



RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AMENDMENT TO THE MEMORANDUM OF AGREEMENT WITH THE CITY AND COUNTY OF SAN FRANCISCO, THROUGH THE SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY, FOR A THREE-YEAR PERIOD, IN AN AMOUNT NOT TO EXCEED \$529,203, FOR THE GEARY CORRIDOR BUS RAPID TRANSIT ENVIRONMENTAL REVIEW PHASE, AND TO MODIFY THE NON-MATERIAL AGREEMENT TERMS AND CONDITIONS

WHEREAS, The Prop K Expenditure Plan calls for a network of bus rapid transit (BRT) routes, including on the Geary corridor, to improve and expand transit service and increase transit system efficiency; and

WHEREAS, In May 2007, the Transportation Authority and San Francisco Municipal Transportation Agency (SFMTA) Boards approved the Geary Corridor BRT Study (Feasibility Study), which identified the need for and purpose of BRT on Geary Boulevard; and

WHEREAS, The Transportation Authority is conducting the next phase of the project, environmental review and conceptual engineering, with participation by the SFMTA and other City agencies; and

WHEREAS, The workplan calls for the SFMTA to provide technical review, analysis, and design guidance for project deliverables and participate in community outreach activities, and for the San Francisco Planning Department and City Attorney's Office to provide review and coordination on the environmental review process, products, and requirements; and

WHEREAS, A memorandum of agreement (MOA) to transfer funds from the Transportation Authority to the SFMTA facilitates the coordination by stipulating agency roles and responsibilities, budget, project management protocols, and agency reimbursement procedures; and



WHEREAS, The scope of the original MOA, #A08/09-14, which provided \$72,000 to the SFMTA for staff coordination to advance the project through environmental scoping and project alternatives development, has been completed and as the project has moved into more refined design and analysis, further and more in-depth interagency coordination is needed to complete the environmental review and conceptual engineering phase of the project; and

WHEREAS, The total amount of the MOA shall not exceed \$529,203, consisting of maximum reimbursable amounts of \$389,927 to the SFMTA, \$26,774 to the San Francisco Planning Department, and \$99,840 to the City Attorney's Office; and

WHEREAS, The attached scope of work and budget specify agency roles, responsibilities, and maximum reimbursable amounts for each City agency; and

WHEREAS, Budget for this Amendment will be funded from \$2,790,598 in Prop K funds as appropriated through Resolution 14-17; and

WHEREAS, The MOA shall cover the period July 1, 2012 through June 30, 2015; and

WHEREAS, At its January 22, 2014, meeting, the Citizens Advisory Committee was briefed on and adopted a motion of support for the staff recommendation; and

WHEREAS, At its February 11, 2014, meeting, the Finance Committee reviewed and unanimously recommended approval of the staff recommendation; now, therefore, be it

RESOLVED, That the Executive Director is hereby authorized to execute an amendment to the MOA with the City and County of San Francisco, through the SFMTA, for a three-year period, in an amount not to exceed \$529,203, for the Geary Corridor BRT Project Environmental Review Phase; and be it further

RESOLVED, That the Executive Director is hereby authorized to modify the non-material agreement terms and conditions; and be it further

RESOLVED, That for the purposes of this resolution, "non-material" shall mean contract



terms and conditions other than provisions related to the overall contract amount, terms of payment, and general scope of services; and be it further

RESOLVED, That notwithstanding the foregoing and any rule or policy of the Transportation Authority to the contrary, the Executive Director is expressly authorized to execute agreements and amendments to agreements that do not cause the total agreement value, as approved herein, to be exceeded and that do not expand the general scope of services.

Attachments:

1. Scope of Work and Budget



The foregoing Resolution was approved and adopted by the San Francisco County Transportation Authority at a regularly scheduled meeting thereof, this 25<sup>th</sup> day of February, 2014, by the following votes:

**Ayes:** Commissioners Avalos, Breed, Campos, Chiu, Cohen, Farrell Kim, Mar, Tang, Wiener and Yee (11)

**Nays:** (0)

**Absent:** (0)

John Avalos 3-5-14  
John Avalos Date  
Chair

ATTEST: Tilly Chang 3/7/14  
Tilly Chang Date  
Executive Director

Attachment 1: Geary Bus Rapid Transit Project Memorandum of Agreement for the San Francisco Municipal Transportation Agency, the San Francisco Planning Department, and the City Attorney's Office – Scope of Work and Budget

January 14, 2014

The following scope of work describes the SFMTA's remaining tasks for the Geary Bus Rapid Transit (BRT) Project Environmental Analysis and Initial Preliminary Engineering Phase. This phase of the project includes environmental impact analysis and documentation, including external coordination, as well as initial preliminary engineering and identification of a preferred alternative.

The Transportation Authority is leading this phase of work, in cooperation with SFMTA.

### **SFMTA Role**

The SFMTA's role in the project is two-fold: to provide coordination, input, and concurrence on key project decisions needed to complete the project's environmental documentation; and to generate selected products needed to complete the phase's work. The SFMTA will designate an SFMTA BRT Program Planner to serve as the single point of contact to coordinate SFMTA input, updates, involvement and technical work from all SFMTA sections. The SFMTA BRT Program Planner will represent SFMTA at the Authority-led Geary BRT Citizens Advisory Committee and other public outreach venues as needed.

### **San Francisco Planning Department and City Attorney's Office Roles**

The San Francisco Planning Department (SFPD) will coordinate. Neither the SFPD nor the CAO will be involved in every task. For tasks in which the SFPD and CAO have roles, the scope below indicates as such. For tasks below in which no descriptions of SFPD or CAO role appear, no roles are expected.

### **Task Structure and Previous MOA**

A previous Memorandum of Agreement (MOA), #A08/09-14, provided \$72,000 to the SFMTA for planning and preliminary engineering services to support this phase of work. Under that MOA, several tasks have already been completed and therefore are not included in this MOA.

The task structure for this MOA scope differs from the task structure for the Prop K appropriation scope that provides the funding for this MOA. Appendix A provides a mapping of the Prop K appropriation scope to the MOA scope.

The task structure for the overall project is shown in Table 1 below.

Table 1. Overall Project Task Structure

Task / Sub-Task	Notes
Task 1 Data Collection, Purpose and Need, Scoping, and Initial Analysis	
1.1 Project Startup	Completed as part of MOA #A08/09-14; not part of this MOA
1.2 Scoping, Technical Advisory Committee, Citizens Advisory Committee, Public Involvement	
1.3 Site Definition	
1.4 Goals, Objectives, Purpose and Need	
1.5 Conceptual Alternatives Screening (Preliminary)	
Task 2 Environmental Impact Analysis, Document Preparation, and Public Hearing	
2.1 Project Coordination and Management	Not part of this MOA – No SFMTA Role
2.2 Public Involvement Activities	Combined with Task 2.11 for this MOA
2.3 Conceptual Engineering/Detailed Definition of Alternatives	These tasks combined together for this MOA
2.4 Preparation of Travel Demand Forecasts and Analysis	
2.5 Refine Conceptual Engineering Design	
2.6 Traffic Engineering and VISSIM/SYNCHRO Modeling, Parking Assessment	
2.7 Operations Analysis and Cost Estimating	
2.8 Financial Analysis, Construction, and Implementation Plan	
2.9 Identify, Disclose and Analyze Env Consequences and Mitigation	These tasks combined together for this MOA, along with Task 2.11
2.10 Preparation of Draft Environmental Document	
2.11 Public Hearing	Combined with Task 2.2 for this MOA

Task / Sub-Task	Notes
2.12 Small Starts Report	Combined with Tasks 2.9, 2.10 for this MOA
Task 3 Preferred Alternative and Final Environmental Document	
3.1 Coordination and Management	Not Part of this MOA – No SFMTA Role
3.2 Public Involvement Activities	
3.3 Locally Preferred Alternative	
3.4 Preparation of Final Environmental Document, Mitigation Monitoring and Reporting Plan	
Task 4 Transition Coordination for Design Engineering	
4.1 Transition Activities	

### **Tasks Already Completed Under #A08/09-14**

The following tasks were completed under the previous MOA #A08/09-14:

#### Task 1 Data Collection, Purpose and Need, Scoping, and Initial Analysis

- 1.1 Project Startup
- 1.2 Scoping, Technical Advisory Committee, Citizens Advisory Committee, Public Involvement
- 1.3 Site Definition
- 1.4 Goals, Objectives, Purpose and Need
- 1.5 Conceptual Alternatives Screening (Preliminary)
- 1.6 Affected Environment

### **Remaining Tasks**

#### Task 2 Environmental Impact Analysis, Document Preparation, and Public Hearing

*Task 2.1 Project Coordination and Management* (Not Part of this MOA – No SFMTA Role)

*Tasks 2.2, 2.11 Combined*

*[2.2 Public Involvement Activities*

*2.11 Public Hearing]*

These tasks include two rounds of public outreach to provide input in support of the development of the project's Draft Environmental Impact Report/Statement (DEIR/S) document, as well as a round of outreach to accompany the public release of the draft DEIR/S.

SFMTA Roles/Deliverables:

- Assist with meeting notification efforts
- Review and provide input on outreach materials
- Participate in outreach meetings as a project information resource
- Assist with project responses to community and stakeholder comments

*Tasks 2.3-2.8 Combined*

*[2.3 Conceptual Engineering/ Detailed Definition of Alternatives*

*2.4 Preparation of Travel Demand Forecasts and Analysis*

*2.5 Refine Conceptual Engineering Design*

*2.6 Traffic Engineering and VISSIM/ SYNCHRO Modeling, Parking Assessment*

*2.7 Operations Analysis and Cost Estimating*

*2.8 Financial Analysis, Construction, and Implementation Plan]*

These tasks include creating conceptual engineering drawings of all alternatives, conducting the transportation performance analysis, conducting the parking analysis, conducting the operations analysis, creating a financial plan, and creating a construction implementation plan.

SFMTA Roles/Deliverables:

- Review and provide input on alternatives design details, including issues relating to transit operations, traffic operations, and pedestrian access
- Review and provide input on transportation analysis inputs, including traffic volumes
- Review and provide feedback on transportation analysis results
- Assist with parking analysis, including providing available inventory and occupancy data, parking policy, and design of new proposed on-street parking
- Conduct transit operations analysis and cost estimating
- Review and provide input on financial plan
- Review and provide input on construction implementation plan

*Tasks 2.9, 2.10, 2.12 Combined*

*[2.9 Identify, Disclose and Analyze Environmental Consequences and Mitigation*

*2.10 Preparation of Draft Environmental Document*

*2.12 Small Starts Report]*

These tasks include producing the various required environmental technical studies to support the creation of the project's Draft Environmental Impact Report/Statement (DEIR/S). They also include producing the Administrative DEIR/S and the DEIR/S for public release. These tasks also provide for producing the Small Starts Report to prepare the project to compete for Federal Transit Administration discretionary funds.

SFMTA Roles/Deliverables:



- Review and provide feedback on environmental technical study reports
- Review and provide comments on Administrative DEIR/S
- Conduct SFMTA internal management and Board processes necessary leading to release of DEIR/S
- Assist in producing Small Starts report

SF Planning Department and City Attorney's Office Roles:

- Review and provide comment on environmental technical study methodology
- Assist with compliance with Administrative Code Chapter 31
- Review and provide comment on Administrative DEIR/S

### Task 3 Preferred Alternative and Final Environmental Document

*Task 3.1 Coordination and Management* (Not Part of this MOA – No SFMTA Role)

*Task 3.2 Public Involvement Activities*

This task provides for community outreach during the release of the DEIR/S.

SFMTA Roles/Deliverables:

- Assist in notification efforts
- Assist in preparation of materials for outreach
- Attend community meetings and presentations as a project information resource
- Assist with project responses to community and stakeholder comments

*Task 3.3 Locally Preferred Alternative*

This task supports the selection of the Locally Preferred Alternative (LPA) with a technical evaluation and a process to engage the city agencies, the community, and other stakeholders. The process involves identifying a staff-recommended alternative with consensus among agency staff, then building external consensus on the staff-recommended alternative leading to the selection of that alternative as the LPA by the SFMTA and Transportation Authority Boards.

SFMTA Roles/Deliverables:

- Assist with developing process and technical evaluation for staff-recommended alternative
- Coordinate internally with key SFMTA Divisions to build consensus on staff-recommended alternative
- Assist with building external consensus on staff-recommended alternative, including potential additional analysis and project definition changes
- Conduct needed internal and Board coordination to support Board action to select the LPA

#### *Task 3.4 Preparation of Final Environmental Document and Mitigation, Monitoring, and Reporting Plan*

This task includes collecting comments on the DEIR/S, generating responses to comments, creating the Administrative Draft Final Environmental Impact Report/Statement (FEIR/S), and incorporating any needed changes to generate the FEIR/S. The task also includes generating the Draft and Final Mitigation, Monitoring, and Reporting Plan.

SFMTA Roles/Deliverables:

- Assist in any new design or analysis for project and documentation changes necessary to respond to public comments
- Review and provide comments on Administrative Draft FEIR/S
- Review and provide comments on the Mitigation, Monitoring, and Reporting Plan
- Conduct SFMTA internal management and Board processes necessary leading to release of FEIR/S

#### Task 4 Transition Coordination for Design Engineering

##### *Task 4.1 Transition Activities*

This task provides for the activities needed in order to transition the project lead from the Transportation Authority to the SFMTA for the design engineering phase. The next step is the Conceptual Engineering Report (CER), to be led by the SFMTA's Capital Programs and Construction Division. Transition activities include identification of additional reviews and input needed from other SFMTA Divisions in order to transition the project lead role to the SFMTA.

SFMTA Roles/Deliverables:

- Identify needed transition activities
- Coordinate with other SFMTA Divisions on needed transition activities

# Budget

Table 2. Agency Budget Summary

Task	SFMTA		SF Planning		City Attorney's Office		Agency Total Cost
	Ave rate:	\$ 167	Ave rate:	\$ 112	Ave rate:	\$ 240	
	Total Hours	Total Cost	Total Hours	Total Cost	Total Hours	Total Cost	
<b>PHASE 1 DATA COLLECTION, PURPOSE &amp; NEED, SCOPING, AND INITIAL ANALYSIS</b>							
Completed; not part of this MOA							
<b>PHASE 2 – ENVIRONMENTAL IMPACT ANALYSIS, AA/DEIS/DEIR PREPARATION, PUBLIC HEARING</b>							
Task 2.1 Project Coordination and Management							
Task 2.2, 2.11 Public Involvement Activities, Public Hearing	390	\$ 65,172					\$ 65,172
Task 2.3-2.8 Conceptual Engineering/Detailed Definition of Alternatives, Travel Demand Forecasting, Conceptual Engineering Refinement, Traffic Engineering and Analysis, Parking Assessment, Operations Analysis and Cost Estimating, Financial Analysis, and Construction and Implementation Plan	690	\$ 115,963					\$ 115,963
Task 2.9, 2.10, 2.12 Environmental Studies, Draft EIR/S, Small Starts Report	290	\$ 48,071	\$ 238	\$ 26,774	\$ 416	\$ 99,840	\$ 174,685
<i>Phase 2 Total</i>	1370	\$ 229,206	\$ 238	\$ 26,774	\$ 416	\$ 99,840	\$ 355,821
<b>PHASE 3 – PREFERRED ALTERNATIVE AND PREPARATION OF FINAL EIS/EIR &amp; RECORD OF DECISION</b>							
Task 3.1 Project Coordination and Management							
Task 3.2 Public Involvement Activities	225	\$ 36,846					\$ 36,846
Task 3.3 Determination of Locally Preferred Alternative	400	\$ 65,505					\$ 65,505
Task 3.4 Preparation of Final EIS/EIR	215	\$ 35,789					\$ 35,789
<i>Phase 3 Total</i>	840	\$ 138,140					\$ 138,140
<b>PHASE 4 - TRANSITION COORDINATION FOR FINAL ENGINEERING</b>							
Task 4.1 Transition Activities		\$ 22,581					\$ 22,581
<i>Phase 4 Total</i>	120	\$ 22,581					\$ 22,581
<i>Contingency</i>							\$ 12,661
<b>GRAND TOTALS</b>	<b>2330</b>	<b>\$ 389,927</b>	<b>238</b>	<b>\$ 26,774</b>	<b>416</b>	<b>\$ 99,840</b>	<b>\$ 529,203</b>

Table 3. SFMTA Budget Detail

Task	SFMTA								Total Cost
	Transit Planner III Hours	\$ 178 Cost	Transit Planner IV Hours	\$ 208 Cost	Transit Planner II Hours	\$ 153 Cost	Intern Hours	\$ 102 Cost	
<b>PHASE 1 DATA COLLECTION, PURPOSE &amp; NEED, SCOPING, AND INITIAL ANALYSIS</b>									
Completed; not part of this MOA									
<b>PHASE 2 – ENVIRONMENTAL IMPACT ANALYSIS, AA/DEIS/DEIR PREPARATION, PUBLIC HEARING</b>									
Task 2.1 Project Coordination and Management									
Task 2.2, 2.11 Public Involvement Activities, Public Hearing	210		60		60		60		\$ 65,172
Task 2.3-2.8 Conceptual Engineering/Detailed Definition of Alternatives, Travel Demand Forecasting, Conceptual Engineering Refinement, Traffic Engineering and Analysis, Parking Assessment, Operations Analysis and Cost Estimating, Financial Analysis, and Construction and Implementation Plan	400		90		110		90		\$115,963
Task 2.9, 2.10, 2.12 Environmental Studies, Draft EIR/S, Small Starts Report	140		50		50		50		\$ 48,071
<i>Phase 2 Total</i>	<i>750</i>	<i>\$ 133,695</i>	<i>200</i>	<i>\$ 41,602</i>	<i>220</i>	<i>\$ 33,585</i>	<i>200</i>	<i>\$ 20,324</i>	<i>\$229,206</i>
<b>PHASE 3 – PREFERRED ALTERNATIVE AND PREPARATION OF FINAL EIS/EIR &amp; RECORD OF DECISION</b>									
Task 3.1 Project Coordination and Management									
Task 3.2 Public Involvement Activities	90		45		45		45		\$ 36,846
Task 3.3 Determination of Locally Preferred Alternative	160		80		80		80		\$ 65,505
Task 3.4 Preparation of Final EIS/EIR	110		35		35		35		\$ 35,789
<i>Phase 3 Total</i>	<i>360</i>	<i>\$ 64,174</i>	<i>160</i>	<i>\$ 33,282</i>	<i>160</i>	<i>\$ 24,426</i>	<i>160</i>	<i>\$ 16,259</i>	<i>\$138,140</i>
<b>PHASE 4 - TRANSITION COORDINATION FOR FINAL ENGINEERING</b>									
Task 4.1 Transition Activities	80		40						\$ 22,581
<i>Phase 4 Total</i>	<i>80</i>	<i>\$ 14,261</i>	<i>40</i>	<i>\$ 8,320</i>		<i>\$ -</i>		<i>\$ -</i>	<i>\$ 22,581</i>
<b>GRAND TOTALS</b>	<b>1190</b>	<b>\$ 212,129</b>	<b>400</b>	<b>\$ 83,204</b>	<b>380</b>	<b>\$ 58,011</b>	<b>360</b>	<b>\$ 36,583</b>	<b>\$389,927</b>

Table 4. SF Planning and City Attorney's Office Budget Detail

<b>Geary BRT Environmental Review - Planning Department Responsible Agency Cost Estimate</b>				
<b>Task</b>	<b>Hours</b>	<b>Staff Classification</b>	<b>Rate (Hourly)</b>	<b>Subtotal</b>
Task 2.10.1. Project Management	4	Viktoriya Wise, Deputy ERO	\$140.00	\$560.00
	12	Jessica Range, Plnr IV	\$125.52	\$1,506.24
	18	Rachel Schuett, Plnr III	\$105.79	\$1,904.22
Task 2.10.2. Understanding the Project	6	Jessica Range, Plnr IV	\$125.52	\$753.12
	8	Rachel Schuett, Plnr III	\$105.79	\$846.32
Task 2.10.3. Meetings (Assumes 2 hours for each meeting: one hour for the meeting, and one hour for any advanced preparation and/or follow up.)	12	Jessica Range, Pnr IV	\$125.52	\$1,506.24
	12	Rachel Schuett, Plnr III	\$105.79	\$1,269.48
	2	Shelley Calligerone, Pnr III	\$105.79	\$211.58
	2	Randall Dean, Plnr III	\$115.00	\$230.00
	8	City Attorney	\$240.00	\$1,920.00
Task 2.10.4. Assistance with Methodology	6	Jessica Range, Pnr IV	\$125.52	\$753.12
	8	Rachel Schuett, Plnr III	\$105.79	\$846.32
	2	Shelley Calligerone, Pnr III	\$105.79	\$211.58
	2	Randall Dean, Plnr III	\$115.00	\$230.00
	8	City Attorney	\$240.00	\$1,920.00
Task 2.10.5. Assistance with Compliance with Chapter 31	4	Jessica Range, Plnr IV	\$125.52	\$502.08
	12	Rachel Schuett, Plnr III	\$105.79	\$1,269.48
Task 2.10.6. Review Administrative Draft EIR/EIR	40	Jessica Range, Plnr IV	\$125.52	\$5,020.80
	60	Rachel Schuett, Plnr III	\$105.79	\$6,347.40
	8	Shelley Calligerone, Pnr III	\$105.79	\$846.32
	8	Randall Dean, Plnr III	\$115.00	\$920.00
	400	City Attorney	\$240.00	\$96,000.00
	4	Viktoriya Wise, Deputy ERO	\$140.00	\$560.00
Task 2.10.7. Administrative Support	8	Virnaliza Byrd, Planner Tech	\$60.00	\$480.00
<b>Subtotal</b>	<b>654</b>			<b>\$126,614.30</b>
<b>Contingency</b>	<b>10%</b>			<b>\$12,661.43</b>
<b>Total</b>				<b>\$139,275.73</b>

Appendix A. Mapping of Original Prop K Appropriation Task Structure to MOA Task Structure

Original Appropriation Task	MOA Task
A Project Management and External Coordination	
A1. Start-Up	1.1 Project Start-up
A2. Technical Advisory Committee	75% of 1.2 Scoping, TAC/CAC Coordination, Public Involvement Activities (all but scoping)
A3. Citizens Advisory Committee	
A4. Federal, state, regional agency coordination	
B Environmental Impact Analysis and Documentation	
B1. Public Information Plan and Activities	25% of 1.2 Scoping, TAC/CAC Coordination, Public Involvement Activities (scoping) 2.2 Phase 2 Public Involvement Activities 2.11
B2. Define Alternatives	1.5 Develop Conceptual Alternatives, Initial Forecasts, Screening 2.3 Conceptual Engineering/Definition of Alternatives 20% of 2.5 Refine Conceptual Engineering Design (for project description)
B3. Draft EIR/EIS	50% of 2.1 Phase 2 Project Coordination and Management 3.2 Phase 3 Public Involvement Activities 1.4 Development of Goals, Objectives, Purpose and Need 1.6 Determination of Affected Environment (Annotated Doc Outline) 2.4 Travel Demand Forecasts 2.6 Traffic Engineering, Modeling, Parking Assessment 2.9 Environmental Consequences and Mitigation

	2.10 Draft Document
B4. Final EIR/EIS	3.1 Phase 3 Project Coordination and Management  70% of 3.4 Final EIS/EIR (Final doc, overriding considerations, notice of completion/availability)
C/D Conceptual and Initial Preliminary Engineering and Alternatives Analysis	
C1. Preferred Project Approval and Record of Decision	3.3 Determination of LPA  30% of 3.4 Final EIS/EIR (ROD/NOD and MMRP)  2.12 FTA Small Starts Report
D1. Design Engineering Report	1.3 Site Definition – Aerial Photography, Mapping and Surveying  50% of 2.1 Phase 2 Project Coordination and Management  60% of 2.5 Refine Conceptual Engineering Design (engineering drawings, IPS for Masonic, Fillmore)
D2. Cost Estimates	20% of 2.5 Refine Conceptual Engineering Design
D3. Operating, Maintenance Cost Estimates	2.7 Operations Analysis and Costs
D4. Funding and Implementation Plan	2.8 Construction and Implementation Plan and Financial Analysis