



METROPOLITAN
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COMMISSION

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September 9, 2011

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Cities and Counties
San Francisco Bay Area

RE: Pavement Management Technical Assistance Program (P-TAP) Round 13

Dear Public Works Directors of the San Francisco Bay Area:

MTC is soliciting projects for the Pavement Management Technical Assistance Program (P-TAP) Round 13. Applications are due **Friday, October 7, 2011 by 4:00 p.m.** MTC expects to formally confirm finalists on December 14, 2011, contingent upon Administration Committee approval. Additional copies of this application may be printed from the MTC website at www.mtcpsms.org.

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). Jurisdictions that did not submit the Local Streets and Roads Revenue Survey would not be eligible to receive grant funding.

P-TAP provides Bay Area jurisdictions with assistance and expertise in implementing and maintaining a PMP, primarily the MTC StreetSaver® software. The program's success has enabled P-TAP to expand assistance to all Bay Area cities and counties. MTC has programmed over \$9.1 million in regional Surface Transportation Program (STP) funds during the last twelve rounds of P-TAP. In total, MTC has funded about 470 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, and 2) roadway design projects including the development of Plans, Specifications, and Estimates (PS&E). MTC may consider other projects related to pavement management pending availability of funds.

Through P-TAP, MTC 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 selected jurisdiction based on special areas of the firm's expertise, the jurisdiction's previous experience with the firm, the jurisdiction's preference, and the firm's geographic proximity or familiarity 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.

Projects will be selected on the basis of the scoring criteria that staff presented to the San Francisco Bay Area Partnership Technical Advisory Committee (PTAC) on September 21, 2009 and as updated with the Local Streets and Roads Working Group on September 8, 2011 (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. Jurisdictions that did not submit their Local Streets and Roads Revenue Survey are not eligible to receive P-TAP grant funds.

For Round 13, 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 \$10,000 with a maximum cap of \$60,000 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 15, 2012**. Failure to submit local contribution by the February 15 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 13 projects will be implemented in Fiscal Year 2011-12, and need to be completed by April 30, 2013. 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. If your jurisdiction would like to participate in P-TAP, please complete the attached application form and email it to:

Amy Burch: aburch@mtc.ca.gov
Sui Tan: stan@mtc.ca.gov

Signed application forms are due on **October 7, 2011 by 4:00 p.m** Please send the files electronically in Microsoft Excel, as well as a signed copy as a PDF. For additional information contact Amy Burch, Project Manager, at (510) 817-5735 or Sui Tan at (510) 817-5844.

Sincerely,



Alix Bockelman
Director, Programming and Allocations

**METROPOLITAN TRANSPORTATION COMMISSION
PAVEMENT MANAGEMENT TECHNICAL ASSISTANCE PROGRAM (P-TAP)
ROUND 13 APPLICATION FORM**

Instructions:

Please complete all five sections. Submit application files electronically in Microsoft Excel, and a signed PDF to Amy Burch at aburch@mtc.ca.gov and Sui Tan at stan@mtc.ca.gov by 4:00 p.m. on October 7, 2011.

I. CONTACT AND JURISDICTION INFORMATION

1. Name of Jurisdiction:
Street Address:

2.

	Primary Contact		StreetSaver® Contact
Name:	<input type="text"/>	Name:	<input type="text"/>
Title:	<input type="text"/>	Title:	<input type="text"/>
Phone:	<input type="text"/>	Phone:	<input type="text"/>
Fax:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

3. Total number of centerline miles within jurisdiction:

4. Number of full time engineering staff on payroll:

5. Number of staff working with pavement management:

a. Have staff attended training and/or user week mtgs? Yes No (If no, skip to #6)

b. Training classes staff received:
Month and Year:

c. Last User Meeting Attended:

II. PAVEMENT MANAGEMENT SYSTEM

6. Do you have StreetSaver® Online v.9? Yes No
- If not, which version of StreetSaver® do you have? (Pull down menu)

7. When was your certification last updated?
Please see PMS website for status: <http://www.mtcpms.org/ptap/cert.html>

8. Have you utilized PMS consultants before? Yes No
- If yes, which consultant?
- Do you have any preference for your consultant? Yes No
- If yes, which consultant? Please list up to three firms.

9. Do you have a digital map (e.g., GIS) of your jurisdiction? Yes No (If no, skip to #10)
- If yes, what format?

10. Have you linked your basemap to your PMS database? Yes No (If yes, skip to #11)
- If you have not yet linked them, would you like a P-TAP consultant to do so? Yes No

III. PROJECT BUDGET

11. Total Project Cost \$
*Multiply # of centerline miles to be inspected by \$300 (\$10,000 Minimum and \$60,000 Maximum grant amounts).
Note: MTC has used the \$300 as a benchmark in past rounds, and this rate is subject to change.*

12. Local contribution (Must be at least 20% of total project cost, Max = \$12,000) \$
Local contribution is due to MTC prior to the start of the project, and no later than February 15, 2012.

13. Does your jurisdiction have additional funds available to pay for a project that exceeds the P-TAP grant amount? Yes No

* Note that MTC may consider reassigning a jurisdiction after three rounds of working with the same consultant.

IV. SCOPE OF WORK

Please select one or more Projects from No. 14-16. If you are interested in more than one project, indicate your prioritization by marking "1-3" in the boxes. Jurisdictions interested in Projects No. 15 and 16 MUST have an updated PMS in place.

14. Pavement Management System (PMS) Projects

Project will include ALL REQUIRED tasks listed (items a - i), unless otherwise agreed upon by MTC. A Budget Options Report must be completed, either by the consultant or the jurisdiction itself, and submitted to MTC by April 30, 2013.

- a. Audit Management Sections for Accuracy (e.g., functional class, number of lanes, length, width, and surface type)
- b. Update PMS Road Network (e.g., create new management sections, combine/delete sections)
- c. Inspect Management Sections (visual pavement distress surveys and measurements out in the field)

- Estimated no. of centerline miles to be inspected:

No. of centerline miles % of network

No. of PMS miles (if different from centerline) % of network

Please check all that apply: Arterials Residentials

Collectors Other:

- Estimated no. of management sections to be inspected: (Regional avg = 3 sectns/lane mi)

- Estimated no. of inspection units to be inspected:

- d. Update Treatment Decision Tree and Unit Costs
- e. Update Maintenance and Repair (M&R) History
- f. Establish Pavement Needs (current PCI, backlog), & Project Future Pavement Condition
- g. Perform Budget Scenarios Analysis
- At a minimum, run the three scenarios required for PMP certification.
- h. Complete a Budget Options Report (Budget Analysis)
(Note: BOR required with GIS Maps if full PMS-GIS linkage already established)
- i. Provide pavement linkage to GIS Map through StreetSaver's GIS Toolbox
- j. Present Report to Management and/or City Council
- k. Provide customized StreetSaver training using jurisdiction's database.

15. Pavement Design Projects - Develop Plans, Specifications & Cost Estimates (PS&E)

- a. Provide assistance in developing PS&E design work for specific pavement rehabilitation, and/or reconstruction projects. (Note: PS&E is typically 15-20% of the construction cost)

Please briefly describe the project, including the length and width of the proposed project, as well as the functional classification and current PCI of the streets involved. Note that streets eligible for P-TAP funds must be on the federal system (arterials and collectors). Residential streets are ineligible for PS&E project funds. Please also indicate if there is any work to be done beyond the general pavement.

Anticipated Construction Start Date:

16. Other Projects for MTC staff to consider funding with P-TAP grant

(Note: Only PMS and PS&E projects are currently being considered.)

V. SIGNATURE

Signature of Public Works Director Date Phone: _____

Name of Public Works Director (Printed) E-mail: _____

P-TAP Round 13 Grant Requirements

This document provides an overview of the grant requirements for P-TAP Round 13, 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, 2012
2	Condition Survey Data and System Updates	October 1, 2012
3	Budget Analysis, Calculations and Reports	December 1, 2012
4	Budget Options Report (Final Report)	April 30, 2013

<u>Task #</u>	<u>Activity/Deliverable – PS&E Projects</u>	<u>Due Date</u>
1	Workscope, Schedule and Budget	June 1, 2012
2	35% of Workscope Tasks	September 1, 2012
3	95% of Workscope Tasks	February, 1, 2013
4	100% of Submittal (Final Report)	April 30, 2013

Schedule Milestones

September 9, 2011	MTC advertizes call for projects
October 7, 2011	Applications due to MTC
December 14, 2011	MTC notifies grant finalists after Administration Committee approval
February 15, 2012	Local contribution checks due to MTC
March/April, 2012	Round 13 projects start
May 1, 2012	Deadline to set up StreetSaver® Online account profile (new/desktop users only)
April 30, 2013	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. 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

Starting in P-TAP Round 12, 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 13 are due to MTC by April 30, 2013. For more information on the certification letters, and for a sample letter, please go to:
<http://www.mtcpms.org/ptap/cert.html>

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 State of the System 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, 2012.

Feel free to contact me with any questions at 510.817.5735 and aburch@mtc.ca.gov on P-TAP Round 13.

Attachments

- A-1) Deliverables Checklist for PMS Projects
- A-2) Deliverables Checklist for PS&E Projects
- A-3) Budget Options Report Overview

Consultant: _____ Agency: _____ Sign-off by: _____ <i>Please print full name</i> _____ Date: _____ <h2 style="text-align: center;">PTAP - PMS Project Deliverable Checklist</h2>	Workscope, Schedule, & Budget	Condition Survey Data and System Update	Budget Analysis, Calculations & Reports	Final Project Report	Remarks
Local Match Received Project Kick-Off Roles/Responsibilities Communication Protocol Conflict Resolution 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 Completed					
Inventory Reviewed & Audited Sectionalized Streets As Needed M&R Update Performed Reinspection (___% network) Remediation Work Documented Agency participated in Field Survey? (Yes/No) Jurisdiction Staff Initial - Above Work 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 Executive Summary Discussion of Pros/Cons of Current Practice Recommendations Discussion of Final Results w/ Agency Jurisdiction Staff Initial - Above Work Completed					
Final Report Local Acknowledgement of Data Acceptance Agency's DB Disconnection (Email Sui Tan) Prepare and Sign PMS Certification Jurisdiction Staff Initial - Above Work Completed					

Note: All invoices submitted with each deliverable must include:

- Project Name (PTAP 13- City or County of _____)
- Amount of Current Invoice
- Contract Amount
- Amount Invoiced to Date
- Contract Balance

**Budget Options Report (BOR):
Components of a Quality Report
P-TAP 13**

■ **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 13 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 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 10 or earlier = 30 Round 11 = 15 Round 12 = 0	30
4	<u>Certification Status</u> <i>Jurisdictions without current PMP certification will receive higher scores.</i>	10 to 25 Currently Expired = 25 Expired by year end = 15 Certified for 1-2 years = 10	25
*Additional Criteria			
	<u>LS&R Needs and Revenue Survey</u> <i>Jurisdictions that have not turned in their surveys to MTC are not eligible for P-TAP funding.</i>	-100	-100
	<u>P-TAP Survey Completed</u> <i>Jurisdictions that submit their P-TAP surveys will receive a five-point bonus.</i>	5	5
<u>Total Points Possible</u>			<u>105</u>