



# Memorandum

**Date:** January 16, 2019  
**To:** Transportation Authority Board  
**From:** Anna LaForte – Deputy Director for Policy and Programming  
**Subject:** 01/29/2019 Board Meeting: Allocate \$3,526,007 in Prop K Sales Tax Funds, with Conditions, for Two Requests

<p><b>RECOMMENDATION</b>    <input type="checkbox"/> Information    <input checked="" type="checkbox"/> Action</p> <p>Allocate \$3,526,007 in Prop K funds to the San Francisco Municipal Transportation Authority (SFMTA) for two requests:</p> <ol style="list-style-type: none"> <li>1. Muni Metro East Expansion (\$3,487,532)</li> <li>2. Bike to Work Day 2019 (\$38,475)</li> </ol> <p><b>SUMMARY</b></p> <p>We are presenting two requests totaling \$3,526,007 in Prop K funds to the Board for approval. Attachment 1 lists the requests, including requested phase(s) and supervisorial district(s) for each project. Attachment 2 provides a brief description of each project. Attachment 3 contains the staff recommendations.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Fund Allocation</li> <li><input type="checkbox"/> Fund Programming</li> <li><input type="checkbox"/> Policy/Legislation</li> <li><input type="checkbox"/> Plan/Study</li> <li><input type="checkbox"/> Capital Project Oversight/Delivery</li> <li><input type="checkbox"/> Budget/Finance</li> <li><input type="checkbox"/> Contracts</li> <li><input type="checkbox"/> Other: _____</li> </ul>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**DISCUSSION**

Attachment 1 summarizes the subject allocation requests, including information on proposed leveraging (i.e. stretching Prop K sales tax dollars further by matching them with other fund sources) compared with the leveraging assumptions in the Prop K Expenditure Plan. Attachment 2 includes a brief description of each project. Attachment 3 summarizes the staff recommendations for the requests, highlighting special conditions and other items of interest. An Allocation Request Form for each project is attached, with more detailed information on scope, schedule, budget and funding.

**FINANCIAL IMPACT**

The recommended action would allocate \$3,526,007 in Prop K funds. The allocations would be subject to the Fiscal Year Cash Flow Distribution Schedules contained in the attached Allocation Request Forms.

Attachment 4 shows the approved Fiscal Year (FY) 2018/19 allocations and appropriations to date, with associated annual cash flow commitments as well as the recommended allocations, appropriation and cash flow amounts that are the subject of this memorandum.

Sufficient funds are included in the adopted FY 2018/19 budget to accommodate the recommended actions. Furthermore, sufficient funds will be included in future budgets to cover the recommended cash flow distribution for those respective fiscal years.

Agenda Item 12

**CAC POSITION**

The CAC will be briefed on this item at its January 23, 2019 meeting.

**SUPPLEMENTAL MATERIALS**

Attachment 1 – Summary of Applications Received

Attachment 2 – Project Descriptions

Attachment 3 – Staff Recommendations

Attachment 4 – Prop K Allocation Summaries – FY 2018/19

Attachment 5 – Prop K/AA Allocation Request Forms (2)

**Attachment 1: Summary of Applications Received**

Source	EP Line No./ Category <sup>1</sup>	Project Sponsor <sup>2</sup>	Project Name	Current Prop K Request	Total Cost for Requested Phase(s)	Leveraging		Phase(s) Requested	District(s)
						Expected Leveraging by EP Line <sup>3</sup>	Actual Leveraging by Project Phase(s) <sup>4</sup>		
Prop K	20M	SFMTA	Muni Metro East Expansion	\$ 3,487,532	\$ 3,487,532	90%	0% - significant leveraging in future phases	Planning	10
Prop K	39	SFMTA	Bike to Work Day 2019	\$ 38,475	\$ 38,475	28%	0%	Construction	2
<b>TOTAL</b>				<b>\$ 3,526,007</b>	<b>\$ 3,526,007</b>	<b>89%</b>	<b>0%</b>		

Footnotes

- <sup>1</sup> "EP Line No./Category" is either the Prop K Expenditure Plan line number referenced in the 2019 Prop K Strategic Plan or the Prop AA Expenditure Plan category referenced in the 2017 Prop AA Strategic Plan, including: Street Repair and Reconstruction (Street), Pedestrian Safety (Ped), and Transit Reliability and Mobility Improvements (Transit).
- <sup>2</sup> Acronyms: SFMTA (San Francisco Municipal Transportation Agency)
- <sup>3</sup> "Expected Leveraging By EP Line" is calculated by dividing the total non-Prop K funds expected to be available for a given Prop K Expenditure Plan line item (e.g. Pedestrian Circulation and Safety) by the total expected funding for that Prop K Expenditure Plan line item over the 30-year Expenditure Plan period. For example, expected leveraging of 90% indicates that on average non-Prop K funds should cover 90% of the total costs for all projects in that category, and Prop K should cover only 10%.
- <sup>4</sup> "Actual Leveraging by Project Phase" is calculated by dividing the total non-Prop K or non-Prop AA funds in the funding plan by the total cost for the requested phase or phases. If the percentage in the "Actual Leveraging" column is lower than in the "Expected Leveraging" column, the request (indicated by yellow highlighting) is leveraging fewer non-Prop K dollars than assumed in the Expenditure Plan. A project that is well leveraged overall may have lower-than-expected leveraging for an individual or partial phase.

**Attachment 2: Brief Project Descriptions <sup>1</sup>**

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Project Description
20M	SFMTA	Muni Metro East Expansion	\$3,487,532	Funds will be used for the planning phase to expand the capacity of the Muni Metro East light rail storage and maintenance facility by developing an empty 4-acre lot adjacent to the existing site. The additional capacity is necessary to accommodate an expanding light rail fleet, and will also allow for temporary storage of trolley coach vehicles during planned reconstruction of other vehicle maintenance and storage facilities. This project is on an accelerated schedule with overlapping planning and design phases to allow construction to start by the end of 2022. This request will get the project to about 30% design.
39	SFMTA	Bike to Work Day 2019	\$38,475	Requested funds will be used for promotion and event-day services for Bike to Work Day (BTWD) on May 9, 2019. BTWD is an annual event that encourages newer cyclists to engage in bicycle commuting and supports longer-term cyclists in sustaining their commute habits. Prop K funds will help sponsor BTWD, which is organized by the San Francisco Bicycle Coalition. The SFMTA conducts bicycle counts before, during, and after BTWD during the peak commute hour and has consistently observed increases in bike commuting rates between the pre- and post-BTWD counts over the years.
<b>TOTAL</b>			<b>\$3,526,007</b>	

<sup>1</sup> See Attachment 1 for footnotes.

**Attachment 3: Staff Recommendations <sup>1</sup>**

<b>EP Line No./ Category</b>	<b>Project Sponsor</b>	<b>Project Name</b>	<b>Prop K Funds Recommended</b>	<b>Recommendations</b>
20M	SFMTA	Muni Metro East Expansion	\$ 3,487,532	
39	SFMTA	Bike to Work Day 2019	\$ 38,475	Upon project completion, SFMTA will provide an evaluation report on Bike to Work Day 2019 ridership (e.g. pre-, day-of, and post-day counts).
<b>TOTAL</b>			<b>\$3,526,007</b>	

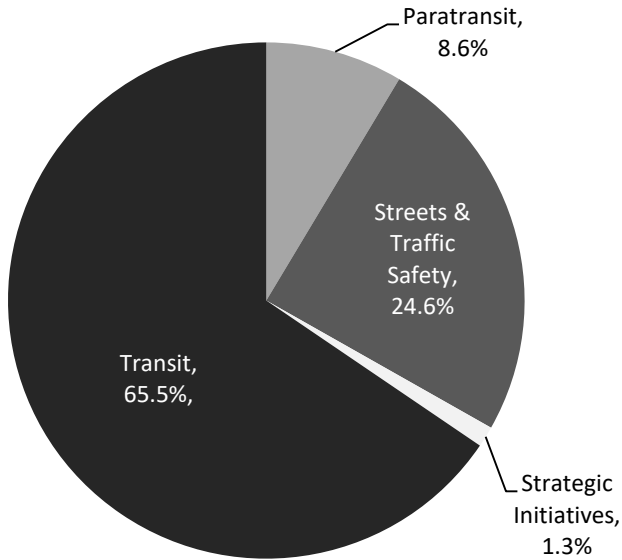
<sup>1</sup> See Attachment 1 for footnotes.

**Attachment 4.  
Prop K Allocation Summary - FY 2018/19**

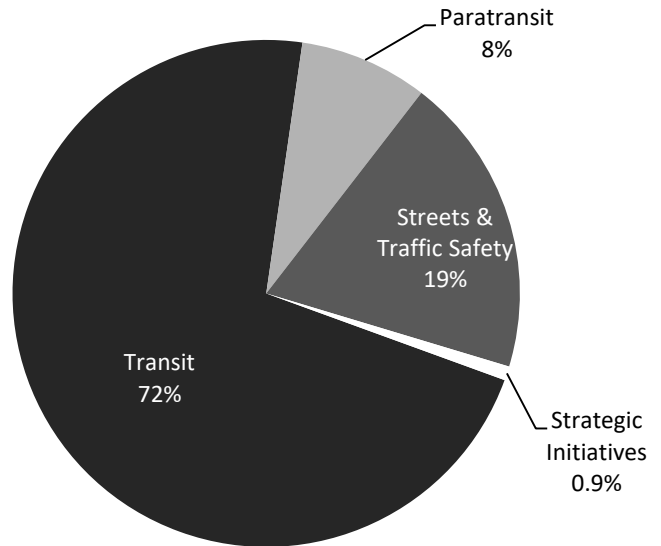
<b>PROP K SALES TAX</b>							
	<b>Total</b>	<b>FY 2018/19</b>	<b>FY 2019/20</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>
Prior Allocations	\$ 76,568,312	\$ 39,436,739	\$ 18,078,869	\$ 16,026,599	\$ 2,457,042	\$ 569,063	\$ -
Current Request(s)	\$ 3,526,007	\$ 38,475	\$ 964,130	\$ 1,062,332	\$ 1,461,070	\$ -	\$ -
New Total Allocations	\$ 80,094,319	\$ 39,475,214	\$ 19,042,999	\$ 17,088,931	\$ 3,918,112	\$ 569,063	\$ -

The above table shows maximum annual cash flow for all FY 2018/19 allocations and appropriations approved to date, along with the current recommended allocation(s).

**Investment Commitments,  
per Prop K Expenditure Plan**



**Prop K Investments To Date**



# San Francisco County Transportation Authority

## Prop K/Prop AA Allocation Request Form

<b>FY of Allocation Action:</b>	FY2018/19
<b>Project Name:</b>	Muni Metro East Expansion
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

### EXPENDITURE PLAN INFORMATION

<b>Prop K EP categories:</b>	Facilities - MUNI
<b>Current Prop K Request:</b>	\$3,487,532
<b>Supervisory District(s):</b>	District 10

### REQUEST

#### **Brief Project Description**

The Muni Metro East Expansion Project will expand the capacity of the Muni Metro East light rail storage and maintenance facility to allow for an expanded light rail fleet by developing an empty 4-acre lot adjacent to the existing site. SFMTA also plans to use the additional capacity for temporary storage of trolley coach vehicles during planned reconstruction of other vehicle maintenance and storage facilities.

#### **Detailed Scope, Project Benefits and Community Outreach**

The Muni Metro East Expansion Project will develop an empty 4-acre lot east of the existing 17-acre Muni Metro East Facility. Improvements will include paving the site, construction of electrical infrastructure for the storage of trolley coach vehicles and the operation of a trolley operations division. In the future, these baseline improvements will be converted for the storage of up to 36 light rail vehicles, and possible construction of a maintenance building for light rail vehicles as the light rail fleet grows and additional fleet storage capacity is needed. Increasing the capacity of the site will provide vehicle storage capacity for future expansion of both the bus and light rail fleets. It will also be a "swing facility" for interim storage of transit vehicles while other vehicle storage/maintenance facilities are reconfigured, expanded and/or rebuilt as planned in SFMTA's 2017 Facilities Framework.

#### **Scope by Task**

Task 1: Finalize Project Scope

Deliverable: Final Scope Statement

This task will, upon completion of a site survey and preliminary environmental and geotechnical investigations, prepare a detailed scope statement of what will be constructed at the site. This will include the power requirements for the site, what the storm drainage system will entail, the hazardous remediation required for existing soil conditions, the level of geotechnical investigation required, the pavement design across the site, the requirements for overhead catenary system, the requirements for trailers for bus dispatch and employee restrooms, lockers, and break areas, traffic striping criteria, bus routing through the site, and site lighting criteria.

Work will begin Feb 2019 and end June 2019. Estimated Cost: \$270,000

Task 2: Develop 30% Design Drawings

Deliverable: 30% Design Drawings

This task will develop drawings to the roughly 30% design level. These drawings will include an alta survey, a demolition drawing that will show the site, drainage drawings that will show rough storm drain lines and where they would connect to, a utility composite, layout of the site that shows the bus parking lanes, the overhead catenary poles, and the trailer locations, and site lighting that will show pole locations. Work will begin Jan 2019 and end Jan 2021.

Estimated Cost: \$2,017,000

Task 3: Develop Project Schedule, including construction schedule

Deliverable: Refined Project Schedule

This task will provide a refined schedule for the project. This will include the planning, design, bid and award, construction, construction closeout, and project closeout phases. It will have a separate activity for the environmental

clearance.

Work will begin Feb 2019 and end Jan 2021.

Estimated Cost: \$400,000

**Task 4: Develop environmental clearance**

Deliverable: Approved environmental clearance documentation, expected to be a categorical exemption

This task is the development of the environmental clearance for the project. This will require the development of an application memo to the San Francisco Planning Department that describes the scope of the work and conceptual drawings of the site layout. It will also include language stating what the purpose of the project will be.

Work will begin Feb 2019 and end Jan 2020.

Estimated cost: \$400,000

**Task 5: Refine project cost and funding**

Deliverable: Refined Project Cost Estimate

This task will provide a refined cost estimate and funding plan for the project. Costs will include environmental clearance, design fees, staff costs, construction costs including demolition, haz mat remediation, soil stabilization, storm drainage, electrical power, concrete pavements, furnishing trailers, striping costs, site lighting, and overhead catenary system.

Contingencies will also be included.

Work will begin Feb 2019 and end Jan 2021.

Estimated cost \$400,000

SFMTA's complete 2017 Facilities Framework is available for download at:

[https://www.sfmta.com/sites/default/files/reports-and-documents/2018/04/sfmta\\_-\\_2017\\_facilities\\_framework\\_final.pdf](https://www.sfmta.com/sites/default/files/reports-and-documents/2018/04/sfmta_-_2017_facilities_framework_final.pdf).

**Project Location**

The four acre lot east of the existing Muni Metro East Facility

**Project Phase(s)**

Planning/Conceptual Engineering

**5YPP/STRATEGIC PLAN INFORMATION**

<b>Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?</b>	Named Project
<b>Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?</b>	Less than or Equal to Programmed Amount
<b>Prop K 5YPP Amount:</b>	\$3,487,532



# San Francisco County Transportation Authority

## Prop K/Prop AA Allocation Request Form

<b>FY of Allocation Action:</b>	FY2018/19
<b>Project Name:</b>	Muni Metro East Expansion
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

### ENVIRONMENTAL CLEARANCE

<b>Environmental Type:</b>	TBD
----------------------------	-----

### PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering	Jan-Feb-Mar	2019	Jan-Feb-Mar	2021
Environmental Studies (PA&ED)	Jan-Feb-Mar	2019	Jan-Feb-Mar	2020
Right of Way				
Design Engineering (PS&E)	Jul-Aug-Sep	2020	Jan-Feb-Mar	2022
Advertise Construction	Apr-May-Jun	2022		
Start Construction (e.g. Award Contract)	Oct-Nov-Dec	2022		
Operations				
Open for Use			Jan-Feb-Mar	2024
Project Completion (means last eligible expenditure)			Jan-Feb-Mar	2025

### SCHEDULE DETAILS

SFMTA anticipates a Categorical Exemption and that an EIR will not be required, as the project was included as part of the EIR for the Eastern Neighborhoods area plan. Project is on an accelerated schedule, with overlapping planning and design phases.

The Planning and Design phases overlap to facilitate an accelerated project schedule. SFMTA expects to finalized the scope of early construction work (e.g. drainage, street design, electrical supply etc.) before full completion of the Planning phase. SFMTA will begin final design of those elements while the rest of the scope of the project is still being developed. SFMTA also plans to compress the bid-and-award process, allowing construction to start in the same fiscal quarter that the contract will be advertised.

Planning phase schedule by task:

Task #	Start	End
Task 1	Feb 2019	June 2019
Task 2	Feb 2019	Jan 2021
Task 3	Feb 2019	Jan 2021
Task 4	Feb 2019	Jan 2020
Task 5	Feb 2019	Jan 2021

# San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

<b>FY of Allocation Action:</b>	FY2018/19
<b>Project Name:</b>	Muni Metro East Expansion
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

## FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Facilities - MUNI	\$0	\$3,487,532	\$0	\$3,487,532
<b>Phases in Current Request Total:</b>	\$0	\$3,487,532	\$0	\$3,487,532

## FUNDING PLAN - ENTIRE PROJECT (ALL PHASES)

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K	\$0	\$8,187,209	\$0	\$8,187,209
TBD - (GO BOND, SFMTA OPERATING, REVENUE BOND, DEVELOPER FEES)	\$7,258,076	\$0	\$0	\$7,258,076
PROP B GENERAL FUND	\$8,400,000	\$0	\$0	\$8,400,000
DEVELOPER - PIER 70	\$4,743,044	\$0	\$0	\$4,743,044
DEVELOPER - MISSION ROCK	\$8,788,295	\$0	\$0	\$8,788,295
<b>Funding Plan for Entire Project Total:</b>	\$29,189,415	\$8,187,209	\$0	\$37,376,624

## COST SUMMARY

Phase	Total Cost	Prop K	Source of Cost Estimate
Planning/Conceptual Engineering	\$3,487,532	\$3,487,532	2017 SFMTA Facilities Framework
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$4,699,677	\$1,899,677	2017 SFMTA Facilities Framework
Construction	\$29,189,415	\$2,800,000	2017 SFMTA Facilities Framework
Operations	\$0	\$0	
<b>Total:</b>	\$37,376,624	\$8,187,209	

<b>% Complete of Design:</b>	2.0%
<b>As of Date:</b>	10/24/2018
<b>Expected Useful Life:</b>	25 Years

San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form

**MAJOR LINE ITEM BUDGET - PLANNING**

**BUDGET SUMMARY**

Agency	Total
SFMTA	\$ 3,487,032
Attorney Fees	\$ 500
<b>Total</b>	<b>\$ 3,487,532</b>

**DETAILED LABOR COST ESTIMATE - SFMTA**

SFMTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Project Manager III	2,232	\$ 78.45	\$ 3.26	\$ 255.36	1.09	\$ 569,917
Engineer	1,500	\$ 73.40	\$ 3.26	\$ 239.27	0.73	\$ 358,905
Planner IV	1,588	\$ 68.51	\$ 3.26	\$ 223.33	0.77	\$ 354,648
Associate Engineer	10,557	\$ 64.03	\$ 3.26	\$ 208.73	5.15	\$ 2,203,563
<b>Total</b>	<b>15,877</b>				<b>7.74</b>	<b>\$ 3,487,032</b>

**SFMTA LABOR - COST BY TASK**

Task	Total Cost by Task	Project Manager	Engineer	Planner	Assoc. Engineer
Task 1 - Finalize Project Scope	270,682	270,682			
Task 2 - Develop 30% Design Drawings	2,017,242	49,029	358,905		1,609,308
Task 3 - Develop project Schedule including construction schedule	400,606	79,162			321,444
Task 4 - Develop environmental clearance	403,119	48,471		354,648	
Task 5 - Refine project cost	395,383	122,573			272,810
<b>Total</b>	<b>3,487,032</b>	<b>569,917</b>	<b>358,905</b>	<b>354,648</b>	<b>2,203,563</b>

San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form

**MAJOR LINE ITEM BUDGET - DESIGN PHASE (Not part of subject request)**

SUMMARY BY MAJOR LINE ITEM - DESIGN		
Budget Line Item	Totals	% of phase
1. Total Labor	\$ 2,799,677	
2. Consultant	\$ 700,000	
3. Other Direct Costs	\$ 100,000	
4. Contingency	\$ 1,100,000	31%
<b>TOTAL PHASE</b>	<b>\$ 4,699,677</b>	

TOTAL LABOR COST BY AGENCY	
<b>SFMTA</b>	\$ 2,799,677
<b>SFPW</b>	\$ 1,900,000
<b>TOTAL</b>	<b>\$ 4,699,677</b>

**MAJOR LINE ITEM BUDGET - CONSTRUCTION (Not part of subject request)**

SUMMARY BY MAJOR LINE ITEM (BY AGENCY LABOR BY TASK)					
Budget Line Item	Totals	% of contract	SFPW	SFMTA	Contractor
1. Contract					
Task 1: Site Demolition	\$ 1,100,000				\$ 1,100,000
Task 2: Soil Remediation	\$ 2,100,000				\$ 2,100,000
Task 3: Site Utilities	\$ 4,000,000				\$ 4,000,000
Task 3: Concrete Paving	\$ 10,000,000				\$ 10,000,000
Task 4: OCS	\$ 1,100,000				\$ 1,100,000
Task 5: Fencing and Gates	\$ 700,000				\$ 700,000
Task 5: Operations Trailers	\$ 1,100,000				\$ 1,100,000
Subtotal	\$ 20,100,000				\$ 20,100,000
2. Construction Management/Support	\$ 3,015,000	15%	\$ 500,000	\$ 2,515,000	
3. Other Direct Costs *	\$ 100,000		\$ 10,000	\$ 90,000	
4. Contingency	\$ 5,974,415.00	30%		\$ 5,974,415	
<b>TOTAL CONSTRUCTION PHASE</b>	<b>\$ 29,189,415</b>		<b>\$ 510,000</b>	<b>\$ 8,579,415</b>	<b>\$ 20,100,000</b>

# San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

<b>FY of Allocation Action:</b>	FY2018/19
<b>Project Name:</b>	Muni Metro East Expansion
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

## SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$3,487,532	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$3,487,532	Total Prop AA Recommended:	\$0

<b>SGA Project Number:</b>	120-910***	<b>Name:</b>	Muni Metro East Expansion
<b>Sponsor:</b>	San Francisco Municipal Transportation Agency	<b>Expiration Date:</b>	09/30/2022
<b>Phase:</b>	Planning/Conceptual Engineering	<b>Fundshare:</b>	100.0

### Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-120M	\$0	\$964,130	\$1,062,332	\$1,461,070	\$0	\$3,487,532

### Deliverables

1. Quarterly progress reports shall provide the percent complete for the planning phase as a whole, percent complete for each major task, and any changes to the anticipated completion dates of the individual tasks or the project as a whole, in addition to all other requirements described in the Standard Grant Agreement (SGA). See SGA for definitions.
2. On completion of Task 1 (anticipated June 2019): Provide final scope statement.
3. On completion of Task 2 (anticipated January 2021): Provide 30% design drawings.
4. On completion of Task 3 (anticipated January 2021): Provide refined project schedule.
5. On completion of Task 4 (anticipated January 2020): Provide evidence of environmental clearance.
6. On completion of Task 5 (anticipated January 2021): Provide refined project cost estimate and funding plan.

### Special Conditions

1. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

Metric	Prop K	Prop AA
<b>Actual Leveraging - Current Request</b>	0.0%	No Prop AA
<b>Actual Leveraging - This Project</b>	78.1%	No Prop AA

# San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

<b>FY of Allocation Action:</b>	FY2018/19
<b>Project Name:</b>	Muni Metro East Expansion
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

## EXPENDITURE PLAN INFORMATION

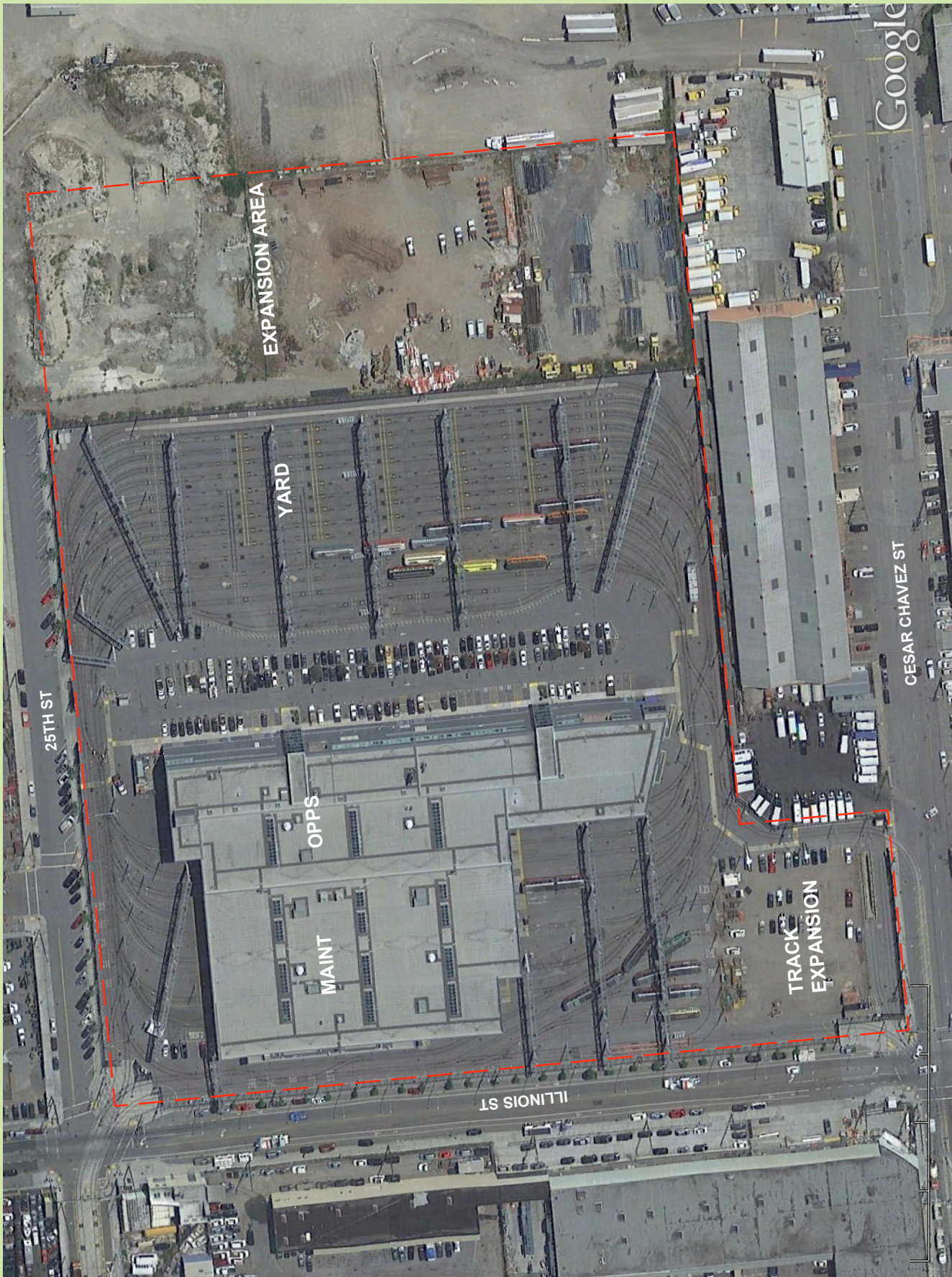
<b>Current Prop K Request:</b>	\$3,487,532
--------------------------------	-------------

1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement
LY

## CONTACT INFORMATION

	Project Manager	Grants Manager
<b>Name:</b>	David Greenaway	Joel C Goldberg
<b>Title:</b>		Grants Procurement Manager
<b>Phone:</b>	(415) 701-4237	(415) 646-2520
<b>Email:</b>	david.greenaway@sfmta.com	joel.goldberg@sfmta.com





# San Francisco County Transportation Authority

## Prop K/Prop AA Allocation Request Form

<b>FY of Allocation Action:</b>	FY2018/19
<b>Project Name:</b>	Bike to Work Day 2019
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

### EXPENDITURE PLAN INFORMATION

<b>Prop K EP categories:</b>	Bicycle Circulation/Safety
<b>Current Prop K Request:</b>	\$38,475
<b>Supervisory District(s):</b>	Citywide

### REQUEST

#### **Brief Project Description**

Bike to Work Day (BTWD) is an annual event that promotes cycling as a viable option for commuting to work or school. Prop K funds will be used for sponsorship of BTWD, including event promotion in advance of BTWD as well as event-day services like energizer stations with educational materials and activities.

#### **Detailed Scope, Project Benefits and Community Outreach**

The SFMTA requests \$38,475 to sponsor Bike to Work Day activities in San Francisco.

#### **Scope**

Bike to Work Day (BTWD) is an annual event that promotes cycling as a viable option for commuting. BTWD is a nationwide event but is sponsored locally by public agencies and private advocacy groups. This year, San Francisco's BTWD event will be held on Thursday, May 9, 2019. BTWD is a highly popular and publicized event with a steadily increasing participation rate.

The San Francisco Municipal Transportation Agency (SFMTA) and SFCTA will be the primary sponsors of the 2019 BTWD event. The SFMTA intends to use Prop K funds to cover the costs associated with the sponsorship of the 2019 BTWD event. Prop K will fund a contract with the San Francisco Bicycle Coalition (SFBC). The SFBC is responsible for the design, printing, and distribution of promotional materials; event-day services like energizer station pop-ups where BTWD participants can receive refreshments, prizes, bicycle safety education/information or basic repairs; and transit vehicle and shelter advertisements.

#### **Benefits**

BTWD, perhaps the most widely celebrated and best-promoted event for bicycling in the San Francisco Bay Area, introduces new cyclists to bicycle commuting and supports long-time cyclists in sustaining their commute habits. The benefits of bicycle commuting are numerous and well-documented. For commuters, bicycling is an economical, flexible and healthy mode of travel. For the greater community and environment, bicycles are a non-polluting, congestion-reducing mode that makes the most efficient use of both scarce natural resources and the existing transportation system.

While there have been few studies specifically focused on the effectiveness of events like BTWD in changing behavior/attracting new bike commuters and riders, local evidence suggests that BTWD and similar marketing campaigns are successful at recruiting new bicycle commuters. In 2011, the Alameda County Transportation Commission completed a two-year study evaluating the impact of BTWD participation on bicycle commuting within Alameda County. Twenty-seven percent of those surveyed stated that they rode their bicycles more often than before BTWD. A survey conducted in June and July of 2010 of registered BTWD participants across the Bay Area found that 14% of respondents started biking because of the 2010 BTWD, and 20% of respondents reported that they started biking because of a previous BTWD. In San Francisco, participation in BTWD continues to increase. The number of bikes counted during the morning BTWD commute along the Market Street corridor increased by 30% between 2009 and 2016. In 2018\*, the number of cyclists on Market Street captured by our in-pavement counters was 33% higher than in 2016, although lower numbers were reported in 2017.

### Public Engagement

The SFMTA will coordinate with the SFBC to promote BTWD prior to and on the day of the event. Event promotion and outreach for the broadest public audience feasible will be accomplished through broadcast, print, and outdoor media and will include the design, printing, and distribution of promotional posters in English, Spanish, and Chinese. Day-of public engagement will occur at the aforementioned energizer stations, which will be strategically and equitably distributed through San Francisco, including in underserved communities and along high volume bicycle routes. The SFMTA and SFBC are committed to fostering a well-publicized and well-attended event that encourages newer cyclists to engage in bicycle commuting and supports longer-term cyclists in sustaining their commute habits.

### Project Evaluation

The SFMTA will collect data from bicycle counters located throughout San Francisco prior to, on the day of, and after BTWD 2019. The SFMTA will use this data to assess participation in BTWD in 2019 and compare 2019 participation rates to previous BTWD events.

\* In-pavement counter figures from 2018 are preliminary as data cleaning has not been completed.

### Project Location

Citywide

### Project Phase(s)

Construction

## 5YPP/STRATEGIC PLAN INFORMATION

<b>Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?</b>	Named Project
<b>Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?</b>	Less than or Equal to Programmed Amount
<b>Prop K 5YPP Amount:</b>	\$38,475

# San Francisco County Transportation Authority

## Prop K/Prop AA Allocation Request Form

<b>FY of Allocation Action:</b>	FY2018/19
<b>Project Name:</b>	Bike to Work Day 2019
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

### ENVIRONMENTAL CLEARANCE

<b>Environmental Type:</b>	N/A
----------------------------	-----

### PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)	Apr-May-Jun	2019		
Operations				
Open for Use				
Project Completion (means last eligible expenditure)			Apr-May-Jun	2019

### SCHEDULE DETAILS

Bike to Work Day 2019 will be held on Thursday, May 9, 2019.

# San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

<b>FY of Allocation Action:</b>	FY2018/19
<b>Project Name:</b>	Bike to Work Day 2019
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

## FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Bicycle Circulation/Safety	\$0	\$38,475	\$0	\$38,475
SFMTA OPERATING FUNDS	\$0	\$0	\$1,700	\$1,700
<b>Phases in Current Request Total:</b>	<b>\$0</b>	<b>\$38,475</b>	<b>\$1,700</b>	<b>\$40,175</b>

## COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$40,175	\$38,475	Equivalent to past years for same project
Operations	\$0	\$0	
<b>Total:</b>	<b>\$40,175</b>	<b>\$38,475</b>	

<b>% Complete of Design:</b>	N/A
<b>As of Date:</b>	N/A
<b>Expected Useful Life:</b>	N/A

San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form

**MAJOR LINE ITEM BUDGET**

<b>SUMMARY BY MAJOR LINE ITEM (BY AGENCY LABOR BY TASK)</b>			
<b>Budget Line Item</b>	<b>Totals</b>	<b>SFMTA</b>	<b>Contractor</b>
SFBC Sponsorship	\$ 38,475		\$ 38,475
SFMTA Staff Support*	\$ 1,700	\$ 1,700	
<b>TOTAL CONSTRUCTION PHASE</b>	<b>\$ 40,175</b>	<b>\$ 1,700</b>	<b>\$ 38,475</b>

\* Includes \$500 in City Attorney Fees

# San Francisco County Transportation Authority

## Prop K/Prop AA Allocation Request Form

<b>FY of Allocation Action:</b>	FY2018/19
<b>Project Name:</b>	Bike to Work Day 2019
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

### SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$38,475	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$38,475	Total Prop AA Recommended:	\$0

<b>SGA Project Number:</b>		<b>Name:</b>	Bike to Work Day 2019
<b>Sponsor:</b>	San Francisco Municipal Transportation Agency	<b>Expiration Date:</b>	12/31/2019
<b>Phase:</b>	Construction	<b>Fundshare:</b>	95.77

#### Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-139	\$38,475	\$0	\$0	\$0	\$0	\$38,475

#### Deliverables

- SFMTA shall provide electronic copies of draft 2019 BTWD collateral to the SFCTA to approve the Prop K attribution prior to their hard copy production or public distribution.
- Upon project completion, provide electronic copies of 2019 BTWD collateral, an evaluation report on BTWD ridership (at a minimum including pre-, day of, and post BTWD counts, and comparison to prior year participation), and 2 to 3 digital photos of BTWD events.

#### Special Conditions

- The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

#### Notes

- As a reminder, per the Standard Grant Agreement, all flyers, brochures, posters, websites and other similar materials prepared with Proposition K funding shall comply with the attribution requirements established in the Standard Grant Agreement

Metric	Prop K	Prop AA
<b>Actual Leveraging - Current Request</b>	4.23%	No Prop AA
<b>Actual Leveraging - This Project</b>	4.23%	No Prop AA

# San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

<b>FY of Allocation Action:</b>	FY2018/19
<b>Project Name:</b>	Bike to Work Day 2019
<b>Grant Recipient:</b>	San Francisco Municipal Transportation Agency

## EXPENDITURE PLAN INFORMATION

<b>Current Prop K Request:</b>	\$38,475
--------------------------------	----------

1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement
LY

## CONTACT INFORMATION

	Project Manager	Grants Manager
<b>Name:</b>	Miriam Sorell	Joel C Goldberg
<b>Title:</b>	TDM Program Manager	Grants Procurement Manager
<b>Phone:</b>	(415) 646-2412	(415) 646-2520
<b>Email:</b>	miriam.sorell@sfmta.com	joel.goldberg@sfmta.com