### ACTION MEMO

**AC TRANSIT DISTRICT**

**Board of Directors**

**Executive Summary**

Meeting Date: June 21, 2006

**Committees:**

- Planning Committee
- Finance Committee
- External Affairs Committee
- Operations Committee
- Board of Directors
- Financing Corporation

**SUBJECT:** Approve Resolution No. 06-023, authorizing the District, as Co-sponsor of Regional Measure 2 (RM2) – Project No. 29.5 (Route 84/Ardenwood Boulevard Park and Ride Lot) to submit an application for RM2 funding in the amount of $2,110,000 for Design and Right-of-Way purchase for this project.

**RECOMMENDED ACTION:**

- Information Only
- Briefing Item
- Recommended Motion

Approve Resolution No. 06-023

**Fiscal Impact:**

Provides $2,110,000 in funding for this project.

**Background/Discussion:**

The District has been working with the Alameda Congestion Management Agency (CMA) in the development of the Ardenwood Park-and-Ride lot. The CMA and the District are identified as co-sponsors under RM2 for Express Bus South, Project No. 29.

**BOARD ACTION:** Approved as Recommended [ ]

Other [ ]

Approved with Modification(s) [ ]

[To be filled in by District Secretary after Board/Committee Meeting]

The above order was passed on ______________________, 2006.

Rose Martinez, District Secretary

By _____________________________
GM Memo No. 06-125
Subject: Approve Resolution No. 06-023, authorizing the District, as Co-sponsor of Regional Measure 2 – Project No. 29.5 (Route 84/Ardenwood Boulevard Park and Ride Lot) to submit an application for RM 2 funding in the amount of $2,110,000 for Design and Right-of-Way purchase for this project.

Date: June 21, 2006
Page 2 of 2

The Metropolitan Transportation Commission (MTC) requires both agencies to approve a Resolution authorizing the submission of projects and requests for allocation of funds under RM2. The CMA will be the recipient of the funds for this project and will work with us to construct the Park-and-Ride lot. The Board considered the purchase of this property at its closed session on June 7, 2006 and directed AC Transit and CMA staff to proceed with further negotiations and securement of funding.

This request is being forwarded directly to the Board in order to meet the timelines for the July meeting of the MTC.

Prior Relevant Board Actions/Policies:

Attachments:

Resolution No. 06-023
Exhibit 1 to Resolution No. 06-023

Approved by: Rick Fernandez, General Manager
Deborah McClain, Chief Financial Officer

Prepared by: Joan P. Martin, Manager-Capital Planning & Grant Adm.
Anthony Bruzzone, Transportation Planning Manager

Date Prepared: June 15, 2006
ALAMEDA-CONTRA COSTA TRANSTI DISTRICT

RESOLUTION NO. 06-023

A Resolution of Project Compliance for funding from Regional Measure 2 for Acquisition of Property to Accomplish Project 29 (Regional Express Bus Service for San Mateo, Dumbarton and Bay Bridge Corridors), Project 29.2 (Route 84 Westbound Newark Boulevard HOV On-ramp) and Project 29.5 (Route 84/Ardenwood Boulevard Park and Ride Lot)

Whereas, the Alameda County Congestion Management Agency is the implementing agency for Project 29: Express Bus South; 29.2 and 29.5; and

Whereas, SB 916 (Chapter 715, Statutes 2004), commonly referred as Regional Measure 2, identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

Whereas, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 2 funds, pursuant to Streets and Highways Code Section 30914(c) and (d); and

Whereas, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 2 funding; and

Whereas, allocations to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 2 Policy and Procedures; and

Whereas, the Alameda County Congestion Management Agency (CMA) and the Alameda-Contra Costa Transit District (AC Transit) are joint eligible sponsors of transportation projects in Regional Measure 2, Regional Traffic Relief Plan funds; and

Whereas, the following subprojects are eligible for consideration in the Regional Traffic Relief Plan of Regional Measure 2, as identified in California Streets and Highways Code Section 30914(c) or (d):

- Project 29.2: Route 84 Westbound Newark Boulevard HOV On-ramp;
- Project 29.5: Route 84/Ardenwood Boulevard Park and Ride Lot;

Whereas, the Regional Measure 2 allocation requests, attached hereto in the Initial Project Reports and incorporated herein as though set forth at length, lists the project, purpose, schedule, budget, expenditure and cash flow plan for which AC Transit is requesting that MTC allocate Regional Measure 2 funds;

NOW THEREFORE, the Board of directors of the Alameda-Contra Costa Transit District does resolve as follows:
Section 1. Agrees that AC Transit and its agents shall comply with the provisions of the Metropolitan Transportation Commission’s Regional Measure 2 Policy Guidance (MTC Resolution No. 3636).

Section 2. Certifies that the project is consistent with the Regional Transportation Plan (RTP).

Section 3. The year of funding for any design, right-of-way and/or construction phases has taken into consideration the time necessary to obtain environmental clearance and permitting approval for the project.

Section 4. The Regional Measure 2 phase or segment is fully funded, and results in an operable and useable segment.

Section 5. Approves the updated Initial Project Report, attached to this resolution.

Section 6. Approves the cash flow plan, attached to this resolution.

Section 7. It has reviewed the project needs and has adequate staffing resources to deliver and complete the project within the schedule set forth in the updated Initial Project Report, attached to this resolution.

Section 8. AC Transit is an eligible sponsor of projects in the Regional Measure 2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914(c).

Section 9. AC Transit is authorized to submit an application for Regional Measure 2 funds for the following projects as part of Project 29: Regional Express Bus Service for San Mateo, Dumbarton and Bay Bridge Corridors, in accordance with California Streets and Highways Code 30914(c):

- Project 29.2: Route 84 Westbound Newark Boulevard HOV On-ramp;
- Project 29.5: Route 84/Ardenwood Boulevard Park and Ride Lot.

Section 10. It certifies that the projects and purposes for which RM2 funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 2100 et seq.) and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 et seq.) and if relevant the National Environmental Policy Act (NEPA, 42 United States Codes Section 4-1 et seq.) and the applicable regulations thereunder.

Section 11. There is no legal impediment to AC Transit making allocation requests for Regional Measure 2 funds.

Section 12. There is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of AC Transit to deliver such project.
Section 13. AC Transit agrees to indemnify and hold harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of AC Transit, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages.

Section 14. AC Transit shall, if any revenues or profits from any non-governmental use of property (or project) are generated, that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the MTC is entitled to a proportionate share equal to MTC’s percentage participation in the projects(s).

Section 15. Assets purchased with RM2 funds including facilities and equipment shall be used for the public transportation uses intended, and should said facilities and equipment cease to be operated or maintained for their intended public transportation purposes for its useful life, that the MTC shall be entitled to a present day value refund or credit (at MTC’s option) based on MTC’s share of the Fair Market Value of the said facilities and equipment at the time the public transportation uses ceased, which shall be paid back to MTC in the same proportion that Regional Measure 2 funds were originally used.

Section 16. AC Transit shall post on both ends of the construction site(s) at least two signs visible to the public stating that the Project is funded with Regional Measure 2 Toll Revenues.

Section 17. AC Transit authorizes its General Manager, or his designee, to execute and submit an allocation request for the construction phase with MTC for Regional Measure 2 funds for a total of $2,110,000 for the purposes and amounts included in the project applications attached to this resolution.

Section 18. The General Manager, or his designee, is authorized to make non-substantive changes or minor amendments to the IPR as he deems appropriate.

Section 19. A copy of this resolution shall be transmitted to MTC in conjunction with the filing of the AC Transit application referenced herein.

Section 20. This resolution shall become effective immediately upon its passage by four affirmative votes of the Board of Directors.

RESOLUTION NO. 06-023 WAS PASSED AND ADOPTED this 21st day of June 2006.
I, Rose Martinez, District Secretary for the Alameda-Contra Costa Transit District, do hereby certify that the foregoing Resolution was passed and adopted at a Regular Meeting of the Board of Directors held on June 21, 2006, by the following roll call vote:

AYES: DIRECTORS:

NOES: DIRECTORS:

ABSENT: DIRECTORS:

ABSTAIN: DIRECTORS:

Approved as to Form:

_______________
Rose Martinez, District Secretary

Kenneth C. Scheidig
General Counsel
**Regional Measure 2**  
**Initial Project Report (IPR)**

Project Title: **AC TRANSIT Bicycle Parking Plan**

<table>
<thead>
<tr>
<th>RM2 Project No.</th>
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**Allocation History:**

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<tr>
<th>#1:</th>
<th>MTC Approval Date</th>
<th>Amount</th>
<th>Phase</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>#2</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>#3</td>
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</table>

Total: $[

**Current Allocation Request:**

<table>
<thead>
<tr>
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<th>Amount Being Requested</th>
<th>Phase Requested</th>
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</thead>
<tbody>
<tr>
<td>May 25, 2006</td>
<td>$100,000</td>
<td>Environmental</td>
</tr>
</tbody>
</table>
I. OVERALL PROJECT INFORMATION

A. Project Sponsor / Co-sponsor(s) / Implementing Agency

    AC TRANSIT

B. Project Purpose

    To develop a plan for bicycle parking at AC TRANSIT facilities and service points throughout the AC TRANSIT District.

C. Project Description (please provide details)

    Project Graphics to be sent electronically with This Application

    Project will develop a plan for bicycle parking at AC TRANSIT facilities and service points throughout the AC TRANSIT District. Many passengers prefer to reach the bus by bicycle, than park their bikes.

    Proposed Bicycle Parking Plan Development project consists of five main components:
    1. Developing a methodology to identify demand for bicycle parking;
    2. Identifying locations having demand for bicycle parking;
    3. Consulting with cities, park and ride lot operators, and others to identify appropriate locations for installation of bicycle parking facilities;
    4. Identifying feasible types of bicycle parking facilities (bicycle lockers, storage, etc.) and preparing conceptual site plans for priority bike parking locations;
    5. Developing a financial plan for installing and operating the bicycle parking facilities (capital and maintenance cost estimates and potential fee revenue analysis).

    Potential locations include the existing transit centers, park and ride lots, and on streets in locations along AC TRANSIT Transbay and Bus Rapid Transit routes. The Plan will review the entire system for locations that are appropriate for bike parking. Since Caltrans is pursuing funding to add bike parking in the AC TRANSIT District, AC TRANSIT will work with Caltrans in selecting sites for bicycle parking facilities. Though most bicycle parking facilities will be in the form of lockers, the potential for staffed or unstaffed bike stations will be explored, along with the feasibility of bike stations at various locations.

    AC TRANSIT has not previously attempted to develop this type of plan. We will be able to draw on the experience of BART to some extent, but AC TRANSIT’s ridership patterns are quite different from BART’s.

    This Plan will be a tool that AC TRANSIT can use to determine the locations and the types of parking to be installed, and the related cost for each option/location. It will also identify locations where physical changes could make bike parking possible, and ultimately demonstrate AC TRANSIT’s ongoing commitment to bicycles as an important mode of access to public transit within the Bay Area.
AC TRANSIT will form a Technical Advisory Committee (TAC) to provide input and feedback on the plan as it develops. The TAC would include staffs from city bicycle programs, from other government agencies, and leading bicycling groups. AC TRANSIT will also seek input on parking locations to be studied and on the draft plan from city and county Bicycle Advisory Committees (BAC’s). We will also do outreach to bus passengers. Since this project is a departure for AC TRANSIT, we consider input and feedback very important.

D. Impediments to Project Completion

None encountered so far.

E. Operability

N/A

II. PROJECT PHASE DESCRIPTION and STATUS

F. Environmental –

Does NEPA Apply: ☐ Yes X no

This is a planning study which has not yet been initiated. It will not directly lead to the construction of new facilities because there is no funding source attached to it. We will do proper environmental reviews at the time we construct any facilities, although we expect that many would be categorically exempt.

G. Design –

N/A

H. Right-of-Way Activities / Acquisition –

N/A

I. Construction / Vehicle Acquisition -

N/A
Regional Measure 2 – INITIAL PROJECT REPORT

III. PROJECT BUDGET

J. Project Budget (Escalated to year of expenditure)

<table>
<thead>
<tr>
<th>Phase</th>
<th>Total Amount - Escalated - (Thousands)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Studies &amp; Preliminary Eng (ENV / PE / PA&amp;ED)</td>
<td></td>
</tr>
<tr>
<td>Design - Plans, Specifications and Estimates (PS&amp;E)</td>
<td>$116,300</td>
</tr>
<tr>
<td>Right-of-Way Activities /Acquisition (R/W)</td>
<td></td>
</tr>
<tr>
<td>Construction / Rolling Stock Acquisition (CON)</td>
<td></td>
</tr>
<tr>
<td>Total Project Budget (in thousands)</td>
<td>$116,300</td>
</tr>
</tbody>
</table>

K. Project Budget (De-escalated to current year)

<table>
<thead>
<tr>
<th>Phase</th>
<th>Total Amount - De-escalated - (Thousands)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Studies &amp; Preliminary Eng (ENV / PE / PA&amp;ED)</td>
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<td></td>
</tr>
<tr>
<td>Total Project Budget (in thousands)</td>
<td>$116,300</td>
</tr>
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</table>

IV. OVERALL PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>Phase-Milestone</th>
<th>Planned (Update as needed)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Start Date</td>
</tr>
<tr>
<td>Environmental Document</td>
<td>08/01/2006</td>
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<tr>
<td>Environmental Studies, Preliminary Eng. (ENV / PE / PA&amp;ED)</td>
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<tr>
<td>Final Design - Plans, Specs. &amp; Estimates (PS&amp;E)</td>
<td>8/01/2006</td>
</tr>
<tr>
<td>Right-of-Way Activities / Acquisition (R/W)</td>
<td>N/A</td>
</tr>
<tr>
<td>Construction (Begin – Open for Use) / Acquisition / Operating Service (CON)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

V. ALLOCATION REQUEST INFORMATION

L. Detailed Description of Allocation Request

The allocation request is for the entire amount of the grant award. Please see project description above.
Amount being requested (in escalated dollars) | $100,000
---|---
Project Phase being requested | Planning
Are there other fund sources involved in this phase? | Yes
Date of anticipated Implementing Agency Board approval the RM2 IPR Resolution for the allocation being requested | 07/2006
Month/year being requested for MTC Commission approval of allocation | 07/2006

M. Status of Previous Allocations (if any)
N/A

N. Workplan

<table>
<thead>
<tr>
<th>TASK NO</th>
<th>Description</th>
<th>Deliverables</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Develop Draft Scope of Work</td>
<td>Work plan to be developed for proposals from “on-call” consultants</td>
<td>8/01/2006</td>
</tr>
<tr>
<td>2</td>
<td>Consultant Selection</td>
<td>Planning Consultant selected</td>
<td>9/15/2006</td>
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<tr>
<td>3</td>
<td>Project Begins</td>
<td>Scope of Work</td>
<td>10/01/2006</td>
</tr>
<tr>
<td>4</td>
<td>Project Completion</td>
<td>Bicycle Parking Plan</td>
<td>08/01/2007</td>
</tr>
</tbody>
</table>

O. Impediments to Allocation Implementation

None at this time.

VI. RM-2 FUNDING INFORMATION

P. RM-2 Funding Expenditures for funds being allocated

☐ The companion Microsoft Excel Project Funding Spreadsheet to this IPR is included

Next Anticipated RM-2 Funding Allocation Request
N/A
VII. GOVERNING BOARD ACTION
Check the box that applies:

☐ Governing Board Resolution attached

☒ Governing Board Resolution to be provided on or before:

No Later Than:
To Planning Committee - 07/05/2006;
To Full Board - 07/19/2006.
Regional Measure 2 – INITIAL PROJECT REPORT

VIII. CONTACT / PREPARATION INFORMATION

Contact for Applicant’s Agency
Name: Joan Martin
Phone: 510-891-7253
Title: Manager, Capital Planning & Grant Administration
E-mail: jmartin@actransit.org

Information on Person Preparing IPR
Name: Lionel Vera
Phone: 510-891-7262
Title: Senior Grant Administrator
E-mail: lvera@actransit.org

Applicant Agency’s Accounting Contact
Name: Deborah McClain
Phone: 510-891-4752
Title: Chief Financial Officer
E-mail: dmcclain@actransit.org

Revised IPR 120905.doc
Instruction Sheet

Cover Page

Project Title and Number - Project name familiar with project sponsor, as displayed in the federal Transportation Improvement Program (TIP) or other funding/planning documents. Provide RM2 project number for the individual project(s).

Allocation History and Current Allocation Request- Include information on past allocations and current allocation request. Add additional entries as necessary.

I. Overall Project Information

Project Title- Project name familiar with project sponsor, as displayed in the federal Transportation Improvement Program (TIP) or other funding documents. If this project is subset of a larger RM2 project, please state and summarize overall project but fill out this report for the individual project(s).

Project Sponsor/ Co-sponsor(s)/Implementing Agency- Identify Project Sponsor and any co-sponsor(s) as specified in statute. Identify a Lead Sponsor responsible for ensuring the delivery of the RM-2 project and responsible for addressing any funding shortfalls. If different from the sponsor, identify the Implementing Agency responsible for delivering the project. If multiple agencies, identify agency responsibilities for delivering the project or project elements, and if necessary, specify the agency responsible for seeking and processing the RM2 allocation(s).

Project Purpose- Describe the project purpose, including the problem being addressed and specific accomplishment to be achieved and resulting benefits, as well as the value of the project to the region or corridor, and an explanation of the project as a worthy transportation investment.

Project Description- Highlight any differences or variations from the RM-2 legislated project description, or changes in project scope since the previous IPR. If the RM-2 funding is for a deliverable phase or useable segment of the larger project, the RM-2 segment should be described separately as a subset of the overall project description. It must be demonstrated that the RM-2 funded component or phase will result in an operable or useable segment. Include a summary of any prior completed phases and/or future phases or segments associated with the RM-2 segment. Check off whether project graphics information is included in the application.

Impediments to Project Completion - Discussion should include, but not be limited to, the following potential issues that may adversely affect the proposed project or the ability of the sponsor or implementing agency to carry out such projects:
- Any uncommitted future funding needs
- Significant foreseeable environmental impacts/issues
- Community or political opposition
- Relevant prior project funding and implementation experience of sponsor/implementing agency
- Required public or private partnerships
- Right of way constraints
- Timeliness of delivery of related transportation projects
- Availability and timeliness of other required funding
- Ability to use/access other funding within required deadlines
- Legal impediments and any pending or threatened litigation.
Operability—Discuss ability to operate and maintain the transportation investment once completed, including timeframe and expected fund source and amount needed to support the continued operations and maintenance of the delivered project.

II. Project Phase and Status
Describe the status of each phase of the RM-2 funded phase or operable/useable segment.

- Environmental – Discuss status and type of environmental document (indicate if NEPA applies by checking the correct box), scheduled date of circulation of draft document and expected final document date. Explanation of environmental issues requiring special attention. Identification of Lead Agency under CEQA.

- Design – Discuss status of project design, including identification of special design considerations, such as design-build or design sequencing, and any special circumstances for the design of the RM-2 funded operable/useable segment.

- Right-of-Way Activities / Acquisition – Discuss status of right of way acquisition including any right of way constraints for the RM-2 funded operable/useable segment.

- Construction / Vehicle Acquisition / Operating Service – Discuss status or special circumstances for project construction, equipment / vehicle acquisition or service operations for the RM-2 funded operable/useable segment.

III. Total Project Budget Information
Provide the total cost estimates for the four phases (ENV, PS&E, R/W and CON / Operating). The estimate shall be in both escalated (to the year of expenditure including prior expenditures) and current (at time of the preparation of the IPR) dollars. If the project is for planning activities, include the amount in environmental phase.

IV. Project Schedule
Provide Planned start and end dates for key milestones of project phases (as applicable). The RM-2 funded phase or component must result in a useable or operable segment. Information shall be provided by month and year.

V. Allocation Request Information
Provide a description of the phase; include an expanded description outlining the detailed scope of work, status of work, work products. Include any prior completed phases and/or future phases or segments associated with the RM-2 segment. Indicate whether there are non-RM2 funds in the phase by checking the correct box. It must be demonstrated that the RM-2 funded component or phase will be fully funded and result in an operable or useable segment. Include details such as when the board of the Implementing Agency will approve the allocation request and the month/year being requested for the MTC to approve the request noting that this will normally take sixty days from the submission of the request.

Status of Previous Allocations - Please provide an update of the previous allocations for this project or subproject, referencing the outcome, approval dates of important actions, and pertinent completed documents.
**Workplan** - Either populate the table below or attach a workplan in a comparable format. If a consultant is being hired to complete the workplan, please indicate such and enclose a copy of that plan to MTC. If the workplan is to be detailed out by the Regional Measure 2 allocation, please fill out the work plan to the best of your knowledge and indicate when a more detailed workplan will be submitted.

**Impediments to Allocation Implementation** - Include a summary of any impediments to complete the phase. Summary should include, but not be limited to, discussion of any potential cost increases, significant environmental impacts/issues, community or political opposition, viability of the project sponsor or implementing agency, relevant prior project funding and implementation experience, required public or private partnerships, potential project implementation issues including right of way constraints, timeliness of delivery of related transportation projects, availability and timeliness of other required funding, ability to use/access other funding within required deadlines, legal impediments, and any pending or threatened litigation which might in any way adversely affect the proposed project or the ability of the sponsor or implementing agency to carry out such projects.

**VI. RM-2 FUNDING INFORMATION**

**RM-2 Funding Spreadsheet** - To capture the funding data for your project, you will need to refer to the Microsoft Excel spreadsheet that is part of this IPR. The spreadsheet comprises of five tabs that needs to be completed or updated. Instructions are included on the accompanying Excel file to the IPR. Confirm that the required funding spreadsheet (Microsoft Excel) is completed and enclosed by checking the box.

**Next Anticipated RM-2 Funding Allocation Request** - Summarize the approximate timing of the RM-2 funding need. If previously allocated RM-2 funds were not fully expended in the year for which an allocation was made, or there is a balance of unexpended RM-2 allocations, provide a status of the non-expenditure of RM-2 allocations, and the expected expenditure date(s). Explain any impacts to RM-2 funding needs as a result of any project delays or advances.

**VII. GOVERNING BOARD ACTION**
The IPR must be approved by the board or governing body of the agency responsible for preparing and submitting the IPR prior to MTC approval of the IPR and allocation of funds. Check the box on whether verification of the governing board action is attached. If not, indicate when the verification will be available.

**VIII. CONTACT / PREPARATION INFORMATION**
Provide applicable contact information including agency, contact/project manager names, phone numbers, e-mail, and mailing addresses. Also provide the date the report was prepared, agency and name of person preparing this report.
# Regional Measure 2
## Initial Project Report (IPR)

**Project Title:** AC Transit TransBay Expanded Bike Access

**RM2 Project No.:**

## Allocation History:

<table>
<thead>
<tr>
<th>MTC Approval Date</th>
<th>Amount</th>
<th>Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1:</td>
<td></td>
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<tr>
<td>#2</td>
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<td>#3</td>
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**Total:** $

## Current Allocation Request:

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<th>IPR Revision Date</th>
<th>Amount Being Requested</th>
<th>Phase Requested</th>
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<tr>
<td>May 30, 2006</td>
<td>$180,000</td>
<td>Construction</td>
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</table>
Regional Measure 2 – INITIAL PROJECT REPORT

I. OVERALL PROJECT INFORMATION

A. Project Sponsor / Co-sponsor(s) / Implementing Agency

AC TRANSIT

B. Project Purpose

The overall goal is to improve individual passenger mobility through better integration of bicycles and regional transit service during late evening and early morning hours when local connecting transit is limited. During the daytime hours, the same buses can be deployed during the peak commute direction into San Francisco when BART limits bike access on its trains.

C. Project Description (please provide details)

Project Graphics to be sent electronically with This Application

The project will increase AC Transit’s bike carrying capacity by installing internal bike racks within the luggage bay compartment of its MCI Coaches. The new bike racks will increase the total bike rack capacity from 2 bikes per trip to a total of 6 bikes per trip.

The work involves the purchasing, installation, deployment and promotion of the new equipment. The bike racks will be installed on 21 buses.

Bike racks were previously deployed on Line #M across the San Mateo Bridge, and Line #U across the Dumbarton Bridge, and have been popular with cyclists. Additionally, AC TRANSIT Board policy dictates that bikes be allowed on buses between the hours of 12 Midnight and 5 am, depending on there being enough capacity on the buses at the time. The “Trilogy” bike racks were tested two years ago, and found them too wide for drivers making tight turns in urban areas. The new VanHool 60' Articulated Buses have extra floor capacity in the middle section and wider doors to handle at least two to three bikes if the space is not occupied by a wheelchair user.

AC TRANSIT staff will handle all deployment and marketing costs associated with this project. The promotional program will include brochures, advertisements, and signage.

D. Impediments to Project Completion

None encountered so far. The vendor is prepared to supply the number of bike racks we requested to purchase.

E. Operability

AC TRANSIT will maintain and repair the racks as needed.
II. PROJECT PHASE DESCRIPTION and STATUS

F. Environmental –

Does NEPA Apply: ☒ Yes ☐ No

N/A

G. Design –

Not available at this time.

H. Right-of-Way Activities / Acquisition –

N/A

I. Construction / Vehicle Acquisition -

N/A

III. PROJECT BUDGET

J. Project Budget (Escalated to year of expenditure)

<table>
<thead>
<tr>
<th>Phase</th>
<th>Total Amount - Escalated - (Thousands)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Staff</td>
<td>20</td>
</tr>
<tr>
<td>Materials (describe) Bike Racks</td>
<td>140</td>
</tr>
<tr>
<td>Duplication/Production Costs</td>
<td>10</td>
</tr>
<tr>
<td>Promotion</td>
<td>10</td>
</tr>
<tr>
<td>Total Project Budget (in thousands)</td>
<td>180</td>
</tr>
</tbody>
</table>

K. Project Budget (De-escalated to current year)

<table>
<thead>
<tr>
<th>Phase</th>
<th>Total Amount - De-escalated - (Thousands)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Staff</td>
<td>20</td>
</tr>
<tr>
<td>Materials (describe) Bike Racks</td>
<td>140</td>
</tr>
<tr>
<td>Duplication/Production Costs</td>
<td>10</td>
</tr>
<tr>
<td>Promotion</td>
<td>10</td>
</tr>
<tr>
<td>Total Project Budget (in thousands)</td>
<td>180</td>
</tr>
</tbody>
</table>
IV. OVERALL PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>Phase-Milestone</th>
<th>Planned (Update as needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start Date</td>
</tr>
<tr>
<td>Begin Construction (Award)</td>
<td>06/06</td>
</tr>
<tr>
<td>Notice of Completion Date -- Accept Contract</td>
<td>07/06</td>
</tr>
<tr>
<td>Project Closeout – Complete Final Report and Invoice to Funding Agency</td>
<td>06/07</td>
</tr>
</tbody>
</table>

V. ALLOCATION REQUEST INFORMATION

I. Detailed Description of Allocation Request

<table>
<thead>
<tr>
<th>Amount being requested (in escalated dollars)</th>
<th>$180,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Phase being requested</td>
<td>Agency Staff &amp; Materials</td>
</tr>
<tr>
<td>Are there other fund sources involved in this phase?</td>
<td>Yes ☒ No</td>
</tr>
<tr>
<td>Date of anticipated Implementing Agency Board approval the RM2 IPR Resolution for the allocation being requested</td>
<td>06/06</td>
</tr>
<tr>
<td>Month/year being requested for MTC Commission approval of allocation</td>
<td>06/06</td>
</tr>
</tbody>
</table>

M. Status of Previous Allocations (if any)

N/A
N. Workplan

<table>
<thead>
<tr>
<th>TASK NO</th>
<th>Description</th>
<th>Deliverables</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Purchasing of bike racks</td>
<td></td>
<td>09/06</td>
</tr>
<tr>
<td>2</td>
<td>Installation of bike racks</td>
<td></td>
<td>12/06</td>
</tr>
<tr>
<td>3</td>
<td>Training and promotion</td>
<td></td>
<td>06/07</td>
</tr>
<tr>
<td>4</td>
<td>Deployment</td>
<td></td>
<td>06/07</td>
</tr>
</tbody>
</table>

O. Impediments to Allocation Implementation

UNK

VI. RM-2 FUNDING INFORMATION

P. RM-2 Funding Expenditures for funds being allocated

☐ The companion Microsoft Excel Project Funding Spreadsheet to this IPR is included

Next Anticipated RM-2 Funding Allocation Request

N/A

VII. GOVERNING BOARD ACTION

Check the box that applies:

☐ Governing Board Resolution attached

☒ Governing Board Resolution to be provided on or before:

No Later Than:
To Planning Committee - 07/05/2006;
To Full Board - 07/19/2006.
VIII. CONTACT / PREPARATION INFORMATION

Contact for Applicant’s Agency
Name: Joan Martin
Phone: 510-891-7253
Title: Manager, Capital Planning & Grant Administration
E-mail: jmartin@actransit.org

Information on Person Preparing IPR
Name: Lionel Vera
Phone: 510-891-7262
Title: Senior Grant Administrator
E-mail: lvera@actransit.org

Applicant Agency’s Accounting Contact
Name: Deborah McClain
Phone: 510-891-4752
Title: Chief Financial Officer
E-mail: dmcclain@actransit.org
Instruction Sheet

Cover Page

Project Title and Number - Project name familiar with project sponsor, as displayed in the federal Transportation Improvement Program (TIP) or other funding/planning documents. Provide RM2 project number for the individual project(s).

Allocation History and Current Allocation Request - Include information on past allocations and current allocation request. Add additional entries as necessary.

I. Overall Project Information

Project Title - Project name familiar with project sponsor, as displayed in the federal Transportation Improvement Program (TIP) or other funding documents. If this project is subset of a larger RM2 project, please state and summarize overall project but fill out this report for the individual project(s).

Project Sponsor/Co-sponsor(s)/Implementing Agency - Identify Project Sponsor and any co-sponsor(s) as specified in statute. Identify a Lead Sponsor responsible for ensuring the delivery of the RM-2 project and responsible for addressing any funding shortfalls. If different from the sponsor, identify the Implementing Agency responsible for delivering the project. If multiple agencies, identify agency responsibilities for delivering the project or project elements, and if necessary, specify the agency responsible for seeking and processing the RM2 allocation(s).

Project Purpose - Describe the project purpose, including the problem being addressed and specific accomplishment to be achieved and resulting benefits, as well as the value of the project to the region or corridor, and an explanation of the project as a worthy transportation investment.

Project Description - Highlight any differences or variations from the RM-2 legislated project description, or changes in project scope since the previous IPR. If the RM-2 funding is for a deliverable phase or useable segment of the larger project, the RM-2 segment should be described separately as a subset of the overall project description. It must be demonstrated that the RM-2 funded component or phase will result in an operable or useable segment. Include a summary of any prior completed phases and/or future phases or segments associated with the RM-2 segment. Check off whether project graphics information is included in the application.

Impediments to Project Completion - Discussion should include, but not be limited to, the following potential issues that may adversely affect the proposed project or the ability of the sponsor or implementing agency to carry out such projects:

- Any uncommitted future funding needs
- Significant foreseeable environmental impacts/issues
- Community or political opposition
- Relevant prior project funding and implementation experience of sponsor/implementing agency
- Required public or private partnerships
- Right of way constraints
- Timeliness of delivery of related transportation projects
Operability - Discuss ability to operate and maintain the transportation investment once completed, including timeframe and expected fund source and amount needed to support the continued operations and maintenance of the delivered project.

II. Project Phase and Status
Describe the status of each phase of the RM-2 funded phase or operable/useable segment.

- **Environmental** – Discuss status and type of environmental document (indicate if NEPA applies by checking the correct box), scheduled date of circulation of draft document and expected final document date. Explanation of environmental issues requiring special attention. Identification of Lead Agency under CEQA.

- **Design** – Discuss status of project design, including identification of special design considerations, such as design-build or design sequencing, and any special circumstances for the design of the RM-2 funded operable/useable segment.

- **Right-of-Way Activities / Acquisition** – Discuss status of right of way acquisition including any right of way constraints for the RM-2 funded operable/useable segment.

- **Construction / Vehicle Acquisition / Operating Service** - Discuss status or special circumstances for project construction, equipment / vehicle acquisition or service operations for the RM-2 funded operable/useable segment.

III. Total Project Budget Information
Provide the total cost estimates for the four phases (ENV, PS&E, R/W and CON / Operating). The estimate shall be in both escalated (to the year of expenditure including prior expenditures) and current (at time of the preparation of the IPR) dollars. If the project is for planning activities, include the amount in environmental phase.

IV. Project Schedule
Provide Planned start and end dates for key milestones of project phases (as applicable). The RM-2 funded phase or component must result in a useable or operable segment. Information shall be provided by month and year.

V. Allocation Request Information
Provide a description of the phase; include an expanded description outlining the detailed scope of work, status of work, work products. Include any prior completed phases and/or future phases or segments associated with the RM-2 segment. Indicate whether there are non-RM2 funds in the phase by checking the correct box. It must be demonstrated that the RM-2 funded component or phase will be fully funded and result in an operable or useable segment. Include details such as when the board of the Implementing Agency will approve the allocation request.
and the month/year being requested for the MTC to approve the request noting that this will normally take sixty days from the submission of the request.

Status of Previous Allocations - Please provide an update of the previous allocations for this project or subproject, referencing the outcome, approval dates of important actions, and pertinent completed documents.

Workplan - Either populate the table below or attach a workplan in a comparable format. If a consultant is being hired to complete the workplan, please indicate such and enclose a copy of that plan to MTC. If the workplan is to be detailed out by the Regional Measure 2 allocation, please fill out the work plan to the best of your knowledge and indicate when a more detailed workplan will be submitted.

Impediments to Allocation Implementation - Include a summary of any impediments to complete the phase. Summary should include, but not be limited to, discussion of any potential cost increases, significant environmental impacts/issues, community or political opposition, viability of the project sponsor or implementing agency, relevant prior project funding and implementation experience, required public or private partnerships, potential project implementation issues including right of way constraints, timeliness of delivery of related transportation projects, availability and timeliness of other required funding, ability to use/access other funding within required deadlines, legal impediments, and any pending or threatened litigation which might in any way adversely affect the proposed project or the ability of the sponsor or implementing agency to carry out such projects.

VI. RM-2 FUNDING INFORMATION

RM-2 Funding Spreadsheet - To capture the funding data for your project, you will need to refer to the Microsoft Excel spreadsheet that is part of this IPR. The spreadsheet comprises of five tabs that needs to be completed or updated. Instructions are included on the accompanying Excel file to the IPR. Confirm that the required funding spreadsheet (Microsoft Excel) is completed and enclosed by checking the box.

Next Anticipated RM-2 Funding Allocation Request - Summarize the approximate timing of the RM-2 funding need. If previously allocated RM-2 funds were not fully expended in the year for which an allocation was made, or there is a balance of unexpended RM-2 allocations, provide a status of the non-expenditure of RM-2 allocations, and the expected expenditure date(s). Explain any impacts to RM-2 funding needs as a result of any project delays or advances.

VII. GOVERNING BOARD ACTION
The IPR must be approved by the board or governing body of the agency responsible for preparing and submitting the IPR prior to MTC approval of the IPR and allocation of funds. Check the box on whether verification of the governing board action is attached. If not, indicate when the verification will be available.

VIII. CONTACT / PREPARATION INFORMATION
Regional Measure 2 – INITIAL PROJECT REPORT

Provide applicable contact information including agency, contact/project manager names, phone numbers, e-mail, and mailing addresses. Also provide the date the report was prepared, agency and name of person preparing this report.