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COMMISSION

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## *Memorandum*

TO: Local Streets and Roads Working Group

DATE: September 13, 2012

FR: Amy Burch

RE: P-TAP 14 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 \$10.6 million in regional Surface Transportation Program (STP) funds during the last thirteen rounds of P-TAP. In total, MTC has funded about 520 projects and assisted all Bay Area jurisdictions with their pavement needs.

MTC is soliciting applications for Round 14 projects (see attached). The application is now available online and will be due **October 15, 2012 by 4:00 p.m.** Please follow the following link to apply for P-TAP 14: <http://new.streetsaveronline.com/forms/ptap14application>

MTC will notify grant finalists in December, 2012, contingent upon Administration Committee approval. All eligible Bay Area cities and counties are encouraged to apply.

Feel free to contact me at 510-817-5735 and [aburch@mtc.ca.gov](mailto:aburch@mtc.ca.gov) with questions.



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LSRWG 09/13/12: Item 5B  
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September 14, 2012

Cities and Counties  
San Francisco Bay Area

**RE: Pavement Management Technical Assistance Program (P-TAP) Round 14**

Dear Public Works Directors of the San Francisco Bay Area:

MTC is soliciting projects for the Pavement Management Technical Assistance Program (P-TAP) Round 14. Applications are due **Monday, October 15, 2012 by 4:00 p.m.** MTC expects to formally confirm finalists in December, 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 \$10.6 million in regional Surface Transportation Program (STP) funds during the last thirteen rounds of P-TAP. In total, MTC has funded about 520 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 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

*Adrienne J. Tissier, Chair*  
San Mateo County

*Amy Rein Worth, Vice Chair*  
Cities of Contra Costa County

*Tom Azumbrado*  
U.S. Department of Housing  
and Urban Development

*Tom Bates*  
Cities of Alameda County

*David Campos*  
City and County of San Francisco

*Dave Cortese*  
Santa Clara County

*Bill Dodd*  
Napa County and Cities

*Dorene M. Giacopini*  
U.S. Department of Transportation

*Federal D. Glover*  
Contra Costa County

*Mark Green*  
Association of Bay Area Governments

*Scott Haggerty*  
Alameda County

*Anne W. Halsted*  
San Francisco Bay Conservation  
and Development Commission

*Steve Kinsey*  
Marin County and Cities

*Sam Liccardo*  
Cities of Santa Clara County

*Jake Mackenzie*  
Sonoma County and Cities

*Kevin Mullin*  
Cities of San Mateo County

*Bijan Sartipi*  
State Business, Transportation  
and Housing Agency

*James P. Spering*  
Solano County and Cities

*Scott Wiener*  
San Francisco Mayor's Appointee

*Steve Heminger*  
Executive Director

*Ann Flemer*  
Deputy Executive Director, Policy

*Andrew B. Fremier*  
Deputy Executive Director, Operations

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 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.

For Round 14, 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 \$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 15, 2013**. 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 14 projects will be implemented in Fiscal Year 2012-13, and need to be completed by April 30, 2014. 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 application form online:

<http://new.streetsaveronline.com/forms/ptap14application>

Applications are due on **October 15, 2012 by 4:00 p.m.** 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

## P-TAP Round 14 Grant Requirements

This document provides an overview of the grant requirements for P-TAP Round 14, 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, 2013
2	Condition Survey Data and System Updates	October 1, 2013
3	Budget Analysis, Calculations and Reports	December 1, 2013
4	Budget Options Report (Final Report)	April 30, 2014

<u>Task #</u>	<u>Activity/Deliverable – PS&amp;E Projects</u>	<u>Due Date</u>
1	Workscope, Schedule and Budget	June 1, 2013
2	35% of Workscope Tasks	October 1, 2013
3	95% of Workscope Tasks	December 1, 2013
4	100% of Submittal (Final Report)	April 30, 2014

### Schedule Milestones

September 14, 2012	MTC advertises call for projects
October 15, 2012	Applications due to MTC
December 2012	MTC notifies grant finalists after Administration Committee approval
February 15, 2013	Local contribution checks due to MTC
March/April, 2013	Projects start
May 1, 2013	Deadline to set up StreetSaver® Online account profile (new/desktop users only)
April 30, 2014	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 14 are due to MTC by April 30, 2014.

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, 2013.

Feel free to contact me with any questions at 510.817.5735 and [aburch@mtc.ca.gov](mailto:aburch@mtc.ca.gov) on P-TAP.

### **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: _____  <b>PTAP - PMS Project                      Deliverable Checklist</b>	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 14, 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**

■ **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 14 PROJECTS**

<b><u>No.</u></b>	<b><u>Description</u></b>	<b><u>Score Range</u></b>	<b><u>Total Points</u></b>
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 11 or earlier = 30 Round 12 = 15 Round 13 = 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
<b>*Additional Criteria</b>			
	<u>P-TAP Survey Completed</u>  <i>Jurisdictions that submit their P-TAP surveys will receive a five-point bonus.</i>	5	5
<b><u>Total Points Possible</u></b>			<b><u>105</u></b>