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AGENDA

Congestion Management & Environmental Quality (CMEQ) Committee

Date: Monday, September 24, 2018
Time: 3:00 p.m.
Place: San Mateo City Hall
330 West 20th Avenue, San Mateo, California
Conference Room C (across from Council Chambers)
PLEASE CALL Jeff Lacap (650-599-1455) IF YOU ARE UNABLE TO ATTEND

- | | | |
|--|-------------------------------------|---------------|
| 1. Public comment on items not on the agenda. | Presentations are limited to 3 mins | |
| 2. Issues from the July and September 2018 C/CAG Board meeting: | Information (Lacap) | No Materials |
| <ul style="list-style-type: none"> • Agreement with Advanced Mobility Group in the amount of \$45,666 to update the Land Use Impact Analysis Program • Agreement with Sustainable Silicon Valley for the “Optimizing Urban Traffic” (OUT) Pilot Project in Menlo Park in the amount of \$236,700 • Approved funding for the update of the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) | | |
| 3. Approval of minutes of June 25, 2018 meeting | Action (Garbarino) | Pages 1 – 4 |
| 4. Receive information on the “Carpool In San Mateo County!” Pilot Program | Information (Hoang/Muse) | Pages 5 - 8 |
| 5. Review and recommend approval of the Carpool Incentives Program 2.0 | Action (Hoang/Ford) | Pages 9 - 10 |
| 6. Receive a presentation on the Transportation Climate Plan | Information (Hoang/Seto) | Page 11 |
| 7. Provide input on the scope of work for the update of the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) | Information (Muse) | Pages 12 - 16 |
| 8. Executive Director Report | Information (Wong) | No Materials |
| 9. Member comments and announcements | Information (Garbarino) | |
| 10. Adjournment and establishment of next meeting date:
October 29, 2018 | Action (Garbarino) | |

NOTE: All items appearing on the agenda are subject to action by the Committee. Actions recommended by staff are subject to change by the Committee.

NOTE: Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Mima Guilles at 650 599-1406, five working days prior to the meeting date.

Other enclosures/Correspondence - None

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS COMMITTEE ON CONGESTION
MANAGEMENT AND ENVIRONMENTAL QUALITY (CMEQ)**

**MINUTES
MEETING OF June 25, 2018**

The meeting was called to order by Chair Garbarino in Conference Room C at City Hall of San Mateo at 3:00 p.m. Attendance sheet is attached.

1. Public comment on items not on the agenda.

None.

2. Issues from the May and June 2018 C/CAG Board meeting

Susy Kalkin, C/CAG staff, provided updates on items that were previously brought to the CMEQ committee and subsequently heard by the C/CAG Board.

3. Approval of minutes of April 30, 2018 meeting (Action)

Motion – Committee member Bonilla/ 2nd Committee member O’Neill: To approve the minutes of the April 30, 2018 meeting. Motion passed (11-0), with Committee member Roberts abstaining.

4. Provide input on the framework for the update of the Land Use Impact Analysis Program and Transportation Demand Management (TDM) Measures (Action)

Sara Muse, C/CAG staff, informed the CMEQ committee that staff has begun the process of selecting a consultant to update Appendix I of the Congestion Management Plan (CMP), the Land Use Impact Analysis Program, which includes methods to mitigate trips from new development, including a list of TDM Measures. She noted that this section was originally developed in the early 2000’s and that many components are out-of-date, so staff is looking to update the document to reflect TDM best practices, provide updated performance targets, and standardize annual survey, monitoring and reporting requirements. She further outlined the proposed framework for approaching the update and requested input from the CMEQ committee.

Committee members generally supported the update, noting several measures they felt were out of date. They recommended reviewing programs from cities with progressive TDM policies, including Portland, San Francisco, Mountain View, and others. They also noted that a key factor is accountability, so stressed the importance of the tracking and reporting components. It was also recommended that the effort investigate how Transportation Management Agencies might play a role in maximizing the efficiency of these programs.

No formal action was taken.

5. Review and comment on the Joint C/CAG and San Mateo County Transportation Authority Shuttle Program Criteria (Information)

Susy Kalkin, C/CAG staff, gave an overview of the eligibility and scoring criteria utilized in the current call for projects, highlighting some of the changes that were implemented in this round. She noted that since this was the first time the program has been oversubscribed, there was interest in getting feedback from CMEQ as to additional criteria that might be useful in the next funding cycle, since it is likely it will be as, or more, competitive.

Committee members had questions regarding how the benchmarks were established and suggested that more weight might go to the operating cost per passenger criteria. It was noted that there may be more cost-effective ways of providing “door-to-door” type service, particularly given emerging technologies/transportation network companies (TNCs). It was also suggested that there be consideration in the future to address autonomous vehicles.

6. Receive information on U.S. 101 Managed Lanes Toll Operations (Information)

Sandy Wong, C/CAG Executive Director, provided a presentation on the options for choosing an operator for the proposed express lanes on US 101. She noted there are currently two candidates, VTA (Valley Transportation Authority) and BAIFA (Bay Area Infrastructure Financing Authority). She outlined the project schedule and gave an overview of the cost/revenue estimates that have been modeled. She further noted that C/CAG and the San Mateo County Transportation Authority will jointly make the decision on the operator.

Committee members discussed the merits of both operators and questioned whether there was any information on the economic stability of VTA versus BAIFA.

It was requested that a copy of the PowerPoint presentation be provided to CMEQ committee members.

7. Review and recommend approval of funding for the “Optimizing Urban Traffic” in Menlo Park Pilot Project in the amount of \$236,700 (Action)

John Hoang, C/CAG staff, presented an overview of the OUT pilot project in Menlo Park, requesting that CMEQ recommend approval of the funding request, and noting that this funding was previously allocated to Menlo Park for regional traffic congestion management. He noted the project would be near Marsh Rd. and Willow Rd., northeast of US 101, and including the Bayfront Expressway between Marsh Rd. and University Ave, where an existing fiber network that currently interconnects signals would be utilized and an app would be available to advise drivers as to what speed to drive to optimize travel time. He noted the project is expected to result in smoother traffic flow, safer driving speeds, less idling time, increased safety for pedestrians and bicyclists, and a decrease in carbon emissions.

Committee members discussed opportunities to integrate this type of project with existing apps like Waze, Google Maps, etc. It was also suggested that, similarly, electronic street signs could be used to alert drivers to signal timing.

Motion – Committee member Lee/ 2nd Committee member Bonilla: To recommend approval of funding for the “Optimizing Urban Traffic” in Menlo Park Pilot Project in the amount of \$236,700.

On the question, Committee member Beach asked for clarification about the source of funding for the project. C/CAG staff verified that the Regional Congestion Management fund was an appropriate source of funding for the project.

Motion passed unanimously (12-0).

8. Executive Director Report (Information).

C/CAG Executive Director Sandy Wong reported that last November, C/CAG formed a five-member Countywide Water Coordination Committee to promote cross-jurisdictional collaboration on water related issues, comprised of four elected officials representing the north, south, central and coastside areas of the county, and one county supervisor. Further, she noted that as a follow-on to the Water Summit that C/CAG cosponsored this past spring, where Congresswomen Jackie Speier had encouraged the formation of a countywide integrated water agency to better position the region for federal funding, the Water Coordination Committee established a 16-member Staff Advisory Team to aid in the development of a potential new agency to address stormwater, flooding and sea level rise. She noted that the Water Coordination Committee was also interested in expanding its own membership to aid in this task, and had recommended including two additional members, the C/CAG Chair and the immediate past C/CAG Chair, to provide on-going leadership and institutional knowledge, which was recently approved by the Board. She further noted that the Staff Advisory Team and Water Coordination Committee had recently solicited proposals and selected ESA Consulting to provide support to them over the next six months as the work to develop a recommendation for a new countywide water agency.

9. Member comments and announcements (Information).

Committee member Beach asked that staff report back to CMEQ approximately a year after the Menlo Park OUT project is underway to gauge its success and see if this pilot program might be implemented in other jurisdictions.

10. Adjournment and establishment of next meeting date.

The meeting adjourned at 4:52 pm.

The next regular meeting was scheduled for August 27, 2018

2018 C/CAG Congestion Management & Environmental Quality (CMEQ) Committee Attendance Report													
Agency	Representative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Metropolitan Transportation Commission	Alicia Aguirre	x					x						
City of Redwood City	Shelly Masur	x		x	x								
Town of Atherton	Elizabeth Lewis			x	x		x						
City of San Bruno	Irene O'Connell	x		x	x								
City of Burlingame	Emily Beach	x		x	x		x						
Environmental Community	Lennie Roberts	x		x			x						
City of Pacifica	Mike O'Neill	x		x	x		x						
City of South San Francisco	Richard Garbarino			x	x		x						
Public	Josh Powell	x			x		x						
City of Millbrae	Wayne Lee			x	x		x (3:20pm)						
City of San Mateo	Rick Bonilla	x		x	x		x						
City of Pacifica	John Keener	x		x	x		x						
Agencies with Transportation Interests	Adina Levin	x		x (3:19pm)			x						
Business Community	Linda Koelling	x		x	x								
Peninsula Corridor Joint Powers Board (Caltrain)	Dave Pine			NA	NA								
San Mateo County Transit District (SamTrans)	Pete Ratto	x		x (3:20pm)	x		x						

Staff and guests in attendance for the June 25, 2018 CMEQ Meeting:

Sandy Wong, Jean Higaki, John Hoang, Susy Kalkin, Sara Muse - C/CAG Staff

Joe Hurley - SMCTA

Jennifer Thompson & Jose Iglesias, Sustainable Silicon Valley

C/CAG AGENDA REPORT

Date: September 24, 2018

To: Congestion Management and Environmental Quality (CMEQ) Committee

From: John Hoang

Subject: Receive information on the “Carpool In San Mateo County!” Pilot Program

(For further information, contact John Hoang at 650-363-4105 or Sara Muse at 650-599-1460)

RECOMMENDATION

That the Congestion Management and Environmental Quality (CMEQ) Committee receive information on the “Carpool In San Mateo County!” Pilot Program.

FISCAL IMPACT

The total cost was \$892,980.

SOURCE OF FUNDS

\$675,000 from Transportation Fund for Clean Air (TFCA) FY 17-18; \$217,980 from Congestion Relief Plan (CRP)

BACKGROUND

The purpose of the Carpool In San Mateo County! Carpool Pilot Program (Program) was to encourage commuters and workers of San Mateo County to use carpooling and ridesharing as a sustainable alternative to driving alone when commuting to and from work. The Program was approved by the C/CAG Board on July 13, 2017, which authorized up to \$1,000,000 to subsidize the cost of the Program over a one-year period or until funds were exhausted. The Program began on July 24, 2017, with an official launch date of August 1, 2018, and ended on June 30, 2018. A total of \$892,980 was spent on the Program.

Partnerships

C/CAG issued a request for proposal (RFP) in May 2017 soliciting for companies to submit proposal to provide a dynamic ride-matching/carpooling matching App and services for San Mateo County commuters to enable implementation of the Program. C/CAG received two proposals, from Scoop, and Waze Carpool (Google). C/CAG entered into an agreement with Scoop on July 13, 2017, to provide the carpooling incentive to commuters. The agreement with Scoop expired on June 30, 2018. C/CAG was unable to enter into an agreement with Waze Carpool due to contractual difficulties.

How the Program and App Worked

The key aspects of the Program were as follows:

- The incentives were applied only to trips originating within the peak commute periods of 5:30 a.m. – 10:00 a.m. in the morning and 3:30 p.m. – 8:00 p.m. in the afternoon.
- All users in San Mateo County were incentivized by \$2 per trip. This included trips that either began or ended in San Mateo County.
- A \$2 incentive was applied through the Apps towards each user trip (rider and driver) in San Mateo County. Each participant could receive a maximum of \$4 each day (assuming one trip from home to work and a second trip from work to home.)
- Individuals eligible to receive the incentive included residents of San Mateo County and employees who worked in San Mateo County.
- Scoop, Waze, C/CAG, Commute.org and San Mateo County cities and the County jointly marketed and promoted services.
- The Program offered up to \$1,000,000 to subsidize the cost of the carpool program (including reimbursement for guarantee ride home expense for San Mateo County commuters) over a one (1) year period or until funds were exhausted.

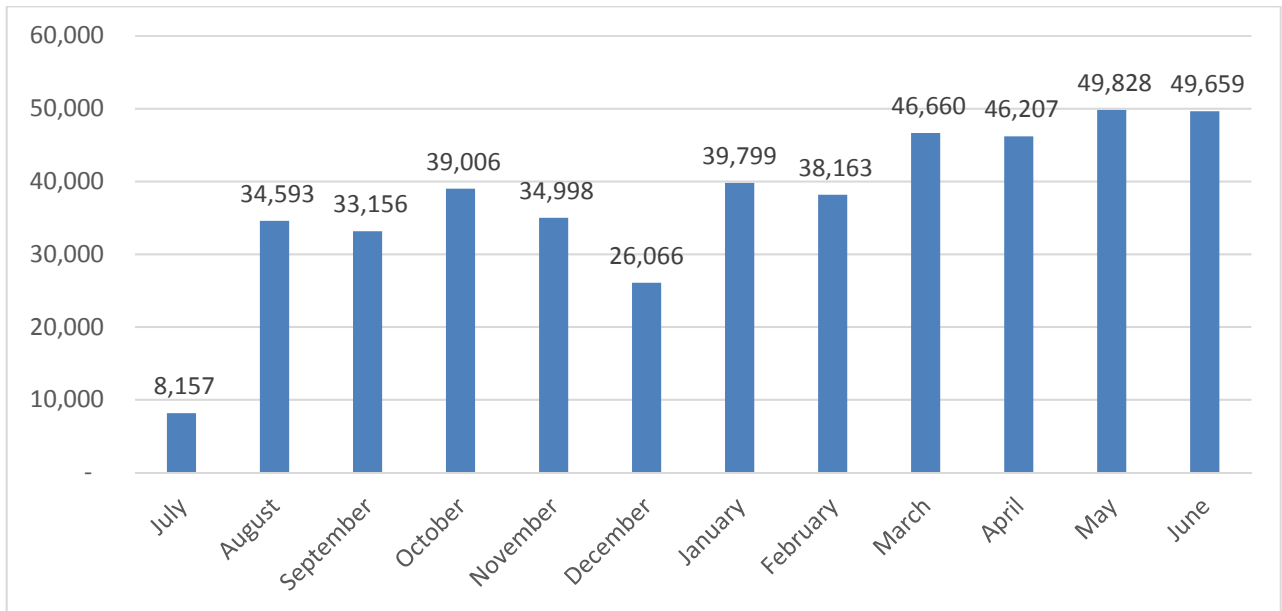
Aside from the above Program elements, the responsibilities of Scoop included:

- In addition to industry best practices, Scoop was required to implement a Motor Vehicle History check on all drivers participating in the Program
- Worked with C/CAG to implement a Guarantee Ride Home element as part of the carpooling services.
- Provided monthly reports to C/CAG including, but not limited to, information on usage statistics including number active users, number of rides, aggregated original and destination information, aggregated trip lengths, and other reports to be determined that will help C/CAG perform an assessment of the Program.
- Enabled a survey tool in the App to inquire about alternative commute options.
- Worked with Commute.org, to integrate the Apps into the STAR Platform, an online tool that Commute.org uses to promote, track, and incentivize alternative commuting behaviors.

Program Effectiveness

Carpooling trips increased with the Carpool In San Mateo County! incentive. As seen in Figure 1 below, there was a 44% increase in one-way trips between August 2017 (the first full month of the Program) and June 2018 (the last month of the Program). Not shown in the graph below, in June 2017, there were 22,125 one-way trips, which is nearly 125% less than June 2018 ridership information.

Figure 1: One-way Trips with Program

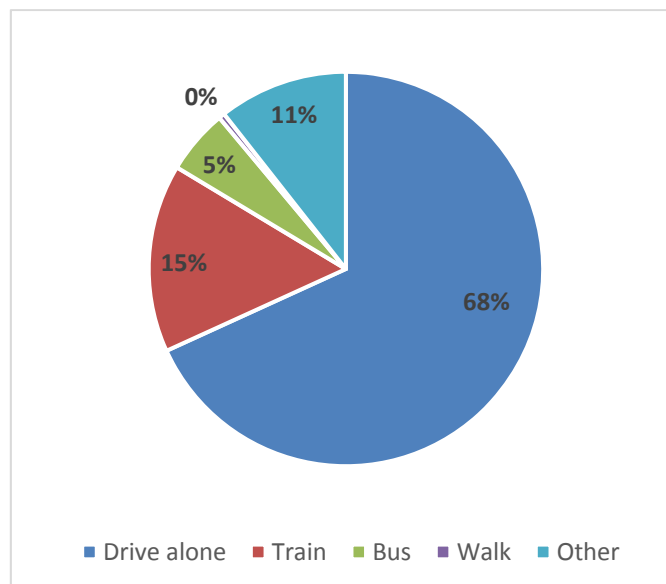


Half way through the Program, a survey was sent to all registered users in January 2018 to assess the following questions:

1. How did you hear about the Carpool In San Mateo County! Program?
2. If you didn't carpool today, how would you have gotten to your destination?
3. Why do you use this service?

Of approximately 3,500 active users, 415 responded to the survey. The majority (63%) of respondents heard about the Program through Scoop, followed by word of mouth (25%), advertisement (3%), C/CAG/Commute.org website (3%), and other (5%). As seen in Figure 2 below, nearly 70% of users would have driven alone without the Program. This shows the Program was successful at reducing single occupancy vehicle trips.

Figure 2: Question 2 – If you didn't carpool today, how would you have gotten to your destination? Results



Over the course of the Program, 452,564 one-way carpool trips occurred, which amounted to almost 226,282 carpool trips (at least two passengers per vehicle). The Program continued to attract new

carpool riders and drivers with 1,190 new registered users in the month of June 2018 alone. Additionally, the number of registered users (individuals that downloaded the Scoop application) continued to increase with 27,693 registered users through June, at the close of the Program.

There were some re-occurring behavior trends observed over the course of the Program. For example, a noticeable number of trips began in Foster City and ended in Fremont, and vice versa. Many trips also started and ended in Foster City and in Fremont. Staff also noticed a consistent 44% of trips began outside of San Mateo County (i.e., in June 2018, there were more than 10,000 trips that began in Santa Clara County and ended in San Mateo County). This shows the Program was successful at incentivizing regional carpool travel, with an average driver mile per trip at 24.3 miles. Nearly 5 million rider miles, which may have been single occupancy vehicle trips, were eliminated with the help of the Program.

One of the objectives of the Program was to encourage individuals to carpool more often, thus resulting in behavior change. Although there is no direct way to quantify users who began carpooling with the C/CAG incentive, or organic growth that occurred otherwise, there is some supporting data, through monthly reporting and survey results, that illustrates the number of carpool trips increased with the Program.

Lessons Learned

Staff was unable to obtain data that would have answered unknown questions, such as how many users were taking the same trips each month as seen through each user's "unique ID". Half way through the Program, staff would have made some of the following modifications to the Program structure to test if user behavior would change.

- Limit the incentive to peak periods on Tuesdays, Wednesdays, and Thursdays.
- Cap the number of trips per month that can utilize the incentive (i.e., each user is allowed 10 trips with the incentive per month).
- Minimum distance per trip (i.e., more than 15 miles per one-way trip).

With the next iteration of the carpool program, staff will ensure changes to the Program structure can be made easily and that there is flexibility in data gathering. Staff will also increase marketing and promotional efforts to encourage new users to carpool.

The CMEQ has received presentations on the Program at the October 30, 2017 and January 29, 2018 meetings. Staff would like to update the CMEQ on the success of the Program and potential next steps as part of Item 5 of this Agenda regarding the Carpool Incentive Program 2.0.

ATTACHMENTS

None.

C/CAG AGENDA REPORT

Date: September 24, 2018
To: Congestion Management and Environmental Quality (CMEQ) Committee
From: John Hoang
Subject: Review and recommend approval of the Carpool Incentives Program 2.0
(For further information, contact John Hoang at 650-363-4105)

RECOMMENDATION

That the Congestion Management and Environmental Quality (CMEQ) Committee review and recommend approval of the Carpool Incentives Program 2.0.

FISCAL IMPACT

Up to \$400,000.

SOURCE OF FUNDS

\$25,000 will come from Commute.org and up to \$375,000 will come from C/CAG's Transportation Fund for Clean Air (TFCA) County Program Manager Funds for Fiscal Year (FY) 2018-19.

BACKGROUND

With the completion of the C/CAG Countywide Carpooling Incentives Pilot Program in FY 2017-18, and based on the results and analyses, findings and lessons learned during the project, C/CAG staff has collaborated with Commute.org, San Mateo County's Transportation Demand Management (TDM) implementation agency, to develop the Countywide Carpooling Incentive Program 2.0 (Program), that will be implemented during in FY 2018-19.

Program Objectives:

The Program's objective is similar to the original pilot program, which is to encourage commuters to carpool or share rides and will focus on commuters traveling to or from San Mateo County. The trips would be tracked through commercially available program applications (apps) such as Commute Tracker, Scoop, or Waze Carpool, or manually, through the existing Commute.org's STAR platform, powered by Rideamigos and under license with Commute.org.

The new program will have more flexibility and control enabling C/CAG and Commute.org to adjust the incentive accordingly to align with the Program's goals.

How it works:

Whereas the Pilot Program offset the cost of each trip by an individual by \$2, this Program will provide incentives through the form of e-gift cards based on verifiable number of days a commuter

carpool. For every 10 days of carpooling (verified), a carpooler (either driver or rider) can earn a \$25 e-gift card. The individual can repeat this until the \$100 maximum is earned. This rewards-based incentive caps the amount of incentive a carpooler can receive. There will be additional “challenges” built into the incentive program where carpoolers can receive extra incentives or prizes (to be determined).

The way the Program is structured, user of existing rideshare apps such as Scoop, Waze Carpool, or other apps available who also signs up with the Program through the STAR Platform, will be able to receive similar incentives as in the Pilot Project but with a cap. The intent of the new Program is to capitalize on the STAR Platform currently implemented by Commute.org to increase the commuter engagement and encourage ridesharing apps user participation.

The success of this Program will require outreach efforts, beginning with a press event and accompanying focused marketing effort that continuously reach out and market to commuters eligible for the incentives.

Timeline

Pending approval by the C/CAG Board, it is expected that the Program launch in mid October 2018 and continue for a one-year period or until the funds are depleted.

Partnership

C/CAG will work with our partner, Commute.org, to implement the Program and Commute.org’s role would be to oversee the day-to-day Program management.

ATTACHMENTS

None.

C/CAG AGENDA REPORT

Date: September 24, 2018
To: Congestion Management and Environmental Quality (CMEQ) Committee
From: John Hoang
Subject: Receive a presentation on the Transportation Climate Plan

(For further information or questions, contact John Hoang at 650-363-4105)

RECOMMENDATION

That the Congestion Management and Environmental Quality (CMEQ) Committee receives a presentation on the Transportation Climate Plan.

FISCAL IMPACT

\$35,000

SOURCE OF FUNDS

Congestion Relief Funds.

BACKGROUND

The purpose of the Transportation Climate Plan is to provide a public-facing, visually engaging publication that identifies the County's greenhouse gas (GHG), from the transportation sector, reduction targets and the State climate goal of 40% reduction in emissions by 2030. The Transportation Climate Plan identifies the performance metrics (consistent with the SMCTP Action Plan) for 2040 and include straight-line interim targets for 2030 as well Year 2040. Cities should be aware of how the SMCTP 2040 sets a path for emissions reductions consistent with state targets, and how cities can support implementation of the SMCTP 2040.

To achieve the State targets for 2040, in addition to projects and programs identified in the SMCTP 2040, C/CAG will also need to explore the opportunities to expand the deployment of electric vehicles and other alternative fuel vehicles in San Mateo County. The framework to guide the increase of alternative fuel vehicles can be found in the Alternative Fuel Readiness Plan (AFRP) for San Mateo County, which the C/CAG Board approved in February 2016. The AFRP identified a list of actions that can be undertaken to increase the usage of alternative fuel vehicles and infrastructure.

ATTACHMENTS

None.

C/CAG AGENDA REPORT

Date: September 24, 2018

To: Congestion Management and Environmental Quality (CMEQ) Committee

From: Sara Muse

Subject: Provide input on the scope of work for the update of the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP)

(For further information or questions, contact Sara Muse at 650-599-1460)

RECOMMENDATION

That the Congestion Management and Environmental Quality (CMEQ) Committee provide input on the scope of work for the update of the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP).

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A.

BACKGROUND

San Mateo County Comprehensive Bicycle and Pedestrian Plan Update

The San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) was adopted by the C/CAG Board on September 8, 2011. The CBPP addresses the planning, design, funding, and implementation of bicycle and pedestrian projects of countywide significance. The CBPP updated the prior San Mateo County Comprehensive Bicycle Route Plan (2000) and expanded the earlier plan by adding a countywide pedestrian component.

Funding for the CBPP Update

At the September 13, 2018 C/CAG Board meeting, the Board approved Resolutions 18-49 and 18-50 related to funding for the CBPP update. Resolution 18-49 authorized the request to the Metropolitan Transportation Commission (MTC) for the allocation of FY 2018-19 Transportation Development Act Article 3 (TDA 3) funds to update the CBPP in an amount not to exceed \$50,000. Resolution 18-50 authorized a Memorandum of Understanding with the San Mateo County Transportation Authority for updating the CBPP for the San Mateo County Transportation Authority to contribute funding in an amount not to exceed \$50,000. The cost to update the CBPP is estimated to be up to \$150,000. The remaining \$50,000 will come from the Congestion Relief Plan funds.

CBPP Update Scope of Work

The objective of the CBPP update is to develop new data (i.e., needs analysis) and reflect current transportation trends. The CBPP included a policy recommending that updates to the plan be performed more frequently (every five (5) years).

The detailed proposed scope of work is attached, and includes the following:

1. **Existing Conditions Analysis** – Review 2011 CBPP and other related bicycle and pedestrian related documents and initiatives, member agencies’ bicycle and pedestrian plans, complete streets policies, and General Plans to integrate pertinent programs and projects listed on the individual member agency plans into the CBPP Update.
2. **CBPP Update Development Strategy** – A framework for the CBPP Update will be developed to include, but is not limited to, key principles and vision of the update as related to the Countywide Bicycle Network (CBN), Pedestrian Focus Areas, goals and objectives, and new analysis tools.
3. **Inventory of Facilities, Programs, and Existing Conditions** – The selected consultant and C/CAG staff will meet with each member agency to identify changes in the CBN and Pedestrian Focus Areas since the 2011 CBPP. The inventory of existing and proposed facilities and programs will be updated using geographic information systems (GIS). An online mapping tool for member agency staff and stakeholders to review existing and proposed facilities will also be developed.
4. **CBPP Update Document** – The selected consultant will update the 2011 CBPP, including but not limited to, current data, updated existing and proposed networks, goals and objectives, and new analysis tools.
5. **Innovative Solutions for CBPP Update Document** – The selected consultant will recommend innovative solutions for the CBPP Update Document, which may include Level of Traffic Stress, network gap identification, safety analyses, and implications of bike sharing, electric bikes, transportation network companies, and autonomous vehicles.
6. **Outreach** – 4-6 outreach events will be organized throughout the development of the CBPP Update. The C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) will be actively involved in the CBPP update process.
7. **Presentation to C/CAG Board and Committees** – The selected consultant will present to the C/CAG Board and Committees throughout the duration of the CBPP Update process.

Tentative Schedule

After receiving input on the scope of work from C/CAG Committees, staff will release a request for proposals (RFP) to qualified consultants to update the CBPP. C/CAG staff anticipates the project will take approximately 12 months from the time of contract execution. The tentative project schedules include a kick-off meeting early 2019. Final meetings and presentations to the C/CAG Board and Committees are anticipated to begin late 2019.

ATTACHMENTS

1. CBPP Update Scope of Work

**SAN MATEO COUNTY COMPREHENSIVE BICYCLE AND PEDESTRIAN PLAN UPDATE
(CBPP UPDATE)
SCOPE OF WORK**

Task 1: Project Management and Coordination with C/CAG Staff

The consultant will schedule bi-weekly conference calls with C/CAG staff to review the project status and provide summaries of work completed and projected work plan for the remainder of the project. Invoices must be submitted both electronically and mailed to C/CAG's address.

The consultant will schedule a kick-off meeting with C/CAG Project Manager to review project scope of work and refine project objectives, process, and deliverables, as needed. Consultant will establish project schedule and other related items. Consultant will prepare summary of kick-off meeting.

Deliverables:

- Conference calls with C/CAG staff
- Monthly invoice reports
- Refined scope of work, budget, and schedule
- Kick-off meeting summary

Task 2: Existing Conditions Analysis

The consultant will review the existing 2011 San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) and other related bicycle and pedestrian related documents and initiatives, including the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040), Caltrans District 4 Bicycle Plan, and member agencies' (20 cities and County of San Mateo) bicycle and pedestrian plans, complete streets policies, and General Plans to integrate pertinent programs and projects listed on the individual member agency plans into the CBPP Update. The consultant will document current projects and programs, relevant maps, bicycle and pedestrian routes, and review policies related to bicycle and pedestrian travel modes.

Deliverables:

- Existing Conditions Analysis Memorandum
- Matrix summarizing member agencies' existing bicycle and pedestrian plans and policies

Task 3: CBPP Update Development Strategy

The consultant will develop a guiding framework for the CBPP Update. The framework will include, but is not limited to, key principles and vision of the update as related to the Countywide Bicycle Network (CBN), Pedestrian Focus Areas, key projects, goals and objectives, and new analysis tools. The consultant will build off findings from the Existing Conditions Analysis Memorandum to develop the CBPP Update Development Strategy. The proposed strategy will be presented to the C/CAG Bicycle and Pedestrian Advisory Committee for final approval.

Deliverables:

- Coordination meeting with C/CAG staff to discuss CBPP Update Development Strategy
- CBPP Update Development Strategy Memorandum

Task 4: Inventory of Facilities, Programs, and Existing Conditions

The consultant and C/CAG staff will meet with each member agency to identify changes in the Countywide Bicycle Network (CBN) and Pedestrian Focus Areas since the CBPP was adopted in 2011. The consultant will use information from meetings to update the inventory of existing and proposed facilities and programs

identified in the CBPP using geographic information systems (GIS). The consultant will also create an online mapping tool for member agency staff and stakeholders to review existing and proposed facilities.

The consultant will prepare summaries of each member agency meeting and submit to C/CAG no later than one week after each meeting. C/CAG staff will secure meeting locations and conduct correspondence with member agency staff.

Deliverables:

- Summary of member agency meetings
- Updated GIS files
- Online mapping tool

Task 5: CBPP Update Document

The consultant will update the 2011 CBPP, including but not limited to, current data, updated existing and proposed networks from Task 3, goals and objectives, and other new analysis tools. Consultant will also update the online mapping tool identified in Task 4 to reflect material in the CBPP Update Document.

Deliverables:

- CBPP Update Document (draft and final)
- Updated online mapping tool

Task 6: Innovative Solutions for CBPP Update Document

The consultant will recommend innovative solutions for the CBPP Update Document, which may include Level of Traffic Stress, network gap identification, safety analyses, and implications of bike sharing, electric bikes, transportation network companies, and autonomous vehicles.

Deliverable:

- Innovative Solutions for CBPP Update Document Memorandum

Task 7: Outreach

The C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) will be actively involved in the CBPP update process. The consultant will present at up to six BPAC meetings throughout the duration of the plan development process and provide summaries of each meeting. The consultant also will facilitate and organize between 4-6 outreach events. The consultant will prepare information, documentation, and perform educational outreach at each open house. The consultant will be responsible for developing materials for each meeting. The consultant will prepare summaries of each outreach event and submit to C/CAG no later than one week after each meeting.

Deliverables:

- Materials for up to five BPAC meetings
- Summaries of each BPAC meeting
- Materials for 4-6 outreach events
- Summaries of each outreach event

Task 8: Presentation to C/CAG Board and Committees

The consultant will present to the C/CAG Board of Directors up to two times throughout the duration of the CBPP Update process. The consultant will also present to the C/CAG Technical Advisory Committee (TAC) and Congestion Management and Environment Quality Committee (CMEQ) up to two times.

Deliverables:

- Presentations and materials for C/CAG Board and Committee Meetings
- Up to six C/CAG Board/ Committee presentations

Tentative Schedule

C/CAG staff anticipates the project will take approximately 12 months from the time of contract execution. The tentative project schedules include a kick-off meeting early 2019. Final meetings and presentations to the C/CAG Board and Committees are anticipated to begin late 2019.