



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Partnership Local Streets and Roads Working Group

DATE: October 19, 2016

FR: Christina Hohorst

RE: P-TAP 18 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 approximately \$18 million in regional Surface Transportation Program (STP) funds during the last sixteen rounds of P-TAP. In total, MTC has funded about 685 projects and assisted all Bay Area jurisdictions with their pavement needs.

MTC is soliciting applications for Round 18 projects (see attached). The application will be available online and will be due on Monday, November 21, 2016 by 4:00 p.m. Please follow the following link to apply for P-TAP 18: <http://mtc.ca.gov/p-tap-call-for-projects>

Approximately \$1.5 million is available for Round 18. The minimum grant amount awarded will be \$15,000.00 and the maximum grant amount is \$100,000.00. MTC will notify grant finalists in January 2017, 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 18 Call for Projects on Thursday, November 3, 2016 at 10 a.m.

Please feel free to contact me at 415-778-5269 and chohorst@mtc.ca.gov with questions.

Attachments

S:\Project\Pavement Management\Projects\P-TAP\P-TAP 18\Call for Projects\01_P-TAP 18 Call for Projects Memo2.docx



October 19, 2016

Dave Cortese, Chair
Santa Clara County

Jake Mackenzie, Vice Chair
Sonoma County and Cities

Alicia C. Aguirre
Cities of San Mateo County

Tom Azunbrado
U.S. Department of Housing
and Urban Development

Jason Baker
Cities of Santa Clara County

Tom Bates
Cities of Alameda County

David Campos
City and County of San Francisco

Dorene M. Giucopini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Scott Haggerty
Alameda County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sam Liccardo
San Jose Mayor's Appointee

Mark Luce
Napa County and Cities

Julie Pierce
Association of Bay Area Governments

Bijan Sartipi
California State
Transportation Agency

Libby Schaaf
Oakland Mayor's Appointee

James P. Spering
Solano County and Cities

Adrienne J. Tissier
San Mateo County

Scott Wiener
San Francisco Mayor's Appointee

Amy R. Worth
Cities of Contra Costa County

Steve Heminger
Executive Director

Alix Bockelman
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

Cities and Counties
San Francisco Bay Area

RE: Pavement Management Technical Assistance Program (P-TAP) Round 18

Dear Public Works Directors of the San Francisco Bay Area:

MTC is soliciting projects for the Pavement Management Technical Assistance Program (P-TAP) Round 18. Applications are due Monday, November 21, 2016 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 approximately \$18 million in regional Surface Transportation Program (STP) funds during the last seventeen rounds of P-TAP. In total, MTC has funded about 685 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 grant requirements with the jurisdiction'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 18, 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). For PS&E and Non-Pavement Asset Management projects, applicants will need to provide an estimated cost (between \$15,000 and \$100,000) for the scope of work desired.

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 March 3, 2017.** Failure to submit local contribution by the March 3 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 18 projects will be initiated in Fiscal Year 2016-17, and they need to be completed by April 30, 2018. 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 Pavement Management System certification inspection date in 2014 or earlier are urged to apply for P-TAP 18 PMP assistance.** If your jurisdiction would like to participate in P-TAP, please complete the application form online: <http://mtc.ca.gov/p-tap-call-for-projects>.

Applications are due on **Monday, November 21, 2016 by 4:00 p.m.** For additional information contact: Christina Hohorst, Project Manager, at (415) 778-5269.

Sincerely,



Anne Richman
Director, Programming and Allocations

AR:CH
Attachments

P-TAP Round 18 Grant Requirements

This document provides an overview of the grant requirements for P-TAP Round 18, 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 Milestones

October 17, 2016	MTC advertises call for projects
November 3, 2016	Webinar re Call for Projects (10 a.m.)
November 21, 2016	Applications due to MTC
January 12, 2017	MTC notifies grant finalists after Administration Committee approval
March 3, 2017	Local contribution checks due to MTC
March/April, 2017	Projects start
May 1, 2017	Deadline to set up StreetSaver® Online account profile (new/desktop users only)
April 30, 2018	Final Report due to MTC

Schedule Deadlines

<u>Task #</u>	<u>Activity/Deliverable – PMS Projects</u>	<u>Due Date</u>
1	Workscope, Schedule and Budget	June 1, 2017
2	Condition Survey Data and System Updates	October 1, 2017
3	Budget Analysis, Calculations and Reports	December 1, 2017
4	Budget Options Report (Final Report)	April 30, 2018

<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, 2017
2	35% of Workscope Tasks	October 1, 2017
3	95% of Workscope Tasks	December 1, 2017
4	100% of Submittal (Final Report)	April 30, 2018

Deliverables Checklists

Attachments A-1, A-2 and A-3 provide examples of the deliverables checklists for PMS, Non-Pavement Asset Management and PS&E projects, respectively. MTC requires that agency staff sign off on deliverables before consultants can be paid by MTC for work completed. The checklists provide agencies with an additional measure of quality control.

Budget Options Reports (BOR) – PMS Projects

Attachment A-4 is an outline of the required components for a Budget Options Reports (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 \$2,500 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 18 are due to MTC by April 30, 2018. 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 and 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, 2017.

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

MTC Contact Information

Christina Hohorst
P-TAP Project Manager
chohorst@mtc.ca.gov
415.778.5269

Consultant: _____
 Agency: _____
 Sign-off by: _____
 Date: _____

PTAP - PMS Project Deliverable Checklist

		Check if completed	Staff initials/Task Approval	Remarks
Workscope, Schedule, & Budget (Task 1)	Local Match Received			
	Project Kick-Off			
	Agency's DB Connection (Email Sui Tan)			
	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 submitted to MTC			
	Estimate of Hours of each Task			
Condition Survey Data and System Update (Task 2)	Overall network PCI before inspection: _____.			
	Inventory Reviewed & Audited			
	Sectionalized Streets As Needed			
	M&R Update			
	Performed Reinspection (___% network)			
	Quality Management Report (QMR) approved by Jurisdiction			
	- Remediation Work Documented			
	- Agency participated in Field Survey? (Yes/No)			
	Revised QMR submitted/approved by Jurisdiction (if applicable)			
	Overall network PCI after inspection: _____.			
Budget Analysis, Calculations & Reports (Task 3)	Verified Agency's budget assumptions			
	Checked Interest & Inflation Rates			
	Run 5-year Analysis			
	Assessed Decision Trees			
	Recommendation provided No recommendation provided			
	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			
	Draft Report Submitted			
Final Project Report (Task 4)	Final Report			
	Approved QMR/Revised QMR included in Final Report			
	FINAL PCI: _____			
	Local Acknowledgement of Data Acceptance			
	Agency's DB Disconnection (Email Sui Tan)			
	Prepare PMP Certification for signature			

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 TIGER maps for one-time GIS mapping integration service at \$500. 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 an agency-based 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 \$1,750. 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: _____

PTAP - Non-pavement Project Deliverable Checklist

		Check If Completed	Staff Initials/ Task Approval	Remarks
Workscope, Schedule, & Budget (Task 1)	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				
Condition Survey Data and System Update (Task 2)	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)			
Draft Inventory Database and Needs Assessment (Task 3)	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				
Final Project Report (Task 4)	Final Report			
	Local Acknowledgement of Data Acceptance			
	Agency's DB Disconnection (Email Sui Tan)			

*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.*

Consultant: _____
 Agency: _____
 Sign-off by: _____
 Date: _____

PTAP - Pavement Design Projects (PS&E) Deliverable Checklist

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

**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 Y
 - 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 18 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. Jurisdictions that completed their own PMS inspections, not funded by MTC, will receive 25 points for NPAM and PS&E projects.</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 15 or earlier = 30 Round 16 = 15 Round 17 = 0	30
4	<u>Certification Status</u> <i>Jurisdictions without current PMP certification will receive higher scores. Projects are prioritized based on last inspection date. If applying for all three project types, the PMP certification project will take precedence.</i>	10 to 25 Last inspection date between*: Before October 2014 = 25 November 2014- March 2015 = 20 April – October 2015 = 15 November 2015- March 2016 = 10 April – October 2016 = 5	25
<u>Total Points Possible</u>			100

* Last inspection date will be used in tie breakers; the oldest inspection date/s will take precedence.