



SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

SOUTHWEST AREA TRANSPORTATION COMMITTEE

MEETING AGENDA

Monday, July 12, 2021

3:00 p.m.

Join Zoom Meeting

<https://cityofsanramon.zoom.us/j/95685178948>

Meeting ID: 956 8517 8948

One tap mobile

+1-669-900-6833 - 95685178948# US (San Jose)

CORONAVIRUS DISEASE (COVID-19) ADVISORY AND MEETING PROCEDURE

On March 16, 2020, the Health Officer of Contra Costa County issued an Order through April 7, 2020 that directed that all individuals living in the county to shelter at their place of residence except that they may leave to provide or receive certain essential services or engage in certain essential activities and work for essential businesses and governmental services.

The seven Bay Area Public Health Officers who ordered a shelter in place in mid-March will extend the orders through May 31. This new Order replaces the shelter order issued on March 31, 2020. The March 31 order is the "Prior Order" and the April 29 Order as the "new Order" or "Order." This new Order will go into effect on 11:59 pm on Sunday May 3, 2020, and will remain in effect until 11:59 pm on Sunday May 31, 2020, unless the Health Officer amends or extends it.

Under the Governor's Executive Order N-29-20, this meeting may utilize teleconferencing, as a precaution to protect the health and safety of staff, officials, and the general public. SWAT members will not be physically in attendance, but will be available via video conference.

There will be no physical location for members of the public to participate in the meeting. We encourage members of the public to shelter in place and access the meeting online using the web-video communication application, Zoom. Zoom participants will have the opportunity to speak during the Public Comment period (for topics not on the agenda), in addition to each of the agenda items.

If you are submitting a public comment via email, please do so by **12:00 p.m. on Monday, July 12, 2021** to lbobadilla@sanramon.ca.gov. Please include "Public Comment 05/03/2021" in the subject line. In the body of the email, please include your name and the item you wish to speak on. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction.

1. CONVENE MEETING/SELF INTRODUCTION

2. PUBLIC COMMENT

Members of the public are invited to address the Committee regarding any item that is not listed on the agenda. *(Please complete a speaker card in advance of the meeting and hand it to a member of the staff)*

3. BOARD MEMBER COMMENT

4. ADMINISTRATIVE ITEMS

5. CONSENT CALENDAR

5.A Approval of Minutes: SWAT Meeting Minutes of May 3, 2021

5.B Approve SWAT Administrative Services Memorandum of Understanding (MOU) with the City of San Ramon for FY 2021-2022

End of Consent Calendar

6. REGULAR AGENDA ITEMS

6.A Receive update - **Countywide Vision Zero Framework** – by: Colin Clarke, CCTA
(Information Only, No Action Required)

6.B Presentation - Contra Costa County Accessible Transportation Strategic (ATS) Plan – by: John Cunningham, Contra Costa County *(Attachment – Information Only, No Action Required)*

6.C Approve Consultant Agreement for SWAT Website Design, Development and Maintenance Services – by Lisa Bobadilla, SWAT Administrator *(Attachment – Action Required)*

7. WRITTEN COMMUNICATIONS *(Attachments – Action as determined necessary)*

- Contra Costa Transportation Authority Meeting Summary – April 21, 2021
- SWAT Meeting Summary – May 3, 2021
- TRANSPAC Meeting Summary – May 13, 2021
- Contra Costa Transportation Authority Meeting Summary – May 19, 2021
- TRANSPAC Meeting Summary – June 10, 2021
- TRANSPAN Meeting Summary – June 10, 2021
- Contra Costa Transportation Authority Meeting Summary – June 16, 2021

8. DISCUSSION:

Next Agenda

9. ADJOURNMENT

Monday, August 2, 2021 - 3:00 p.m.- Zoom Teleconference

The SWAT Committee will provide reasonable accommodation for persons with disabilities planning to participate in SWAT monthly meetings. Please contact Lisa Bobadilla at least 48 hours before the meeting at (925) 973-2651 or lbobadilla@sanramon.ca.gov.

Staff Contact: Lisa Bobadilla, SWAT Administrative Staff
Phone: (925) 973-2651 / E-Mail: lbobadilla@sanramon.ca.gov.

Agendas, minutes and other information regarding this committee can be found at: www.CCTA-SWAT.net

AGENDA ITEM 5.A



SWAT

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SUMMARY MINUTES May 3, 2021 – 3:00 p.m.

Join Zoom Meeting

<https://cityofsanramon.zoom.us/j/99044136195>

Committee members present: Teresa Gerringer, City of Lafayette (Chair); Karen Stepper, Town of Danville (Vice Chair); Candace Andersen, Contra Costa County; Renata Sos, Town of Moraga; Dave Hudson, City of San Ramon; Amy Worth, City of Orinda

Committee members absent: None

Staff members present: Andy Dillard, Town of Danville; Mike Moran, City of Lafayette; Jason Chen, City of Orinda; Robert Sarmiento, Contra Costa County; Bret Swain, Town of Moraga; Lisa Bobadilla, City of San Ramon; Darlene Amaral, 511 Contra Costa

Others present: Matt Kelly, Contra Costa Transportation Authority (CCTA); John Hoang, CCTA; Ricki Wells, BART; Dave Fong, Town of Danville; Ruby Horta, County Connection; Stephanie Kellogg, Contra Costa County; Rob Hodil, City of Lafayette; Greg Wolff, City of Lafayette; Bill Keeshen, SWAT Citizen Representative Countywide Bicycle and Pedestrian Advisory Committee; Kristen Altbaum, Lafayette Resident; Dave, Lafayette Resident; Jenifer Paul, Lafayette Resident; Mike, Lafayette Resident; Caryn Kali, Lafayette Resident

1. **CONVENE MEETING/SELF INTRODUCTIONS:** Meeting called to order by Chair Gerringer at 3:03 p.m.
2. **PUBLIC COMMENT**
3. **BOARD MEMBER COMMENT**
4. **ADMINISTRATIVE ITEMS**
5. **CONSENT CALENDAR:**
 - 5.A **Approval of Minutes:** SWAT Minutes of April 5, 2021
 - 5.B **Approval** of SWAT TAC recommendation to appoint staff to the Contra Costa Transportation Authority Technical Coordinating Committee (TCC) for a two-year term through March 1, 2023

ACTION: APPROVED – Hudson/Sos/unanimous

6. **REGULAR AGENDA ITEMS:**

6.A Consideration – Whether to Recommend to Contra Costa Transportation Authority (CCTA) Amending the Lamorinda Action Plan to Allow for the Addition of a Short-Link Southbound Lane on Pleasant Hill Road (Trap Lane) as Part of the Proposed Terraces of Lafayette Project.

Lisa Bobadilla, SWAT Administrator introduced item and summarized how public comment will be handled during meeting. In addition, Ms. Bobadilla provided background information.

Ms. Bobadilla stated that on April 23, 2021 SWAT received a letter from the Lamorinda Program Management Committee (LPMC) requesting SWAT consider supporting, amending the Lamorinda Action Plan (LAP) to allow for the addition of a short-link southbound lane on Pleasant Hill Road, as part of the Proposed Terraces of Lafayette Project.

The letter stated the committee to consider and discuss a request by the City of Lafayette to amend one of the gateway constraints in the LAP that pertains to Pleasant Hill Road, a Route of Regional Significance. Currently, the LAP, states: *“The Gateway Constraint Policy would prohibit the addition of any through lanes, including short-link segments, on any portion of Pleasant Hill Road between SR-24 and the Lafayette city limits line north of the intersection with Taylor Boulevard.”*

The proposed amendment would remove the prohibition against short-link segments and would allow for the construction of a southbound short-link travel lane on Pleasant Hill Road starting just north of Deer Hill Road and terminating at the State Route 24 westbound on ramp.

The request stems from the City of Lafayette recent approval of the Terraces of Lafayette project, which is a 315- unit multi-family housing project to be built at the southwest corner of Pleasant Hill Road and Deer Hill Road. The trap lane on Pleasant Hill Road was submitted as part of a developer application to mitigate a.m. peak traffic generated from the Terraces of Lafayette project.

Ms. Bobadilla further stated that the LPMC considered the proposed amendment and noted the following in their correspondence:

1. The LPMC is an advisory committee to SWAT, which is an advisory committee to the CCTA.
2. The decision whether to amend the LAP to allow for the construction of the proposed trap lane rests exclusively and solely with CCTA. Neither LPMC nor SWAT has any decision-making authority.
3. The Terraces of Lafayette development will proceed regardless of whether an amendment to the LAP that allows for the trap lane is, or is not, approved.

The LPMC recommended staff forward the amendment to the Lamorinda Action Plan to the Regional Transportation Planning Committees (RTPC). Per the request of LPMC staff, the RTPC’s considered the request to review the proposed language for amending the Lamorinda Action Plan, as follows:

- TRANSPAC – March 11, 2021
- TRANSPLAN – March 11, 2021
- WCCTAC – March 26, 2021

All three RTPC's provided feedback and requested that the CCTA amend the Lamorinda Action Plan.

Ms. Bobadilla further stated that SWAT TAC met on April 21, 2021 and recommends that SWAT consider forwarding the Lamorinda Action Plan Amendment request to the Contra Costa Transportation Authority for consideration.

Mike Moran, City of Lafayette presented additional information, as follows:

- Amendment of Lamorinda Action Plan (Gateway Constraint Policy).
- Addition of a short-link Southbound Lane on Pleasant Hill Road (Trap Lane) as Part of the Proposed Terraces of Layette Project.
- Project includes 315 multi-family housing units that has been approved.

Mr. Moran stated that Mitigation Measure in the City of Lafayette EIR is as follows: Impact TRAF-22, the project as proposed may conflict with the specific implementation of the Gateway Constraint Policy for southbound Pleasant Hill Road, as stated in the Lamorinda Action Plan (2017).

- **Mitigation Measure** TRAF-22 The Project applicant shall either:
 - Obtain one of the following from LPMC, SWAT-TAC, and CCTA: 1). An amendment to the Lamorinda Gateway Constraint Policy that eliminates the conflict with the Project resulting from the addition of the new southbound through lane to Pleasant Hill Road, 2) an exception to the Gateway Constraint Policy for the proposed additional southbound through lane, or 3) a determination that the additional southbound through land does not conflict with the Gateway Constraint Policy;
 - Proceed with the project variant, which does not include adding a southbound through lane to Pleasant Hill Road and has no conflict with the Lamorinda Action Plan Gateway Constraint Policy.

Mr. Moran stated that Lafayette staff has conferred with the Contra Costa Transportation Authority on the Lamorinda Action Plan Amendment Process. The proposed Lamorinda Action Plan amendment has been considered by:

- TRANSPAC – No objection to the amendment and trap lane will provide benefits today as well as future opportunities.
- TRANSPLAN – No comment on Lamorinda's gateway constraint matters and expressed support for the roadway changes being proposed as a mitigation measure.
- WCCTAC – Does not have an objection to the City of Lafayette's request for an amendment to the Gateway Constraint Policy to allow for the implementation of the development mitigation.

Mr. Moran articulated that the City of Lafayette has received public comments on the project, specifically to defer the item or amend the mitigation measure. Mr. Moran stated that the Terraces Project is approved and although there is a pending lawsuit to overturn the

City's approval, without an injunction, staff is required to process the project similar to any other approved project.

Mr. Moran provided justification for or against the trap lane:

- Added capacity will attract more traffic
- Roadway will be seven larger
- Pedestrian crossing times will increase across a longer distance
- Delay for local traffic can be reduced while still metering regional traffic with signal coordination (auxiliary lane-not considered capacity increasing, but improves efficiency and safety)
- Evacuation times will be decreased during an emergency
- Provides an extra land width under the City's control to utilize for future use

Mr. Moran stated the existing language vs. the proposed language:

Existing language - The two southbound through lanes on Pleasant Hill Road-Taylor Boulevard are proposed as a gateway constraint. The Gateway Constraint Policy would prohibit the addition of any through lanes, **including short-link segments**, on any portion of Pleasant Hill Road between SR-24 and the Lafayette city limits...

Proposed amended language - The two southbound through lanes on Pleasant Hill Road-Taylor Boulevard are proposed as a gateway constraint. The Gateway Constraint Policy would prohibit the addition of any through lanes, **except short-link segments providing access to SR-24**, on any portion of Pleasant Hill Road between SR-24 and the Lafayette city limits...

Amy Worth – had several clarifying questions regarding the map. Mr. Moran displayed during his presentation (page 314 in packet).

Public Comment

Bill Keeshen, SWAT Citizen Representative Countywide Bicycle and Pedestrian Advisory Committee, expressed his concern regarding how bike lanes are being dismissed and bike lanes should be a priority.

Kristen Altbaum, City of Lafayette resident, expressed her concern regarding the significant impact to pedestrians and bicyclists. In addition, she expressed her concern and opposition regarding the proposed language in the Gateway Policy within the Lamorinda Action Plan.

Jenifer Paul, City of Lafayette resident, expressed her concern regarding pedestrian and bicyclist safety. In addition, she expressed her concern on the decision making process and requested additional studies be done.

Mike, City of Lafayette resident, expressed his concern regarding the process and articulated that the project is being rushed.

Ms. Bobadilla summarized the public comments received as follows:

Dear SWAT members,

The Terraces developer's requested Gateway Policy wording changes will bring more lanes of traffic to Pleasant Hill/Deer Hill Roads and present major safety concerns for pedestrians and bicyclists. O'Brien's request is centered on winning a lawsuit, it is not intended to bring safety or efficiency to northeast Lamorinda residents. Therefore, you should delay any changes to policy language until after the lawsuit is finalized. If you are intent on changing the wording on page 57 of the Gateway Policy within the Lamorinda Action Plan, please consider the following language:

The Gateway Constraint Policy would prohibit the additional of any through lanes, including short-link segments, on any portion of Pleasant Hill Road between SR-24 and the Lafayette city limits line north of the intersection with Taylor Boulevard, with the exception of the following:

- 1. Any newly added lane that accommodates bus and carpool only during peak travel*
- 2. Any new protected bike/E-bike lane*
- 3. Any safe pedestrian over or under crossings*

Thank you for listening to the voices of local residents who understand most clearly the problems that would be caused by unresponsive policy making.

The above letter was signed by the following Lafayette residents:

- Laura Kaufman
- Kathy Hemmenway
- Katie Bidstrup
- Edith Simson
- Liz Keyser
- Vivienne Portnoff
- Leslie Kelley
- Tsadi Shvo
- Laurie Gardner
- Vonis Moore
- Charlotte Durnin
- Darlene Sears

Christin Teply:

In addition to supporting the letter submitted, Ms. Teply added that there is a better chance of dissuading additional solo occupant vehicles from using Pleasant Hill Rd as a shortcut from Hwy 680 as directed by WAZE and Google Maps apps, a phenomenon that snarls traffic unbearably during commute hours, endangers students getting to school, and further imperils cyclists in this unsafe intersection near the Hwy 24 on and off ramps.

Elizabeth Henry:

The letter above is directly quoted from a Facebook article entitled "Lafayette for School and Evacuation Routes", and it is authored by CCTA. So, please consider this carefully in your meeting this afternoon. It appears that the developer is trying to do an "end around", as it were, to this already established policy, in order to win a lawsuit against them for violation of polices and public safety and environmental considerations, to which this established policy already speaks.

Thank you for your consideration in this matter. I do hope that your meeting is a recorded affair, and that it also has a public record section, wherein I do hope that this letter, and any other letters sent to your group today, will be on the record, for the public to see.

And one more thing: If I could get a link to the meeting agenda and notes thereafter, and the public record of such meetings, I would appreciate someone sending me that information, so that I can review it myself, in its entirety.

Thank you very much in advance for your help in this matter.

Shira Abel:

In addition to supporting the letter submitted, Shira Abel added we need Lamorinda to be safe for cyclists, kids, and the people who live here now. Please stop catering to developers who are out to ruin the lovely small town we live in.

An email was also received from Dave Campbell, Bike East Bay:

All,

I may not be able to make your next SWAT meeting but want to ask that if any short SB vehicle lane is added to Pleasant Hill Road, that you fully consider bike, ped and transit impacts, but also consider improving the bike lanes on Pleasant Hill Road at the same time, it's an important bikeway. Let me know if you have any questions about this request and will try to attend your Monday meeting.

Candace Andersen –Stated that SWAT has zero control over the land use decision of the Terraces Project. This project is solely within the jurisdiction of the City of Lafayette. Taking the land use decision out of the equation, Ms. Andersen's question to Lafayette staff, will this project make it safer for pedestrians & cyclist?

Mike Moran replied. As stated previously there are currently no bike lanes or sidewalks on Pleasant Hill Rd. As part of the Project, the developer will add bike lanes and a sidewalk, which will enhance safety for pedestrians and cyclist.

Renata Sos made a motion that the SWAT Board recommend the following proposed language to be sent to CCTA for approval:

The two southbound through lanes on Pleasant Hill Road-Taylor Boulevard are proposed as a gateway constraint. The Gateway Constraint Policy would prohibit the addition of any through lanes, **except short-link segments that include multi model transportation options, on any portion of Pleasant Hill Road between SR-24 and the Lafayette City limits to the north of the intersection with Taylor Blvd.**

Dave Hudson – supported Ms. Sos recommendation to the language.

Karen Stepper – articulated her support for Ms. Sos recommendation to the language.

ACTION: APPROVED – Sos/Stepper/unanimous

7. **WRITTEN COMMUNICATIONS:** The following written communication items were made available:

- WCCTAC Meeting Summary – March 26, 2021
- SWAT Meeting Summary – April 5, 2021
- TRANSPAC Meeting Summary – April 8, 2021

ACTION: Informational Items Only – No action required

8. **DISCUSSION:** Next Agenda

9. **ADJOURNMENT:** to Monday, June 7, 2021 at 3:00 p.m.– Zoom Teleconference

ACTION: Meeting adjourned by Chair Gerringer at 4:31 p.m.

Staff Contact:

Lisa Bobadilla
City of San Ramon
P (925) 973-2651
F (925) 275-8178
Email address: lbobadilla@sanramon.ca.gov
www.CCTA-SWAT.net

Alternate Staff Contact:

Darlene Amaral
City of San Ramon
P (925) 973-2655
F (925) 275-8178
Email address: damaral@sanramon.ca.gov

AGENDA ITEM 5.B



SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

DATE: July 12, 2021

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee (TAC)
By: Lisa Bobadilla, SWAT Administrator

SUBJECT: SWAT Administrative Services FY 2021-2022

RECOMMENDED ACTION

The SWAT TAC recommends SWAT Authorize the SWAT Chair and SWAT Vice Chair to execute a Memorandum of Understanding (MOU) between SWAT and the City of San Ramon for SWAT Administrative Services effective July 1, 2021 through June 30, 2022 for a total amount of \$33,700.

BACKGROUND AND ANALYSIS

On July 1, 2015, SWAT and the City of San Ramon entered into a MOU for SWAT administrative services. Subsequently, the City of San Ramon has served as the SWAT Administrative staff since July 1, 2015. The current MOU between SWAT and the City of San Ramon expired on June 30, 2021.

The City of San Ramon is prepared to provide SWAT Administrative Services effective July 1, 2021 through June 30, 2022. Therefore, the City has prepared a MOU for a term effective July 1, 2021 through June 30, 2022. The MOU reflects San Ramon's desire to provide "Basic Administrative Services" in the amount of \$5,616.67 per agency, for a grand total of \$33,700.

ATTACHMENT

City of San Ramon MOU for SWAT Administrative Services for Fiscal Year July 1, 2021 through June 30, 2022.

Staff Contact:

Lisa Bobadilla, City of San Ramon
Phone: (925) 973-2651
Email: lbobadilla@sanramon.ca.gov

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into as of the 12th, day of July 2021, by and between the Southwest Area Transportation (SWAT) Committee, therein called the "SWAT Committee", and City of San Ramon herein called the "City".

RECITALS

WHEREAS, the SWAT Committee is a Regional Transportation Planning Committee (RTPC) of the Contra Costa Transportation Authority (CCTA); and

WHEREAS, the SWAT Committee consists of the communities of the southwest Contra Costa County area including Danville, Lafayette, Moraga, Orinda, San Ramon, and the unincorporated areas of Contra Costa County in the southwest area; and

WHEREAS, the SWAT Committee desires to retain the City for services related to the Southwest Area Transportation Committee administration and activities; and

WHEREAS, the SWAT Committee authorized the SWAT Chair and Vice Chair to review and execute this contract at its July 6, 2020 meeting.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. **Scope of Services:** The City shall provide administrative services, as set out in the Administrative Services Proposal - Scope of Work, attached thereto as Exhibit A and incorporated herein by reference.
2. **Time of Performance:** The services of the City are to commence on July 1, 2021 following the execution of this Memorandum of Understanding (MOU) and to be completed by June 30, 2022 (defined as the "Contract Service Year") as approved at the July 12, 2021 SWAT Committee Meeting.
3. **Compensation and Method of Payment:**
 - A. **Compensation:** The compensation to be paid to the City shall be at the rate and schedule of payment as set forth in Exhibit A, which is attached hereto and incorporated herein.
 - i. ***Basic Administrative Services:*** Not-to-exceed cost of Thirty-three Thousand Seven Hundred Dollars (\$33,700) for Basic Administrative Services, based on a historic average of 10 SWAT meetings and 10 SWAT TAC meetings per year, which includes the cost of labor, materials, supplies, and the SWAT website

(administration, WordPress hosting and maintenance, domain service fees).

In no event shall City's compensation exceed Thirty-three Thousand Seven Hundred Dollars (\$33,700) for Basic Administrative Services during the Contract Service Year (for both labor and direct costs), without additional authorization from the SWAT Committee. Payment by the SWAT Committee under this MOU shall not be deemed a waiver of defects, even if such defects were known to the SWAT Committee at the time of payment. The SWAT Committee shall not compensate for mileage and travel time.

B. Method of Payment:

- i. ***Basic Administrative Services:*** As a condition precedent to any payment to City under this MOU, City shall submit an invoice to the SWAT Committee's designated Fiscal Agent, or each of the SWAT agencies, at the beginning of the Contract Service Year, for basic administrative services. The cost of services shall be split among the six jurisdictions, on an equal pro-rata basis.
- ii. ***Timing of Payment:*** Each of the SWAT jurisdictions shall pay the SWAT Committee's designated Fiscal Agent for services rendered hereunder in accordance with SWAT's approval. Payment shall be made to the Fiscal Agent within thirty (30) business days after receipt of the annual invoice. The SWAT Committee's designated Fiscal Agent shall pay the City for the full cost of services within fifteen (15) business days after of receipt of payment from the SWAT jurisdictions.

4. Termination of MOU:

- A. This MOU shall be valid until the end of the Contract Service Year. However, all obligations hereunder may be terminated at any time, with or without cause, by the SWAT Committee upon ten (10) calendar days' written notice to the other party.
- B. The SWAT Committee may terminate this MOU with cause immediately upon written notice.
- C. In the event termination is without cause, City shall be entitled to any compensation owed up to the time of such termination, it being understood that any payments are full compensation for services rendered prior to the time of payments. City shall be entitled to compensation for work in progress at the time of termination.
- D. During the term of this MOU, the City may terminate this MOU for any reason by providing the SWAT Committee with 30 calendar days' written notice.

5. **MOU Renewal:** Sixty (60) calendar days prior to the end of the contract period, City shall provide written notice to the SWAT Committee of the City's desire to extend the term of this MOU.
6. **Amendment:** This MOU constitutes the complete and exclusive statement of the MOU to SWAT Committee and City. It may be amended or extended from time to time by written agreement of the parties hereto.
7. **Time of the Essence:** Time is of the essence of this MOU.
8. **Written Notification:** Any notice, demand, request, consent, approval or communications that either party desires or is required to give to the other party shall be in writing and either served personally or sent by prepaid, First Class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth herein below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within forty-eight (48) hours from the time of mailing if mailed as provided in this section.
- If to SWAT Committee: SWAT Chair
C/o City of Lafayette, SWAT Fiscal Agent
3675 Mt. Diablo Boulevard, Suite 210
Lafayette, CA 94549
- If to City: City of San Ramon
C/o Transportation Division Manager
7000 Bollinger Canyon Road
San Ramon, CA 94583
9. **Signatures and Counterparts:** This Agreement may be entered into by the Parties by signing any one or more counterparts, all of which shall constitute one and the same instrument. It is understood and agreed that this Agreement shall become effective and binding when one or more counterparts have been executed by each party and delivered to each other party. Additionally, facsimile and scanned signatures shall be binding the same as originals.

Signatures on the following page.

IN WITNESS WHEREOF, the SWAT Committee and the City of San Ramon have executed this MOU as of the date first above written.

SOUTHWEST AREA TRANSPORTATION
COMMITTEE

CITY OF SAN RAMON

By: _____
Teresa Gerringer, SWAT Chair

By: _____
Joseph Gorton, City Manager

By: _____
Karen Stepper, SWAT Vice Chair

The foregoing MOU has been reviewed and
approval is recommended:

By: _____
Maria Fierner, P.E.
Public Works Department Director

APPROVED AS TO FORM

By: _____
Martin Lysons, City Attorney

ATTEST

By: _____
Christina Franco, City Clerk

EXHIBIT A
Southwest Area Transportation Committee
Administrative Services Proposal – Scope of Work

Basic Administrative Services

\$33,700.00

This is a not-to-exceed structure for basic administrative services, based on a historic average of 10 SWAT meetings and 10 SWAT TAC meetings per year. These services would be split among the six jurisdictions, on an equal pro-rata share basis, and invoiced at the beginning of the fiscal year.

1. Agenda Packet Preparation: Work with CCTA and SWAT TAC to coordinate agenda items, assemble agenda, post agenda and upload onto SWAT website.
2. SWAT TAC Meetings: Attend and facilitate SWAT TAC Meetings.
3. SWAT Meetings: Attend and assist Chair in facilitation of SWAT Meetings.
4. SWAT Summary Minutes and Correspondences: Generate summary minutes of SWAT meeting, generate follow-up correspondences as necessary and appropriate in coordination with the Chair and the SWAT TAC.
5. General Administration: Correspond with CCTA, Chair, and SWAT TAC as necessary and appropriate, serve as direct contact for SWAT, maintain all SWAT files and documentation, respond to inquiries and requests of SWAT, and refer public and agencies to appropriate individual or agency if inquiries extend beyond the realm of an administrative nature.
6. SWAT Website administration, WordPress hosting and maintenance, and domain service fees.
 - a. WordPress Hosting \$360.00 (1 year)
 - b. WordPress Maintenance \$1,200.00 (1year)
 - c. Akismet Anti-Spam Filter Service \$60.00 (1 year)
 - Install Aksimet anti-spam filter
 - d. GoDaddy Domain Renewal \$20.17 (1 year)
 - .NET Domain Renewal (CCTA-SWAT.net)

AGENDA ITEM 6.B



SWAT

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DATE: July 12, 2021

TO: SWAT Committee

FROM: SWAT Technical Advisory Committee (TAC)
By: Lisa Bobadilla, SWAT Administrative Staff
Presentation by: John Cunningham, Contra Costa County

SUBJECT: Contra Costa County Accessible Transportation Strategic Plan Report

RECOMMENDATION

SWAT TAC recommends SWAT accept the Contra Costa County Accessible Transportation Strategic (ATS) Plan Report and provide input, as needed.

BACKGROUND

Contra Costa County, in collaboration with the Contra Costa Transportation Authority (CCTA), local agencies and non-profit organizations, have completed the countywide ATS Plan. The ATS Plan provides a framework to implement short-term and long-term goals and objectives. The Plan includes a structure with strategies to improve accessible transportation services, based on an examination of transportation challenges facing seniors, people with disabilities, and veterans in Contra Costa County.

The ATS was funded with a Caltrans Sustainable Communities Transportation Planning grant. The public engagement component was a key focus of the Plan, with input from organizations, key stakeholders, and the broader Contra Costa community. In March 2020, due to the COVID-19 pandemic, the project team started working “virtually” to allow people to participate safely.

The ATS process was overseen by Technical Advisory and Policy Advisory Committees. Technical Advisory Committee (TAC) provided subject matter expertise and public policy implications on service concepts. Staff members were appointed to the TAC from the Regional Transportation Planning Committees (RTPC's). Becky Adams, Program Manager, City of San Ramon Parks and Community Services, represented the Southwest Area Transportation Committee (SWAT) on the Countywide TAC.

The ATS Plan identified an urgent need for a countywide coordinated structure to address transportation needs and gaps in Contra Costa County accessible transportation. A crucial first step is the creation of an Accessible Transportation Task Force. The Accessible Transportation Task Force will:

- Oversee Strategic Planning
- Identify coordinated strategies to be implemented by existing agencies (senior centers and/or non-profits)
- Create a Countywide Coordination Entity (CCE) responsible for countywide strategies and implementation of services
- Investigate funding opportunities for a CCE. The CCE Organization could be an existing non-profit or a public agency-or an entirely new entity, to be determined. Developing a short-term and long-term strategy for implementation is a key function of the CCE; and
- Prioritizing projects to improve and expand countywide accessible Transportation.

The Final ATS Plan has been adopted by the CCTA and Contra Costa County. The Plan will be circulated to SWAT jurisdictions, Senior Centers, and Libraries.

FISCAL ANALYSIS

There are no direct fiscal impacts to SWAT. The Plan was funded with a grant and implemented by Contra Costa County. Future endeavors, specific to the needs of SWAT jurisdictions, may need funding from local agencies and will be addressed at the appropriate time. Countywide initiatives developed from the CCE, will likely be funded with grants on a countywide basis and/or local agencies.

ATTACHMENT

Contra Costa Accessible Transportation Strategic Plan Executive Summary.

Staff Contact:

Lisa Bobadilla, SWAT Administrator

Phone: (925) 973-2651

Email: lbobadilla@sanramon.ca.gov

Web: www.CCTA-SWAT.net



CONTRA COSTA
COUNTY, CALIFORNIA



CONTRA COSTA
transportation
authority

CONTRA COSTA ACCESSIBLE TRANSPORTATION STRATEGIC PLAN EXECUTIVE SUMMARY

FEBRUARY 2021



ACKNOWLEDGEMENTS

The Contra Costa Accessible Transportation Strategic Plan was funded by a Caltrans Sustainable Transportation Planning Grant.

Project Team

Peter Engel, Director of Programs, Contra Costa Transportation Authority

John Cunningham, Principal Transportation Planner, Contra Costa County Department of Conservation and Development

Corinne Dutra-Roberts, Innovative Mobility Programs, Advanced Mobility Group (AMG)

Nelson\Nygaard Consulting

Naomi Armenta, Project Manager

Richard Weiner, Principal in Charge

Marvin Ranaldson

Tanya Shah

Kevin Lucas

Emily Roach

Brian Manford

Kevin Ottem





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Executive Summary

STUDY BACKGROUND

The Accessible Transportation Strategic (ATS) Plan provides a coordination structure with strategies to improve accessible transportation services, based on an examination of transportation challenges facing seniors, people with disabilities, and veterans in Contra Costa County.

Sponsored by a partnership between CCTA and the County, the ATS was funded by a Caltrans Sustainable Communities Transportation Planning grant.

Inclusive and equitable public engagement was a key focus of the Plan, with input from organizations, key stakeholders, and the broader Contra Costa community.

Project Oversight

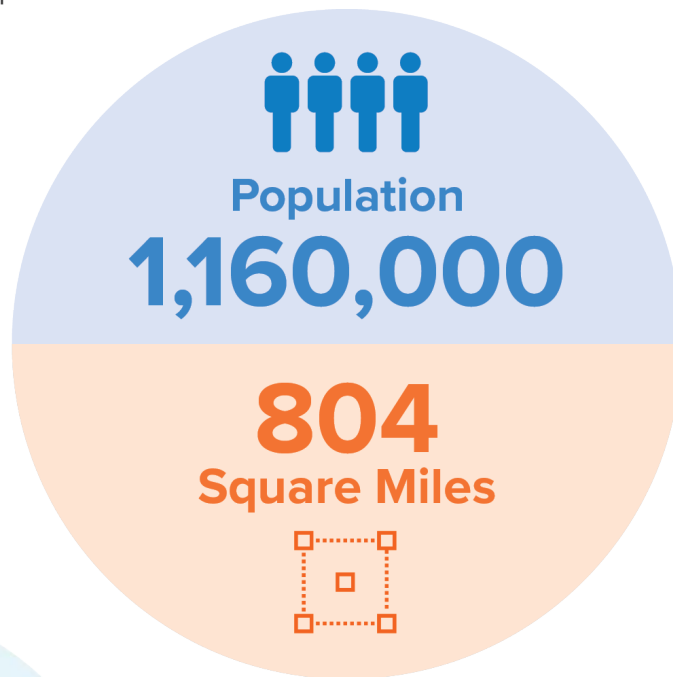
The ATS process was overseen by Technical Advisory and Policy Advisory Committees. In March 2020, due to the COVID-19 outbreak, the project team started working “virtually” to allow people to participate safely.

- **Technical Advisory Committee (TAC)**
Provided subject matter expertise and public policy implications on service concepts
- **Policy Advisory Committee (PAC)**
Provided input on addressing policy barriers, communicating with stakeholders about the Study, liaising with elected or appointed Boards, and reviewing and prioritizing recommended strategies

STUDY CONTEXT

Contra Costa County has a diverse population spread across a relatively large area.

3rd
largest
population and
area in Bay Area



Not including census-designated places and unincorporated areas

Related Planning Initiatives 2016-2020

2016 and 2020 Transportation Expenditure Plan

“CCTA will develop an Accessible Transportation Strategic Plan to implement a customer-focused, user-friendly, seamless coordinated system...”

2017 Countywide Comprehensive Transportation Plan

“Initiate the ATS Plan: Ensure services are delivered in a coordinated system...”

2019 Metropolitan Transportation Commission (MTC) Resolution 4321

“Each county must establish or enhance mobility management programs to help provide equitable and effective access to transportation.”

EXISTING CONDITIONS

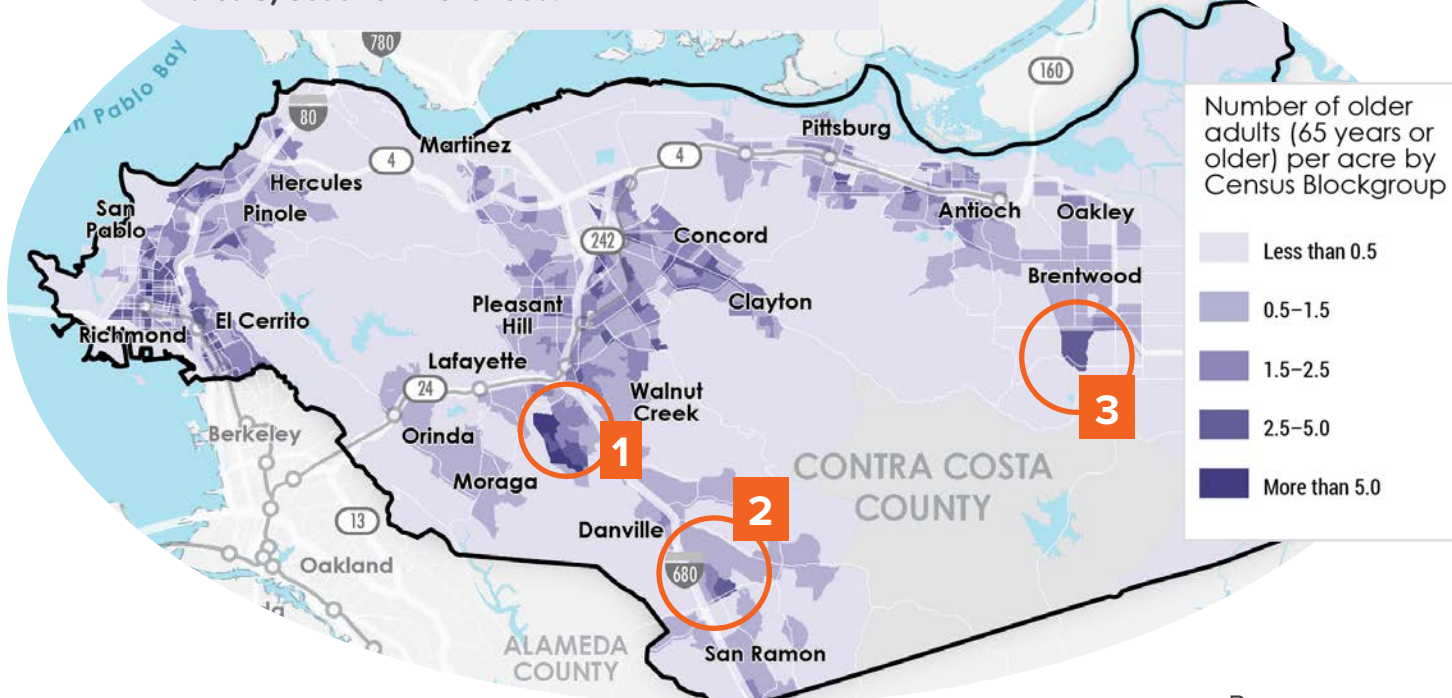
Older Adults and Adults with Disabilities

The distribution of older adults and people with disabilities reflects the general population spread throughout the county, with a few areas of unusual concentration. Rossmoor has a higher population both of older adults and people with disabilities—countywide, those two groups constitute 23% of the population.

Older Adults

Three areas have a higher density of older adults:

- 1) Rossmoor** (between Moraga and Walnut Creek),
- 2) Crow Canyon** (north of San Ramon), and the
- area **3) South of Brentwood**.



23%

over 65 or disabled

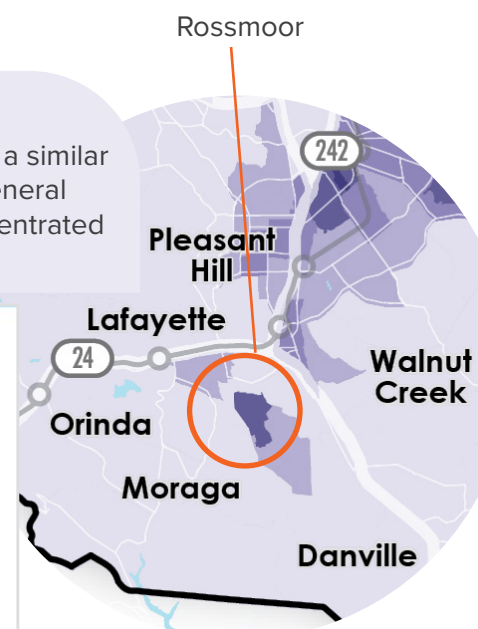
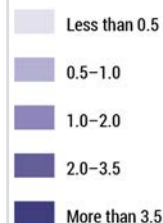


County Residents

People with Disabilities

People with disabilities have a similar geographic spread as the general population, except one concentrated area in **Rossmoor**.

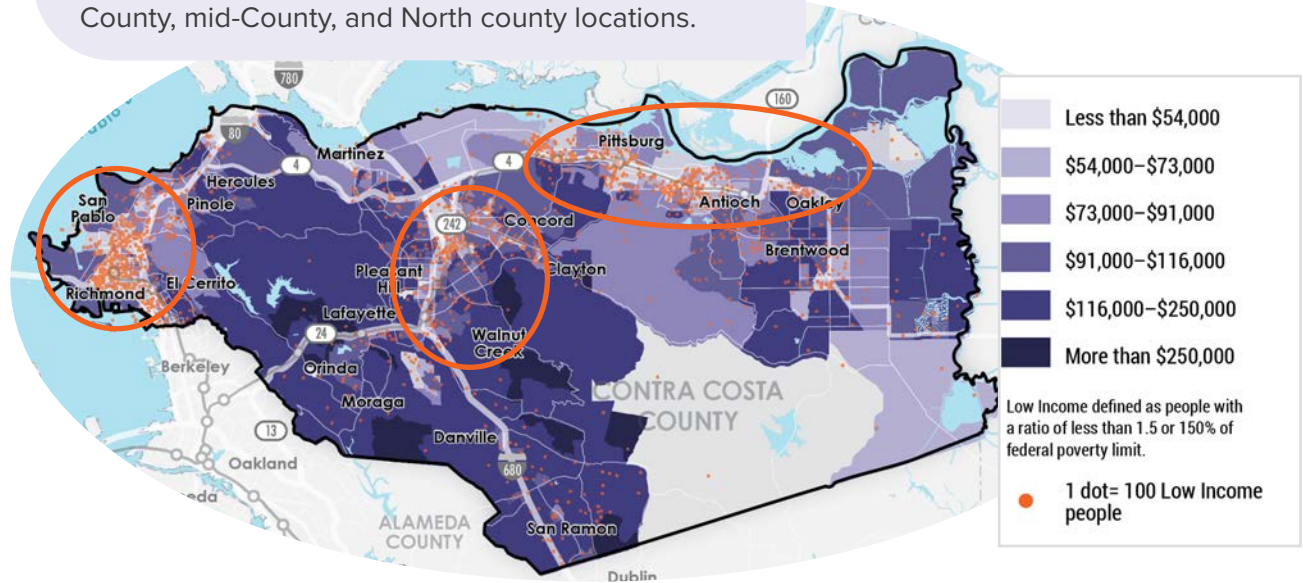
Number of people with disability per acre by Census Tract



Equity Considerations

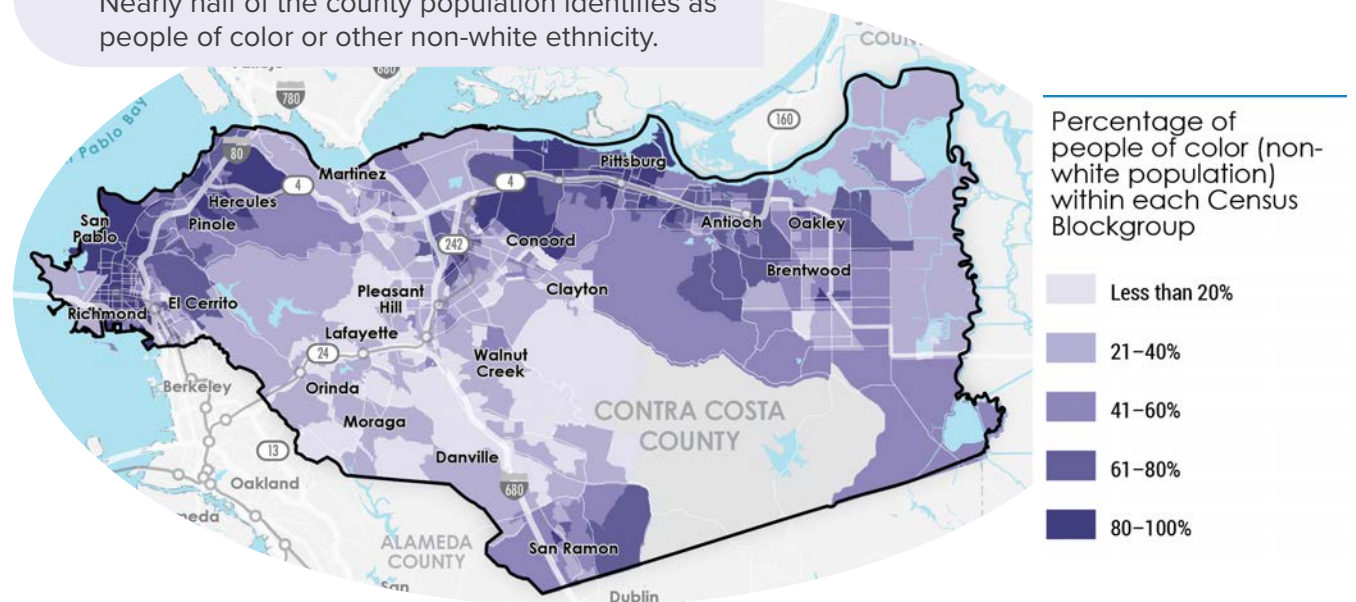
Household Income

Low income population concentrations include West County, mid-County, and North county locations.



People of Color

Nearly half of the county population identifies as people of color or other non-white ethnicity.



Countywide Ethnicity

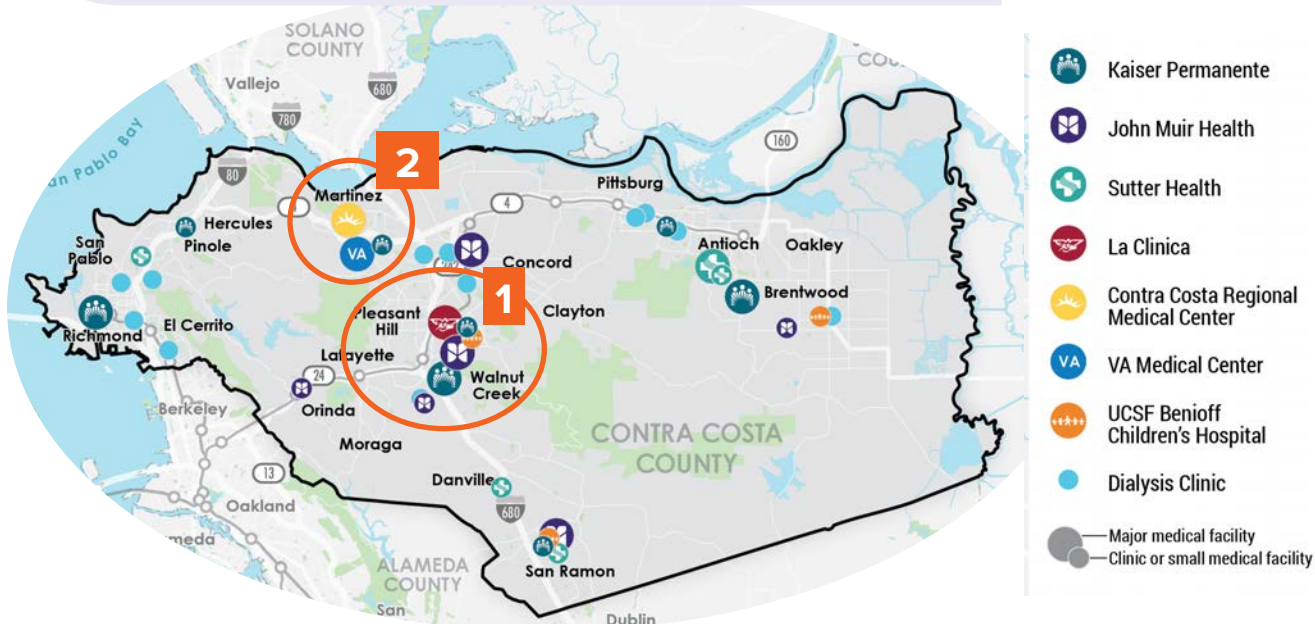
52% White

48% People of Color/Other

Transportation Need and Services

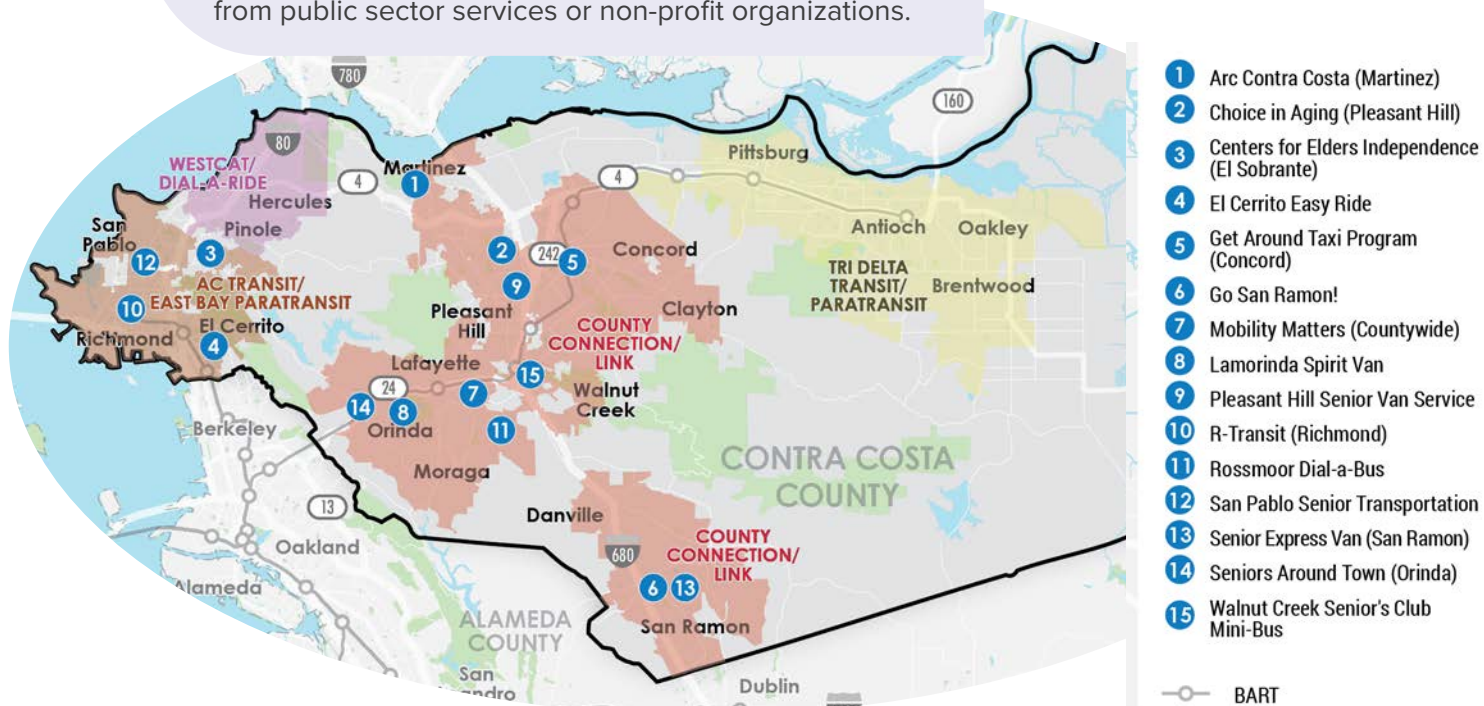
Access to Medical Facilities

Most medical facilities are clustered in the center of the County between Pleasant Hill and Walnut Creek (2). Two facilities needed by residents throughout the County are the **Contra Costa County Medical Center** and the **VA Medical Center**, both in Martinez (2).



Community-Based Transportation

Services areas don't always overlap areas of greatest demand, increasing the need for transit and paratransit services provided by community-transportation programs from public sector services or non-profit organizations.





OUTREACH

Outreach Toolkit

A virtual and paper flyer, along with tweets and postings on provider websites were distributed via social media, encouraging people to provide input through the online survey.

Contra Costa Accessible Transportation Strategic Plan

Let's make transportation convenient for older adults and people with disabilities

If you're an older adult, have a disability, or are a veteran, transportation in Contra Costa County can be challenging. We want to identify ways to make it easier for you to get around the county—whether you're going to an appointment, getting groceries, visiting family, or anything else.

You can participate from home!

Due to the shelter-in-place we are asking individuals to complete the survey online or participate in a short phone interview. Participants will be entered in a drawing for a \$25 gift card!

Take the survey on-line at www.surveymonkey.com/r/CCTA_Survey2 or in Spanish at www.surveymonkey.com/r/CCTA_SurveySPN



Call us at **857-305-8004**


Email us at info@atspcontracosta.com

Visit us at
atspcontracosta.com




Virtual Outreach Flyer

Public Engagement Collateral




CONTRA COSTA COUNTY, CALIFORNIA

OUR COUNTY [About](#) [Departments & Offices](#) [Services](#) [Doing Business](#) [How Do I?](#)




UPDATE on Board of Supervisors Meeting
To view the spread of COVID-19, the Health Officer's Shifter Order of June 5, 2020, prevents public gatherings. In lieu of a public gathering, the Board of Supervisors meeting will be accessible via television and live-streaming. Read more...



FRONT DOOR SERVICE
STARTING JUNE 5

Library Launching Front Door Service
Beginning Monday June 15, the Library will offer Front Door Service at 28 community libraries. The service will allow patrons to pick-up books, DVDs, and audiobooks placed on hold through the Library's website at cclco.org. Read more...




Help Us Make Transportation More Convenient for Older Adults and People with Disabilities
We are gathering input from the community on ways to make transportation convenient for older adults and people with disabilities. Participate in our survey. Read more...

[View on Nextdoor](#)

Principal Planner John Cunningham, Contra Costa County AGENCY

We are looking for older adults, people with disabilities, and veterans to participate in a short transportation survey that will gather information on ways to make transportation convenient in the community. Survey participants could win a \$25 gift card! Participate in the survey (English and... See more



Let's make transportation convenient for older adults and people with disabilities

If you're an older adult, have a disability, or are a veteran, transportation in Contra Costa County can be challenging. We want to identify ways to make it easier for you to get around the county—whether you're going to an appointment, getting groceries, visiting family, or anything else.

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Call us at 857-305-8004
Email us at info@atspcontracosta.com

[General - Jun 23 to subscribers of Contra Costa County](#)

[Thank](#) [Private message](#)

[View or Reply](#)

This message is intended for robertscee@gmail.com [Unsub](#)
Slevenson Street, Suite 700, San Francisco, CA 94103

We are gathering input from the community on ways to make transportation convenient for older adults and people with disabilities.


Please visit atspcontracosta.com/participate as your input will help us better meet your transportation needs and be entered to win a \$25 gift card!

Instagram

mtc mtcdata Sponsored

TRANSPORTATION SURVEY!

Seniors and people with disabilities in Contra Costa County



[Learn More](#)

mtcdata We want to hear from you. Take our survey to help us better serve seniors and people with disabilities.

CONTRA COSTA TRANSPORTATION AUTHORITY

Let's make transportation convenient for older adults and people with disabilities

If you're an older adult, have a disability, or are a veteran, transportation in Contra Costa County can be challenging. We want to identify ways to make it easier for you to get around the county—whether you're going to an appointment, getting groceries, visiting family, or anything else.

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Call us at 857-305-8004
Email us at info@atspcontracosta.com
Visit us at atspcontracosta.com

10:55 AM · Jun 10, 2020 · Hoodstate Inc.

9 Retweets · 12 Likes

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Contra Costa Accessible Transportation Strategic Plan

Let's make transportation convenient for older adults and people with disabilities

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Call us at 857-305-8004
Email us at info@atspcontracosta.com
Visit us at atspcontracosta.com

Contra Costa Transportation Authority - CCTA
June 8 at 5:50 PM

Help us make transportation more convenient for older adults and people with disabilities!

If you're an older adult, have a disability, or are a veteran, transportation in Contra Costa County can be challenging. We want to identify ways to make it easier for you to get around the county—whether you're going to an appointment, getting groceries, visiting family, or anything else.

You can participate from home!

511 Contra Costa @511CC

USA · Jun 8 · 11:13 am


RT @CCTA: We are gathering input from the community on ways to make transportation convenient for older adults and people with disabilities. Please visit <https://t.co/1ChM8v78rV> as your input will help us better meet your transportation needs and be entered to win a \$25 gift car...

Keywords: @CCTA, transportation


Reach 4k Tag · Translate · Share

Pre-COVID Outreach

Before the onset of the pandemic, surveys and engagement flyers were distributed and the project team made public presentations at the Developmental Disabilities Council of Contra Costa County and the Pleasant Hill Commission on Aging.



CONTRA COSTA
transportation
authority



CONTRA COSTA
COUNTY, CALIFORNIA

SURVEY

CONTRA COSTA ACCESSIBLE TRANSPORTATION STRATEGIC PLAN

The Contra Costa Transportation Authority (CCTA), in coordination with Contra Costa County, is conducting a study to find out how to improve transportation services for seniors, people with disabilities, and eligible veterans who live or travel in Contra Costa County.

Please take a few minutes to fill out this survey and return it to the person who gave it to you, or you can also take the survey on-line at: https://www.surveymonkey.com/r/CCTA_Survey.

If you have any questions or need assistance filling out this survey, please contact 510-506-7586 or info@atspcontracosta.com.

1. Which modes of transportation do you usually use?
(Check all that apply; answer any related follow-up questions for BUS, ADA PARATRANSIT and LYFT/UBER)

☐ ₁ BART

☐ ₂ Bus → Answer follow-up Q 2-4

☐ ₃ Bicycle

☐ ₄ Walk/Roll

☐ ₅ ADA Paratransit (East Bay Paratransit, WestCAT Dial-a-Ride, County Connection LINK, Tri Delta Paratransit) → Answer follow-up Q 5-7

☐ ₆ Drive myself

☐ ₇ Lyft/Uber → Answer follow-up Q 8-9

☐ ₈ Taxi

☐ ₉ Family, neighbor, or paid helper drives me

☐ ₁₀ Other (example: R-Transit, Rossmore Dial-a-Bus, Lamorinda Spirit Van, etc): _____

Q 2-4. BUS RIDER QUESTIONS

Skip questions 2-4 if you don't ride the bus.

2. If you use the BUS, what service(s) do you use?

☐ ₁ AC Transit ☐ ₄ Tri Delta

☐ ₂ WestCAT ☐ ₅ Other (please specify): _____

☐ ₃ County Connection

3. Please tell us about your BUS-riding experience and interactions with drivers:

☐ ₁ Excellent ☐ ₄ Additional comments: _____

☐ ₂ Satisfactory

☐ ₃ Poor

4. Please share any other comments about your BUS-riding experience, such as ease of use, maintenance issues, or vehicle cleanliness:

Q 5-7. ADA PARATRANSIT RIDER QUESTIONS

Skip questions 5-7 if you don't ride paratransit.

5. If you use ADA PARATRANSIT, what service(s) do you use?

☐ ₁ East Bay Paratransit ☐ ₄ Tri Delta Paratransit

☐ ₂ WestCAT Dial-a-Ride ☐ ₅ Other (please specify): _____

☐ ₃ County Connection LINK

6. Please tell us about your ADA PARATRANSIT-riding experience and interactions with drivers:

☐ ₁ Excellent ☐ ₄ Additional comments: _____

☐ ₂ Satisfactory

☐ ₃ Poor

7. Please share any other comments about your ADA PARATRANSIT-riding experience and interactions with drivers:

Q 8-9. LYFT/UBER RIDER QUESTIONS

Skip questions 8-9 if you don't use LYFT/UBER.

8. If you use LYFT/UBER, please tell us about your riding experience and interactions with drivers:

☐ ₁ Excellent ☐ ₄ Additional comments: _____

☐ ₂ Satisfactory

☐ ₃ Poor

9. Please share any other comments about your LYFT/UBER-riding experience, such as ease of use, maintenance issues, or vehicle cleanliness:

Q 10-16 GENERAL RIDER QUESTIONS

10. Where are you usually going? (Please select up to three)

I go to...

☐ ₁ Medical appointment

☐ ₂ Grocery shopping/drugstore

☐ ₃ Non-medical appointment

☐ ₄ See friends or family

☐ ₅ Attend a class

☐ ₆ The Senior Center

☐ ₇ Church

☐ ₈ Work or Volunteer position

☐ ₉ Other (please specify): _____

1,000+ Surveys

Distributed via e-mail and meal deliveries

OVER ▶

ES-8

Accessible Transportation Strategic Plan

34



Photo by John Schnobrich on Unsplash

Post-COVID Outreach

Once the pandemic set in, the project team moved all outreach activities to safe platforms, utilizing virtual focus groups, stakeholder interviews, an online survey, and virtual town hall to safely interact with participants.



5 Focus Groups

Focus Groups

Five virtual focus groups with seniors and persons with disabilities involved in-depth conversations with the project team, with an emphasis on reaching populations often overlooked through other forms of public engagement, such as adults with disabilities, people with Limited English Proficiency, and West County residents.

11 Interviews



Stakeholder Interviews

Interview commencing in March of 2020 were put on hold in light of the onset of the COVID-19 pandemic. Interview questions were reevaluated to reflect the circumstances, and the interviews with public and nonprofit agencies, representing an array of stakeholder groups and interests, were completed between September and November.

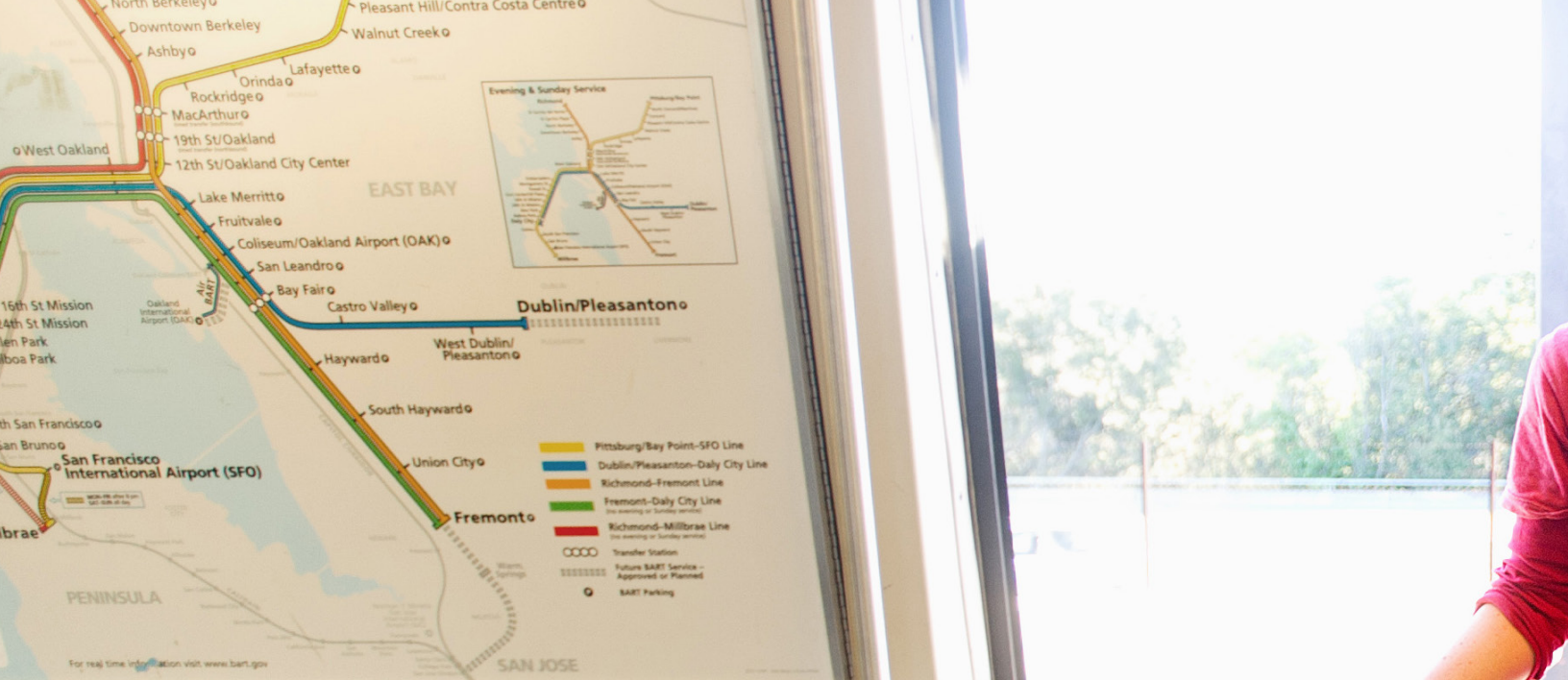
1,149
participants
out of 23,000 invitations

3 languages
English, Spanish, Mandarin



Telephone Town Hall

Nelson\Nygaard hosted a live Telephone Town Hall on October 27, 2020 to outline the project and answer questions.



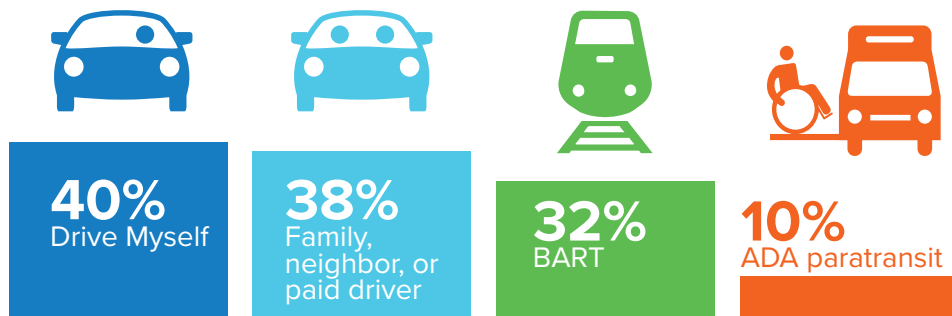
SURVEY RESULTS

Trip Destinations and Challenges

An online survey provided insight into how respondents get where they are going, where they go, and what factors complicate their trips.

Mode to Destination

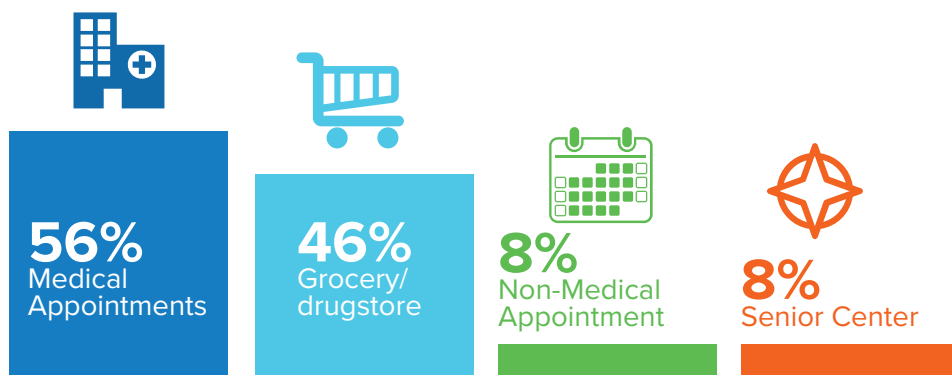
Trips were most commonly made by solo drivers, followed by those driven by a family, neighbor or paid helper. BART was used by about a third of respondents, with ADA paratransit utilized by 10% of the entire survey sample.



* Respondents could choose as many modes as they used. Percentages reflect total respondents (1,063) selecting a particular mode they used.

Destinations

The top destination was medical appointments, with grocery/drugstore shopping in second place. Senior Center trips and non-medical appointments each accounted for an 8% share of destinations.



* Respondents could choose up to three trips that they take most often. Percentages reflect total respondents (1,063) identifying each trip type.



Trip Difficulty

Mirroring the top destinations, respondents had the most difficulty with medical appointments and making grocery/ drugstore trips. Seeing friends/family and getting to the Senior Center rounded up the top four types of difficult trips.



* Respondents could choose up to three trips that they take most often. Percentages reflect total respondents (1,063) for each trip type.

Trip Challenges

Almost one-third of respondents feel unsafe while traveling, with about a quarter unable to go where or when they want, or feeling their trip takes too long.



* Respondents could choose up to three challenges that they faced most often. Percentages reflect total respondents (1,063) identifying each trip type.

TRANSPORTATION NEEDS AND GAPS

The project team's review of existing conditions and survey data identified key needs and gaps in accessible transportation in Contra Costa County. These include:



New Funding – Grants are sometimes available for planning and pilots, but all recommendations will require new sustainable funding



Safety – Many respondents feel unsafe while traveling



Volunteer Driving Programs – Additional volunteers are needed, with more reliable funding to increase capacity



Medical Access – The Regional Medical Center and VA Medical Center in Martinez need reliable access throughout the county



Quality of Life Visits – Consumers have difficulty making quality-of-life essential trips to visit friends and family, the senior center, and church



Service Coordination – Accessible services need improved coordination because they are siloed between agencies, cities, and non-profit organizations



RECOMMENDATIONS

The Accessible Transportation Plan identified an urgent need for a coordinated structure to address transportation needs and gaps in Contra Costa County accessible transportation. A crucial first step would be the creation of an Accessible Transportation Task Force.



Accessible Transportation Task Force

The Task Force would:

- **Oversee Strategic Planning**, identifying coordinated strategies to be implemented by existing agencies/non-profits
- **Create a Countywide Coordination Entity** responsible for countywide strategy implementation
- **Investigate** funding opportunities



Countywide Coordinated Entity (CE)

- **The countywide CE Organization** could be an existing non-profit or public agency—or an entirely new entity
- **Strategy implementation** would be a key function of the CE, prioritizing projects to improve and expand countywide accessible transportation



Strategies and Implementation

A five-year timeline for strategy development and implementation was developed, with recommended strategies divided into tiered groups.

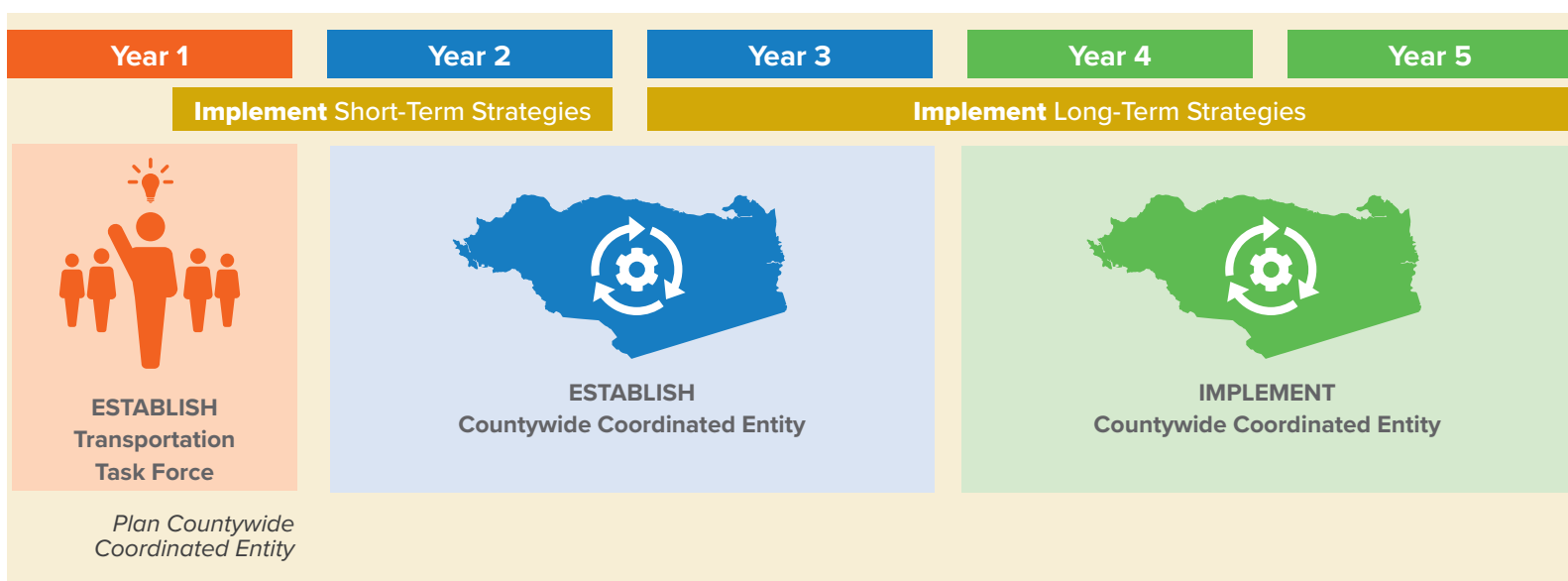
Tier I

- High transportation benefit
- Strong community support
- Leverages existing programs/resources
- Easy to implement (in stages or because of lower cost)

Tier II

High ranking strategies, sorted by:

- Service impact
- Cost
- Implementation challenges





Implementation Timeframes

Tiered Strategies will be implemented in phases, pending ATSP approval.



Implementation Agency

Recommended agencies for each strategy have been identified across three categories.



Public Agency

(e.g. Contra Costa Transportation Authority, County Administrator's Office, County Health Services)



Non-Profit

(e.g. Mobility Matters, Choice in Aging)



Transit Agency

(e.g. County Connection, Tri Delta Transit, WestCAT)












































Implementation Workplan

 Tier I

 Tier II

 Short-Term

 Long Term

Strategy Description		Implementation Term	Implementation Agency		
			 Public Agency	 Non-Profit	 Transit Agency
Increase Local and Regional Mobility					
1	Improve connectivity between paratransit programs/eliminate transfer trips	●			
2	Same-day trip programs (including wheelchair-accessible service)	■	  		
3	Expand existing and add new Volunteer Driver programs	●	 		
4	Service beyond ADA service areas	■	 		
5	Early morning and late-night service	■	 		
6	On-demand subsidies	■	 		
Improve Coordination Among Providers and Community Stakeholders					
7	Shopping trips with package assistance	●	 		
8	Hospital discharge service	●	 		
9	Customized guaranteed ride home programs for people with disabilities	●	 		
10	Means-based car-share including accessible option	■	 		
11	One-call / one-click; information & referral (I&R)	●	 		
12	Programs for disabled/senior veterans	●			
13	Real-time transportation information (paratransit vehicle location, BART elevators, wheelchair spaces on buses)	■			
14	Travel training (including inter-operator trips)	●	 		
15	Mobility-as-a-Service (MaaS)	■	 		
Develop Partnerships for Supportive Infrastructure					
16	Administer a uniform countywide ADA paratransit eligibility certification program	■	 		
17	Fare integration	■			
18	Procure joint paratransit scheduling software	■			
19	Sidewalk improvements to enhance safety for older adults and wheelchair accessibility in high-priority locations	■			
20	Means-based fare subsidy	●	 		
21	Wheelchair breakdown service	●	  		
22	Accessible bikeshare program	●	 		



How

A Countywide Coordinated Entity Improves Accessible Transportation in Contra Costa County

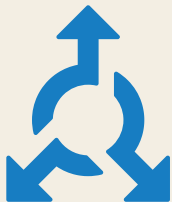
Functions of the Coordinated Entity



Identifies/pursues new funding



Develops and administers uniform countywide ADA paratransit eligibility certification



Expands mobility management



Implements joint paratransit scheduling software



Oversees seamless rides for inter-jurisdictional trips inside and outside the county



Supports Service beyond ADA service areas and regular service times



Expands Travel Training



Advocates for Safe Routes for Seniors/
Safe Routes for All



Helps establish means-based fare subsidy



CONTRA COSTA
COUNTY, CALIFORNIA



CONTRA COSTA
transportation
authority



AGENDA ITEM 6.C



SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

DATE: July 12, 2021

TO: SWAT Committee

FROM: SWAT Technical Advisory Committee (TAC)
By: Lisa Bobadilla, SWAT Administrative Staff

SUBJECT: Approve Consultant for SWAT Website Design,
Development and Maintenance Services

BACKGROUND

In September 2014, SWAT implemented a new standalone website, www.CCTA-SWAT.net created by WebDogs. Prior to 2014, Contra Costa County hosted the SWAT website. The website hosting also includes an annual maintenance contract totaling \$2,000.

Since then, the SWAT administrator has worked with WebDogs developer on system upkeep. However, there has not been a system-wide redesign of the site. Increasingly, the system is proving dated and insufficient to meet the needs of SWAT. Website navigation, at times, is slow and there is no single, central location for records retention. As a result, it was determined that a new SWAT website design, development, and maintenance services contract was needed.

On March 17, 2021 SWAT TAC approved the final version of a Website Design, Development and Maintenance Services Request for Proposal (RFP). The purpose of the RFP is to secure a vendor to redesign, host, and maintain a new SWAT website and related systems

On April 5, 2021, SWAT approved the final SWAT Website Design, Development and Maintenance Services RFP. Subsequently, the RFP was emailed to potential bidders on April 6, 2021. The notification of the RFP release was also posted on the SWAT website.

A total of 4 vendors submitted a proposal by the due date of May 6, 2021. Proposals were received from: BlinkTag, D-Kode, Planeteria and WebDogs.

On May 19 and 20, SWAT TAC held interviews, with three of the four Consultant Teams (BlinkTag, Planeteria and WebDogs). D-Kode was not asked to participate on the oral board as they did not meet the RFP requirements. Based on the interviews held, ranking of the proposals and total scores for each Consultant, SWAT TAC recommends BlinkTag.

BlinkTag has significant experience developing and support various websites throughout the Bay Area, including Contra Costa County. For example, BlinkTag currently provides website services and/or has provided website services for 511 Contra Costa, BART, County Connection and Marin Transit, to name a few.

FISCAL ANALYSIS

The total costs of the SWAT website redesign and first year of hosting/maintenance is not to exceed \$12,000 (\$10,000 for website redesign, and \$2,000 for annual maintenance/service contract).

The total cost for website design, per SWAT jurisdiction is \$1,670 per agency for Fiscal Year (FY) 2021-2022. The \$2,000 annual maintenance/service contract is included in the annual SWAT administrative services contract.

RECOMMENDATION

SWAT TAC recommends SWAT approve contract with BlinkTag for SWAT Website Design, Development and Maintenance Services and authorize SWAT administrative staff to enter into agreement with BlinkTag effective August 2, 2021.

NEXT STEPS

1. Enter into contract with BlinkTag – August 2021.
2. Provide SWAT with Demo Website – October 2021.
3. Implement new SWAT website – October/November 2021.

ATTACHMENT

- A. Southwest Area Transportation Committee – Request for Proposals Website Design, Development and Maintenance Services.
- B. BlinkTag Proposal

Staff Contact:

Lisa Bobadilla, SWAT Administrator

Phone: (925) 973-2651

Email: lbobadilla@sanramon.ca.gov

Web: www.CCTA-SWAT.net

SOUTHWEST AREA TRANSPORTATION COMMITTEE

(A subcommittee of the Contra Costa Transportation Authority)

REQUEST FOR PROPOSALS

WEBSITE DESIGN, DEVELOPMENT, AND MAINTENANCE SERVICES

APRIL 6, 2021

GENERAL INFORMATION

The Southwest Area Transportation Committee (SWAT) invites qualified website development firms and designers to submit proposals for the professional design and development of a new SWAT website, infrastructure that allows member agencies to have administrative rights and hosting of the SWAT website. This solicitation is for the development of a new design for SWAT website, and a two-year service maintenance contract that may be extended by mutual agreement of the parties.

DESCRIPTION OF SWAT AND THE CONTRA COSTA TRANSPORTATION AUTHORITY

Overview

The Contra Costa Transportation Authority (CCTA) oversees the county-wide ½ cent transportation sales program. The CCTA, together with the 20 cities of Contra Costa and the County Board of Supervisors have invested resources to create a Countywide Transportation Expenditure Plan. The Plan reflects the competing interest and priorities of the diverse communities of Contra Costa. The Plan includes investments in highway, arterials roadways, transit facilities and services, bicycle pedestrian facilities and transportation projects that support all alternative modes of travel and reflects projects and programs of county-wide, sub-regional, and local interest.

Embedded in the organizational structure of the CCTA, are four Regional Transportation Planning Committees. Each jurisdiction in Contra Costa County is required to participate in an ongoing process with other jurisdictions and agencies to create a balanced, safe and effective transportation system, and to manage the impacts of growth. The Southwest Area Transportation Committee (SWAT) is one of four Regional Transportation Planning Committees within Contra Costa County, and represents the South County sub-region. It is composed of elected representatives and technical staff from the Cities of Lafayette, Orinda, and San Ramon; the Towns of Danville and Moraga; and the unincorporated area of Southern Contra Costa County. SWAT is responsible for the development of transportation action plans, programs, and policies throughout the sub-region.

Within SWAT, is a sub-committee known as the Lamorinda Project Management Committee (LPMC). The LPMC consists of the cities of Lafayette and Orinda and the Town of Moraga. The LPMC is responsible for similar tasks as SWAT for the Lamorinda area. In addition to the LPMC, the three Lamorinda jurisdictions created and established the Lamorinda Fee and Financing Authority (LFFA) to establish development mitigation program to ensure the new growth is paying its share of the costs associated with such growth.

SWAT looks forward to working openly and collaboratively with the selected firm to create a website that is intuitive, publicly accessible and hosts information pertinent to SWAT such as (not intended to be all inclusive): about the organization, SWAT Board members, SWAT Technical Advisory Committee (TAC) members, meeting/event calendar with times and locations, agenda packets, meeting recordings, and other governing documents and archival information. SWAT will be in charge of content management and own all content.

Scope of Work (SOW)

- The SWAT website must be designed for continuous operation 24 hours a day, 7 days a week. Web interface options that can accommodate individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). See rules and an example at: <http://www.ada.gov/websites2.htm>. Flexibility in terms of updating/editing website content (documents, webpage information, etc.).
- The SWAT website must include a sub-page section for the LPMC and another sub-section for LFFA where LPMC and LFFA related documents will be housed similar to SWAT.
- Reliable security completely contained within the website infrastructure.
- Intuitive and consistent website navigability. Archived information is easily searchable.
- Website must be completely accessible to public and able to interface with commonly used web browsers found on Windows or Mac computer systems, as well as systems with limited bandwidth access (i.e. dial-up speeds).
- Website program must be intuitive and easy to use for SWAT staff.
- Ability to use current interactive and social networking mediums such as Facebook, Twitter, and RSS feeds, as well as flexibility to add these types of features in the future.
- Ability to transfer data from existing SWAT website to new website.
- Ability to archive information that is easily accessible. Services should include items such as maintenance of archived files and adherence to CCTA/SWAT Document Retention Schedule.
- Technical Support must be inclusive in the contract and available on a 24/7/365 basis.
- Support and maintenance of the website. Services such as adding a Landing Page, refreshing the design elements, updating of technology in the website design, engineering, search engine optimization, content management and other elements associated with the SWAT website.
- Ideal respondent has provided or currently provides website services to a local government entity.

- Ability to attend two (2) SWAT TAC meetings whereby SWAT TAC members will have opportunity to review and comment on the draft SWAT website and review final website, followed by attendance at a SWAT meeting to present final website updates to Committee members.

Proposal Content

All proposals shall include, at a minimum, the following:

1. Name of firm or designer, address, name of contact person, and phone number and a brief description of the company and its services.
2. Number of years of experience respondent has in installing and supporting similar systems.
3. Separation of one time and recurring costs for: website design, infrastructure, training, hosting, etc. Please note that SWAT expects the website design and development project to be delivered within a “not to exceed” budget of \$10,000 (SWAT will budget \$2,000 annually for on-going website maintenance).
4. Description of the proposed process for website design including how you intend to gather all of the required information, format preferred, timeline/phasing for project from initiation to completion/“go-live” date, and assistance expected from SWAT in order to complete this project. Also describe how minimum requirements will be met.
5. Description of ongoing support provisions, including a provision for a warranty for a period of no less than six months after website “goes live.” Support provisions shall also include workflow guidelines/instructions for basic website functions for reference by future SWAT TAC staff.
6. Provide any additional information that may be useful to SWAT in evaluating the qualifications of the firm.
7. Provide a list of clients (current or former, within 5 years) that may be contacted as references.

Evaluation Criteria

The following criteria will be used in evaluating proposals:

1. Ability of the same respondent to provide all aspects of the proposal: design, infrastructure, hosting and training.
2. Compliance of the firm/designer and proposal with the Minimum Requirements and provides the features and capabilities outlined above.
3. Responses to requests for additional information submitted to the respondents.
4. Degree to which the proposed system is user friendly and easily maintained by SWAT staff.

5. References.
6. Proposed fee for the contract period and any additional charges. (Budget is a “not to exceed” amount of \$10,000 for website design \$2,000 annually (2-year contract) for on-going website maintenance.
7. Recommended solutions that are innovative and feasible (within the stated criteria and goals) that may not have been mentioned in this RFP.

Evaluation Process

The proposals will be reviewed by the Selection Committee who will also participate in any interviews and provide the SWAT Board Members with a ranked list of candidates. Notwithstanding the recommendation of the Selection Committee, the SWAT Board Members will make the final recommendation to the SWAT TAC. Interviews are tentatively scheduled for the week of May 17, 2021. Interviews will be scored/ranked. Notwithstanding the recommendation of the SWAT TAC, the SWAT Board Members will make the final selection, subject to satisfactory conclusion of negotiations. A presentation to the SWAT Board is required. SWAT reserves the right to request additional information from any prospective design firm at any time during the evaluation and selection process. SWAT reserves the right to negotiate fees, as well as any additional charges.

Demonstration of Products

At the option of SWAT TAC, and as a condition prior to selection, respondents will be required to demonstrate the functionality of the proposed system. The demonstration must be conducted with the products proposed and must be able to demonstrate the functionality as it would be implemented for SWAT. If SWAT TAC elects to have a demonstration, the respondent will be required to do so during a regularly scheduled SWAT TAC meeting. Failure to agree to the demonstration will disqualify the responder. A minimum expectation of respondents to this RFP will be presentation(s) to SWAT. It is understood that any costs for on-site demonstrations shall be the sole responsibility of the respondents.

Submitting Proposals

All RFQ/RFP responses must be submitted via e-mail in a single PDF file (preferred method to save resources) or postal mail to the following address:

E-Mail (preferred): lbobadilla@sanramon.ca.gov

Postal Address:

City of San Ramon
Transportation Division
Attn: Lisa Bobadilla
7000 Bollinger Canyon Road
San Ramon, CA 94583
(925) 973-2651

The deadline for the submittal is **May 6, 2021 at 5:00 p.m.**, Pacific Time. Submittals received after the deadline will not be accepted. Proposals submitted via e-mail will be acknowledged within one business day.

CONTRACTOR SELECTION SCHEDULE The successful Contractor shall be selected based on a combination of relevant experience, qualifications and the cost proposal.

Milestone	Date
Release RFP/RFQ	April 6, 2021
Proposals Due	May 6, 2021 at 5:00 p.m.
Interview Firms (if necessary)	Week of May 17, 2021
Approval of Selected Firm	July 2021

Issuance of the RFP does not commit SWAT to award a contract, to pay any costs incurred in preparation of the proposals in response to this request. SWAT reserves the right to reject any and all proposals, in whole or in part, to waive any formalities, and to re-advertise or to discontinue this process without any prejudice. Disadvantaged Business Enterprises are encouraged to submit proposals and will not be subject to discrimination based on race, sex or national origin.

PAYMENT FOR SERVICES

Initial payment will include services for the SWAT website design for continuous operation 24 hours a day, 7 days a week, featuring Web interface options that can accommodate individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). See rules and an example at: <http://www.ada.gov/websites2.htm> and must include a sub-page section for the LPMC and another subsection for LFFA where LPMC and LFFA related documents will be housed similar to SWAT.

Upon completing the SWAT website design, etc., the service contract is a twenty-four-month period. The Contractor shall be paid for services rendered and invoiced each month, unless otherwise agreed upon between SWAT and the Firm. Proposers are expected to estimate the price for services per year and complete Form B: Pricing Summary.

TERMS OF CONTRACT

The contract would be valid for twenty-four months (July 2021 through June 2023), to align with the fiscal year), with the ability to allow for two (2) one-year extensions, for the service contract, upon mutual agreement of SWAT and the Contractor.

INSURANCE COVERAGE

The selected Contractor shall be required to procure and maintain automobile liability of \$300,000 or greater for each occurrence and \$100,000 or greater per person for bodily injury and property damage. If the Contractor hires any employees, Worker's Compensation as required by the State of California, and Employers' Liability Insurance, one million dollars (\$1,000,000) per accident for bodily injury or disease.

RESPONSE FORMAT

All submittals shall include the following information:

1. **Form “A” – Applicant Information:** Please complete all fields listed in Form “A” describing information about the Contractor.
2. **Form “B” – Price Summary:** Please complete all fields listed in Form “B.” The price summary shall include an estimate of the cost for services. It should also include a fee scale or hourly rate for development of additional site functions.
3. **Description of Experience and Qualifications:** Provide a description of your firm’s experience, training and educational and professional background of your firm’s staff. This should include any relevant information in providing professional accounting services for a government entity.
4. **References:** Please provide at least three professional references (past clients or employers) relevant to this type of service.

CONTACT

Any questions on this Request for Qualifications/Request for Proposals (RFQ/RFP) shall be directed to:

Lisa Bobadilla SWAT Administrative Staff

E-Mail: lbobadilla@sanramon.ca.gov

Telephone: (925) 973-2651

FORM A
Applicant Information

Applicant Last Name (if individual is applying)		Applicant First Name		Applicant Middle Name	
Other Names Applicant is known by (if individual is applying)				Applicant Social Security No.	
Applicant Business Name (if a Contractor is applying)					
Applicant Business Representative Name (if Contractor is applying)					
Applicant Address		City		State	ZIP Code
Phone ()	Fax ()	Mobile ()			
E-Mail Address					

FORM B
Price Summary

Cost Estimate (Total Cost)	\$
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Lisa Bobadilla

May 6, 2021

BlinkTag, Inc. is pleased to present our proposal for creation of a modern, manageable website for the Southwest Area Transportation Committee. We are a San Francisco based team specializing in public outreach and web design for government agencies, startups and nonprofits. Our previous web-based projects in Contra Costa County with other transportation entities such as 511 Contra Costa, WCCTAC, County Connection and Tri Delta Transit make us a great choice for building this new website.

BlinkTag has designed and built over 150 public-facing websites for government agencies, startups and nonprofits in California and around the world. The majority of these projects involved defining intuitive and user-friendly information architecture, extending branding to update look and feel, and establishing content management systems that facilitate dynamic content and automated workflows.

Thank you for the opportunity to submit our qualifications. We look forward to working together to create effective technical solutions for SWAT's staff and constituents.

Sincerely,

Brendan Nee

A handwritten signature in black ink that reads "Brendan Nee". The signature is written in a cursive, flowing style.

Principal, BlinkTag
Phone: 415-373-6442
brendan@blinktag.com
390 1st St #1208
San Francisco, CA



Firm Profile

BlinkTag makes technology easy for city and transportation planning professionals. Founded in 2007, the firm includes city planners, programmers, transportation engineers, graphic artists, social media managers, and interaction designers. BlinkTag uniquely understands the structural barriers separating communities from public resources, as well as the challenges public agencies and nonprofits face in reducing those barriers, because many of our technical staff are also experienced city planners. Understanding the obstacles inherent to consumers, we develop tools that are intuitive and responsive to the public as well adaptable and useful to researchers and developers.

BlinkTag is a California S-Corporation based in San Francisco, CA. BlinkTag has 5 staff members. BlinkTag's financial condition is excellent and does not have any conditions that would hamper our capacity to perform the services outlined in this document.

Approach

A thoughtful listening process distinguishes our work, for both our clients and the industry as a whole. We begin each project by walking through needs and challenges with the organization, and adapt each strategy to best succeed in its context. Every website, campaign, or recommendation is informed by best practices from the global community of public engagement practitioners.

Design Approach

Our approach to graphic design relies heavily on context and accessibility. As with any public-facing deliverable, we seek to fully understand the audience before producing any products. What expectations will viewers bring with them? How can we clarify our design to deliver its message as succinctly as possible? With what other visuals will it be competing? For each campaign, we define a style guide and visual language that can be applied consistently across mediums. Depending on the project's constraints, we prefer being able to create and test a range of options with future users. Visuals should not be ornamental when used effectively, they reinforce and support content.

Accessibility is a priority for BlinkTag. We redesigned sections of the BART website to be more easily read and understood by people with limited visual capabilities. BlinkTag is well versed in the standards of Lighthouse International for effective print and digital design. We find that by striving to make content legible to those with impairments, the end product is actually more legible and useful to all.

Development Approach

BlinkTag adheres to the tenets of user-centered design. Successful design and strategy are informed by users' wants and needs, rather than assumptions. To that end, before writing any code we listen to our clients. We strive to understand our audience and goals, and allow them to inform every step of the project. Then we apply design research tactics, including rapid prototyping, wireframes, iterative development, and contextual inquiry to ensure that our deliverables satisfy both the audience and agency goals.

We favor regular communication via email, phone, and in person to maintain a collaborative relationship with our client thought-partners. BlinkTag brings knowledge of industry practices and standards to any project and can offer advice on practical matters such as cost-trade offs, security practices, and future maintenance.

Not only do we want the outward facing portions of a website to serve the client, but the internal, as well. We've built dozens of websites in the Wordpress platform, a popular and easy-to-use content management system that powers approximately one fifth of the entire Internet. BlinkTag prefers building sites that our clients can confidently manage without us. Of course, we're also available to make periodic, scheduled, and emergency updates as needed.

BlinkTag uses open source languages and frameworks wherever possible. Our projects always include full documentation of how to build and run the code locally and how to deploy changes to staging and



production. BlinkTag uses version control systems and ensures that our clients own and can access the code for any projects that we work on.

Additionally, BlinkTag supports tools that can be reused by the public. This includes both open source (meaning that others can modify and reuse it for their own purpose without cost) and free/libre (additionally, others can never charge for their derivations) licensing.

Proposal

Below is a proposal for developing a new website for the Southwest Area Transportation Committee, broken into three phases.

Phase 1 – Information Architecture

In this phase, BlinkTag will work with SWAT staff to develop a sitemap and navigation, focusing on content, structure, and organization. Our work will focus on making the website as user-friendly for both its administrators and visitors as possible.

1.1 Start-up meeting. BlinkTag will meet virtually with SWAT staff at the beginning of the work period. The primary goals of this meeting will be to share essential background information, identify preferred technologies, and agree upon collaboration tools, schedules, and processes.

1.2 Asset inventory. Beginning after the start-up meeting, and under SWAT staff's direction, BlinkTag will create a full inventory of existing assets. This will include a list of desired pages, logos, branding, color scheme, print materials, photos and videos. BlinkTag will also collect information on what works well on the current website and what aspects need improvement.

1.3 Website sitemap and Content review. Using the materials developed above, BlinkTag will use interactive and visual facilitation methods to develop a website sitemap with SWAT staff. This architecture will prioritize ease of navigation across existing and planned content for all user personas. The sitemap will be based on the existing website architecture while incorporating feedback from stakeholders and reviewing best practices from other agency websites. Also during this phase, any adjustments to site wording and content can be made - all text will be reviewed and suggestions for making things more concise and compelling will be made.

At the end of this phase, we will have an updated sitemap for the new site that will seamlessly integrate all information across the SWAT website. This will include a hierarchy of content that will provide an intuitive navigation structure, including homepage content, reducing extraneous content and filling in gaps as needed.

Phase 2 – Design

In this phase, BlinkTag will deliver a website design that maintains the SWAT brand and the hierarchy of content established by Phase 1 while updating the current design to work on modern laptops, larger monitors and mobile and tablet devices. This will be done in a way that minimizes re-inventing the wheel. Best practices for responsive design will be taken from other agency websites.

In an effort to minimize time and cost, only one design concept will be created. Additional design revisions can be done as needed, but this will increase the cost from the proposed budget.

2.1 Homepage custom template design concept. The homepage of the SWAT site will be a custom page template which will allow administrators to feature the most important content in the most visible



locations. This design concept will be a mobile-first concept which will expand to be wider on desktop devices. The site design will emphasize intuitive and consistent navigation making information easy to find.

2.2 Subpage template design concept. A simple template design will be created for subpages. It will be mobile friendly and work across all devices, and be flexible enough to accommodate the content types identified in Phase 1.

At the end of this phase, SWAT will have a strong design template for the website. If appropriate, this would be a good point for the SWAT TAC to review the designs and issue comments.

Phase 3 – Development

In this phase, BlinkTag will develop and deploy a new website to implement the templates and style guide developed in Phase 2.

3.1 Implement CMS and site hosting. BlinkTag recommends Wordpress as its preferred CMS. This is based on our past experience developing websites and the user experience of non-technical staff using content management systems to create, edit and manage content.

Wordpress will provide:

- Core functionality – creating, editing, deleting, versioning, organizing pages
- WYSIWYG editor – draft, review, publish, scheduling, versioning
- Asset management – data, image, and video files
- Search – thoroughness (page content and files), speed, display
- Customization – news stories, alerts, calendar of events, web forms, social media
- Roles and permissions – multi-user login, multiple roles, management of user permissions
- Accessibility – ADA support for images, videos, menus and enforcing a structure that maintains accessibility.
- Mobile-friendly – updates made in CMS should push to main and mobile sites simultaneously
- Performance – Caching and a content delivery network (CDN) will be enabled which will make the site extremely fast to load worldwide

In addition, the CMS will allow for integration with the following tools and applications:

- Interactive maps – Maps of property locations can be created and embedded into the site using google maps or mapbox.
- Social media – BlinkTag will work with SWAT to develop an integration plan that will identify opportunities throughout the website to reference and embed social media, design relevant content for easy sharing, and embed social media links as appropriate.
- Social meta tags – When links to properties are shared, relevant photos and info show up on Facebook, Twitter, Instagram and more.
- RSS – For users who want to subscribe to posts published by SWAT.



Blinktag recommends hosting the site on WPEngine. WPEngine is the best modern Wordpress host available, and provides site caching, top notch security and excellent support should any issues arise. It also provides a staging environment which can be used for testing out future updates to the website before they go live to the public.

3.2 Iterative development. BlinkTag will begin developing groups of features during regular two-week development cycles. Each cycle will focus on a narrow set of functionalities: building the features, thoroughly testing, and presenting the product to SWAT staff for review. At this point we foresee development being split into the following three cycles:

- Develop homepage template and subpage template and sitewide styles.
- Accessibility and mobile device testing to ensure compatibility across devices and platforms.
- Migrate all content from existing website to the new website using manual and automated processes.

3.3 Final testing and updates. After iterative testing within BlinkTag and SWAT staff, BlinkTag will conduct a final rigorous round of testing. This is the point where feedback from the second SWAT TAC meeting can be incorporated.

3.4 Launch. After attending a SWAT TAC meeting to collect final comments, BlinkTag will deploy the new website. BlinkTag will be available for immediate on call support during the transition - no downtime will be required to make the new site live.

At the end of this phase, SWAT will have a new website, compatible with standard web browsers, mobile-optimized, and compliant with ADA regulations.

Project Scope

In order to keep this project within the defined budget, the following scope will be applied:

- Meetings and calls will be minimized. Organized, frequent communication via email will allow the project to be completely as efficiently as possible. If needed, a task tracking system such as Asana will be used to organize conversation. Whenever possible, project check ins will happen via email instead of scheduled calls or meetings.
- Text for the site will be developed and discussed using online collaboration tools like Google Docs. This will allow everyone involved to review the latest version, make comments and make edits.
- Client will provide all images, logos, videos and graphic assets to be used on the site. These will be named in a consistent format and well organized into folders on Google Drive.
- After all content is added to the site, client staff will be responsible for making further edits to page text and images directly using the Wordpress interface.
- Only one design concept will be created in each design phase (homepage design phase and subpage design phase). BlinkTag will work closely with client to define colors, typefaces, and

image assets as well as review other existing websites to find examples to ensure that the design concept developed stays close to the current branding.

- The website will rely on the Bootstrap style framework to make it fully responsive for mobile devices. Using a well documented, well-tested framework will simplify site development and testing while ensuring that it works perfectly across a wide range of mobile devices and tablets. The final design will need to fit into the bootstrap framework and use the components provided by this library: <https://getbootstrap.com/docs/4.5/components/> The development of custom site components is outside of the scope for this proposal.
- The site will be hosted on WPEngine. This will reduce the amount of work required to set up and deploy the site.

Budget

Below is a budget proposal.

Item	Hours	Rate	Cost
1.1 Startup Meeting	1	\$200	\$200
1.2 Asset Inventory	2	\$200	\$400
1.3 Sitemap and Content Review	2	\$200	\$400
2.1 Homepage Design Concept	5	\$200	\$1000
2.2 Subpage template design concept	2	\$200	\$400
3.1 Implement CMS and Site Hosting	2	\$200	\$400
3.2 Iterative Development	30	\$200	\$6,000
3.3 Final Testing and SWAT TAC meeting	4	\$200	\$800
3.4 Launch	2	\$200	\$400
Total			\$10,000

Schedule

The site can be completed in two months from project kickoff with an additional week afterwards to for search engine optimization. This will require close coordination with SWAT staff to make sure all questions and decisions are responded to promptly and does not budget time for delays due to scheduling SWAT TAC meetings and review - scheduling and deployed feedback will require a longer schedule.

Item	Schedule
1.1 Startup Meeting	1 day
1.2 Asset Inventory	2 days
1.3 Sitemap	2 days
2.1 Homepage Design Concept	3 days
2.2 Subpage template design concept	1 day
3.1 Implement a CMS and Site Hosting	1 day
3.2 Iterative Development	3 weeks
3.3 Final Testing	3 days
3.4 Launch	1 week
Total	7 weeks



Maintenance

Following the launch of the site, BlinkTag will be available for support and troubleshooting for the new site. We offer one to three business day response times for non-critical communications, and can provide emergency contact information.

Blinktag monitors Wordpress security news and will apply all security patches to Wordpress core and affected plugins within 24 hours of their availability and perform a complete review and test of the site. Blinktag will also apply non-critical plugins and core updates on a periodic basis.

Additionally, the site will be set up with WordFence monitoring and hosted on WPEngine, a best-in-class web hosting provider tailored to wordpress which provides active defenses and monitoring of security issues 24/7.

Item	Hours	Rate	Cost
1.1 Monthly Maintenance	0.75	\$200	\$150
Total Monthly Cost			\$150

Experience

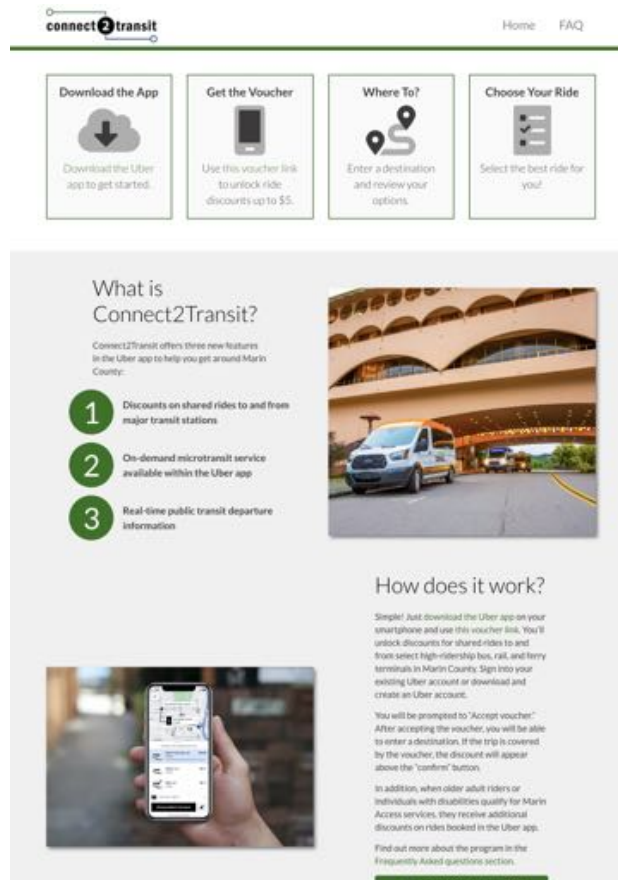
The next pages detail some relevant past projects. View these and more at <https://blinktag.com/projects>

Connect2Transit

Overview: BlinkTag was hired by Marin Transit in 2020 to develop a mobile-optimized site for their new Connect2Transit program.

BlinkTag quickly designed and built a mobile-optimized site with an emphasis on user experience. The site is designed to be visually appealing while explaining the intricacies of the Connect2Transit program in an easy-to-understand way. It is fully ADA compliant and received a 100% score in best practices, accessibility and search engine optimization by Lighthouse, an open source website profiling tool.

Viewable at connect2transit.com





511 Contra Costa (511CC)

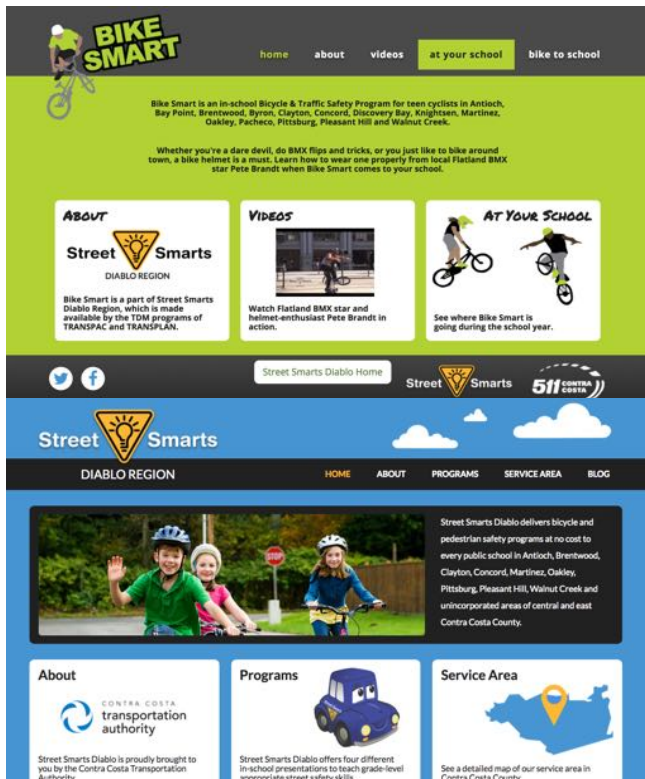
Year Founded: 1988

Overview: For over a decade, BlinkTag has worked with 511CC to implement a variety of transportation demand management (TDM) programs in Contra Costa County. BlinkTag's role spans numerous projects, including designing, developing, and implementing web projects:

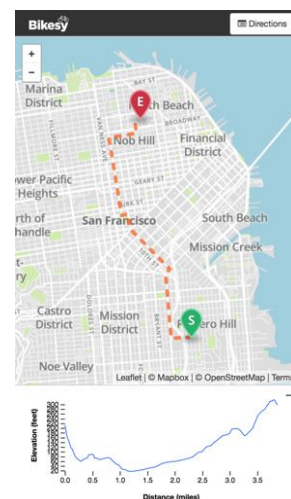
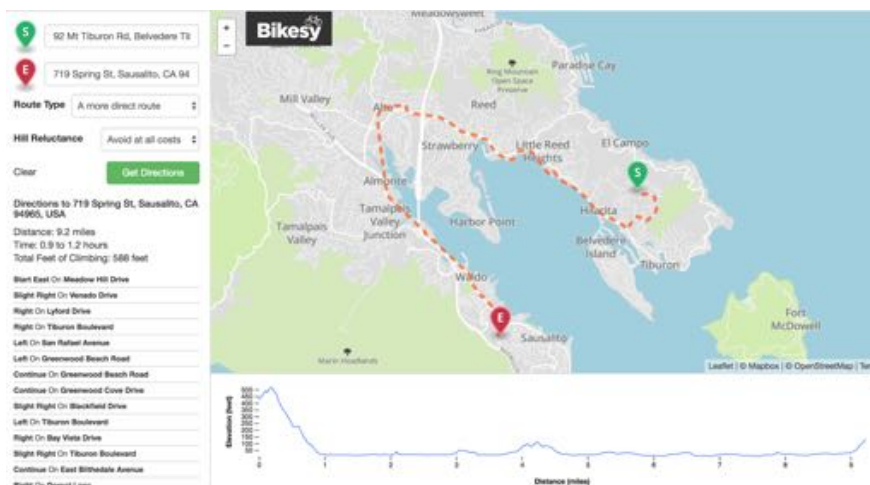
- The primary 511CC website, powered by Wordpress (511contracosta.org), built in 2007, which BlinkTag continues to improve and maintain.
- Online form systems for all of 511 Contra Costa's TDM programs.
- A highly customizable and comfort-based routing application (bikesy.com), built in 2013.
- Four smaller, more flexible websites, including complete branding. First built in early 2016 with HTML/CSS, expanded later in 2016 to Wordpress for blog support (streetsmartsdiablo.org).
- A pop-up survey system for short, single question polls.
- A web-based platform to manage the county's Guaranteed Ride Home program, which increased program participation while reducing administrative time (grh.511contracosta.org/register).

BlinkTag also manages 511CC's social media presence, which currently includes a monthly newsletter, weekly blog posts, and daily Twitter and Facebook updates. BlinkTag monitors relevant partners and sources to produce daily original content with close guidance from 511CC. This content often includes original graphic design and microsites. Because of this close relationship, BlinkTag is able to take on the agency's voice, while facilitating dialogue between staff and the riding public.

In addition to a highly active Asana dashboard and regular calls and emails, BlinkTag and 511CC meet quarterly to review ongoing projects, brainstorm future projects, and generally advise the agency on technology and digital engagement strategy. Many of the projects above were started in these brainstorms, but we especially appreciate 511CC's willingness to experiment. Through BlinkTag, 511CC was the first public agency on FourSquare, and is now leading the Bay Area in app-based carpool integration. We've worked together to support projects large and small that support 511CC's mission, from training staff on taking better photos for social media to developing an in-school neon-bike building workshop for students.



Bikesy



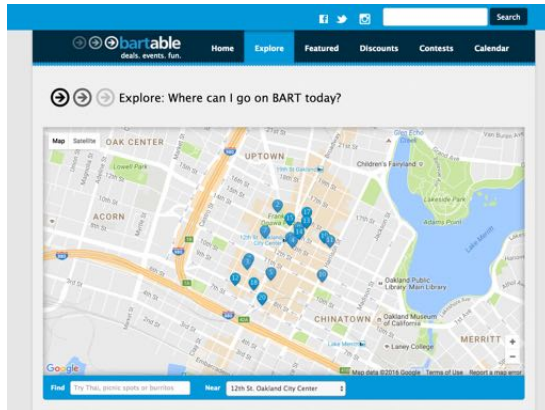


Bay Area Rapid Transit (BART)

Year Founded: 1957

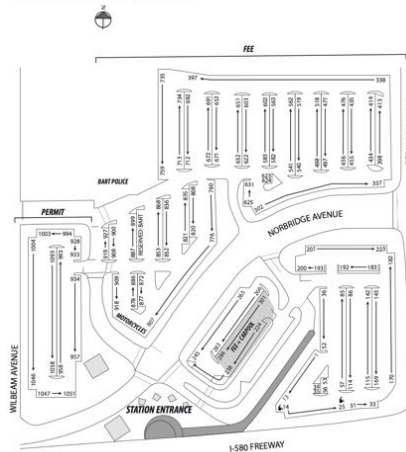
Overview: BART is the San Francisco Bay Area's regional rail system, and provides over 420,000 trips on a typical weekday. BlinkTag has enjoyed a wonderfully collaborative relationship with both BART's Technology Department and Customer Access Department. In addition to website design, development, and implementation, BlinkTag has worked with BART on more general research and design to improve customer information and access. Since 2013, BlinkTag has delivered:

- The Drupal-based BARTable website, which aggregates special events, discounts, and other activities near BART stations. BlinkTag designed, developed, and implemented this site.
- The branding for the BARTable program which is used in print, station advertisements, video, and web-based outreach to promote using BART for non-commute trips.
- An asset inventory of BART's 45,000 parking spaces, including both a spreadsheet summary and customer-oriented facility maps.
- A set of customer-oriented accessible pathway diagrams for all 46 designed stations in the BART system.
- Strategic planning advice for BART's 2016 AccessTech Summit, co-hosted with the Center for Independent Living.
- Continuous on-call support to maintain rider information during the 2011 Anonymous attacks against BART's website.

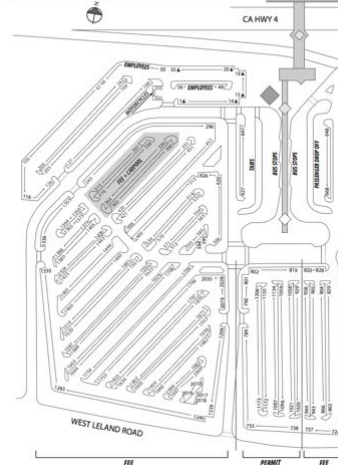


Parking Inventory

CASTRO VALLEY STATION

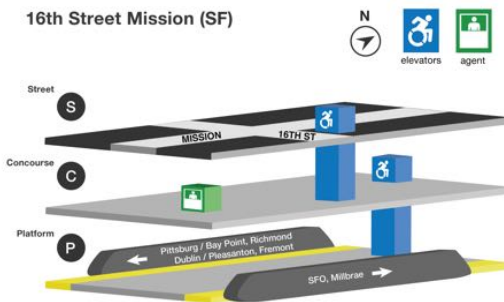


PITTSBURG / BAY POINT STATION

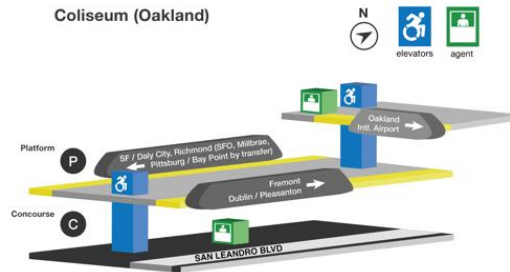


Accessible Pathway Diagrams

16th Street Mission (SF)



Coliseum (Oakland)





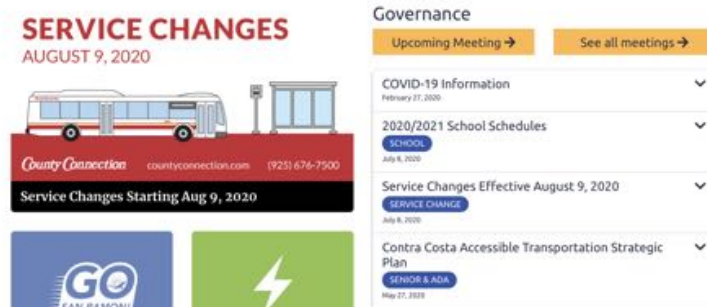
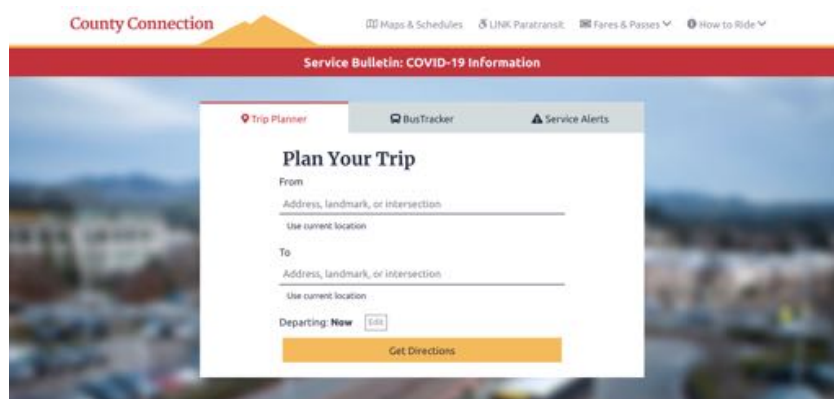
County Connection

Year Founded: 1980

Overview: County Connection is the primary transit operator in Central Contra Costa County, providing fixed-route and paratransit service to about a dozen communities including the City of Walnut Creek. BlinkTag has worked with County Connection since 2010 on a variety of projects, including designing, developing and implementing a transit website.

BlinkTag created County Connection's current responsive, mobile-friendly website. The site is built with WordPress, and BlinkTag worked with County Connection staff to build custom content types and processes so that County Connection staff can keep information up-to-date as easily as possible. The goal of this redesign was to make every page extremely mobile-friendly and to make sure mobile users could quickly access the most relevant information for transit riders. BlinkTag trained County Connection staff to update the website, and apply best practices to social media. BlinkTag documented all of these topics so that new and existing staff have reference material on managing their web presence.

BlinkTag also helped County Connection create and publish a GTFS feed of route and stop information. By publishing open data, their agency's transit routes are available in Google Maps, Apple Maps and many other third-party systems that use transit information. BlinkTag built a system to generate schedule pages on their website based on the agency's GTFS feed. This ensures that the information on each schedule page is as accurate as possible, and also helps test the validity of the agency's GTFS feed.



Overview: MVgo offers transportation programs in Mountain View, California including a community shuttle system, first and last mile solutions and a guaranteed ride program. BlinkTag designed and implemented a mobile-optimized website which features an interactive system map, real time arrival predictions, a trip planner and program pages. The content is easily editable by MVgo administrators as it is built entirely on Wordpress.



Overview: BlinkTag worked with the Harvard Graduate School of Design and the Ford Foundation to develop Solo Kota Kita, a web-based tool for neighborhood advocacy and citizen planning in Surakarta (Solo), Central Java, Indonesia.

For the first time ever, census-style data was collected, analyzed and made available via interactive maps, downloads, charts and tables. This allowed citizens who participate in “musrenbang” to access information about how their neighborhood is developing and learn more about the demographics of their neighborhood and city.

BlinkTag Inc developed an interactive map that allows users to explore the census data collected as part of the project. Many different layers of data are available including poverty, health, water and education statistics. Information was compiled on a neighborhood level for the entire city of Solo. Photos were organized for every neighborhood highlighting infrastructure, people and other neighborhood highlights. Neighborhood demographics are pulled into charts and tables, and the original datasets are also made available for anyone wanting to do their own detailed analysis. This is all contained inside of a completely bi-lingual website powered by WordPress which allows the Solo Kota Kita team to easily manage the content in both English and Bahasa.





Design Your Own Transit System

Overview: BlinkTag has built interactive budgeting web applications for over 30 transportation agencies. These web-based tools serve two purposes: collecting data on user preferences and educating users about the costs and benefits of investments and improvements in transit systems. Each site is completely customized for the agency based on potential improvements they are considering and the benefit categories they want to measure. The results of the survey are provided to the agency as a CSV file for use in comparing how different groups of transit users prioritize various improvements and investments.

BlinkTag has built Design Your Transit System sites for Long Beach Transit, Boulder Transit, BART, Santa Monica Big Blue Bus, Lincoln Transit, Chapel Hill Transit, Foothill Transit, Ohio DOT, Salt Lake City and Fort Worth Transportation Authority, Orange County Transportation Authority, Long Beach Transit and The Kaua'i Bus.


An open-source version of the Design Your Transit System survey is available on github:

<https://github.com/BlinkTagInc/design-your-transit-system>

An example of this interactive tool is available at: <http://design-your-transit-system.blinktag.com/>

The screenshot shows the 'Design Your Transit System' web application interface. At the top, there's a 'Strategies' tab and a 'Community Benefits' section with three sub-tabs: 'Ridership', 'Access to Transit', and 'Passenger Experience'. Below these are four columns for selecting benefits: 'Ridership', 'Access to Transit', 'Passenger Experience', and 'Cost to Run the Service'. The main area is titled 'Improve Existing Bus Routes' and lists six strategies with icons and descriptions. Each strategy has a row of sliders for the four benefit categories and a cost indicator. To the right, a sidebar shows 'YOUR OVERALL BENEFITS' with input fields for each category and 'YOUR TOTAL COSTS' with a slider and a 'Proceed to Next Page' button.


Strategy	Ridership	Access to Transit	Passenger Experience	Cost to Run the Service
1. Provide frequent service in major corridors (5 min, 10 min, 15 min)	=====	=====	=====	\$\$\$\$\$
2. Operate service until 1 AM (service now ends before 11 PM)	=====	=====	=====	\$
3. Provide service at least every 30 minutes	=====	=====	=====	\$\$\$\$\$
4. Provide service until 10 PM	=====	=====	=====	\$\$
5. Provide Saturday service on most routes	=====	=====	=====	\$\$\$
6. Provide Sunday service on most routes	=====	=====	=====	\$\$



Kaua'i Bus Design Your Transit System

How would you improve transit on Kaua'i?

Kaua'i has a good transit system, but we want to make it even better. This is where we need your help! This exercise allows you to select potential improvements that you think will improve the buses on Kaua'i.



Instructions

1. Select the options that you would like to see and stay within the \$20 budget. Each strategy you select will cost between \$1 and \$5. All options add to \$58 so pick what is most important to you!
2. Be sure to scroll to the bottom of the page to view all 22 options under the three boxed areas of "Bus Service", "Bus Stops and Customer Information" and "Buses and Facilities".
3. When you've selected all the options you like, click the blue "Proceed to Next Page" button. You will be taken to another survey page with additional questions.

Community Benefits

Ridership	Speed & Reliability	Access	Passenger Experience	Environment
?	?	?	?	?

Cost

Strategies

Bus Service						
Provide more frequent service on weekdays Local routes operate more frequently than they do today. For example, a route that currently runs every 60 minutes would run every 30 minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$\$\$\$
Provide more frequent service on weekends Local routes operate more frequently than they do today. For example, a route that currently runs every 2 hours would run every 1 hour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$\$
Provide more hours of service on weekdays Local routes run earlier and later than they do today on weekdays. For example, a route that currently runs between 6am-10pm would run between 5am-midnight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$\$\$

Reset All Choices

YOUR OVERALL BENEFITS

Ridership

Speed & Reliability

Access

Passenger Experience

Environment

YOUR TOTAL COSTS

Maximum is \$20

Proceed to Next Page



Caltrans Induced Travel Calculator

Overview: BlinkTag worked with the National Center for Sustainable Transportation (NCST) at the University of California Davis to build a web-based calculator that estimates how much vehicle travel a freeway or highway expansion will produce.

It's an easy to use tool – just select the type of road (freeway or highway), the county in California it will be added to and the number of lane-miles added. The calculator instantly reveals how many additional millions of vehicle miles traveled will occur if the project is built.

It is based on data from several studies that measured the change in travel on hundreds of general-purpose and carpool lane additions in California. Those underlying studies have shown that capacity expansion tends to lead to a net increase in travel over time.

Streetsblog wrote an article about the Induced Travel Calculator:

“This tool is important now for a number of reasons. For years, California planners have responded to congestion by making highways wider so they can carry more cars. The result has been, not so surprisingly, more cars on those roads. Transportation planners argue that most new travel is pent-up demand that would happen anyway, but research has long shown that building more capacity leads to more driving.”

See full article:

<https://cal.streetsblog.org/2019/05/01/national-center-for-sustainable-transportation-explains-new-induced-travel-calculator/>

Calculator

1. Select facility type

- ☒ Interstate highway (class 1 facility)
- ☐ Class 2 or 3 facility

2. Select MSA

San Francisco-Oakland-Hayward

3. Input total lane miles added

12 miles

Calculate Induced Travel

Results

92.8 million additional VMT/year

(Vehicle Miles Travelled)

San Francisco-Oakland-Hayward MSA currently has **1652 lane miles** of Interstate highway on which **12771 million** vehicle miles are travelled per year.

A project adding **12 lane miles** would induce an additional **92.8 million** vehicle miles travelled per year.

San Francisco-Oakland-Hayward MSA consists of 5 counties (Alameda, Contra Costa, Marin, San Francisco and San Mateo).

This calculation is using an elasticity of **1.0**.

[Read more about this calculator](#)

References

511 Contra Costa

Corinne Dutra-Roberts
Program Manager
Phone: 925-360-4508

BART

Tim Moore
Webmaster
Phone: 510-464-7128

County Connection

Melody Reeb
Manager of Planning
Phone Number: 925-680-2029

Tri Delta Transit

Maria Arce
Chief Communications Officer
Phone Number: 925-754-6622

Marin Transit

Robert Betts
Director of Operations and Planning
Phone Number: 415-226-0860

Valley Transportation Authority (VTA)

Cody Kraatz
Administrator of Digital Communications
Phone Number: 408-321-2300

FORM A
Applicant Information

Applicant Last Name (if individual is applying)		Applicant First Name		Applicant Middle Name	
Other Names Applicant is known by (if individual is applying)				Applicant Social Security No.	
Applicant Business Name (if a Contractor is applying) BlinkTag Inc					
Applicant Business Representative Name (if Contractor is applying) Brendan Nee					
Applicant Address 390 1st St #1208		City San Francisco		State CA	ZIP Code 94105
Phone (415) 3736442		Fax ()		Mobile (415) 3736442	
E-Mail Address brendan@blinktag.com					

FORM B
Price Summary

Cost Estimate (Total Cost)	\$ 11,800
-----------------------------------	------------------

Website Creation \$10,000
Ongoing Maintenance for 1 year \$1800

Additional Development Rates
Programming \$200/hour
Content Development, Marketing and Social Media \$100/hour

AGENDA ITEM 7



COMMISSIONERS

Teresa Gerring, Chair

Chris Kelley, Vice Chair

Newell Americh

Tom Butt

Federal Glover

Loella Haske

David Hudson

Karen Mitchoff

Sue Noack

Lamar Thorpe

Holland White

Timothy Haile, Executive Director

MEMORANDUM

To: Matt Todd, TRANSPAC
Lisa Bobadilla, SWAT
John Cunningham, TRANSPLAN
Lisa Bobadilla, TVTC
John Nemeth, WCCTAC
Mike Moran, LPMC *John Haile*

From: Timothy Haile, Executive Director

Date: April 30, 2021

Re: Items of interest for circulation to the Regional Transportation Planning Committees (RTPCs)

At its April 21, 2021 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

1. Quarterly Project Status Report (QPSR)

Recommendation: This is an informational item only; no staff recommendation at this time.

Action: *The Authority Board received an informational report on the status of the current Measure projects.*

2. Quarterly Project Status Report (QPSR) for Transportation for Livable Communities (TLC) and Pedestrian, Bicycle, and Trail Facilities (PBTF) Projects

Recommendation: This is an informational item only; no staff recommendation at this time.

Action: *The Authority Board received an informational report on the status of the current Measure projects.*

3. Authorization to Execute Consultant Agreement No. 564 with WSP for Development of a Bi-County Activity-Based Model

Recommendation: Staff sought authorization for the Chair to execute Agreement No. 564 with WSP in an amount not-to-exceed \$1,049,030 for development of a Bi- County Activity-Based Model.

Action: The Authority Board authorized the Chair to execute Agreement No. 564 with WSP in an amount not-to-exceed \$1,049,030 for development of a Bi- County Activity-Based Model.

4. Circulation of Draft Fiscal Year (FY) 2021-22 Congestion Management Agency (CMA) Budget

Recommendation: Staff sought Authority Board approval to send the preliminary draft FY 2021-22 CMA budget to the Chair of the Public Managers' Association (PMA) for circulation and approval from each member and authorize staff to make minor refinements to the budget as-needed prior to circulation.

Action: The Authority Board authorized staff to send the preliminary draft FY 2021-22 CMA budget to the Chair of the Public Managers' Association (PMA) for circulation and approval from each member and authorized staff to make minor refinements to the budget as-needed prior to circulation.

5. Approval of Proposed Funding Allocation Policy (Policy)

Recommendation: Staff sought approval of Resolution 21-15-P, which would approve the proposed Policy aimed at defining the process for updating the approved Allocation Plan, establish a process to program future funding sources, and develop the Fund Exchange Reserve.

Action: The Authority Board approved Resolution 21-15-P, which approved the proposed Policy aimed at defining the process for updating the approved Allocation Plan, established a process to program future funding sources, and developed the Fund Exchange Reserve.

6. Appoint One Board Member to Serve as the Authority's Representative on the California Association of Councils of Governments (CALCOG) Board of Directors

Recommendation: Staff requested that the Chair appoint one voting Board Member to serve as the Authority's representative on the CALCOG Board of

Directors. The appointed representative would serve on the CALCOG Board of Directors so long as they serve on the Authority Board as a voting member.

Action: The Authority Board appointed Commissioner Haskew to serve as the primary representative, and Vice Chair Kelley to serve as the alternate representative on the CALCOG Board of Directors. The term is based on serving as a voting member on the Authority Board.

7. 2021 Mid-Cycle State Transportation Improvement Program (STIP) Augmentation

Recommendation: Staff recommended combining the programming of the new federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 funds with the 2022 STIP to allow consideration of factors such as the outcome of the Metropolitan Transportation Commission's Safe and Seamless Mobility Quick- Strike program, the 2022 Fund Estimate, and Measure J long-range revenue forecast.

Action: The Authority Board authorized staff to combine the programming of the new federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 funds with the 2022 STIP to allow consideration of factors such as the outcome of the Metropolitan Transportation Commission's Safe and Seamless Mobility Quick- Strike program, the 2022 Fund Estimate, and Measure J long-range revenue forecast.

8. Authorize the Execution of California Energy Commission (CEC) Funding Agreement No. AVR-20-008 to Fund Implementation Strategies from the Contra Costa Electric Vehicle (EV) Readiness Blueprint in the Grant Amount of \$2,467,067

Recommendation: Staff sought authorization for the Chair to sign CEC Funding Agreement No. AVR-20-008 and for the Executive Director to enter into Agreements with the Cities of Richmond and Pittsburg, the Community Choice Aggregator previously named Marin Clean Energy (MCE), and Advanced Mobility Group (AMG) to provide match and to receive grant funding from the Authority.

Action: The Authority Board authorized the Chair to sign CEC Funding Agreement No. AVR-20-008 and for the Executive Director to enter into Agreements with the Cities of Richmond and Pittsburg, the Community Choice Aggregator previously named Marin Clean Energy (MCE), and Advanced Mobility Group (AMG) to provide match and to receive grant funding from the Authority.



SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

May 7, 2021

Mr. Tim Haile, Executive Director
Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597

RE: **SWAT Meeting Summary Report for May 2021**


Dear Mr. Haile:

The Southwest Area Transportation Committee ("SWAT") met Monday, May 3, 2021. The following is a summary of the meeting and action items:

1. Appointed SWAT TAC members to the CCTA Technical Coordinating Committee (TCC) for terms to run through March 31, 2023:

	Primary Representative	Alternate Representative
Planning:	Lisa Bobadilla, San Ramon	Steve Kowalski, Moraga
Engineering:	Jason Chen, Orinda	Siavash Shojoat, Lafayette
Transportation:	Andy Dillard, Danville	Majid Hafezieh, Danville

2. Considered whether to Recommend to Contra Costa Transportation Authority (CCTA) Amending the Lamorinda Action Plan to Allow for the Addition of a Short-Link Southbound Lane on Pleasant Hill Road (Trap Lane) as Part of the Proposed Terraces of Lafayette Project. SWAT members unanimously recommend that the CCTA approve an amendment to the Lamorinda Action Plan as follows:

The two southbound through lanes on Pleasant Hill Road-Taylor Boulevard are proposed as a gateway constraint. The Gateway Constraint Policy would prohibit the addition of any through lanes, except short-link segments that include multi modal transportation options, on any portion of Pleasant Hill Road between SR-24 and the Lafayette City limits to the north of the intersection with Taylor Blvd.

Please contact me at (925) 973-2651, or email at lbobadilla@sanramon.ca.gov, if you need additional information.

All the best,



Lisa Bobadilla
SWAT Administrator

Cc: SWAT; SWAT TAC; Hisham Noeimi, CCTA; Matt Kelly, CCTA, John Hoang, CCTA; Matt Todd, TRANSPAC; John Nemeth, WCCTAC; Robert Sarmiento, TRANSPLAN

TRANSPAC
Transportation Partnership and Cooperation
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County
1211 Newell Avenue, Suite 200
Walnut Creek, CA 94596
(925) 937-0980

May 14, 2021

Timothy Haile
Executive Director
Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597

RE: Status Letter for TRANSPAC Meeting – May 13, 2021

Dear Mr. Haile:

The TRANSPAC Committee met on May 13, 2021. The following is a summary of the meeting and action items:

1. Discussed the draft workplan and budget for fiscal year 2021-2022,
2. Discussed the Measure J Line 20A Draft Funds Program for FY 2021-2022,
3. Received information on 511 Contra Costa regarding spring programs,
4. Received the TRANSPAC Quarterly Financial Report.

Please contact me at (925) 937-0980, or email at matt@graybowenscott.com if you need additional information.

Sincerely,



Matthew Todd
Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff
Matt Kelly and Hisham Noemi, CCTA Staff
John Cunningham, TRANSPAN; Aaron Meadows, Chair, TRANSPAN
Lisa Bobadilla, SWAT; Theresa Gerringer, Chair, SWAT
John Nemeth, WCCTAC; Chris L Kelley, Chair, WCCTAC
Tarienne Grover, CCTA Staff
June Catalano, Diane Bentley (City of Pleasant Hill)



CONTRA COSTA
transportation
authority

COMMISSIONERS

Teresa Gerringer,
Chair

Chris Kelley,
Vice Chair

Newell Americh

Tom Butt

Federal Glover

Loella Haskew

David Hudson

Karen Mitchoff

Sue Noack

Lamar Thorpe

Holland White

Timothy Haile,
Executive Director

MEMORANDUM

To: Matt Todd, TRANSPAC
Lisa Bobadilla, SWAT
John Cunningham, TRANSPLAN
Lisa Bobadilla, TVTC
John Nemeth, WCCTAC
Mike Moran, LPMC *John Haile*

From: Timothy Haile, Executive Director

Date: June 1, 2021

Re: Items of interest for circulation to the Regional Transportation Planning Committees (RTPCs)

At its May 19, 2021 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

- A. Approval of the City of San Pablo Calendar Years (CY) 2018 and 2019 Measure J Growth Management Program (GMP) Compliance Checklist

Recommendation: Staff sought Authority Board approval of the City of San Pablo's GMP Compliance Checklist and payment of \$411,503 in Fiscal Year (FY) 2019-20 Local Street Maintenance and Improvement (LSM) funds to the City of San Pablo, with a second (off-year) payment of FY 2020-21 funds on the one-year anniversary of the first payment.

Action: *The Authority Board approved the City of San Pablo's GMP Compliance Checklist and payment of \$411,503 in Fiscal Year (FY) 2019-20 Local Street Maintenance and Improvement (LSM) funds to the City of San Pablo, with a second (off-year) payment of FY 2020-21 funds on the one-year anniversary of the first payment.*

2999 Oak Road
Suite 100
Walnut Creek
CA 94597
PHONE: 925.256.4700
FAX: 925.256.4701
www.ccta.net

- B.** Approval of the City of El Cerrito Calendar Years (CY) 2018 and 2019 Measure J Growth Management Program (GMP) Compliance Checklist

Recommendation: Staff sought Authority Board approval of the City of El Cerrito's GMP Compliance Checklist and payment of \$435,030 in Fiscal Year (FY) 2019-20 Local Street Maintenance and Improvement (LSM) funds to the City of El Cerrito, with a second (off-year) payment of FY 2020-21 funds on the one-year anniversary of the first payment.

Action: The Authority Board approved the City of El Cerrito's GMP Compliance Checklist and payment of \$435,030 in Fiscal Year (FY) 2019-20 Local Street Maintenance and Improvement (LSM) funds to the City of El Cerrito, with a second (off-year) payment of FY 2020-21 funds on the one-year anniversary of the first payment.

- C.** Approval of Measure J Allocation for the Second Half of Fiscal Year (FY) 2020-21:

- 1.** West County Additional Bus Service Enhancements Sub-Regional Program 19b

Recommendation: Staff sought Authority Board approval of Resolution 21-17-G to allocate Program 19b funds for the second six months of FY 2020-21 in the amount of \$1,225,800.

Action: The Authority Board approved Resolution 21-17-G to allocate Program 19b funds for the second six months of FY 2020-21 in the amount of \$1,225,800.

- 2.** West County Additional Transportation Services for Seniors and People with Disabilities Sub-Regional Program 20b

Recommendation: Staff sought Authority Board approval of Resolution 21- 18-G to allocate Program 20b funds for the second six months of FY 2020-21 in the amount of \$375,875.

Action: The Authority Board approved Resolution 21-18-G to allocate Program 20b funds for the second six months of FY 2020-21 in the amount of \$375,875.

- D.** Authorization to Execute Consultant Agreement No. 565 with Fehr and Peers for Development of a Vehicle Miles Traveled (VMT) Mitigation Program Framework for Contra Costa County (County)

Recommendation: Staff sought authorization for the Chair to execute Agreement No. 565 with Fehr and Peers in an amount not-to-exceed \$451,824 for development of a VMT Mitigation Program Framework for the County.

Action: The Authority Board authorized the Chair to execute Agreement No. 565 with Fehr and Peers in an amount not-to-exceed \$451,824 for development of a VMT Mitigation Program Framework for the County.

- E.** Authorizing the Authority to Serve as Local Access Fund Administrator (LAFA) for the Transportation Network Company (TNC) Access for All Program (Program)

Recommendation: Staff sought Authority Board approval of Resolution 21-30-G to authorize the execution of the certification to serve as the LAFA for the TNC Program for Contra Costa County.

Action: The Authority Board approved Resolution 21-30-G to authorize the execution of the certification to serve as the LAFA for the TNC Program for Contra Costa County.

- F.** Authorizing the Issuance of Approximately \$135 Million Contra Costa Transportation Authority Sales Tax Revenue Bonds, Series 2021 to be Issued in up to Three Separate Series for the Purpose of Refunding the Series 2018A Bonds, Terminating the Interest Rate Swap, and Refunding the Series 2012B Bonds, Authorizing the Execution and Delivery of Related Documents, and Authorizing the Taking of All Necessary Actions Thereto

Recommendation: Staff sought approval of Resolution 21-28-A providing for the issuance of the Series 2021 Bonds in an amount not-to-exceed \$135 million.

Action: The Authority Board approved Resolution 21-28-A providing for the issuance of the Series 2021 Bonds in an amount not-to-exceed \$135 million.

G. *Innovate 680 – Automated Driving System (ADS) (Project 8009.07):*

- 1.** Authorization to Execute Agreement No. 562 with Cello Partnership d/b/a Verizon Wireless (Verizon) to Provide Data Gathering, Data Storage, Data Management, and Wireless Infrastructure Services

Recommendation: Staff sought authorization for the Chair to execute Agreement No. 562 with Verizon, in an amount not-to-exceed \$1,116,000, to provide data gathering, data storage, data management, and wireless infrastructure services, and to allow the Executive Director or designee to make any non-substantive changes to the language.

Action: The Authority Board authorized the Chair to execute Agreement No. 562 with Verizon, in an amount not-to-exceed \$1,116,000, to provide data gathering, data storage, data management, and wireless infrastructure services, and to allow the Executive Director or designee to make any non-substantive changes to the language.

- 2.** Authorization to Execute Agreement No. 567 with The Regents of the University of California Berkeley Transportation Sustainable Research Center (TSRC) to Provide Preparation and Implementation Services

Recommendation: Staff sought authorization for the Chair to execute Agreement No. 567 with TSRC in the amount of \$75,000, to provide preparation and implementation services related to the PEP, and to allow the Executive Director or designee to make any non-substantive changes to the language.

Action: The Authority Board authorized the Chair to execute Agreement No. 567 with TSRC in the amount of \$75,000, to provide preparation and implementation services related to the PEP, and to allow the Executive Director or designee to make any non-substantive changes to the language.

- H. Interstate 680 (I-680)/State Route 4 (SR4) Interchange Improvements, Phases 1 and 2A (Project 6001) – Authorization to Execute Amendment No. 2 to Agreement No. 503 and Task Order No. 1 with WMH Corporation (WMH) for Environmental and Final Design Services

Recommendation: Staff sought authorization for the Chair to execute Amendment No. 2 to Agreement No. 503 and Task Order No. 1 with WMH, in the amount of \$11,378,167, for a new total agreement value of \$16,378,167, to provide environmental revalidation, final design, and bid support services, and to allow the Executive Director or designee to make any non-substantive changes to the language. This amendment will extend the agreement termination date from October 24, 2022 to December 31, 2024.

Action: The Authority Board authorized the Chair to execute Amendment No. 2 to Agreement No. 503 and Task Order No. 1 with WMH, in the amount of \$11,378,167, for a new total agreement value of \$16,378,167, to provide environmental revalidation, final design, and bid support services, and to allow the Executive Director or designee to make any non-substantive changes to the language. This amendment will extend the agreement termination date from October 24, 2022 to December 31, 2024.

TRANSPAC
Transportation Partnership and Cooperation
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County
1211 Newell Avenue, Suite 200
Walnut Creek, CA 94596
(925) 937-0980

June 10, 2021

Timothy Haile
Executive Director
Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597

RE: Status Letter for TRANSPAC Meeting – June 10, 2021

Dear Mr. Haile:

The TRANSPAC Committee met on June 10, 2021. The following is a summary of the meeting and action items:

1. Appointed Zach Seal, from the City of Martinez, to serve on the CCTA Technical Coordinating Committee as the alternate for the two-year term April 1, 2021 - March 31, 2023.
2. Approved the Work Plan and Budget for Fiscal Year 2021/2022.
3. Approved the Measure J Line 20A Program for FY 2021-2022.

Please contact me at (925) 937-0980, or email at matt@graybowenscott.com if you need additional information.

Sincerely,



Matthew Todd
Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff
Matt Kelly and Hisham Noemi, CCTA Staff
John Cunningham, TRANSPAC; Aaron Meadows, Chair, TRANSPAC
Lisa Bobadilla, SWAT; Theresa Gerringer, Chair, SWAT
John Nemeth, WCCTAC; Chris L Kelley, Chair, WCCTAC
Tarienne Grover, CCTA Staff
June Catalano, Diane Bentley (City of Pleasant Hill)

TRANSPLAN COMMITTEE

EAST COUNTY TRANSPORTATION PLANNING

Antioch • Brentwood • Oakley • Pittsburg • Contra Costa County
30 Muir Road, Martinez, CA 94553

June 14, 2021

Mr. Timothy Haile, Executive Director
Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597

Dear Mr. Haile:

This correspondence reports on the actions and discussions during the TRANSPLAN Committee meeting on June 10, 2021.

Presentation: State Route 239 (Brentwood to Tracy) – Project Status Update. Stephanie Hu, Director of Projects from the Contra Costa Transportation Authority (CCTA), and Francis Lo from BayPac Consulting delivered a presentation to the Committee on the status of the SR239 project and answered questions from the Committee.

Presentation: 511 Contra Costa Activities: Kirsten Riker, Project Manager with 511 Contra Costa delivered a presentation to the Committee on 511's East County activities and answered questions from Committee members.

Appointments to CCTA's Countywide Bicycle and Pedestrian Advisory Committee (CBPAC): The Committee appointed Nhat Phan (Pittsburg) as the alternate TRANSPLAN representative to the CBPAC and reappointed Bruce Ohlson (Pittsburg) as the TRANSPLAN citizen representative.

TRANSPLAN 2021/22 budget and workplan: The Committee adopted the 2021/22 workplan and budget.

The next regularly scheduled TRANSPLAN Committee meeting will be on Thursday, July 8, 2021 at 6:30 p.m. in a virtual setting and/or in the Tri Delta Transit offices at 801 Wilbur Avenue in Antioch.

Sincerely,



John Cunningham, TRANSPLAN Staff

c: TRANSPLAN Committee	T. Grover, CCTA
L. Bobadilla, SWAT/TVTC	S. Dougan, EBRPD
M. Todd, TRANSPAC	D. Dennis, ECCRFFA
J. Nemeth, WCCTAC	



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MEMORANDUM

To: Matt Todd, TRANSPAC
Lisa Bobadilla, SWAT
John Cunningham, TRANSPLAN
Lisa Bobadilla, TVTC
John Nemeth, WCCTAC
Mike Moran, LPMC

From: Timothy Haile, Executive Director

Date: June 28, 2021

Re: Items of interest for circulation to the Regional Transportation Planning Committees (RTPCs)

At its June 16, 2021 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

- A. Authorization to Execute Cooperative Agreement No. 90.80.06 with the California Department of Transportation (Caltrans) for Establishment of Caltrans Innovation Team (CIT) and Approval of Annual Workplan for Fiscal Year (FY) 2021-22

Recommendation: Staff sought authorization for the Chair to execute Cooperative Agreement No. 90.80.06 with Caltrans for Establishment of the CIT and approval of the Annual Workplan for FY 2021-22, in an amount not-to-exceed \$216,600, and to allow the Executive Director or designee to make any non-substantive changes to the language.

Action: *The Authority Board authorized the Chair to execute Cooperative Agreement No. 90.80.06 with Caltrans for Establishment of the CIT and approval of the Annual Workplan for FY 2021-22, in an amount not-to-exceed \$216,600, and to allow the Executive Director or designee to make any non-substantive changes to the language.*

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- B.** NEW ITEM: Authorization to Execute Amendment No. 6 to Agreement No. 468 with Convey, Inc. (Convey) for Travel Behavior Study Services

Recommendation: Staff sought authorization for the Chair to execute Amendment No. 6 to Agreement No. 468 with Convey, in the amount of \$350,000, for a new total agreement amount of \$1,715,000, to provide travel behavior study services.

Action: The Authority Board authorized the Chair to execute Amendment No. 6 to Agreement No. 468 with Convey, in the amount of \$350,000, for a new total agreement amount of \$1,715,000, to provide travel behavior study services.

- C.** Growth Management Program (GMP) – Approval of the Compliance Checklist (Checklist) Status Report

Recommendation: Staff sought approval of the Checklist status report and authorization to contact the remaining jurisdictions and/or request a Statement of Progress.

Action: The Authority Board approved the Checklist status report and authorized staff to contact the remaining jurisdictions and/or request a Statement of Progress.

- D.** Fiscal Year (FY) 2021-22 Proposed Budget for the Authority and Congestion Management Agency (CMA)

Recommendation: Staff sought approval of Resolution 21-33-A, which would adopt the Authority's FY 2021-22 budget following a public hearing on June 16, 2021. The Proposed Budget called for funding appropriations totaling \$174.4 million for projects, congestion management, planning, programs, administration and debt service necessary as required for Authority operations, capital improvements and programmed activities planned from July 1, 2021 through June 30, 2022.

Action: The Authority Board approved Resolution 21-33-A, which will adopt the Authority's FY 2021-22 budget for funding appropriations totaling \$174.4 million for projects, congestion management, planning, programs, administration and debt service necessary as required for Authority operations, capital improvements and programmed activities planned from July 1, 2021 through June 30, 2022.

- E. Approval of Changes to Authorized Positions and Approval to Amend the Authority's Salaries, Benefits and Compensation Plan (Compensation Plan) for July 1, 2021 through June 30, 2024

Recommendation: The Salary and Benefits Ad Hoc Committee and staff sought Authority Board review and approval of Resolution 21-35-A, which would approve the Authority's Compensation Plan for July 1, 2021 through June 30, 2024, with proposed salary range adjustments, and the Consumer Price Index adjustment of 2.0% effective July 1, 2021.

Action: The Authority Board approved Resolution 21-35-A, which will approve the Authority's Compensation Plan for July 1, 2021 through June 30, 2024, with proposed salary range adjustments, and the Consumer Price Index adjustment of 2.0% effective July 1, 2021.

- F. Approval of the Proposed Amended Lamorinda Action Plan (LAP)

Recommendation: Staff sought approval of the proposed amended LAP as recommended by the Southwest Area Transportation Committee.

Action: The Authority Board approved the proposed amended LAP as recommended by the Southwest Area Transportation Committee.