



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TDD/TTY 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Memorandum

TO: Partnership Local Streets and Roads Working Group

DATE: October 9, 2014

FR: Christina Hohorst

RE: P-TAP 16 Call for Projects

The Pavement Management Technical Assistance Program (P-TAP) provides Bay Area jurisdictions with expertise in implementing and maintaining a pavement management program, primarily the MTC StreetSaver® software. MTC has programmed over \$14 million in regional Surface Transportation Program (STP) funds during the last fifteen rounds of P-TAP. In total, MTC has funded about 620 projects and assisted all Bay Area jurisdictions with their pavement needs.

MTC is soliciting applications for Round 16 projects (see attached). The application will be available online and will be due November 3, 2014 by 4:00 p.m. Please follow the following link to apply for P-TAP 16: <http://gis.mtc.ca.gov/ptap>

To ensure that there is enough funding for small jurisdictions to complete PMS projects, the minimum grant amount awarded will be \$15,000. The maximum grant amount will remain \$100,000. MTC will notify grant finalists in January 2015, contingent upon Administration Committee approval. All eligible Bay Area cities and counties are encouraged to apply and to participate in a webinar for the P-TAP 16 Call for Projects on Thursday October 16, 2014 at 10 a.m.

Please feel free to contact me at 510-817-5869 and chohorst@mtc.ca.gov with questions.



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October 9, 2014

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**Cities and Counties
San Francisco Bay Area**

RE: Pavement Management Technical Assistance Program (P-TAP) Round 16

Dear Public Works Directors of the San Francisco Bay Area:

MTC is soliciting projects for the Pavement Management Technical Assistance Program (P-TAP) Round 16. Applications are due Monday, November 3, 2014 by 4:00 p.m. MTC expects to formally confirm finalists in January, contingent upon Administration Committee approval.

All eligible Bay Area cities and counties are encouraged to apply. This includes jurisdictions that previously applied for P-TAP funds but were not selected and past P-TAP recipients that may need additional funds to implement, maintain or update specific components of their pavement management program (PMP).

P-TAP provides Bay Area jurisdictions with assistance and expertise in implementing and maintaining a PMP. The program's success has enabled P-TAP to expand assistance to all Bay Area cities and counties. MTC has programmed over \$14 million in regional Surface Transportation Program (STP) funds during the last fifteen rounds of P-TAP. In total, MTC has funded about 620 projects and assisted all Bay Area jurisdictions with their pavement needs.

Jurisdictions applying for a P-TAP grant will have the option of selecting from the following types of projects: (1) Pavement Management Systems (PMS) projects, (2) Non-pavement Asset Management projects, and (3) roadway design projects including the development of Plans, Specifications, and Estimates (PS&E).

Through P-TAP, MTC has retained qualified consulting firms to provide assistance to Bay Area jurisdictions for eligible pavement projects. MTC will select the most appropriate firm to assign to each awarded jurisdiction based on the firm's expertise, jurisdictions' previous experience with the firm, the jurisdiction's preference, and the firm's geographic proximity with the jurisdiction. MTC does not guarantee that jurisdictions will be assigned their preferred firm.

Jurisdictions are expected to work directly with P-TAP consultants to complete the projects. Attachment A outlines the jurisdiction's and consultant's responsibilities for

their P-TAP project. By accepting a P-TAP grant, jurisdictions authorize MTC and their assigned consulting firms to inspect their roadways.

Projects will be selected on the basis of the scoring criteria consistent with MTC Resolution 4078 (Attachment B). This includes scores for the type of project; the number of centerline miles in a jurisdiction; when a jurisdiction last received a P-TAP grant; and certification status.

For Round 16, approximately \$1.5 million in federal funds is expected to be available for programming. Jurisdictions will also be awarded up to two years subscription to StreetSaver® On-line. The minimum grant amount awarded will be \$15,000 with a maximum cap of \$100,000 awarded per jurisdiction. The project amount awarded will include both the MTC's STP contribution as well as a local contribution of 20%. The local contribution includes the local match of 11.47%; the remaining 8.53% pays for the StreetSaver® subscription referenced above.

You can determine your jurisdiction's maximum eligible award amount by multiplying \$300 by the number of centerline miles in your jurisdiction. For example, if a jurisdiction has 50 centerline miles of road, then the maximum amount of project funding would be \$15,000 (the local contribution will be 20% of \$15,000, which is \$3,000).

The actual award amount for individual jurisdictions will depend on the number of eligible applications received. The local contribution requirement of 20% of the grant sum needs to be paid to MTC by the local jurisdiction prior to the start of the project, and **no later than February 27, 2015**. Failure to submit local contribution by the February 27 deadline will result in the loss of funding for the project, and removal from the P-TAP round. MTC staff will then select an alternate project for participation in this round.

All P-TAP 16 projects will be initiated in Fiscal Year 2014-15, and need to be completed by April 30, 2016. MTC will directly reimburse consultants working on P-TAP projects. Project sponsors are responsible for project costs exceeding the P-TAP grant amount. All grants are subject to availability of funds allocated for P-TAP by MTC. **Jurisdictions with a PMS certification inspection date in 2012 or earlier are urged to apply for P-TAP 16 PMP assistance**. If your jurisdiction would like to participate in P-TAP, please complete the application form online: <http://gis.mtc.ca.gov/ptap>.

Applications are due on **November 3, 2014 by 4:00 p.m.** For additional information contact: Christina Hohorst, Project Manager, at (510) 817-5869.

Sincerely,



Anne Richman
Director, Programming and Allocations

AR:CH

P-TAP Round 16 Grant Requirements

This document provides an overview of the grant requirements for P-TAP Round 16, including schedule deadlines and deliverables checklists for all P-TAP projects, and budget options reports, information on GIS linkage and certification letters for Pavement Management System (PMS) projects. The Regional Pavement Condition Report is also discussed.

Schedule Deadlines

<u>Task #</u>	<u>Activity/Deliverable – PMS Projects</u>	<u>Due Date</u>
1	Workscope, Schedule and Budget	June 1, 2015
2	Condition Survey Data and System Updates	October 1, 2015
3	Budget Analysis, Calculations and Reports	December 1, 2015
4	Budget Options Report (Final Report)	April 30, 2016

<u>Task #</u>	<u>Activity/Deliverable – Non-Pavement Asset Management/PS&E Projects</u>	<u>Due Date</u>
1	Workscope, Schedule and Budget	June 1, 2015
2	35% of Workscope Tasks	October 1, 2015
3	95% of Workscope Tasks	December 1, 2015
4	100% of Submittal (Final Report)	April 30, 2016

Schedule Milestones

October 9, 2014	MTC advertises call for projects
November 3, 2014	Applications due to MTC
December 2014	MTC preliminarily notifies grant finalists
January 14, 2015	MTC notifies grant finalists after Administration Committee approval
February 27, 2015	Local contribution checks due to MTC
March/April, 2015	Projects start
May 1, 2015	Deadline to set up StreetSaver® Online account profile (new/desktop users only)
April 30, 2016	Final Report due to MTC

Deliverables Checklists

Attachments A-1 and A-2 provide examples of the deliverables checklists for PMS and PS&E projects, respectively. MTC requires that agency staff sign off on deliverables before paying consultants for work completed. The checklists provide agencies with an additional measure of quality control.

Budget Options Reports (BOR) – PMS Projects

Attachment A-3 is an outline of the required components for a BOR (e.g., final report).

GIS Linkage and Maps – PMS Projects

GIS linkage is mandatory for all PMS projects. There are two options available to meet this GIS requirement: the jurisdiction may either do the linkage in-house or ask the P-TAP consultant to complete the links to the agency's base map. If a jurisdiction has already established a GIS map separate from the TIGER maps available in StreetSaver®, but has not yet linked the map to pavement data, MTC provides a one-time GIS mapping integration service for \$1,500 that may be included as part

of the P-TAP grant amount. For more information on the GIS Mapping Integration, please go to the Pavement Management Program website: <http://www.mtcpms.org/products/index.html>

Certification Letters – PMS Projects

Agencies are required to sign and mail their certification letters to MTC within two weeks of receipt from their P-TAP consultant. Certification letters for Round 16 are due to MTC by April 30, 2016.

For more information on the certification letters, please go to:

<http://www.mtc.ca.gov/services/pmp/>

Regional Pavement Condition Report – PMS Projects

Using data from StreetSaver®, MTC performs condition summaries of the region's roadways. These summaries are published on an annual basis in MTC's Pavement Condition Index (PCI) Report, designed to provide the public with an overall assessment of the region's transportation network. In order for MTC to include your jurisdiction's current conditions, please ensure that your P-TAP consultant completes Task 2 - Condition Survey Data and System Updates - by November 30, 2015.

Feel free to contact me with any questions at 510.817.5869 and chohorst@mtc.ca.gov on P-TAP.

Attachments

- A-1) Deliverables Checklist for PMS Projects
- A-2) Deliverables Checklist for Non-Pavement Asset Management Projects
- A-3) Deliverables Checklist for PS&E Projects
- A-4) Budget Options Report Overview

Consultant: _____ Agency: _____ Sign-off by: _____ Date: _____ PTAP - PMS Project Deliverable Checklist	Workscope, Schedule, & Budget (Task 1)	Condition Survey Data and System Update (Task 2)	Budget Analysis, Calculations & Reports (Task 3)	Final Project Report (Task 4)	Remarks
Local Match Received Project Kick-Off Roles/Responsibilities Communication Protocol Conflict Resolution ¹ Traffic Control Discussed Expectations (Performance Review, BOR, etc) Scope of Work Defined QA/QC Plan Submitted Final Agreed Upon Price Schedule / Completion Date Estimate of Hours of each Task Jurisdiction Staff Initial - Above Work (Task 1) Completed					
Inventory Reviewed & Audited Sectionalized Streets As Needed M&R Update Performed Reinspection (___% network) QC Report Remediation Work Documented Agency participated in Field Survey? (Yes/No) Jurisdiction Staff Initial - Above Work (Task 2) Completed					
Verified Agency's budget assumptions Checked Interest & Inflation Rates Run 5-year Analysis Review Decision Trees Unit Costs Update Developed Multi-Year Work Plan Impacts Shown on GIS Maps ² Executive Summary Discussion of Pros/Cons of Current Practice Recommendations Discussion of Final Results w/ Agency Jurisdiction Staff Initial - Above Work (Task 3) Completed					
Final Report Local Acknowledgement of Data Acceptance Agency's DB Disconnection (Email Sui Tan) Prepare and Sign PMP Certification Jurisdiction Staff Initial - Above Work (Task 4) Completed					

1 - **Conflict Resolution:** Any conflicts on the project should be resolved between the consultant and the Agency. If it is deemed unresolved by either of the parties, MTC must be contacted to address any concerns.

2 - **GIS linkage** is mandatory for all PMS projects. There are two options available to meet this GIS requirement:
Option A - Use the existing TIGER maps available in the Streetsaver program. The jurisdiction may either do the linkage in-house or ask the consultant to complete the links to the existing TIGER maps. The effort for this task will be paid either by the Agency out of the PTAP grant or may be included as part of the P-TAP grant amount by altering the proposed scope.

Option B - If a jurisdiction has already established a GIS map separate from the TIGER maps, but has not yet linked the map to pavement data, MTC provides a one-time GIS mapping integration service for \$1,500. This cost is in addition to the effort required to do the segmentation matching. The total cost may be paid either by the Agency outside of the PTAP grant or may be included as part of the P-TAP grant amount by altering the proposed scope.

Consultant: _____ Agency: _____ Sign-off by: _____ Date: _____ <h2 style="text-align: center;">PTAP - Non-pavement Project Deliverable Checklist</h2>	Workscope, Schedule, & Budget (Task 1)	Condition Survey Data and System Update (Task 2)	Draft Inventory Database and Needs Assessment (Task 3)	Final Project Report (Task 4)	Remarks
Local Match Received Project Kick-Off Roles/Responsibilities Communication Protocol Conflict Resolution ¹ Traffic Control Discussed Expectations (Performance Review, BOR, etc) Data collection methodology/approach discussed Scope of Work Defined QA/QC Plan Submitted Final Agreed Upon Price Schedule / Completion Date Estimate of Hours of each Task <i>Jurisdiction Staff Initial - Above Work (Task 1) Completed</i>					
Inventory Reviewed & Audited Sectionalized Streets As Needed M&R Update Performed Reinspection (___% network) QC Report Remediation Work Documented Agency participated in Field Survey? (Yes/No) <i>Jurisdiction Staff Initial - Above Work (Task 2) Completed</i>					
Verified Agency's budget assumptions Checked Interest & Inflation Rates Run 5-year Analysis Review Decision Trees Unit Costs Update Developed Multi-Year Work Plan Impacts Shown on GIS Maps ² Executive Summary Discussion of Pros/Cons of Current Practice Recommendations Discussion of Final Results w/ Agency <i>Jurisdiction Staff Initial - Above Work (Task 3) Completed</i>					
Final Report Local Acknowledgement of Data Acceptance Agency's DB Disconnection (Email Sui Tan) Prepare and Sign PMS Certification <i>Jurisdiction Staff Initial - Above Work (Task 4) Completed</i>					

1 - Conflict Resolution: Any conflicts on the project should be resolved between the consultant and the Agency. If it is deemed unresolved by either of the parties, MTC must be contacted to address any concerns.

2 - GIS linkage is mandatory for all PMS projects. There are two options available to meet this GIS requirement:

Option A - Use the existing TIGER maps available in the Streetsaver program. The jurisdiction may either do the linkage in-house or ask the consultant to complete the links to the existing TIGER maps. The effort for this task will be paid either by the Agency out of the PTAP grant or may be included as part of the P-TAP grant amount by altering the proposed scope.

Option B - If a jurisdiction has already established a GIS map separate from the TIGER maps, but has not yet linked the map to pavement data, MTC provides a one-time GIS mapping integration service for \$1,500. This cost is in addition to the effort required to do the segmentation matching. The total cost may paid either by the Agency outside of the PTAP grant or may be included as part of the P-TAP grant amount by altering the proposed scope.

Consultant: _____

Agency: _____

Sign-off By: _____

Date: _____

PTAP - PS&E Project Checklist

	Workscope, Schedule, & Budget (Task 1)	Phase II: Pavement Evaluation Report (Task 2)	Phase III: Design Development (Task 3)	Phase III: Design Development (Task 4)	Remarks
Phase I: General Administration (Task 1)					
Local Match Received	<input type="checkbox"/>				
Project Kick-Off Meeting	<input type="checkbox"/>				
Roles/Responsibilities	<input type="checkbox"/>				
Communication Protocol	<input type="checkbox"/>				
Scope of Work Defined	<input type="checkbox"/>				
Limit of Work Area Identified	<input type="checkbox"/>				
Final Agreed Upon Price	<input type="checkbox"/>				
Schedule / Completion Date	<input type="checkbox"/>				
Estimate of Hours Per Task	<input type="checkbox"/>				
Work Scope Delivered to MTC for Approval	<input type="checkbox"/>				
Jurisdiction Staff Initial - Above Work Completed	<input type="checkbox"/>				
Phase II: Pavement Evaluation Report (Task 2)					
Deflection Testing		<input type="checkbox"/>			
Coring & R-value Sampling		<input type="checkbox"/>			
R-value Testing		<input type="checkbox"/>			
Visual Evaluation of Surface Conditions		<input type="checkbox"/>			
Drainage Problems Identified		<input type="checkbox"/>			
ADA / Accessibility Problems Identified		<input type="checkbox"/>			
Traffic Circulation Problems Identified		<input type="checkbox"/>			
Photographs of Site Conditions		<input type="checkbox"/>			
Cost Estimate Prepared for Each Segment		<input type="checkbox"/>			
Reccommendations Prepared From Investigation		<input type="checkbox"/>			
Delivery of Pavement Evaluation Report		<input type="checkbox"/>			
Jurisdiction Staff Initial - Above Work Completed		<input type="checkbox"/>			
Phase III: Design Development (Task 3)					
Scaled Base Plans Created			<input type="checkbox"/>		
Utility Research			<input type="checkbox"/>		
Areas of Rehabilitation/Maintenance Items Shown			<input type="checkbox"/>		
Notes, Legends, etc. Included on Plans			<input type="checkbox"/>		
Construction Details Included on Plans			<input type="checkbox"/>		
Title Sheet w/Location Map, Legend, General Notes			<input type="checkbox"/>		
Cost Estimate of all Items of Work for Each Segment			<input type="checkbox"/>		
Bid Package Prepared			<input type="checkbox"/>		
General and Supplemental Conditions Prepared			<input type="checkbox"/>		
Technical Specifications Prepared			<input type="checkbox"/>		
Delivery of PS&E at 35% completion for City Review			<input type="checkbox"/>		
Meet with City Staff to Discuss Redline Comments			<input type="checkbox"/>		
Delivery of PS&E at 65% completion for City Review			<input type="checkbox"/>		
Jurisdiction Staff Initial - Above Work Completed			<input type="checkbox"/>		
Phase III: Design Development Finalized (Task 4)					
Meet with City Staff to Discuss Redline Comments				<input type="checkbox"/>	
Delivery of PS&E at 100% completion				<input type="checkbox"/>	
Jurisdiction Staff Initial - Above Work Completed				<input type="checkbox"/>	

**Budget Options Report (BOR):
Components of a Quality Report
P-TAP**

■ **Audience**

- Technical level – maintenance and engineering personnel
- Policy level – Public Works Directors, City Managers, County Executives, City Councils
- MTC encourages local jurisdictions and P-TAP consultants to present results/recommendations to policy level personnel

■ **Purpose**

- Translates technical analysis into pavement repair options
- Links needs analysis with annual and multi-year programming
- Shows impacts of varying levels of budgets which may increase funding
- Provides most cost-effective pavement repair recommendations
- Facilitates securing management buy-in to obtain policy board approvals
- Provides MTC with insight into jurisdictions' pavement management programs and policies

■ **Content**

- Executive Summary
 - Background explanations to define concepts, establish the BOR context
 - Highlights current/future pavement conditions and needs
 - Highlights past funding levels for pavement maintenance and rehabilitation with estimates for current/future anticipated revenue
 - Summarizes minimum three scenarios with clear depiction of impacts:
 - Maintain annual budget estimates over the next five years
 - Maintain existing PCI over the next five years
 - Increase current PCI by five-points over the next five years
 - GIS – for three budget scenarios analyses, show impacts through the use of GIS maps in the StreetSaver® GIS Toolbox
 - **Suggestions that clearly lay out realistic options, for example:**
 - Budget
 - Maintain current funding in order to maintain PCI, or
 - Increase budget to \$X in order to improve PCI to X
 - Pavement Maintenance – promote pavement preservation principles to capture cost savings
 - Policy Recommendations – Explore possibility of assessing impact fees based on garbage/recycling truck routes
- Supporting documentation (intended for technical level audience)

■ **Recommended format**

- Length - Minimum five page executive summary to effectively communicate critical information
- Graphics - Clear summary graphics essential

SCORING CRITERIA FOR P-TAP 16 PROJECTS

<u>No.</u>	<u>Description</u>	<u>Score Range</u>	<u>Total Points</u>
1	<u>Scope of Work Requested</u> <i>Jurisdictions applying for Pavement Management System (PMS) projects will receive higher scores.</i>	5 to 25 PMS = 25 NPAM=5 PS&E = 5	25
2	<u>Centerline Miles</u> <i>Jurisdictions with fewer centerline miles will receive higher scores.</i>	10 to 20 <100 = 20 100-300 = 15 >300 = 10	20
3	<u>Prior P-TAP Recipient</u> <i>Jurisdictions that have not recently received P-TAP funds will receive higher scores.</i>	0 to 30 Round 13 or earlier = 30 Round 14 = 15 Round 15 = 0	30
4	<u>Certification Status</u> <i>Jurisdictions without current PMP certification will receive higher scores. If applying for all three project types, the PMP certification project will take precedence.</i>	10 to 25 Currently Expired = 25 Expired by year end = 15 Certified for 1-2 years = 10	25
<u>Total Points Possible</u>			100