller and larger projects.

Box Culverts (RCB)

Box culverts include excavation, furnishing and placing the culvert, and end structures. Because box culverts vary greatly in size, it is important to use a unit cost that is appropriate for the specific project.

Unit of Measure: SF (square feet) of box culvert

**PAVEMENT****General**

Pavement includes all labor, materials and incidental costs for compaction, fine grading, and placing sub-base, base, wearing and finish course. Striping and pavement markings, including all delineator buttons and reflectors, will be estimated separately.

Typically city street and arterial projects (non-freeway/expressway) will include curbs & gutters, sidewalks, and sometimes raised medians. Estimate line items are included for these items.

Roadway Pavement Sections and corresponding costs vary significantly between Freeway/Expressways and local streets and arterials. Costs also vary between smaller and larger projects. It is important to select unit costs that consider these variations.

**Asphalt Concrete Pavement (AC)**

Asphalt Concrete pavement should include the area of main road, shoulders, and ramps. Typical road sections might be as follows:

**Local Streets and Arterials:**

Asphalt Concrete (Type A)	0.5 ft
Class 3 Aggregate Base	0.75 ft
Class 4 Aggregate Sub-base	1.0 ft

**Freeway:**

Asphalt Concrete (Type A)	0.67 ft
Class 3 Aggregate Base	0.83 ft
Class 4 Aggregate Sub-base	1.33 ft

Unit of Measure: **SF (square foot) of asphalt concrete pavement**

The Asphalt Concrete pavement unit price should also include the necessary surface coating(s) such as prime coat and tack coat.

**Portland Cement Concrete Pavement**

Portland Cement Concrete pavement should include the total area of Portland Cement Concrete pavement based on a typical structural section. The structural section below is typical for a Long Life

(40-year Design Life) pavement, as the majority of freeways in Contra Costa County will require it. Normal (20-year Design Life) pavement would be approximately 20% less in unit cost.

Portland Cement Concrete	1.00 ft
Lean Concrete Base (LCB)	0.50 ft
Class 4 Aggregate Sub-base	0.75 ft

Unit of Measure: SF (square foot) of PCC pavement

#### Pavement Striping & Markings

Pavement striping includes striping with reflective paint, all delineator buttons and reflectors required.

#### For Conceptual Pavement Striping & Markings Costs:

Unit of Measure: 2% of Total of Group Codes 02, 04, & 06

#### For a more detailed Pavement Striping Cost:

Unit of Measure: LF (linear foot) of Striping

#### For a more detailed Pavement Markings Cost:

Pavement markings will include all markings such as direction arrows, lettering, etc. with reflective paint and all delineator buttons and reflectors required.

Unit of Measure: SF (square foot) of marked area

#### Sidewalk and Curb & Gutter

Sidewalk, Curb, and Curb & Gutter are assumed to be constructed of PCC.

Curb or Curb & Gutter:

Unit of Measure: LF (linear foot) of Curb or Curb & Gutter

Sidewalk:

Unit of Measure: SF (square foot) of Sidewalk

## STRUCTURES

### General

Structures include all labor, materials and incidental cost for structural earthwork, foundations, and superstructures.

### Bridges

Bridges include structural excavation and backfill, piles, abutments, foundations, piers, girders and beams, the bridge deck, and cast in place curbs.

Unit of Measure: SF (square foot) of Bridge Deck

It is useful to consider bridges as either being “relatively straight forward and uncomplicated” or “more complex”, with the unit price reflecting this assessment. Unique or extremely complex bridges should be examined more closely and unit prices adjusted accordingly.

### Retaining Walls

Retaining walls include structural earthwork, piling, footing and stem wall.

Unit of Measure: LF (linear foot) of Retaining Wall

Costs for retaining walls will vary greatly, depending on height. If the project will have multiple or very long walls, you should use different unit costs for sections with significantly different heights. The guide suggest unit prices for Retaining Walls in increments of 5 ft and 10 ft, up to a wall height of 30 ft.

### Sound Walls

Sound Walls include structural earthwork, piling, concrete base, and reinforced masonry wall, pre-cast or cast in place concrete wall.

Unit of Measure: LF (linear foot) of Sound Wall

A unit price should be selected that reflects the height of wall that is likely to be used. For conceptual purposes, a typical sound wall could be assumed to be a 16 ft high, 8 in. thick concrete masonry wall, on a 1 ft-8 in. high concrete base, with 16" drilled piers, at 16 ft center to center.



**MISCELLANEOUS ITEMS****General**

Miscellaneous items include all labor, materials, and incidental costs for supply and installation.

**Fencing**

Fencing includes all posts, rails, chain link fabric, and hardware as required.

Unit of Measure: LF (linear foot) of fence

Unit prices will vary, depending on fence height, whether there is barbed wire on the top, and the size of the project.

**Railings and barriers**

Railings and barriers include metal beam guardrails and cast in place or pre-cast concrete barriers. All posts, brackets and hardware are included.

Unit of Measure: LF (linear foot) of Railing or Barrier

**Traffic Signals**

Traffic signals include, but are not limited to, signals, supports, controllers, and power supply.

Unit of Measure: INT (intersections)

Costs for Traffic Signals will differ depending on whether for a Partially Modified Existing System, a New, or a Totally Reconstructed Traffic Signal System.

**Roadway Lighting**

Roadway lighting includes fixtures, posts, cabling and power supply, panels and controls

Unit of Measure: EA (each) individual street lights/electroliers.

The specific street light/electrolier spacing requirements for the individual jurisdiction that will operate the roadway should be utilized to estimate the approximate total number of lights/electroliers required.

Signing

Signing includes all directional and traffic control signs such as Speed Limit, Do Not Enter, Merge, Yield, etc.

Unit of Measure:     for off ramps: RMP (ramps)  
                          for on ramps: RMP (ramps)  
                          for additional highway signs: mi (miles) of roadway  
                          for truss signs: EA (each)  
                          for roadside signs: EA (each)

Signing for on-ramps should be based on 8 signs on wood posts associated with the ramps and freeway merge.

Signing for off-ramps should be based on 2 truss signs and 10 signs on wood posts associated with the ramps and located both on and off the freeway.

A good rule of thumb for additional highway signs is to assume 1 additional truss sign and 10 additional signs on wood posts per 5 miles of roadway.

A typical truss sign is a 48 foot cantilever sign with foundations and lighting.

Typical roadside signs either have a single wood post or two wood posts.

Landscaping

Landscaping includes all seeding, planting of shrubs and trees, fertilizing and mulching, except for hydro-seeding as included under erosion control and irrigation. No provision is made for hardscaping in this unit price.

Unit of Measure: SF (square foot) of landscaped area

A typical assumption for freeway / expressway locations is based on 1 shrub or tree per 100 SF, wood chip mulch over the entire area and irrigation. Maintenance period is one year.

For city street and arterials, roadside or median locations, the average level of treatment is significantly denser than typical freeway landscaping. It may also include some hardscape treatments within the total landscaped area.

**Construction Storm Water BMP's**

Increased legislation concerning handling construction storm water has resulted in the addition of significant construction costs to projects. The guideline costs for this storm water handling provides for the use of construction related Best Management Practices (BMP's) and development of project specific Storm Water Pollution Prevention Plans (SWPPP).

Unit of Measure: LS (lump sum).

Guideline Cost: 3.0% of Total Construction Bid Items for Codes 2,3,4,5, &6.

**Ramp Metering System**

Typically all on-ramps to freeways will require the installation of a Ramp Metering System.

Unit of Measure: EA (each) lane of an on-ramp lane installation.

**WORK BY OTHERS****General**

Work by others shall include all labor, materials and incidental items furnished by companies or agencies other than the construction contractor. Typical items included here are utility construction or relocations provided by a Utility company, force account work by a railroad company, and materials furnished by others (i.e. owner). For State Highways, Caltrans furnishes various items such as signal controllers, Resident Engineer's Office, COZEEP (additional CHP patrols and enforcement in construction zones), monument disks, padlocks, route shields for funding signs, and sign panels.

Units of Measure: LS (lump sum).

**ENGINEERING AND MANAGEMENT****General**

The costs for engineering and management have been broken down into the following categories:

**Engineering Studies**

Engineering studies includes all costs associated with conceptual engineering activities. This may include alternative configuration studies, site investigations, information gathering, and other engineering studies and reports as needed, except as included with Environmental Studies.

The guideline cost is 3% of estimated Total Construction Cost.

The stated 3% general allowance should be reviewed for appropriateness for each individual project, as project complexity and size can have dramatic effect on this cost.

**Environmental Studies**

Environmental studies shall include all costs of studies and reports as required to obtain an environmental permit. All consulting fees, regulatory requirements and cost shall be included.

The guideline cost is 3% of estimated Total Construction Cost.

The stated 3% general allowance should be reviewed for appropriateness for each individual project, especially for smaller projects. Certain types of environmental studies have a minimum cost, regardless of the construction value of the project, so their potential cost impact can easily be underestimated for smaller projects.

**Design Engineering**

Design Engineering shall include all engineering costs from preliminary engineering to final construction drawings, including right of way engineering. All consulting fees, fieldwork necessary for design, and coordination costs with regulatory agencies and authorities shall be included. The extent of approval requirements associated with Caltrans makes it appropriate to have a varying allowance for Design Engineering depending on the degree of Caltrans involvement.

<u>Caltrans Involvement</u>	<u>Design Engineering Allowance</u>
Category 1: Having No Direct Caltrans Involvement	12% of Total Construction Cost
Category 2: Requiring a Caltrans Encroachment Permit	13% of Total Construction Cost
Category 3: Having Direct Caltrans Involvement and Approval	14% of Total Construction Cost

The Guide is set to automatically calculate Design Engineering Costs at 13%. To use another percentage rate, enter the new rate in the Proponent Price Column.

**Design Services During Construction**

Construction Engineering includes all design services during construction (i.e. review of shop drawings and contractor submittals, responding to Requests for Clarifications, and the preparation of construction Record Drawings).

The guideline cost is 1.5% of estimated Total Construction Cost.

**Construction Staking**

Construction Staking includes all staking costs for the location of the proposed structure.

The guideline cost is 2.5% of estimated Total Construction Cost.

**Construction Management**

Construction Management includes all supervision, inspection, administrative support and materials testing necessary to ensure the work is being constructed to the appropriate standards.

The guideline cost is 13% of estimated Total Construction Cost.

**LAND AND RIGHT-OF-WAY****General**

Land and right-of-way shall include all costs associated with purchase of land, easements and right-of-way such as purchase price, cost of relocating current businesses or residences, right-of-way engineering, and acquisition services.

**Land Costs**

Land costs are to include the purchase price of land, easements and right-of-way.

Unit of Measure: LS (lump sum).\*

**Relocation Costs**

Relocation costs shall include all costs associated with the relocation of a current tenant and may include locating a suitable replacement property, interest payments during a construction of the replacement property as well as all costs associated with relocating all movable property to the replacement property.

Unit of Measure: LS (lump sum).\*

*\* backup information should be provided.*



**Acquisition Services**

Acquisition services include the costs of all services necessary to bring the purchase of land, easements and right of way to a satisfactory conclusion. This includes legal services, title searches, appraisal preparation, negotiations with current owners, financial and real estate consultants, etc.

Unit of Measure: LS (lump sum).\*

**Right-of-Way Engineering**

Right-of-way engineering includes developing plans for land requirements, reapportionment of assessment districts, surveying, documenting the land and easement limits. For Caltrans facilities, services include preparation of right of way appraisal maps and record of surveys.

Unit of Measure: LS (lump sum).\*

**Utility Relocation Costs**

Include all utility relocation costs, excluding any costs for maintenance of utilities, which are included under advance work.

Unit of Measure: LS (lump sum).

*\* backup information should be provided.*

**FORMS**

The forms found in this appendix were created in Microsoft Word. Forms are as follows:

Quantity Sheet	Form C-1
Unit Price Estimate	Form C-2
Estimate Review and Sign-Off Sheet	Form C-3

# FORM C-1

## QUANTITY SHEET

JOB NO. \_\_\_\_\_

**SUBJECT** \_\_\_\_\_

REF. NO.

TITLE \_\_\_\_\_

SHEET                      OF

DATE \_\_\_\_\_

BY \_\_\_\_\_

CHECKED BY \_\_\_\_\_

DRG.

-R

[illegible]

**FORM C-2**  
**UNIT PRICE ESTIMATE**

TITLE
SUBJECT
LOCATION
CLIENT

JOB NO. \_\_\_\_\_  
 DATE \_\_\_\_\_  
 BY \_\_\_\_\_  
 SHEET \_\_\_\_\_ OF \_\_\_\_\_  
 CHECKED BY \_\_\_\_\_

[illegible]

**FORM C-3**  
**MEASURE C/ J**  
**ESTIMATE REVIEW AND SIGN OFF SHEET**

PROJECT NAME: \_\_\_\_\_  
 ESTIMATE: \_\_\_\_\_  
 PROPONENT: \_\_\_\_\_  
 DESIGN CONSULTANT: \_\_\_\_\_

DATE: \_\_\_\_\_  
 ESTIMATOR: \_\_\_\_\_

INCLUDED IN ESTIMATE

	YES	NO
CONTRACT COST	<input type="checkbox"/>	<input type="checkbox"/>
WORK BY OTHERS	<input type="checkbox"/>	<input type="checkbox"/>
LAND AND RIGHT OF WAY	<input type="checkbox"/>	<input type="checkbox"/>
ENGINEERING AND MANAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>
CONTINGENCY	<input type="checkbox"/>	<input type="checkbox"/>
PROJECT RESERVE	<input type="checkbox"/>	<input type="checkbox"/>

ESTIMATE REVIEW

REVIEWER: \_\_\_\_\_  
 POSITION: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_

	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SCOPE PROPERLY COVERED	<input type="checkbox"/>	<input type="checkbox"/>
QUANTITIES REASONABLE	<input type="checkbox"/>	<input type="checkbox"/>
PRICING DEVIATIONS EXPLAINED	<input type="checkbox"/>	<input type="checkbox"/>
INDIRECTS REASONABLE	<input type="checkbox"/>	<input type="checkbox"/>
MAJOR ITEMS REASONABLE	<input type="checkbox"/>	<input type="checkbox"/>



METROPOLITAN TRANSPORTATION COMMISSION  
**PUBLIC PARTICIPATION PLAN**  
for the SAN FRANCISCO BAY AREA

*2010 Update*  
**FINAL DRAFT**

DRAFT: July 9, 2010  
REVISED DRAFT: Oct. 15, 2010  
FINAL DRAFT: Dec. 3, 2010



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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# METROPOLITAN TRANSPORTATION COMMISSION

## Public Participation Plan

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## Separately Bound Appendix

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(These appendices are available from the MTC website, [www.mtc.ca.gov](http://www.mtc.ca.gov), or by calling MTC's Public Information Office at 510.817.5757.)

# Metropolitan Transportation Commission

## Public Participation Plan

*I know of no safe depository of the ultimate powers of the society but the people themselves; and if we think them not enlightened enough to exercise their control with a wholesome discretion, the remedy is not to take it from them but to inform their discretion.*

— Thomas Jefferson

### I. Introduction

The Metropolitan Transportation Commission is the transportation planning and financing agency for the nine-county San Francisco Bay Area. It also serves as the Bay Area Toll Authority (BATA), with oversight of the toll revenue from the region's seven state-owned toll bridges. And, as the Service Authority for Freeways and Expressways (SAFE), MTC oversees a region-wide network of freeway call boxes and roving tow trucks.

The Metropolitan Transportation Commission's public involvement process aims to give the public ample opportunities for early and continuing participation in critical transportation projects, plans and decisions, and to provide full public access to key decisions. Engaging the public early and often in the decision-making process is critical to the success of any transportation plan or program, and is required by numerous state and federal laws, as well as by the Commission's own internal procedures.

This Public Participation Plan spells out MTC's process for providing the public and interested parties with reasonable opportunities to be involved in the regional transportation planning process.

## A. MTC's Commitment to Public Participation

### **Guiding Principles**

The Metropolitan Transportation Commission's public involvement procedures are built on the following guiding principles:

1. Public participation is a dynamic activity that requires teamwork and commitment at all levels of the MTC organization.
2. One size does not fit all — input from diverse perspectives enhances the process.
3. Effective public outreach and involvement requires relationship building — with local governments, with stakeholders and advisory groups.
4. Engaging interested persons in 'regional' transportation issues is challenging, yet possible, by making it relevant, removing barriers to participation, and saying it simply.
5. An open and transparent public participation process empowers low-income communities and communities of color to participate in decision making that affects them.\*  
\*This environmental justice principle was adopted by the Commission in March 2006, as proposed by its Minority Citizens Advisory Committee.

MTC undertakes specific strategies to involve the public, including low-income persons and communities of color, in MTC's planning and investment decisions.

### **Strategy 1: Early Engagement Is Best**

MTC structures its major planning initiatives and funding decisions to provide for meaningful opportunities to help shape outcomes. For example, because MTC's regional transportation plan is the blueprint for both new policies and investments for the Bay Area, updates to the RTP are one of the best places for interested persons to get involved.

### **Strategy 2: Access to All**

MTC works to provide all Bay Area residents opportunities for meaningful participation, regardless of disabilities or language barriers. Further, we recognize that one should not need to be a transportation professional to understand our written and oral communications. In this spirit, we:

- provide auxiliary aids or interpreters to persons with disabilities or language translation barriers
- strive to communicate in plain language and provide appropriate public education materials, and



- use visual tools to translate detailed data into information that is more readily understood.

### **Strategy 3: Response to Written Comments**

MTC pays close attention to the views of the public. MTC is committed to responding to every letter, fax and e-mail sent by individual members of the public.

### **Strategy 4: Inform Commissioners and Public of Areas of Agreement and Disagreement**

MTC staff summarizes comments heard by various parties so that the Commissioners and the public have a clear understanding of where there is consensus on a given issue and where there is not.

### **Strategy 5: Notify Public of Proposed or Final Actions**

MTC staff makes every effort to ensure that meeting minutes reflect public comments and document how comments are considered in MTC's decisions. We strive to inform citizen participants on how public meetings/participation are helping to shape or have contributed to MTC's key decisions and actions. When outcomes don't correspond to the views expressed, every effort is made to explain why not.

## B. Federal and State Requirements

### **SAFETEA**

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users — better known as SAFETEA — signed into law in 2005, underscores the need for public involvement and requires metropolitan planning agencies such as MTC to “provide citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation and other interested parties with a reasonable opportunity to comment” on transportation plans and programs.

SAFETEA legislation also requires MTC — when developing the Regional Transportation Plan and the Transportation Improvement Program (TIP) — to coordinate transportation plans with expected growth, economic development, environmental protection and other related planning activities within our region. Toward this end, this Public Participation Plan outlines key decision points for consulting with affected local, regional, state and federal agencies and Tribal governments.

### **Title VI of the Civil Rights Act of 1964**

Title VI of the Civil Rights Act of 1964 requires that transportation planning and programming be non-discriminatory on the basis of race, color, national origin or disability. The federal statute was further clarified and supplemented by the Civil Rights Restoration Act of 1987 and a series of federal statutes enacted in the 1990s relating to the concept of environmental justice. The fundamental principles of environmental justice include:

- Avoiding, minimizing or mitigating disproportionately high and adverse health or environmental effects on minority and low-income populations;
- Ensuring full and fair participation by all potentially affected communities in the transportation decision-making process; and
- Preventing the denial, reduction or significant delay in the receipt of benefits by minority populations and low-income communities.

### **Executive Orders**

An Executive Order is an order given by the president to federal agencies. As a recipient of federal revenues, MTC assists federal transportation agencies in complying with these orders.

- *Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*

In February 1994, President William Clinton signed Executive Order 12898, Federal Actions to Address Environmental Justice for Minority Populations and Low-Income Populations, which mandates that federal agencies make achieving environmental justice part of their missions.

- *Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency*

Executive Order 13166 states that people who speak limited English should have meaningful access to federally conducted and federally funded programs and activities. It requires that all federal agencies identify any need for services to those with limited English proficiency and develop and implement a system to provide those services so all persons can have meaningful access to services. MTC's *Plan for Special Language Services to Limited English Proficient Populations* can be found in English, Spanish and Chinese on MTC's website at [http://www.mtc.ca.gov/get\\_involved/lep.htm](http://www.mtc.ca.gov/get_involved/lep.htm).

- *Executive Order 12372: Intergovernmental Review of Federal Programs*

Executive Order 12372 calls for intergovernmental review of projects to ensure that federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. The Executive Order does not replace public participation, comment, or review requirements of other federal laws, such as the National Environmental Policy Act (NEPA), but gives the states an additional mechanism to ensure federal agency responsiveness to state and local concerns.

## **2008 California Legislation**

Under a new state law (SB 375, Steinberg, Chapter 728, 2008 Statutes), MTC and the Association of Bay Area Governments must develop a regional Sustainable Communities Strategy to integrate planning for growth and housing with long-range transportation investments, including goals for reducing greenhouse gas emissions for cars and light trucks. The law also calls for a separate Public Participation Plan for development of the Sustainable Communities Strategy and the regional transportation plan. In the Bay Area, MTC and ABAG are working together with the Bay Area Air Quality Management District and the Bay Conservation and Development Commission to develop the region's response to this new law. Appendix A of this plan includes a Public Participation Plan for the Sustainable Communities Strategy and the regional transportation plan.

## **Other Requirements**

A number of other federal and state laws call on MTC to involve and notify the public in its decisions. MTC complies with all other public notification requirements of the state's Ralph M. Brown Act, the California Public Records Act, the California Environmental Quality Act, as well as the public participation mandates of the federal Americans with Disabilities Act, those contained in the state's Katz-Kopp-Baker-Campbell Transportation Blueprint for the Twenty-First Century (Government Code Section 65080), and other applicable state and federal laws.

## C. Development of the Public Participation Plan

MTC's Public Participation Plan was first adopted in September 2007, and updated in 2010. The 2010 update reflects a re-structuring of MTC's advisory committees into a single, broad based Policy Advisory Council; the addition of a Public Participation Plan for the Sustainable Communities Strategy and regional transportation plan; plus other minor edits.

In drafting the 2007 Public Participation Plan, MTC staff consulted with a wide range of interested parties as required by the SAFETEA legislation. The comments and guidance resulting from the public outreach process undertaken as part of the 2007 Public Participation Plan remain relevant and continue to inform the principles and procedures contained in this revised 2010 Plan. As part of the update, MTC will consult with its Policy Advisory Council, as well as an advisory group to the development of the SCS. Focus groups held with limited English proficient persons also will serve to inform procedures contained in this plan.

Details of the 2007 outreach efforts — which included six focus groups with various stakeholders; a web survey; and outreach to local, state and federal environmental resource agencies plus Native American tribal governments — are described in Appendix B and C.

## D. What We Heard From the Public

This section includes a summary of comments received on the Draft July 2010 update to the Public Participation Plan. In reviewing the comments, several themes emerged:

*Involve More Bay Area Residents* — A number of those submitting comments noted how important it is to broaden outreach and public participation to include a wider range of participants, including those who have not traditionally been involved. Citing MTC's work with the Association of Bay Area Governments on a new Sustainable Communities Strategy, many observed how important it is to cover new ground and involve more people, including more outreach to local governments and local elected officials, schools, public health officers, low-income communities, and communities of color.

*Simplify and Demystify* — Citing the complex nature of transportation and land-use planning, many who commented cited the importance of communicating in plain language and of crafting presentations so that a given community or audience can understand why it is important to participate. A number of comments called for more discipline at MTC to avoid or minimize use of complex, technical terms and planning jargon, as well as provide better explanations of how the technical work is conducted.

*Build Relationships in Under-served Communities* — Many noted the importance of taking the time to work over the long term in low-income communities and communities of color in order to build capacity and allow for more effective participation. Several comments from MTC’s Policy Advisory Council and other advisors asked for “tool kits” so that individuals and organizations could work in concert with MTC and ABAG on public outreach on the Sustainable Communities Strategy.

*Make the Process More Transparent* — Another key comment was the need to identify key planning and decision milestones so that the public can understand when they should get involved in the process and provide input on key decisions. A number of comments stressed the need to circle back to participants and communicate how comments were considered in shaping final actions. Specific to the Regional Transportation Plan and the Sustainable Communities Strategy, many asked that more specifics about process and schedule be included in the final plan.

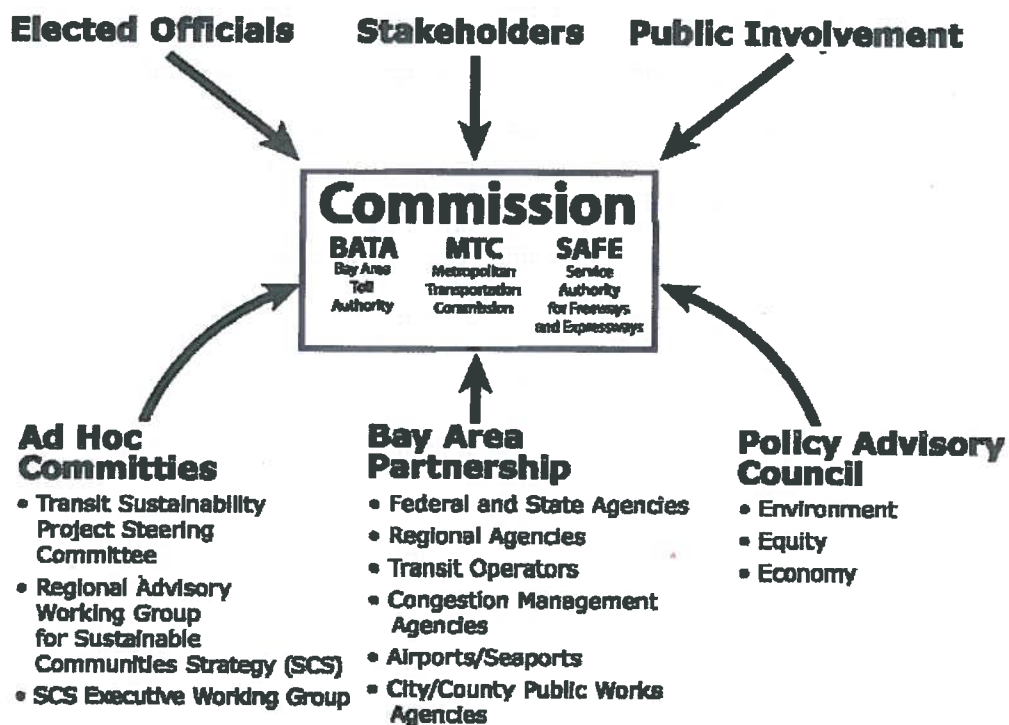
*More Electronic Access* — A number of people who commented asked for expanded access to information via the web, and encouraged MTC to use social media to enable interactive online dialogue.



## II. Continuing Public Engagement

MTC is committed to an active public involvement process that provides comprehensive information, timely public notice and full public access to key decisions.

### Access to MTC's Decisionmakers



MTC provides the public with myriad opportunities for continuing involvement in the work of the agency, through the following methods:

#### MTC's Policy Advisory Council

As part of the evaluation of MTC's public participation program for the Transportation 2035 Plan, MTC looked at the effectiveness of three existing citizen advisory committees. After months of discussion and dialogue, the Commission approved a reorganization of its three separate advisory committees — the Elderly and Disabled Advisory Committee, the Minority Citizens Advisory Committee and the multi-interest MTC Advisory Council — into a single 27-member advisory panel reflecting the “Three E’s” of the Economy, The Environment and Social Equity. (More information on the review of the advisory committee structure can be found in a report on MTC's website: [http://apps.mtc.ca.gov/meeting\\_packet\\_documents/agenda\\_1346/3\\_AdvCommEvalAtt-2.pdf](http://apps.mtc.ca.gov/meeting_packet_documents/agenda_1346/3_AdvCommEvalAtt-2.pdf).)

The Policy Advisory Council — which met for the first time in March 2010 — was created to bring a range of interests to a single table to offer the Commission policy advice. The Council will be consulted during the development of MTC policies and strategies, and their recommendations on various issues will be reported directly to the Commission. The Council may pursue its own policy/program discussions and forward independent ideas to the Commission for consideration. The Council will address Commissioners directly at MTC committee and Commission meetings. MTC Resolution No. 3516 spells out the role and responsibilities of the Policy Advisory Council, including ways to encourage more dialogue between Commissioners and the Council.

All Policy Advisory Council meetings are audiocast and archived on MTC's website. Meetings are open to the public. In fact, tracking the agenda and discussions of MTC's Policy Advisory Council is one of the best ways for interested persons to engage early in the major policy and fiscal issues confronting MTC. Agendas are posted on MTC's website and persons can request to be placed on the mailing list.



#### **Get Involved: Serve on MTC's Policy Advisory Council**

A major recruitment is done periodically to fill advisory council seats. However, MTC may open recruitment to fill interim vacancies. Check MTC's website for current opportunities ([www.mtc.ca.gov/get\\_involved/](http://www.mtc.ca.gov/get_involved/)) or call MTC's Public Information Office at 510.817.5757.

### **Bay Area Partnership**

The Bay Area Partnership collaboratively assists the Commission in fashioning consensus among federal, state, regional, and local transportation agency partners regarding the transportation investment policies to be adopted and implemented by the Commission. MTC ~~Resolution 3509~~ Resolution No. 3985 specifies the membership and role of the Partnership Board in advising MTC. Membership includes the chief staff from all public agencies representing:

- transit operators
- transportation facilities
- congestion management agencies
- public works agencies
- airports and seaports
- regional, state and federal transportation, environmental, and land use agencies

The Partnership Board has one primary subcommittee — the Partnership Technical Advisory Committee (PTAC) — that delves into the more technical aspects of transportation investment policy issues prior to their presentation and discussion among Partnership Board members. Agendas and meeting materials for PTAC are available on MTC’s website or by calling MTC’s public information office.

In addition to the panels listed above, MTC facilitates policy and technical discussions through numerous ad hoc working groups, and serves on other multi-agency advisory committees.

### **Working with Neighboring Regions**

MTC and its counterpart agencies in adjacent regions often coordinate with each other to identify transportation programs and projects of mutual interest for key travel corridors traversing both regions. While no formal agreements are in place, MTC works closely with the neighboring regions on a number of planning initiatives with the Sacramento, San Joaquin, Stanislaus, Santa Cruz and Monterey regions, among others. When updating long-range plans and Transportation Improvement Programs, the regions do keep each other informed and solicit input on planning and programming activities. For air quality planning purposes, MTC has an agreement with the Sacramento Area Council of Governments to detail agency responsibilities relating to transportation conformity and to coordinate the funding of certain projects receiving federal air quality funding in eastern Solano County, which is within the Bay Area but falls partly in the Yolo-Sacramento air basin.

### **Commission and Committee Meetings**

MTC encourages interested persons to attend MTC Commission and standing committee meetings to express their views. Items on the Commission agenda usually come in the form of recommendations from MTC’s standing committees. Much of the detailed work of MTC is done at the committee level, and the Commission encourages the public to participate at this stage, either in person or by tracking developments via the web. At times it is necessary to impose a time limit on public comments in order to allow all attendees the opportunity to speak.

Current MTC standing committees are shown below:

### MTC Standing Committee Structure & Responsibilities

Legislation Committee	Administration Committee	Planning Committee	Programming & Allocations Committee	Operations Committee
Annual MTC Legislative Program  Positions on Legislation & Regulations  Public Participation  Policy Advisory Council	Oversight of Agency Budget and Agency Work Program  Agency Financial Reports/Audits  Contracts  Commission Procedures  Staff Salaries and Benefits	Regional Transportation Plan  Other Regional Plans (airports, seaports)  State and Federal Air Quality Plans  Corridor Planning Studies  Transportation and Land Use Initiatives	Annual Fund Estimate  Fund Allocations  State Transportation Improvement Program (STIP)  Federal Transportation Improvement Program (TIP)	Transportation System Management and Operational Activities  Contracts Related to System Management and Operations  Service Authority for Freeways and Expressways (SAFE)



#### **Get Involved: Accessible Meetings**

All Commission public meetings, workshops, forums, etc. are held in locations accessible to persons with disabilities. Monthly meetings of the Commission, and those of MTC standing committees and advisory committees, usually take place at MTC's offices:

Joseph P. Bort MetroCenter  
 Lawrence D. Dahms Auditorium  
 101 Eighth Street (across from the Lake Merritt BART Station)  
 Oakland, CA 94607

Assistive listening devices or other auxiliary aids are available upon request. Sign-language interpreters, readers for persons with visual impairments, or language translators will be provided if requested through MTC Public Information (510.817.5757) at least three working days (72 hours) prior to the meeting (five or more days' notice is preferred).



## Access to MTC Meetings

Web Access to MTC Meetings [www.mtc.ca.gov]				If You Have Limited or No Web Access
Meeting Materials	WHAT ... is available on the web?	WHEN ... is it posted on the web?	HOW LONG... is it available on the web?	
Meeting Agendas	♦ Commission meetings ♦ Standing committees ♦ Advisory committees	One week prior to meeting**	6 months	Mailed to interested public or available at meeting*
Meeting Packets	<i>Same as above</i>	<i>Same as above</i>	6 months	<i>Same as above</i>
Audiocast of Meetings	♦ Commission meetings ♦ Standing committees ♦ Partnership Board meetings ♦ Policy Advisory Council meetings	Listen to meeting live	6 months	Meeting minutes will be mailed to interested public; copies of electronic recordings are available*
Monthly Tentative Meeting Schedule	Schedule of all Commission and advisory committee meetings	Posted and updated continuously	Posted and updated continuously	Mailed to interested public or available at MTC*

\* Contact the MTC Library or the Public Information Office to request meeting materials.

\*\* Final agendas are posted 72 business hours in advance of the meeting time in the MTC Library.

### Database Keeps Interested Persons in the Loop

MTC maintains a master database of interested persons, public agency staff, and stakeholders. The database, which includes mailing information, e-mail addresses and other contact information, is organized around issues or events. This allows MTC to send targeted mailings to keep the public updated on the specific issues they are interested in, including information on how public meetings/participation have contributed to its key decisions and actions.



#### **Get Involved: Sign Up for MTC's Database**

Signing up to receive mailings or periodic email concerning major MTC initiatives is a good way stay informed. Any member of the public may request to be added to MTC's contact database by calling MTC's Public Information Office at 510.817.5757 or e-mailing [info@mtc.ca.gov](mailto:info@mtc.ca.gov).



### **Public Meetings, Workshops and Forums**

Public meetings on specific issues are held as needed. If statutorily required, formal public hearings are conducted, and notice of these public hearings is placed in the legal section of numerous newspapers in the MTC region, including newspapers circulated in minority communities of the Bay Area. Materials Proposals (in the form of compact discs or printed documents) to be considered at MTC public hearings are mailed to major libraries throughout the MTC region prior to public hearings, and are made available to interested persons upon request. In addition, materials are placed on file in the MTC Library. The MTC Public Information Office can provide the names and addresses of libraries that received the public hearing documents.

MTC also conducts workshops, community forums, conferences and other events to keep the public informed and involved in various high-profile transportation projects and plans, and to elicit feedback from the public and MTC's partners. MTC holds meetings throughout the nine-county San Francisco Bay Area to solicit comments on major plans and programs, such as the long-range Regional Transportation Plan. Meetings are located and scheduled to maximize public participation (including evening meetings).

For major initiatives and events, MTC typically provides notice through posting information on MTC's website, and, if appropriate, through mailed notices, e-mail notices, and news releases.



#### **Get Involved: Alternative Language Translations**

If language is a barrier to your participation in meetings, MTC can arrange for an interpreter or translate meeting materials. Sign-language interpreters and readers for persons with visual impairments are also available. Please call MTC Public Information (510.817.5757) at least three working days (72 hours) prior to the meeting (five or more days' notice is preferred).

### **MTC's Library: Information for the Asking**

The MTC Library, located in the Joseph P. Bort MetroCenter (the building that houses MTC offices) at 101 Eighth Street in Oakland, is open to the public week days. Check the web site or call MTC Public Information (510.817.5757) for exact hours. This special library has an extensive collection of reports, books, and magazines, covering transportation planning, demographics, economic analysis, public policy issues and regional planning in the San Francisco Bay Area. It is designed to meet the information needs of government agencies, researchers, students, the media and anyone else who is interested in transportation, regional planning and related fields. Special features include:

- Extensive reference assistance by telephone, e-mail, fax and in-person
- Two public access Internet terminals
- Newspaper and magazine reading areas
- Coin-operated copier
- Open stacks

The commitment to using technology to extend public outreach continues with MTC Library staff posting on MTC's web site the headlines of transportation and related stories from Bay Area daily newspapers as well as key statewide and national journals and other such publications. Readers can view the headlines each morning on MTC's website or subscribe to the service via e-mail or by RSS feed (a method of electronic notification of web updates).

The library makes public resource materials available for download by posting on the MTC website: <http://www.mtc.ca.gov/library/pub.php> and including URLs whenever available for all materials in our publicly available catalog <http://slk060.liberty3.net/mtc/opac.htm>.



### **Get Involved: The Facts at Your Fingertips**

MTC's publications listed on MTC's web site can be ordered by phone (510.817.5836), e-mail ([library@mtc.ca.gov](mailto:library@mtc.ca.gov)) or by completing an online form. The entire Library collection can be searched using the online catalog. A wide range of MTC publications are available for downloading.



### **Get Involved: Keep on Top of Transportation News**

MTC's Library compiles an electronic news summary with links to transportation-related articles appearing in major Bay Area and national news outlets. To subscribe, visit MTC's web site:

**[www.mtc.ca.gov/news/headlines.htm](http://www.mtc.ca.gov/news/headlines.htm)**

## **Publications**

The Public Information Office publishes a variety of materials to inform the public about MTC's work, issues relating to Bay Area transportation and guides for transit users. They include:

- MTC's print and electronic newsletter, *Transactions*, offering news about MTC's activities, along with general transportation news for the nine-county San Francisco Bay Area. Between 13,000 and 15,000 copies are circulated free of charge to interested persons, the news media, public

officials, legislators, transit staff, national transportation groups, environmental groups, business groups and libraries.

- *The ABC's of MTC*, serving as a primer on MTC's roles and responsibilities for the region's interested persons and local policy-makers, and providing basic information on the Bay Area's transportation network.
- *MTC's Annual Report*, providing information about MTC allocations and expenditures.

MTC also publishes guides for transit riders and other materials to help Bay Area residents learn more about transportation. These publications include working papers, technical memoranda, reports based on data from the U.S. Census and other sources that describe regional travel characteristics and travel forecasts. They are available to the public through the MTC Library, located at MTC offices. Most can be found on MTC's web site. A charge may be levied to recover the cost of producing and (if applicable) mailing the publication.



#### **Get Involved: Accessible Documents**

MTC provides accurate, high-quality and culturally sensitive translations to more actively involve non-English speakers and disabled communities in its public comment process when appropriate. A request for language interpreters at a meeting must be requested at least three working days (72 hours) prior to the meeting (five or more days' notice is preferred).



#### **Get Involved: DataMart Offers a Wealth of Transportation Information**

Interested persons can access a wealth of data on Bay Area travel and commute patterns online at: [www.mtc.ca.gov/maps\\_and\\_data/](http://www.mtc.ca.gov/maps_and_data/). Included is access to maps, census data, transit operator statistics, background on travel models, and research papers.

**Website:** [www.mtc.ca.gov](http://www.mtc.ca.gov)

MTC's website — [www.mtc.ca.gov](http://www.mtc.ca.gov) — is targeted to audiences ranging from transit riders seeking bus schedules to transportation professionals, elected officials and news media seeking information on particular programs, projects and public meetings.



Updated daily, the site provides information about MTC's projects and programs, the agency's structure and governing body and upcoming public meetings and workshops. It contains the names, e-mail addresses and phone numbers for staff and Commission members; all of MTC's current planning documents, publications located in the MTC Library, data from the U.S. Census as well as detailed facts about the region's travel patterns. It also includes important links to partner government agencies as well as to other sites such as the Bay Area's 511.org for traveler information and the FasTrak®.org site for users of the region's automated toll system.



#### **Get Involved: Track MTC Via Web**

Log onto MTC's website — [www.mtc.ca.gov](http://www.mtc.ca.gov) — for meeting agendas and packets. Live and archived audiocasts of meetings make it possible for interested parties to “tune in” at their convenience to all Commission and standing committee meetings.

### **Media Outlets Help Engage More Persons**

MTC regularly issues news releases about Commission programs and actions of interest to the public. These include announcements of public workshops and hearings, recruitment for positions on MTC's advisory committees, and employment opportunities through MTC's high school and college internship programs. News releases are sent to regional, state and national media — including minority print and broadcast outlets — and many are translated into Spanish, Chinese and other languages. In addition to news releases, MTC staff and Commissioners also host press events and news conferences (often in conjunction with other transportation agencies), visit newspaper editorial boards, and conduct briefings with Bay Area reporters and editors to discuss key initiatives such as the Regional Transportation Plan and MTC's transportation and land-use policy. These briefings provide an opportunity for both print and broadcast journalists to learn about MTC programs that may not immediately produce traditional hard news stories, thus providing background context for subsequent articles or radio/TV pieces.

### **Staff Dedicated to Assistance and Outreach**

In addition to the components of MTC's public outreach program detailed above, MTC's commitment to public participation includes staff dedicated to involving the public in MTC's work. Public Information staff provides the following materials and services:

- Public Information staff can make available to the public any item on the MTC website (including meeting notices, agendas, and materials that accompany agenda items for meetings of the Commission and its committees and advisory panels) if a person does not have Internet access.
- Public Information staff works with interested organizations to arrange for MTC staff and commissioners to make presentations to community groups.
- MTC staff participates in region-wide community and special events, especially events in targeted ethnic and under-represented communities.
- Public Information staff will respond by telephone (510.817.5757), U.S. mail (101 Eighth Street, Oakland, CA 94607) or e-mail ([info@mtc.ca.gov](mailto:info@mtc.ca.gov)) from the public and the media about MTC.

### III. Public Participation Techniques

MTC selects from an array of options to develop and execute specific public participation programs to inform its major decisions, such as for corridor studies, new funding policies or updates to the Regional Transportation Plan.

For example, public involvement elements for the Regional Transportation Plan might include working with community-based organizations to cosponsor meetings, targeted news releases, a regional summit, a telephone and web survey, workshops with interactive exercises and facilitated discussions, and a companion web site that serves as a ready reference point to track key milestones in the overall development of the plan.

A menu of participation techniques follows, and includes some tried-and-true approaches as well as new suggestions we heard from the public while developing this plan.

#### **Public Meetings/Workshops**

- Offer customized presentations to existing groups and organizations
- Co-host workshops with community groups, business associations, etc.
- Contract with community-based organizations in low-income and minority communities for targeted outreach
- Sponsor a forum or summit with partner agencies, with the media or other community organizations
- Encourage opportunities for public input directly to policy board members

#### **Techniques for Public Meetings/Workshops**

- Open Houses
- Facilitated discussions
- Question-and-Answer sessions with planners and policy board members
- Break-out sessions for smaller group discussions on multiple topics
- Interactive exercises
- Customized presentations
- Vary time of day for workshops (day/evening)
- Conduct meeting entirely in alternative language (Spanish, Chinese, for example)

#### **Visualization Techniques**

- Maps
- Charts, illustrations, photographs



- Table-top displays and models
- Web content and interactive games
- Electronic voting
- PowerPoint slide shows

#### **Polls/Surveys**

- For major planning efforts (such as the Regional Transportation Plan and Sustainable Communities Strategy), conduct statistically valid telephone polls in English as well as in Spanish and Cantonese
- Electronic surveys via web
- Intercept interviews where people congregate, such as at transit hubs
- Printed surveys distributed at meetings, transit hubs, on-board transit vehicles, etc.

#### **Focus Groups**

- Participants recruited randomly from telephone polls
- Participants recruited by interest area

#### **Printed Materials**

- User-friendly documents (including use of executive summaries)
- Outside review of written materials to ensure clear, concise language
- Post cards
- Maps, charts, photographs, and other visual means of displaying information

#### **Targeted Mailings/Flyers**

- Work with community-based organizations to distribute flyers
- Mail to targeted database lists
- Distribute “Take-one” flyers to key community organizations
- Place notices on board transit vehicles and transit hubs

#### **Utilize local media**

- News Releases
- Invite reporters to news briefings
- Meet with editorial staff
- Opinion pieces/commentaries
- Purchase display ads
- Negotiate inserts into local printed media
- Visit minority media outlets to encourage use of MTC news releases
- Place speakers on Radio/TV talk shows
- Public Service Announcements on radio and TV

- Develop content for public access/cable television programming
- Civic journalism and nonprofit partnerships

#### **Use of the Internet/Electronic Access to Information**

- Web site with updated content
- Use social media to reach a larger audience
- Audio-cast of past public meetings/workshops
- Electronic duplication of open house/workshop materials
- Interactive web with surveys, comment line
- Use the web to provide interaction among participants
- Access to planning data (such as maps, charts, background on travel models, forecasts, census data, research reports)
- Provide information in advance of public meeting

#### **Notify Public via**

- Blast e-mails
- Notice widely disseminated through new partnerships with community-based and interest organizations
- Newsletters
- Printed materials
- Electronic access to information
- Local Media
- Notices placed on board transit vehicles and at transit hubs

#### **Newsletters**

- MTC's newsletter *Transactions*
- Commissioner newsletters
- Submit articles for publication in community/corporate newsletters

#### **Techniques for Involving Low Income Communities and Communities of Color**

See also MTC's *Plan for Special Language Services to Limited English Proficient Populations*, which can be found in English, Spanish and Chinese on MTC's website at [www.mtc.ca.gov/get\\_involved/lep.htm](http://www.mtc.ca.gov/get_involved/lep.htm).

- Involve MTC's Policy Advisory Council
- Grants to community-based organizations to tailor meetings, customize presentation materials, provide incentives and support services to ~~and~~ remove barriers to participation (e.g., provide child care and refreshments)
- "Take One" flyers on transit vehicles and transit hubs
- Outreach in the community (flea markets, churches, health centers, etc.)

- Personal interviews or use of audio recording devices to obtain oral comments
- Translate materials; have translators available at meetings as requested
- Include information on meeting notices on how to request translation assistance
- Robust use of “visualization” techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Use of community and minority media outlets to announce participation opportunities

### **Techniques for Reporting on Impact of Public Comments**

- Summarize key themes of public comments in staff reports to MTC standing committees
- Direct mail and email to participants from meetings, surveys, etc. to report final outcomes
- Newsletter articles
- Updated and interactive web content

### **Techniques for Involving Limited-English Proficient Populations**

- Personal interviews or use of audio recording devices to obtain oral comments
- Translated documents and web content on key initiatives
- On-call translators for meetings
- Translated news releases and outreach to alternative language media, such as radio, television, newspapers and social media.
- Include information on meeting notices on how to request translation assistance
- Robust use of “visualization” techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Train staff to be alert to and anticipate the need of low-literacy participants in meetings, workshops, and the like

### **Other Outreach**

- Information/comment tables or booths at community events and public gathering spaces
- Comment Cards/Take-One Cards on-board transit vehicles

#### IV. Public Participation Procedures for the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP)

There are two key transportation initiatives of MTC's that are specially called out in federal law as needing early and continuing opportunities for public participation — development of the Regional Transportation Plan and the Transportation Improvement Program.

##### **Public Participation Opportunities in the RTP and TIP**

Because of its comprehensive, long-term vision, the RTP provides the earliest and the best opportunity for interested persons and public agencies to influence MTC's policy and investment priorities for Bay Area transportation. It is at this earlier RTP stage where investment priorities and major planning-level project design concepts are established, and broad, regional impacts of transportation on the environment are addressed. Thus, there is comparatively less value for public to participation in the TIP, which is a programming document that identifies funding for only those programs and projects that are already included in the RTP. A mid-point between the RTP and TIP is the project-selection process. Interested residents can become versed in how a transportation project moves from an idea to implementation — including local project review, details for how projects are included in MTC's RTP, MTC's Project Selection Process, the TIP and environmental review/construction phases — in a publication titled "A Guide to the San Francisco Bay Area's Transportation Improvement Program, or TIP." This document is available on MTC's web site ([www.mtc.ca.gov/funding/tip/DRAFT\\_2011/Guide\\_to\\_TIP\\_8-10.pdf](http://www.mtc.ca.gov/funding/tip/DRAFT_2011/Guide_to_TIP_8-10.pdf)) and from the MTC Library.

Another easy way to engage on transportation policies and investment is to request to be added to MTC's RTP database (see below for instructions).



##### **Get Involved: Sign Up for MTC's RTP Database at [www.OneBayArea.org](http://www.OneBayArea.org)**

One of the ways to have the most impact on MTC's policy and investment decision is to participate in an update of the regional transportation plan (RTP). Contact MTC's Public Information Office online at [www.OneBayArea.org](http://www.OneBayArea.org) or at [info@mtc.ca.gov](mailto:info@mtc.ca.gov), or call at 510.817.5757, and ask to be included in MTC's database.

## **Regulatory and Planning Context for Environmental Justice**

Under 1998 guidance from the Federal Highway Administration and the Federal Transit Administration on environmental justice, metropolitan planning organizations must, as part of the planning process:

- Enhance analytical capabilities to ensure that the long-range transportation plan and transportation improvement program comply with Title VI.
- Identify residential, employment and transportation patterns of low-income and minority populations, identify and address needs, and assure that benefits and burdens of transportation investments are fairly distributed.
- Improve public involvement processes to eliminate participation barriers and engage minority and low-income populations in transportation decisions.

MTC carries out each of these directives by (a) continually gathering and analyzing regional demographic and travel data and refining its analytical capabilities; (b) supporting locally based needs assessments in low-income communities and communities of color through the Community-based Transportation Planning program, funding projects targeting low-income communities through the Lifeline Transportation Program, and conducting an equity analysis of each long-range plan RTP; (c) preparing an investment analysis with a focus on low-income communities and communities of color for the 2011 and future TIPs; (d) examining and refining the agency's public involvement process to ensure full and fair participation in decision-making.



## A. Regional Transportation Plan

The long-range Regional Transportation Plan (RTP) prioritizes and guides all Bay Area transportation development over 25 years. The RTP is the comprehensive blueprint for transportation investment (transit, highway, local roads, bicycle and pedestrian projects), and establishes the financial foundation for how the region invests in its surface transportation system by identifying how much money is available to address critical transportation needs and setting the policy on how projected revenues are to be spent. The RTP is updated at least once every four years to reflect reaffirmed or new planning priorities and changing projections of growth and travel demand based on a reasonable forecast of future revenues available to the region.

Under a new state law (SB 375, Steinberg, Chapter 728, 2008 Statutes), the RTP must include a regional Sustainable Communities Strategy for achieving a regional target for reducing greenhouse gases for cars and light trucks and identify specific areas in the nine-county Bay Area to accommodate all the region's projected population growth, including all income groups, for at least the next 25 years. The legislation requires MTC and the Association of Bay Area Governments (ABAG) to jointly develop the regional Sustainable Communities Strategy to integrate planning for growth and housing with long-range transportation investments. In the Bay Area, MTC and ABAG are joined by the Bay Area Air Quality Management District and the Bay Conservation and Development Commission to develop an SCS that also incorporates shoreline planning and air quality objectives.

The law also calls for a separate Public Participation Plan for development of the Sustainable Communities Strategy and the regional transportation plan. Appendix A describes a Public Participation Plan for the Sustainable Communities Strategy and Regional Transportation Plan.

MTC prepares several technical companion documents for RTP updates. These include a program-level Environmental Impact Report per California Environmental Quality Act (CEQA) guidelines, and transportation air quality conformity analyses (to ensure clean air mandates are met) per federal Clean Air Act requirements. Certain revisions to the RTP may warrant a revision or update to these technical documents. The process for preparing and conducting interagency consultation on the conformity analysis is described in MTC Resolution No. 3757.

MTC also prepares an Equity Analysis on RTP updates to determine whether minority and low-income communities in the Bay Area share equitably in the benefits of the regional transportation plan without bearing a disproportionate share of the burdens. As an assessment of the region's long-

range transportation investment strategy, this analysis is conducted at a regional, program-level scale. This assessment of the long-range plan is intended to satisfy federal requirements under Title VI of the Civil Rights Act and federal policies and guidance on environmental justice. For each update of the RTP, MTC will prepare a public participation plan (see below “RTP Update”) that will provide more information on how the equity analysis will be conducted throughout that update of the RTP.

### **Updating and Revising the Regional Transportation Plan**

A complete update of an existing regional transportation plan is required at least once every four years. The RTP also may be revised in between major updates under certain circumstances, as described below in the table and narrative:

- **RTP Update**

This is a complete update of the most current long-range regional transportation plan, which is prepared pursuant to state and federal requirements.

RTP updates include extensive public consultation and participation involving hundreds of Bay Area residents, public agency officials and stakeholder groups over many months. MTC’s Policy Advisory Council and many stakeholder advocacy groups play key roles in providing feedback on the policy and investment strategies contained in the plan. Local and Tribal governments, transit operators and other federal, state and regional agencies also actively participate in the development of an RTP update via existing and ad hoc forums.

For each RTP update MTC will prepare a multi-phased public outreach and involvement program to ensure that all those with a stake in the outcome are actively involved in its preparation. See Appendix A of this Plan for the Public Participation Plan for the 2013 Sustainable Communities Strategy/ Regional Transportation Plan. An RTP Public Participation Plan will draw from the public participation techniques listed in Section III of this plan, as well as set performance benchmarks. MTC will request that county congestion management agencies (CMAs) involve the public in their process for nominating projects for inclusion in the RTP, and show how public comments helped inform their recommendations.

- **RTP Amendment**

An amendment is a major revision to a long-range RTP, including adding or deleting a project, major changes in project/project phase costs, initiation dates, and/or design concept and scope (e.g., changing project locations or the number of through traffic lanes). Changes to projects that are included in the RTP only for illustrative purposes (such as in the financially unconstrained “vision” element) do not require an amendment. An amendment requires public review and comment, demonstration that the project can be completed based on expected funding, and/or a finding that the change is consistent with federal transportation conformity mandates. Amendments that require an update to the air quality conformity analysis will be subject to the conformity and interagency consultation procedures described in MTC Resolution No. 3757.

- **RTP Administrative Modification**

This is a minor revision to the RTP for minor changes to project/project phase costs, funding sources, and/or initiation dates. An administrative modification does *not* require public review and comment, demonstration that the project can be completed based on expected funding, nor a finding that the change is consistent with federal transportation conformity requirements. As with an RTP amendment, changes to projects that are included in the RTP’s financially unconstrained “vision” element may be changed without going through this process.

Table 1  
Updating and Revising the Regional Transportation Plan (RTP)

Public Participation for an RTP Update	
①	Prepare a public participation plan to provide early and continuing opportunities to comment. Review public outreach and involvement program with stakeholders and advisory groups.
②	Implement public outreach and involvement program, which may include: <ul style="list-style-type: none"> <li>• Numerous targeted workshops with local governments, partner agencies, stakeholder groups, advisory groups including MTC's Policy Advisory Council, and the general public</li> <li>• Opportunities to participate via the web, surveys, etc</li> <li>• Posting draft documents to the web for public review and comment</li> <li>• Documents available for viewing at the MTC Library</li> </ul>
③	Notify the public of opportunities to participate using such methods as local media outlets, mailings and electronic-mailings to MTC's database, stakeholder and advocacy groups, web postings.
④	Conduct inter-governmental consultation, as appropriate.
⑤	Conduct interagency consultation as appropriate based on Air Quality Conformity Protocol (MTC Resolution No. 3757).
⑥	Release Draft Plan for at least a 55-day public review period <ul style="list-style-type: none"> <li>• Hold at least three formal public hearings in different parts of the region</li> <li>• Respond to significant comments</li> <li>• Extend public review period by 5-days if changes in the final RTP are considered material differences.</li> </ul>
⑦	Adoption by the MTC Commission at a public meeting. Notify the public about the Commission's action with electronic mailings to MTC's database.
Public Participation for an RTP Amendment	
①	Release proposed amendment for a 30-day public review <ul style="list-style-type: none"> <li>• Notify the public of opportunities to participate and comment using such methods as local media outlets, mailings and electronic mailings to MTC's database, notice to stakeholder and advocacy groups, or web postings.</li> <li>• Post amendment on MTC's web site for public review</li> <li>• Amendment available for viewing at the MTC Library</li> </ul>
②	RTP Amendment reviewed at a public meeting of the MTC Planning Committee.
③	Approval at a public meeting by the MTC Commission.
④	Post approved RTP Amendment on the MTC website and notify the public about its approval via electronic mailings to MTC's database.
Public Participation for RTP Administrative Modification	
①	No formal public review.
②	Approval by MTC Executive Director.
③	RTP Administrative Modification posted on MTC website following approval.

## B. Transportation Improvement Program

The Transportation Improvement Program (TIP) implements the policy and investment priorities expressed by the public and adopted by MTC in the Regional Transportation Plan (RTP). In this way, public comments made as part of the RTP are reflected in the TIP as well. The TIP covers a four- or five-year timeframe, and all projects included in the TIP must be consistent with the RTP, which covers 25 years. The TIP is a comprehensive listing of Bay Area surface transportation projects — including transit, highway, local roadway, bicycle and pedestrian investments — that:

- receive federal funds, or are
- subject to a federally required action, or are
- regionally significant, for federal air quality conformity purposes.

The TIP includes a financial plan that demonstrates there are sufficient revenues to ensure that the funds committed (or “programmed”) to the projects are available to implement the projects or project phases. Adoption of the TIP also requires a finding of conformity with federal transportation-air quality conformity mandates.

Individual project listings may be viewed through MTC’s web-based Fund Management System at [www.mtc.ca.gov/funding/fms\\_intro.htm](http://www.mtc.ca.gov/funding/fms_intro.htm). As part of MTC’s commitment to public involvement, many projects in the TIP are mapped to present the online reader with a visual location of the project. Individuals without access to the Internet may view a printed copy of the project listings at the MTC Library at 101 Eighth Street, in Oakland.

In addition to a Transportation Improvement Program that is accessible online (<http://www.mtc.ca.gov/funding/tip/>), MTC maintains free, subscription-based e-mail distribution lists to inform interested individuals, transportation officials and staff of changes and actions related to the TIP. Through this system, individuals are alerted as needed regarding the development and approval of a new TIP and updates, such as the notice of a TIP update, or notice and approval of the TIP amendments. The TIP-INFO Notification tool helps facilitate public review and comments as well as coordination with transportation and other public agencies. Anyone may sign up for the service at MTC’s website.

To further assist in the public assessment of the TIP, and specifically to analyze the equity implications of the proposed TIP investments, MTC conducted an investment analysis for the 2011



TIP with a focus on minority and low-income residents for each update of the TIP. Future TIPs will build and improve upon this analytical framework.

### **Updating and Revising the TIP**

Federal regulations require that the TIP be updated at least once every four years. From time to time, circumstances dictate that revisions be made to the TIP between updates. MTC will consider such revisions when the circumstances prompting the change are compelling, and the change will not adversely affect transportation-air quality conformity or negatively impact the financial constraint findings of the TIP. These regulations can be viewed on MTC's web site at <http://www.mtc.ca.gov/funding/tip/tiprevisionprocedures.pdf>.

In addition to a TIP update, revisions to the TIP may occur as TIP Amendments, TIP Administrative Modifications, or TIP Technical Corrections. The criteria for Administrative Modifications and Amendments are defined in federal regulations, specifically Title 23, CFR part 450.104.

The Federal Highway Administration, Federal Transit Administration, and Caltrans agreed on Amendment and Administrative Modification Guidelines on November 17, 2008. The guidelines are posted online at:

[www.dot.ca.gov/hq/transprog/federal/fedfiles/res\\_publications/amend\\_mod\\_procedures\\_approval.pdf](http://www.dot.ca.gov/hq/transprog/federal/fedfiles/res_publications/amend_mod_procedures_approval.pdf) [www.dot.ca.gov/hq/transprog/federal/fedfiles/amend\\_mod\\_procedures\\_approval.pdf](http://www.dot.ca.gov/hq/transprog/federal/fedfiles/amend_mod_procedures_approval.pdf). Further explanation about TIP updates and how the types of revisions are processed are shown in the narrative and table that follows.

- **TIP Update**

This is a complete update of the existing TIP, to reflect new or revised transportation investment strategies and priorities. An update of the TIP is required at least once every four years. Because all projects included in the TIP are consistent with the RTP, MTC's extensive public outreach for development of the RTP is reflected in the TIP as well. The TIP implements, in the short-term, the financially constrained element of the RTP and is responsive to comments received during the development of the RTP. TIP updates will be subject to the conformity and interagency consultation procedures described in MTC Resolution No. 3757.

- **TIP Amendment**

This is a revision that involves a major change to the TIP, such as the addition or deletion of a project; a major change in project cost or project/project phase initiation date; or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). An amendment is a revision that requires public review and comment, re-demonstration of fiscal constraint, or an air quality conformity determination. Amendments requiring a transportation-air quality conformity analysis will be subject to the conformity and interagency consultation procedures described in MTC Resolution No. 3757.

- **TIP Administrative Modification**

An administrative modification includes minor changes to a project's costs or to the cost of a project phase; minor changes to funding sources of previously included projects; and minor changes to the initiation date of a project or project phase. An administrative modification does not require public review and comment, re-demonstration of fiscal constraint, or conformity determination.

- **TIP Technical Correction**

Technical corrections may be made by MTC staff as necessary. Technical corrections are not subject to an administrative modification or an amendment, and may include revisions such as: changes to information and projects that are included only for illustrative purposes; changes to information outside of the TIP period; changes to information not required to be included in the TIP per federal regulations; or changes to correct simple errors or omissions including data entry errors. These technical corrections cannot significantly impact the cost, scope, or schedule within the TIP period, nor will they be subject to a public review and comment process, re-demonstration of fiscal constraint, or a conformity determination.

**Table 2**  
**Public Participation for**  
**Updating and Revising the Transportation Improvement Program (TIP)**

TIP Update
<p>① Notify public of opportunities to participate via U.S. mail; use appropriate lists within MTC's database, including list of Regional Transportation Plan participants Also notify the public using such methods as local media outlets; electronic-mailings to stakeholder and advocacy groups; the TIP-INFO Notification (e-mail); or via an electronic subscription system that is open for anyone to sign up to be kept informed about the TIP.</p>

<p>② Notify Bay Area Partnership technical committees or working groups Conduct Intergovernmental consultation, as appropriate.</p>
<p>③ Release Draft TIP for 30-day public review and comment period</p> <ul style="list-style-type: none"> <li>▪ Draft TIP available for viewing in MTC Library; and mailed to major libraries throughout the Bay Area</li> <li>▪ Posted on MTC web site for public review and comment</li> </ul> <p>Extend public review period by 5-days if final TIP differs significantly from draft TIP and the changes are considered material differences.</p>
<p>④ Respond to significant comments; MTC's response compiled into an appendix in the final TIP.</p>
<p>⑤ Review by an MTC standing committee, typically the Programming &amp; Allocations Committee (a public meeting); referral to Commission.</p>
<p>⑥ Adoption by Commission at a public meeting. Approval by Caltrans. Approval by Federal Highway and Federal Transit Administrations (FHWA/FTA).</p>
<p>⑦ Notify the public about the Commission's action with electronic mailings, including via an electronic subscription system that is open for anyone to sign up to be kept informed about the TIP.</p>

<b>TIP Amendment</b>
<p>① Notify public via TIP-INFO Notification (e-mail) or other electronic notification methods.</p>
<p>② Notify Bay Area Partnership technical committees or working groups Available for viewing in MTC Library Posted on MTC web site for public review</p>
<p>③</p> <ul style="list-style-type: none"> <li>• Amendments deleting or adding a project or changing an existing project that is subject to a new air quality conformity analysis: <ul style="list-style-type: none"> <li>○ 30-day public review and comment period, with review by an MTC standing committee at a public meeting; and</li> <li>○ Approval by the full Commission at a public meeting.</li> </ul> </li> <li>• Amendments deleting or adding a project that is <i>not</i> subject to an air quality conformity analysis (such as a roadway rehabilitation): <ul style="list-style-type: none"> <li>○ Review and approval by an MTC standing committee or the full Commission at a public meeting.</li> </ul> </li> <li>• An amendment changing an existing project that is not subject to an air quality conformity analysis, or changing an existing grouped project listing (such as the highway bridge program), or bringing a previously listed project or phase back into the TIP for financial purposes; or changing TIP funding revenues: <ul style="list-style-type: none"> <li>○ Approval by the MTC Executive Director or designee, following 5-day</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>notice on MTC's website, or</li> <li>○ Review and approval by an MTC standing committee or the full Commission at a public meeting.</li> </ul>
<p>④ Approval by Caltrans Approval by FHWA/FTA</p> <p>Notify public via TIP-INFO Notification or via an electronic subscription system open to anyone who requests to be kept informed about the TIP.</p>

<b>TIP Administrative Modification</b>
① No public review.
② Approval by <u>MTC Executive Director or designee</u> by delegated authority (authority is delegated by the Federal Highway Administration or Federal Transit Administration), or Caltrans
③ After approval, notify Bay Area Partnership technical committees or working groups.
<p>④ After approval:</p> <ul style="list-style-type: none"> <li>• post in MTC Library</li> <li>• post on MTC web site</li> <li>• notify public via TIP-INFO Notification or via an electronic subscription system open to anyone who requests to be kept informed about the TIP.</li> </ul>

<b>TIP Technical Correction</b>
① No public review.
② Technical corrections by staff.
③ No approval required.

### **Federal Transit Administration Program of Projects Public Participation Requirements**

Federal transit law and joint Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) planning regulations governing the metropolitan planning process require a locality to include the public and solicit comment when the locality develops its metropolitan long-range transportation plan and its metropolitan TIP. FTA has determined that when a recipient follows the procedures of the public involvement process outlined in the FHWA/FTA planning regulations, the recipient satisfies the public participation requirements associated with development of the Program of Projects (POP) that recipients of Section 5307 funds must meet. This Public Participation Plan follows the procedures for public involvement associated with TIP development and therefore satisfies public participation requirements for the POP. All public notices of public involvement activities and times established for public review and comment on the TIP will state that they satisfy the POP requirements of the Section 5307 Program.

### **Annual Listing of Obligated Projects**

By federal requirement, MTC publishes at the end of each calendar year an annual listing of obligated projects, which is a record of project delivery for the previous year. The listing also is intended to increase the awareness of government spending on transportation projects to the public. Copies of this annual listing may be obtained from MTC's web site: <http://www.mtc.ca.gov/funding/delivery/> or by calling MTC's Library at 510.817.5836.

### **Congestion Management Process**

Under Federal SAFETEA regulations, MTC is required to prepare a congestion management process (CMP) for the Bay Area that includes strategies for managing travel demand, traffic operational improvements, public transportation improvements, and the like. MTC's Planning Committee at a public meeting adopts a CMP approximately every two years, with the results of this technical evaluation used to inform MTC decisions on program and investment priorities, including the Regional Transportation Plan. Those interested in this exercise may obtain copies of the relevant memoranda via MTC's web site, or by requesting to be added to the Planning Committee's mailing list.



## **NCTPA Project Selection Criteria**

For TAC review March 3, 2011

- 1. Project fulfills an identified need and will have a broad public support** 0-30 Points
  - Description of Proposed Project. (Current condition and proposed improvement).
  - Project Justification (Reasons for proposed project and problem project addresses).
- 2. Project is consistent with regional/local plans.**
  - Project is contained in a plan/study. 5 points
  - Project is listed in Capital Facility Plan. 5 points
  - Project supports the Regional/State Transportation Plan 5 points
- 3. Project has regional/local support.**
  - Letters of Support (Agencies/Organization) 0-8 points
  - Financially Involvement of Businesses/Other Agencies 0-7 points
- 4. Project is ready to proceed/implement.**
  - Right of Way completed or not needed 0-5 points
  - Design is completed 0-5 points
  - Environmental permits approved 0-5 points
- 5. Multi-modal (Maximum 5 Points)**
  - Bicycle 3 points
  - Pedestrian 3 points
  - Transit 3 points
  - Auto 2 points
  - Other Mode: \_\_\_\_\_ 2 points
- 6. Appropriateness/Match of Project to Funding Source** 0-4 points
- 7. Leverage of Local Match**
  - Local match of 20% 2 points
  - Local match of 25% 4 points
  - Local match of 30% 6 points
  - Local match of 35% 8 points
  - Local match of 40% or more 10 points
- 8. Adjoining Highway System (Maximum 5 Points)**
  - Arterial/Interstate 0-5 points
  - Collector 0-3 points
  - Eligible off System 0-2 points
- 9. Project is time sensitive?** 1-5 points

## Napa County

Reference Number	Project/Program	(In millions of year-of-expenditure dollars)				Project Notes
		Total Project Cost	Committed Funds <sup>1</sup>	Discretionary Funds <sup>2</sup>		
22746	Widen Route 29/First Street overcrossing to 4 lanes	\$ 12.0	\$ 0.0	\$ 12.0		
94073	Construct a flyover connecting southbound Route 221 to southbound routes 12 and 29 (environmental and design phases)	\$ 6.3	\$ 6.3	\$ 0.0		Funding for subsequent project phases is being pursued
94075	Construct grade separation improvements at Route 12/Route 29 intersection (environmental phase)	\$ 1.5	\$ 1.5	\$ 0.0		Funding for subsequent project phases is being pursued
94076	Construct the Trancas intermodal facility adjacent to the Route 29 and Redwood Road/Trancas Street interchange	\$ 6.3	\$ 0.0	\$ 6.3		
230371	Construct ADA-compliant pedestrian and bicycle path from Presidents Circle to railroad track in Yountville	\$ 0.3	\$ 0.0	\$ 0.3		
230373	Construct pedestrian and bicycle pathway from Madison Street to Solano Avenue	\$ 0.6	\$ 0.0	\$ 0.6		
230374	Construct pedestrian crosswalk at Charter Oak and Main Streets in St. Helena	\$ 0.1	\$ 0.0	\$ 0.1		
230376	Construct pedestrian and bicycle crossing at Tunnel of Elms in St. Helena	\$ 0.5	\$ 0.0	\$ 0.5		
230377	Construct pedestrian and bicycle crossing over Sulphur Creek at Oak Avenue in St. Helena	\$ 0.6	\$ 0.0	\$ 0.6		
230378	Implement accessibility improvement projects in downtown St. Helena, including curb cuts	\$ 1.2	\$ 0.0	\$ 1.2		
230379	Improve the truck route between Adams Street and Main Street	\$ 1.3	\$ 0.0	\$ 1.3		
230381	Improve signalization along Main Street in St. Helena	\$ 1.3	\$ 0.0	\$ 1.3		
230387	Construct a roundabout or improve traffic signals to improve safety at the Deer Park/Silverado Trail intersection	\$ 2.2	\$ 0.0	\$ 2.2		
230388	Improve the safety of the Oak Knoll/Silverado Trail intersection	\$ 0.4	\$ 0.0	\$ 0.4		
230389	Improve the safety of the Yountville Cross/Silverado Trail intersection	\$ 0.5	\$ 0.0	\$ 0.5		
230390	Improve the safety of the Oakville Crossroad/Route 29 intersection	\$ 0.4	\$ 0.0	\$ 0.4		
230392	Extend Devlin Road from Fagan Creek to Green Island Road	\$ 20.4	\$ 0.0	\$ 20.4		
230393	Construct middle-turn lane on Route 29 from Galleron Lane to St. Helena	\$ 20.4	\$ 0.0	\$ 20.4		
230394	Improve the traffic signals at Solano and Wine Country avenues (includes road widening, drainage and rail crossing improvements)	\$ 0.7	\$ 0.0	\$ 0.7		

## Napa County

Reference Number	Project/Program	(In millions of year-of-expenditure dollars)				Project Notes
		Total Project Cost	Committed Funds <sup>1</sup>	Discretionary Funds <sup>2</sup>		
230483	Prepare Project Study Report (PSR) to improve Silverado Trail/Third/Coombsville/East intersection and improve Silverado Trail south of First Street	\$ 2.2	\$ 0.0	\$ 2.2		
230484	Install traffic signals on Imola Avenue at Route 29 ramps in Napa	\$ 0.9	\$ 0.0	\$ 0.9		
230486	Extend Devlin Road from Tower Road to Airpark Road in American Canyon	\$ 4.6	\$ 0.0	\$ 4.6		
230498	Construct Class I bicycle trail from Route 29 to Silverado Trail	\$ 1.1	\$ 0.0	\$ 1.1		
230499	Construct bicycle/pedestrian path from Oak Circle to south Yountville town limit	\$ 0.2	\$ 0.0	\$ 0.2		
230508	Elevate Solano Avenue from Yountville to Dry Creek	\$ 2.2	\$ 1.1	\$ 1.1		
230518	Construct a roundabout at Forest Road/Route 128	\$ 4.4	\$ 0.0	\$ 4.4		
230519	Improve the safety of the Route 29/Route 128 (Rutherford Crossroad) intersection by constructing a roundabout or improving signal operations	\$ 6.2	\$ 0.0	\$ 6.2		
230599	Implement Phase 2 improvements to Route 12 (Jamieson Canyon), including grade realignment and full safety barrier	\$ 21.5	\$ 0.0	\$ 21.5	For Phase 1, see Bay Area Region/Multi-County project #94152	
230622	Construct new bicycle/pedestrian trail through American Canyon	\$ 5.6	\$ 0.0	\$ 5.6		
230695	Local streets and roads maintenance	\$ 1,284.0	\$ 403.0	\$ 221.0	Shortfall remains	

<sup>1</sup> Committed Funds have been reserved by law for specific uses, or allocated by MTC action prior to the development of the Transportation 2035 Plan.  
<sup>2</sup> Discretionary Funds are flexible funds available to MTC (and not already programmed in Committed Funds) for assignment to projects via the Transportation 2035 Plan planning process.