

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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### TECHNICAL ADVISORY COMMITTEE (TAC) AGENDA

<b>Date:</b> Thursday, January 16, 2025	<b>Join by Zoom Webinar:</b> <a href="https://us02web.zoom.us/j/87242884758?pwd=&lt;u&gt;=cHhsazN2SEJrUzJLZzZLUTRocXE4Zz09&lt;/u&gt;">https://us02web.zoom.us/j/87242884758?pwd=<u>=cHhsazN2SEJrUzJLZzZLUTRocXE4Zz09</u></a>
<b>Time:</b> 1:15 p.m.	
<b>Location:</b> San Mateo County Transit District Office 1250 San Carlos Ave, 2 <sup>nd</sup> Fl. Auditorium, San Carlos, CA	<b>Zoom Webinar ID:</b> 872 4288 4758 <b>Password:</b> 139997 <b>Join by Phone:</b> (669) 900-6833

#### \*\*\*HYBRID MEETING - IN-PERSON AND BY VIDEOCONFERENCE\*\*\*

This meeting of the C/CAG TAC Committee will be held in person and by teleconference pursuant to Government Code Section 54953(e). Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at the location above. The Committee welcomes comments, including criticism, about the policies, procedures, programs, or services of the agency, or of the acts or omissions of the Board and committees. Speakers shall not disrupt, disturb, or otherwise impede the orderly conduct of a Board meeting. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda.

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|---|-----------------|--------------|
| 1. Call to Order/Roll Call  | Willis/Stillman | No materials |
| 2. Public comment on items not on the agenda (limited to 2 minutes)<br><i>Note: Public comment is limited to two minutes per speaker. Please refer to the instructions at the end of this agenda for details regarding how to provide public comments. Members of the public who wish to address the Committee should complete a speaker's slip to make a public comment in person or raise their hand in Zoom to speak virtually.</i>              | Willis/Stillman | No materials |
| 3. Issues from the December C/CAG Board meetings <ul style="list-style-type: none"><li>Approval of release of the Joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for FY 25/26 &amp; FY 26/27, including an allocation of \$1,097,722 of Congestion Relief Program funds.</li><li>Approval of Resolution 24-85 accepting the C/CAG VMT/GHG Model Mitigation Program and Final Report.</li></ul> | Cheung          | No materials |
| 4. Approval of minutes from the November 21, 2024 Meeting. (Action)   | Cheung          | Page 1-4     |

5. Approval of the 2025 Congestion Management Program Technical Advisory Committee Meeting Calendar. (Action)	Cheung	Page 5-6
6. Review and recommend approval of minor amendments to the Congestion Management Plan's Land Use Impact Analysis Program, focusing on affordable housing exemptions and local TDM plan thresholds for exemption from the C/CAG TDM Policy requirements. (Action)	Kalkin	Page 7-11
7. Review and provide input on the proposed Scope of Work for the 2025 Congestion Management Program (CMP). (Information)	Gaye	Page 12-28
8. Receive information on regional project and funding related items. (Information)	Lacap	Page 29-38
9. Executive Director Report	Charpentier	
10. Member Reports	All	
11. Adjournment	Willis/Stillman	

The next regularly scheduled meeting is on February 20, 2025.

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Future potential agenda topics:

- a. Bicycle Infrastructure Data Collection

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**PUBLIC NOTICING:** All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Court Yard, 555 County Center, Redwood City, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

**PUBLIC RECORDS:** Public records that relate to any item on the open session agenda for a regular TAC meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular TAC meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the TAC. The TAC has designated the City/County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>. Please note that C/CAG's office is temporarily closed to the public; please contact Kaki Cheung at (650) 363-4105 to arrange for inspection of public records.

**PUBLIC PARTICIPATION DURING VIDEOCONFERENCE MEETINGS:** Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Kaki Cheung at (650) 363-4105, five working days prior to the meeting date.

**ADA REQUESTS:** Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Kaki Cheung at (650) 363-4105 or [kcheung1@smcgov.org](mailto:kcheung1@smcgov.org) by 10:00 a.m. prior to the meeting date.

**PUBLIC PARTICIPATION DURING HYBRID MEETINGS:** During hybrid meetings of the Technical Advisory Committee, members of the public may address the Committee as follows:

Written comments should be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to [kcheung1@smcgov.org](mailto:kcheung1@smcgov.org).
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.

4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the C/CAG TAC members and made publicly available on the C/CAG website along with the agenda. We cannot guarantee that emails received less than 2 hours before the meeting will be made publicly available on the C/CAG website prior to the meeting, but such emails will be included in the administrative record of the meeting.

Spoken comments will be accepted during the meeting in person and through Zoom. Public comments will be taken first by speakers in person, followed by via Zoom. Please read the following instructions carefully:

**\*In-person participation:**

1. If you wish to speak to the C/CAG TAC, please fill out a speaker's slip located on the 2nd floor auditorium side table against the wall. If you have anything that you wish distributed to the Committee and included in the official record, please hand it to the C/CAG staff who will distribute the information to the Committee members and staff.

**\*Remote participation:**

Spoken comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The C/CAG TAC meeting may be accessed through Zoom at the online location indicated at the top of this agenda.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by your name as this will be visible online and will be used to notify you that it is your turn to speak.
  1. When C/CAG Staff or Co-Chairs call for the item on which you wish to speak, click on "raise hand." Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak. If calling in via phone, press \*9 to raise your hand and when called upon press \*6 to unmute.
4. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact C/CAG staff:

Deputy Director: Kaki Cheung (650) 363-4105 [kcheung1@smcgov.org](mailto:kcheung1@smcgov.org)



The three-hundred second (302<sup>nd</sup>) meeting of the Technical Advisory Committee took place on November 21, 2024 at 1:17 p.m.

TAC members attending are listed on the Roster and Attendance table on the preceding page. Others attending the meeting in person were Kaki Cheung, Kim Wever, Susy Kalkin – C/CAG; Malahat Owrang – City of Redwood City; and others not noted. Others attending the meeting remotely were Jeff Lacap, Eva Gaye – C/CAG; Peter Skinner – SMCTA; Mohammad Suleiman – Caltrans\*; Randy Breault – City of Brisbane\*; Matthew Ruble – City of South San Francisco; Chanda Singh – County of San Mateo; Hanieh Houshmandi – City of San Carlos; Jana Cadiz; Brad; and others not noted.

**1. Call to Order/Roll Call**

Co-Chair Stillman called the meeting to order.

**2. Public comment on items not on the agenda**

There were not any public comments regarding items not on the agenda.

**3. Issues from the November C/CAG Board meetings (Information)**

C/CAG staff Kaki Cheung shared the key items from the November Board meeting, as noted on the meeting agenda. The Board did not meet quorum at the October Board meetings and these items are carry over to November.

**4. Approval of minutes from the October 17, 2024 Meeting (Action)**

*Motion – To approve the minutes as amended from October 17, 2024 meeting, Manzi/Fabry. Stillman abstained. All other members in attendance voted to approve. Motion passed. 12-0-1.*

**5. Review and recommend approval of minor amendments to the Congestion Management Plan’s Land Use Impact Analysis Program, specifically regarding affordable housing exemptions and thresholds for local TDM plans to be exempted from C/CAG TDM Policy requirements. (Action)**

C/CAG staff Susy Kalkin presented the proposed minor amendments to the Congestion Management Plan’s Land Use Impact Analysis Program, specifically regarding affordable housing exemptions and thresholds for local TDM plans to be exempted from C/CAG TDM Policy requirements.

Committee Members discussed monitoring enforcement of exemptions and potential impacts on housing accessibility. The Committee emphasized the importance of balancing flexibility while maintaining consistent standards across jurisdictions.

Staff will revisit and clarify terms like “stringent monitoring” and provide further recommendations at the next Committee meeting.

*The Committee agreed to continue Item 5 to the next Committee meeting to allow staff to refine language and obtain feedback from the Planning Directors.*

**6. Recommend allocating \$1,097,722 of Congestion Relief Program funds to the Joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 25/26 & Fiscal Year 26/27. (Action)**

C/CAG staff Susy Kalkin presented the Joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 25/26 & Fiscal Year 26/27. Susy provided a program overview, the evaluation criteria from the 2021 Shuttle Study and the tentative schedule.

Co-Chair Willis asked if there was a fund balance and if it was rolled over. Susy confirmed the TA's balance includes rollover.

Members expressed concerns about rising operational costs potentially doubling the expense of running shuttles. Susy shared that the current fund balance is larger than previous years.

*Motion – To approve the recommend allocating \$1,097,722 of Congestion Relief Program funds to the Joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 25/26 & Fiscal Year 26/27, Murtuza/Mitch. All members in attendance voted to approve. Motion passed. 15-0.*

**7. Receive a presentation on the New Primary Agreement from the San Mateo County Transportation Authority. (Information)**

TA's Executive Officer Peter Skinner introduced the TA's New Primary Agreement. It is similar to a master agreement that will streamline funding agreements between the TA and project sponsors. TA will email agreements, sample resolutions, and additional resources to jurisdictions for review and signature by March 1<sup>st</sup>, 2025.

Member Murtuza asked if this agreement applies to Caltrans as well. Peter responded that Caltrans will also sign the Primary Agreement, and joint projects will have tailored three-way supplemental agreements. He also clarified that Primary Agreement are for pass-through funds only, and does not include the local street and road Measure A/W funds.

Member Mitch expressed concerns about the March deadline due to city council schedules. Peter responded that extensions may be granted for extenuating circumstances if communicated in advance.

Member Haya asked about current executed agreements after March 1st. Peter confirmed that current executed agreement will remain effective until you need an amendment such an additional award for a phased project.

**8. Receive information on regional project and funding related items. (Information)**

C/CAG staff Jeff Lacap highlighted the following items from the staff report: Caltrans Inactive Project List, Caltrans Pavement Management Program (PMP) certification, Caltrans Project End Date (PED) report, Updated Caltrans LAPM 3-A and LAPG 25-A forms, SB1 Local Streets and Roads Program Reporting Due, and funding and training opportunities.

Jeff also shared that the statewide ATP cycle 7 unfortunately reduced funding from \$150M to \$84M due to state budget cuts and awarded 9 projects throughout the state which did not include projects in the Bay Area. However, recommendations for the regional ATP funds administered by MTC will be released early 2025. Also, C/CAG was awarded approximately \$400K in Safe Streets for All Grant funding for planning and implementation activities recommended from the LRSP.

**9. Executive Director Report (Information)**

C/CAG Executive Director Sean Charpentier shared that the C/CAG Board approved requesting the transfer of OBAG 3 funds for Bay Road from San Mateo County to Redwood City and the 3-month time extension for Daly City. Sean also thanked the Committee for their time and input this year. Lastly, Sean shared the other Committee vacancies and for the TAC members to share with their City Council members.

**10. Member Reports (Information)**

Member Manzi encouraged jurisdictions to submit their Measure A/W reports.

**11. Adjournment**

Co-Chair Stillman adjourned the meeting at 2:30 p.m.

## C/CAG AGENDA REPORT

Date: January 16, 2025

To: Congestion Management Program Technical Advisory Committee

From: Kaki Cheung, Deputy Director

Subject: Approval of the 2025 Congestion Management Program Technical Advisory Committee Meeting Calendar.

(For further information or questions, contact Kaki Cheung at [kcheung1@smcgov.org](mailto:kcheung1@smcgov.org))

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### RECOMMENDATION

That the Committee reviews and approves the 2025 Congestion Management Program Technical Advisory Committee Meeting Calendar.

### BACKGROUND

The proposed schedule of Committee meetings in 2025 will be as follows:

- February 20, 2025
- March 20, 2025
- April 17, 2025
- May 15, 2025
- June 26, 2025
- No meeting in July
- August 21, 2025
- September 18, 2025
- October 16, 2025
- November 20, 2025
- December 18, 2025
- January 15, 2026

The Committee meetings are typically held on the third Thursday of the month at 1:15 PM. Committee meetings take place at the San Mateo County Transit District, at 1250 San Carlos Avenue, 2nd Floor Auditorium, in San Carlos, CA.

There are a few items of note regarding this year's meeting schedule. The June Committee meeting is postponed by a week due the Juneteenth Holiday on June 19<sup>th</sup>. Because the C/CAG Board will not meet in August, a meeting is not planned for the month of July. Finally, similarly to the previous years, staff proposes adding the January 2026 meeting to the calendar for approval in the event that the December 2025 meeting is canceled.

Staff recommends that the Committee reviews and approves the Congestion Management

Program Technical Advisory Committee 2025 meeting calendar.

**EQUITY IMPACTS AND CONSIDERATIONS**

This item is necessary for the administration/operations of C/CAG.

**ATTACHMENTS**

None.

## C/CAG AGENDA REPORT

Date: January 16, 2025

To: C/CAG Congestion Management Program Technical Advisory Committee

From: Susy Kalkin, Transportation Systems Coordinator

Subject: Review and recommend approval of minor amendments to the Congestion Management Plan's Land Use Impact Analysis Program, focusing on affordable housing exemptions and local TDM plan thresholds for exemption from C/CAG TDM Policy requirements.

(For further information, contact Susy Kalkin at [kkalkin@smcgov.org](mailto:kkalkin@smcgov.org))

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### RECOMMENDATION

That the Technical Advisory Committee review and recommend approval of minor amendments to the Congestion Management Plan's Land Use Impact Analysis Program, focusing on affordable housing exemptions and local TDM plan thresholds for exemption from C/CAG TDM Policy requirements.

### BACKGROUND/DISCUSSION

At the November 2024 TAC meeting, C/CAG staff presented proposed amendments to the C/CAG TDM Policy, as outlined in **Attachment 2**. While TAC members noted general support, there was unresolved discussion about the specific language included in the TDM Policy exemption process, as well as additional questions about the affordable housing exemption. Each item is discussed in more details below.

#### ▪ TDM Plan Exemption Process

Staff initially proposed the following amendment language to the TDM Plan Exemption Process (changes shown in red/double underline):

“The local jurisdiction shall submit such a request in writing to C/CAG. The request must clearly document how their jurisdiction's adopted city-wide TDM regulations ensure projected SOV trip reduction percentages meet or exceed 25% for TOD and small residential projects, and 35% for all other project land use types. C/CAG will review the local jurisdiction's request for exemption and, if approved, will issue a confirmation of exemption. At the discretion of the C/CAG Executive Director, C/CAG may consider minor deviations from the criteria listed above where it can be objectively demonstrated that a locally adopted TDM plan is substantially consistent with these criteria and is likely to generate superior city-wide results to the C/CAG TDM Policy through implementation of stringent monitoring, reporting, and enforcement mechanisms and/or other similarly compelling measures. Such requests shall be supported by clear written

documentation prepared by a licensed traffic engineer or similar professional.

This process for requesting an exemption would address a jurisdiction's overall TDM program or ordinance and would not apply on a project-by-project basis.

(Note: If C/CAG determines that a local jurisdiction is exempt, the jurisdiction must still provide written notification to C/CAG whenever it receives an application for a new development project expected to generate more than 100 ADT. In addition, the exempted jurisdiction shall share all monitoring results with C/CAG and Commute.org on a biennial basis.)”

Several TAC members raised concerns about listing “stringent monitoring, reporting and enforcement mechanisms” as an example of an acceptable offset, noting the wording was overly subjective. In response, C/CAG staff emphasized the importance of providing some guidance within the language to assist with the review process. To address this concern, it is recommended that the phrase be modified as follows:

At the discretion of the C/CAG Executive Director, C/CAG may consider minor deviations from the criteria listed above where it can be objectively demonstrated that a locally adopted TDM plan is substantially consistent with these criteria and is likely to generate superior city-wide results to the C/CAG TDM Policy through implementation of stringent monitoring, reporting, and enforcement mechanisms and/or other similarly compelling measures **trip reduction targets, monitoring, reporting, enforcement mechanisms and/or other documented measures that are materially more robust than those in the C/CAG policy.** Such requests shall be supported by clear written documentation prepared by a licensed traffic engineer or similar professional.

#### ▪ **Affordable Housing Exemption**

The TAC voiced potential concern with exempting 100% affordable housing projects, noting that: 1) this would impact a population that is generally most transit dependent and could well benefit from TDM programs; and 2) exempting affordable housing outright might detrimentally impact a city by removing a potential negotiation tool (ex. provide exemption as a development incentive). The TAC recommended that the Planning and Community Development Directors weigh in on this proposal.

Accordingly, staff sent a detailed outline of the proposal to all county Planning/Community Development Directors, noting the Committee's concerns, and requesting a simple response of support for, or non-support/issues with, the recommendation. Responses were received from eight jurisdictions, six of which were very supportive of the exemption. Of the remaining two agencies, one noted no strong opinion, and one felt the amendment was unnecessary given that 100% affordable projects can already ask for waivers and concessions under the density bonus law. Staff clarified with the latter agency that this amendment had been requested by other local jurisdictions who have noted that while developers can ask cities for a concession/waiver of their requirements, a local jurisdiction can't waive a C/CAG requirement. Based on the additional input received, staff maintains its recommendation to approve the proposed amendment exempting 100% affordable deed-restricted housing projects. It is important to note that this

amendment would not preclude local jurisdictions from adopting more stringent local TDM regulations. As the C/CAG TDM policy serves as a basic/foundational TDM program, locally adopted plans could still require affordable housing projects to implement TDM measures.

**ATTACHMENTS:**

1. Draft amendment language – REVISED

*The following attachment is available on the C/CAG website (See “Additional Agenda Materials” for the relevant TAC meeting) at: <https://ccag.ca.gov/committees/congestion-management-program-technical-advisory-committee/>*

2. November 21, 2024 TAC Staff Report

Amend 2023 CMP Appendix I as follows (changes shown in red/double underline):

- Amend Project Review Threshold (ADT) footnotes as follows to exempt 100% affordable deed restricted housing projects from TDM Policy requirements:

	Small Projects	Large Projects
<b>Non-Residential:</b> Office, Industrial, and Institutional	100 – 499 ADT (10,000 – 49,999 sq. ft.)	500+ ADT (50,000+ sq. ft.)
<b>Non-Residential:</b> Medical & Lodging	100 – 499 ADT (10,000 – 49,999 sq. ft.)	500+ ADT (50,000+ sq. ft.)
<b>Non-Residential:</b> Retail	100 – 499 ADT (30-99 employees)	500+ ADT (100+ employees)
<b>Residential:</b> Multi-Family	100 – 499 ADT (20 - 49 units)	500+ ADT (50+ units)

*ADT Thresholds, Correlated with Approximate Project Size Characteristic<sup>1 2</sup>*

<sup>1</sup> The quantified square footage, employees, and units in this table demonstrate plausible project size relative to the estimated project ADT. The representative project size values are not exact. They are based on documented linear relationships between project size and respective site travel demand. More detail is available in research references cited in Appendix C & D of the companion *Policy Approach* document.

<sup>2</sup> The TDM Policy only applies to multi-family residential developments only. Single-family home and 100% affordable deed restricted housing developments are **exempted** from this TDM Policy.

- Amend the “Determining C/CAG TDM Policy Exemption” section as follows to provide C/CAG Executive Director additional discretion in determining whether a locally adopted TDM Plan can be exempted from the C/CAG policy:

### Determining C/CAG TDM Policy Exemption

As described in the *C/CAG TDM Policy Update Approach* document, a C/CAG member jurisdiction may request exemption from these requirements.

### How Exemption Determination is Made

A member jurisdiction that has adopted its own TDM program intended to regulate travel demand impacts at land development projects may consider requesting an exemption from the C/CAG TDM Policy, provided the local jurisdiction can sufficiently prove that their adopted TDM measures meet or exceed trip mitigation impacts required by C/CAG. However, since California Government Code Section 65089 (b) still requires that Level of Service (LOS) standards apply to the countywide CMP Network, the burden of proof is on the local jurisdiction to document how their locally

adopted travel demand metric will sufficiently mitigate traffic impacts on the CMP Network.

The local jurisdiction shall submit such a request in writing to C/CAG. The request must clearly document how their jurisdiction's adopted city-wide TDM regulations ensure projected SOV trip reduction percentages meet or exceed 25% for TOD and small residential projects, and 35% for all other project land use types. C/CAG will review the local jurisdiction's request for exemption and, if approved, will issue a confirmation of exemption. At the discretion of the C/CAG Executive Director, C/CAG may consider minor deviations from the criteria listed above where it can be objectively demonstrated that a locally adopted TDM plan is substantially consistent with these criteria and is likely to generate superior city-wide results to the C/CAG TDM Policy through implementation of trip reduction targets, monitoring, reporting, enforcement mechanisms and/or other documented measures that are materially more robust than those in the C/CAG policy. Such requests shall be supported by clear written documentation prepared by a licensed traffic engineer or similar professional.

This process for requesting an exemption would address a jurisdiction's overall TDM program or ordinance and would not apply on a project-by-project basis.

(Note: If C/CAG determines that a local jurisdiction is exempt, the jurisdiction must still provide written notification to C/CAG whenever it receives an application for a new development project expected to generate more than 100 ADT. In addition, the exempted jurisdiction shall share all monitoring results with C/CAG and Commute.org on a biennial basis.)"

## C/CAG AGENDA REPORT

Date: January 16, 2025

To: C/CAG Congestion Management Program Technical Advisory Committee (CMP TAC)

From: Eva Gaye, Transportation Program Specialist

Subject: Review and provide input on the proposed Scope of Work for the 2025 Congestion Management Program (CMP).

(For further information or response to questions, contact Eva Gaye at [egaye@smcgov.org](mailto:egaye@smcgov.org))

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### RECOMMENDATION

That the Technical Advisory Committee review and provide input on the proposed Scope of Work for the 2025 Congestion Management Program (CMP).

### FISCAL IMPACT

The cost to update the 2025 CMP update is \$199,595.29.

### SOURCE OF FUNDS

Funding for CMP update will come from C/CAG Transportation Program funds.

### BACKGROUND

Every two years, C/CAG, serving as the Congestion Management Agency (CMA) for San Mateo County, must prepare and adopt a Congestion Management Program (CMP). The CMP's goal is to identify strategies that address future transportation needs, establish procedures to alleviate congestion, and promote countywide solutions. It must align with the Metropolitan Transportation Commission (MTC) planning process, which includes regional goals, policies, and projects for the Regional Transportation Improvement Program (RTIP). By ensuring conformity with regional goals, the CMP allows jurisdictions in San Mateo County to qualify for state and federal transportation funding.

While Senate Bill (SB) 743 requires transportation impacts under CEQA to be measured by Vehicle Miles Traveled (VMT), the current CMP legislation still requires the use of the Level of Service (LOS) metric. Therefore, staff recommends following the current CMP guidelines to update the 2025 CMP and continue to use LOS as a metric. Staff proposes to focus updates to the work performed and progress made in implementing the established CMP elements (Roadway System, Traffic LOS Standards, Performance Element, Trip Reduction and Travel Demand Element, Land Use Impact Analysis Program, and Seven-Year Capital Improvement Program)

since the last update.

In 2021, in accordance with the C/CAG adopted Procurement Policy, C/CAG issued a Request for Proposal (RFP) to solicit qualifications and select a consultant. Since this work is performed on a biennial basis, a provision was included in the original procurement providing C/CAG the option to extend the contract for an additional four years (2 additional two-year cycles) based on satisfactory performance. TJKM Transportation Consultants was chosen to provide monitoring services for the 2021 CMP. The scope of work included conducting traffic counts, performing level of service calculations on the CMP intersections and roadway segments using approved methodologies, monitoring travel time performances for the US-101 corridor for automobiles and transit, and enhancing C/CAG's capabilities to advance congestion management programs in San Mateo County. Staff has been pleased with the quality of work products and timely delivery of deliverables provided by TJKM Transportation Consultants for the 2023 CMP LOS monitoring project. As a result, staff recommends exercising the option to retain TJKM for the 2025 CMP update.

The 2023 CMP Update included data collected from a combination of sources, including INRIX data, 72-hour Average Daily Travel (ADT) counts at 25 roadway segments locations throughout the County, High Occupancy Vehicle (HOV) lane travel time runs on US-101, and turning movement counts at 16 intersections throughout the County. Additionally, the update continued monitoring of the Companion Network that was established in 2021, consisting of ten roadway segments and 17 intersections, including local arterials and coastal locations. The Companion Network is monitored for informational purposes only and is not be used in the CMP conformity findings process.

To ensure geographic equity, the Companion Network includes at least one intersection or roadway segment in each of the 20 cities/towns, with the remaining five intersections distributed across unincorporated areas. Multiple roadway segments and intersections from each jurisdiction were evaluated and prioritized based on the following criteria to identify those meeting the most requirements:

- **Roadway Classification** - Is the roadway a principal or minor arterial?
- **Collision History/Safety** - Does the facility exhibit high collision frequency based on Statewide Integrated Traffic Records System (SWITRS) or INRIX IQ data?
- **Bicycle Level of Traffic Stress** - Does the segment or intersection have a level of traffic stress rated 3 or 4?
- **Connection to 2019 CMP Network** – Does it intersect with a 2019 CMP segment with failing LOS?
- **City/County Plans** - Is the facility identified as significant in City or County adopted plans?
- **Facility function** - Does the facility distribute traffic between major arterials/ highways and city streets, or operate as a gateway into the city?

### 2025 CMP Update

For the 2025 CMP Update, staff proposes continuing the monitoring of both the CMP Network

and Companion Network, with an expansion of the Companion Network to include 15 locations. These locations are selected from the recently adopted San Mateo Countywide Local Roadway Safety Plan, focusing on intersections identified in the Countywide High Injury Network. Staff proposes to share the list of locations under separate cover.

Staff also recommends additional travel time monitoring on US-101, leveraging three full years of operation of the US-101 Express Lanes. This effort will include monitoring of travel times on both the General Purpose (GP) lanes and Express Lanes on US-101.

### Schedule

In compliance with MTC Resolution No. 3000, Congestion Management Agencies are required to submit their 2025 CMPs to MTC by October 2025 for a consistency review with the Regional Transportation Plan/Sustainable Communities Strategies (currently Plan Bay Area 2050+). To maintain alignment with the previous 2023 CMP monitoring and adhere to MTC's timeline, traffic counts must be conducted during March/April timeframe. To meet this schedule, the selection of additional intersections for the Companion Network must be finalized by the end of February 2025, allowing sufficient time to coordinate and schedule traffic counts across various locations in the county.

### **ATTACHMENTS**

#### 1. 2025 CMP Scope of Work and Schedule

# Proposal for the San Mateo County Congestion Management Program 2025 Update

January 6, 2025

TJKM Transportation Consultants  
4305 Hacienda Drive, Suite 550  
Pleasanton, CA 94588  
(925) 463-0611

**Point of Contact**

Ruta Jariwala  
rjariwala@tjkm.com  
(408) 421-0768



TJKM Transportation Consultants (TJKM) is pleased to submit our Scope of Work, Level of Effort, and Schedule to City/County Association of Governments (C/CAG) to update the Congestion Management Program (CMP) for 2025.

## SCOPE OF WORK

TJKM will update the CMP for 2025 as noted below.

### Task 1: Project Management

Under this task, TJKM will host a kick-off meeting, and provide monthly updates through check-in calls and progress reports with our invoices.

#### **SUBTASK 1.1 KICK-OFF MEETING**

Within a week of notice-to-proceed, TJKM will host a virtual kick-off meeting with C/CAG staff, and other stakeholders as requested by C/CAG. The purpose of the meeting will be to:

- Confirm the scope of work and data collection needs;
- Finalize the timeline and project milestones; and
- Establish communication protocols.

TJKM will prepare meeting materials including an agenda, PowerPoint presentations, and summarize meeting notes with action items.

#### **SUBTASK 1.2 MONTHLY MEETINGS, PROGRESS REPORTS, & INVOICES**

Throughout the life of the project, TJKM's Project Manager, Ms. Ruta Jariwala will host monthly status update meetings (virtually) to discuss project progress. For each meeting, TJKM will prepare meeting agendas and summary notes. Additionally, the TJKM Team will prepare monthly status reports detailing work completed, progress on the schedule, and current project budget.

Under this task, TJKM will also provide C/CAG with monthly invoices, to accompany the monthly status reports.

#### **Task 1 Deliverables**

- ✓ *Kick-Off Meeting Agenda, Meeting Minutes, and Action Items*
- ✓ *Monthly Meeting Agendas and Notes, Progress Reports, and Invoices*

### Task 2: Companion Monitoring Network

C/CAG is to be commended for going above and beyond the typical scope of the CMP by developing a Companion Monitoring Network. As part of this task, the TJKM Team will work with C/CAG staff to confirm that no changes are required to the Companion Monitoring Network developed in the last cycle, before proceeding with the network analysis.

#### **SUBTASK 2.1 CONFIRM COMPANION MONITORING NETWORK ANALYSIS**

Based on direction from C/CAG staff, TJKM will finalize the Companion Monitoring Network. All locations in the network will be included in the Monitoring Report, and will be monitored alongside the CMP network. The results of the monitoring effort will be reported in the 2025 CMP Update.

#### **Task 2 Deliverables**

- ✓ *Final Companion Monitoring Network*

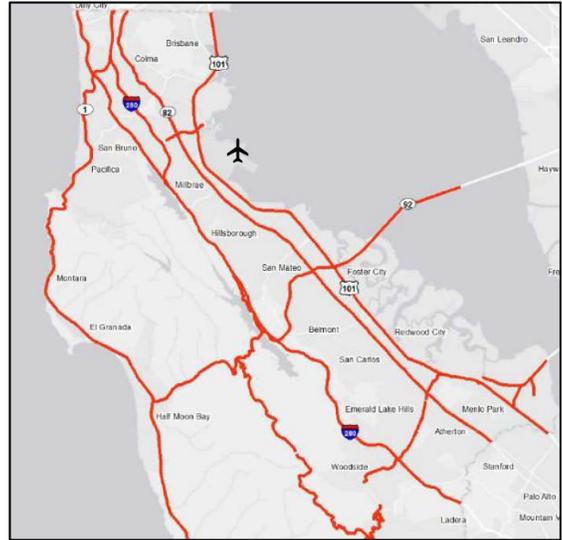


### Task 3: Prepare Monitoring Plan

Under this task, the TJKM Team will prepare a Monitoring Plan that outlines all data collection tasks, along with collection methodologies and schedules. This will allow the team and C/CAG staff to confirm any assumptions prior to proceeding with data collection.

#### SUBTASK 3.1 PREPARE DRAFT MONITORING PLAN

Under this subtask, TJKM will prepare a draft plan for collecting auto travel data at the locations defined in the San Mateo County CMP Network per the 2023 CMP Update. It is TJKM’s understanding that C/CAG monitors 163.3 miles of freeways and 301.4 miles of arterials/State Routes (53 roadway segments in total), and 16 intersections across San Mateo County. In the 2023 CMP Update, data collection included the use of INRIX data, 72-hour ADT counts at 25 locations, HOV lane travel time runs on US-101, and turning movement counts at 16 intersections, with the addition of the new Companion Monitoring Network. 2025 CMP Update will include an additional 15 companion network intersections, General Purpose (GP) lane travel time runs on US-101. It is expected that a similar data collection suite will be employed for the 2025 CMP Update. TJKM will work with our data collection vendor, IDAX, to prepare a Monitoring Plan that will detail the methods by which data will be collected, where it will be collected, and the timeline for data collection.



Our Monitoring Plan will also be based on review of available data from INRIX. The resulting real-time data in INRIX takes three forms: pure archival/historical data (least reliable), pure real-time data (most reliable), and a hybrid of the two. To ensure statistical significance, TJKM will make sure that only the data assigned a statistical confidence interval of score over 90 percent is used as part of the data collection. TJKM will document the following in the Draft Monitoring Plan:

- Methods to be employed to monitor the CMP Network, including discussion of the statistical validity of all proposed data collection methods.
- Methods to monitor the new Companion Network: 10 roadway segments will be monitored similarly to the arterials/highways in the CMP network, thus requiring 72-hour ADT counts, but we will consult with C/CAG staff prior to proceeding. Turning movement counts at the 32 Companion intersections will be conducted just as they are with the CMP intersections.
- Consulting other sources of data: we will consult with C/CAG to see if there is traffic data already available from Caltrans or the member agencies that we can utilize to reduce data collection needs.
- Vehicle traffic count collection methods, including video recordings, automated roadway segment tube counts, and use of commercially available INRIX data. TJKM will identify all cost-effective improvements available to C/CAG through review of past monitoring efforts and our experience with using currently available technologies and methods.
- Routes and locations on which the above methods will be employed.
- Vehicle travel time collection methods, including floating car runs for the US-101 GP, HOV and Express lanes.

- Transit Ridership Data Collection from BART, Caltrain, and SamTrans.
- Methodology to monitor LOS on the CMP network.
- Potential improvements to previous CMP Monitoring Reports and methodologies that provide improved metrics for CMP Network performance, including the incorporation of VMT data.
- Data collection plan and schedule.
- Quality Assurance/Quality Control (QA/QC) plan for collected data.

**SUBTASK 3.2 FINAL MONITORING PLAN**

TJKM will present the Draft Monitoring Plan to C/CAG staff for review. Based on comments and direction received, we will prepare a Final Monitoring Plan. It will then serve as a guide to complete Task 4.

**Task 3 Deliverables**

- ✓ *Draft and Final Monitoring Plan*

**Task 4: Monitor & Analyze the CMP Network & Companion Network**

After finalizing the Monitoring Plan, the TJKM Team will begin the work to collect data and perform the analysis of the CMP and Companion networks.

**SUBTASK 4.1 DATA COLLECTION**

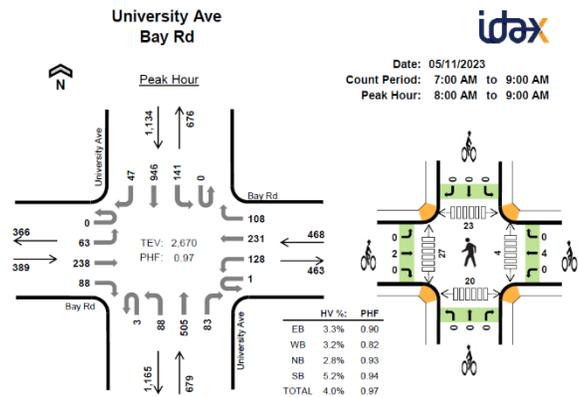
One of the primary goals of the CMP Update is to monitor the LOS on 53 roadway segments and at 16 intersections across San Mateo County that are bi-annually monitored for CMP conformance. Based on the Final Monitoring Plan developed under Task 3, TJKM will conduct data collection and monitoring of the CMP network under this task. All data collection will be conducted in Spring 2025 during mid-week days (Tuesday-Thursday) when schools are in session to remain consistent with past monitoring cycles. Our team has worked together on several other CMP Monitoring projects and the previous C/CAG CMP effort and is prepared to bring our expertise to C/CAG. The data collection will consist of the following:



**INRIX Data:** Per the 2023 Monitoring Report Executive Summary, C/CAG utilized INRIX XD data to monitor 163.3 directional miles of freeways and arterials. As part of this task, the team will acquire INRIX XD data to collect average speed data for these segments, ensuring that all data points are derived from observed, real time sources. We have strong background using INRIX XD for the Transportation Authority of Marin, Contra Costa County, and the Solano Transportation Authority CMP updates. INRIX XD segments cover more miles of road than TMC segments with greater granularity, and with the ability to adapt more quickly to the CMP network. INRIX XD will also provide information on incidents and reasons of slowdowns during any particular day. To use INRIX XD in collecting commercial auto speed data, the CMP network would be mapped and labeled in the web-based application tool and dates would be set to corresponding date and time for which data collection effort in real time would be made. Granularity by minutes or hours can then provide information regarding speed, travel time, congestion scan and bottlenecks with real time information on impact factors which can be downloaded in the form of Excel spreadsheets and visual diagrams.

**72-Hour ADT Counts:** The team will conduct directional 72-hour ADT counts for 25 locations, representing 301.4 miles of arterials/highways. The counts will be conducted using Metrocount MC5600 Portable Tube Classifiers, which stores every axle hit and operate with MTEExec software to provide outputs of speed, classification, and volume data. The counters record directional traffic volumes in 15-minute increments, and can be downloaded by a technician in the field (while not interrupting the study) to ensure a successful collection. If utilizing tubes becomes an issue due to high speeds, the team can deploy Wavetronix cameras to ensure a smooth data collection.

**Intersection Turning Movement Count:** Intersection TMCs will be conducted with video at all 16 CMP intersections and 32 Companion Monitoring Network intersections during the peak AM period (7 AM-9 AM) and peak PM period (4 PM-6 PM) as noted in the 2023 Monitoring Report. Our team has a vast amount of experience with industry-leading equipment and the proper ways to deploy it in order to accurately collect TMC. We only utilize the highest quality video collection units and the best reduction techniques and partners to accurately record and process the data.



Both TJKM and IDAX have worked together conducting data collection for the Transportation Authority of Marin’s CMP Monitoring Report for the last three cycles. Prior to collecting any turning movement count data, IDAX will verify the orientation of each intersection to ensure that it matches 2023 data. The turning movements will also capture bicycles and pedestrians, and will separate out heavy vehicles.

**GP Travel Time Runs:** In order to analyze multi-modal travel times along the US-101 corridor, the team will conduct travel time runs in the GP lanes on US-101 between the Santa Clara County line and Grand Avenue. A minimum of four to six runs per direction will be completed in both the AM (7 AM-9 AM) and PM peak periods (4 PM-6 PM).

**HOV Travel Time Runs:** In order to analyze multi-modal travel times along the US-101 corridor, the team will conduct travel time runs in the HOV lane on US-101 between the Santa Clara County line and Grand Avenue. A minimum of five runs per direction will be completed in both the AM (7 AM-9 AM) and PM peak periods (4 PM-6 PM).

**Transit Ridership Data:** TJKM will obtain ridership data for BART (stations within San Mateo County), Caltrain, and SamTrans, either through online resources or by consulting with staff at these agencies.

Streets	Client	Study	Data Source	Date(s)	Interval(s)
Moffett Boulevard; Central Expressway		18249	Turning Movement Counts	2018-11-1	Other
<b>Export Options</b>					
195(5308).xlsx	Excel File		71 KB	<a href="#">Inquire</a>	
195(5308)_PM.pdf	PDF File		170 KB	<a href="#">Inquire</a>	
195(5308)_PM.xlsx	Excel File		189 KB	<a href="#">Inquire</a>	
Moffett Boulevard; Central Expressway	TJKM	18137	Turning Movement Counts	2018-5-8	Other
<b>Export Options</b>					
1.xlsx	Excel File		65 KB	<a href="#">Download</a>	
1_AM.pdf	PDF File		244 KB	<a href="#">Download</a>	
1_AM.xlsx	Excel File		83 KB	<a href="#">Download</a>	

Additionally, the TJKM Team is excited to introduce a new data platform for the CMP data collection effort that will be accessible for the life of the contract. To assist C/CAG in mitigating the issues surrounding data organization, the TJKM Team will provide all new data we collect in a data warehouse via web Interface, something our team has developed for Santa Clara County Valley Transportation Authority. Access will be provided to an unlimited number of users within C/CAG. C/CAG will be able to view points for data that is owned internally. Additional data feeds can be ingested and stored

within the warehouse including travel times, parking data, transit data, and additional volume data. Data other than what the TJKM Team has or will collect for C/CAG would incur a fee to ingest and store.

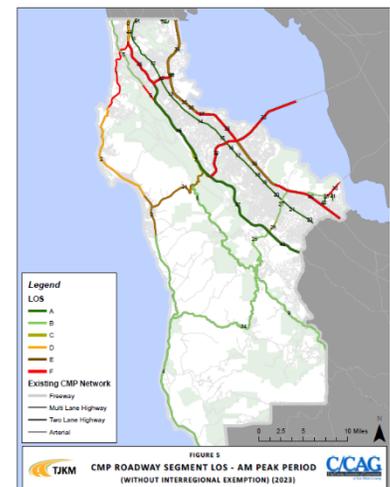
### SUBTASK 4.2 QA/QC & ERROR CHECKING

After completing data collection; the TJKM Team will first ensure that all data is checked for accuracy before proceeding with the LOS analysis. In addition IDAX's QA/QC process to ensure the data is free of errors, TJKM will create tables to compare volumes and average travel speeds with data collected in 2023. The team, in consultation with C/CAG staff, will also check if there are any nearby new developments that may have caused the change in traffic levels. Beyond that, TJKM will also consider any qualitative reasons for the change in volumes, such as any nearby improvements, effectiveness of TDM programs, HOV lanes, transit usage, etc. The final error checking will occur when the LOS is calculated for 2025 and compared to 2023. The tables created as part of the QA/QC process will later be used in the 2025 Monitoring Report to illustrate the effects of the on traffic in San Mateo County.

### SUBTASK 4.3 ANALYZE STATUS OF CMP NETWORK & COMPANION NETWORK

Once the data is collected and QA/QC is performed, the team will calculate the LOS for all roadway segments and intersections in the CMP and Companion Networks to determine their current status. The analysis will be performed per the methodologies and performance measures established in the Final Monitoring Plan prepared under Task 2. TJKM understands based on the 2023 Monitoring Report that roadway segment LOS is calculated based on either average speed (freeways) or V/C ratio (multi-lane, two-lane, and arterial segments). Intersection LOS is calculated based on turning movement volumes, and will be analyzed using Synchro software.

TJKM will prepare tables showing 2025 LOS for both the AM and PM peak period, as well as a second table comparing the LOS with previous monitoring cycles using the worst case peak period for each location. Intersection LOS tables will show AM and PM peak period LOS for 2025 and compared with previous cycles. For CMP segments found to have an LOS below the established standard, interregional trips will be removed as allowed by CMP statute. Interregional travel is defined as trips that either begin/end outside San Mateo County, or that begin outside the County but end in San Mateo County.



The countywide travel demand model will be used to determine the proportion of the segment’s volume that is estimated to include interregional travel. Once the reductions are made, the segment’s LOS will be recalculated to determine if any deficient segments remain. The team will also prepare maps showing the results of the LOS analysis, and turn the shapefiles with LOS results, average speeds, and volumes over to C/CAG.

**As a value added task, TJKM will prepare Travel Time Reliability charts** for each freeway in San Mateo County using available data. Our team has completed this task for both Marin County, Contra Costa County and Solano County on US-101 and I-80 respectively, and will complete one chart for each freeway spanning its entire length. The chart will show the 95th percentile travel time along the corridor for each hour from 5 AM–9 PM, compared to free flow travel time.

Additionally, **as an added value task**, the TJKM Team will utilize the shapefiles developed as part of this project to create an **interactive ArcGIS Online map** that shows the historical LOS of each C/CAG roadway segment and intersection. The purpose of including an interactive map is to allow C/CAG to quickly understand historical trends across the region or down to a specific segment/intersection. The map could also be shared with stakeholders or the general public, if desired.

#### Task 4 Deliverables

- ✓ *Electronic data files for: INRIX data; 72-hour ADT counts at 25 CMP locations and 10 Companion network locations; Intersection TMCs at 16 CMP intersections and 32 Companion network intersections; GP, HOV & Express lane travel time runs on US-101*
- ✓ *LOS analysis results with tables and maps*
- ✓ *Interactive online GIS map showing historical LOS results; GIS shapefiles*

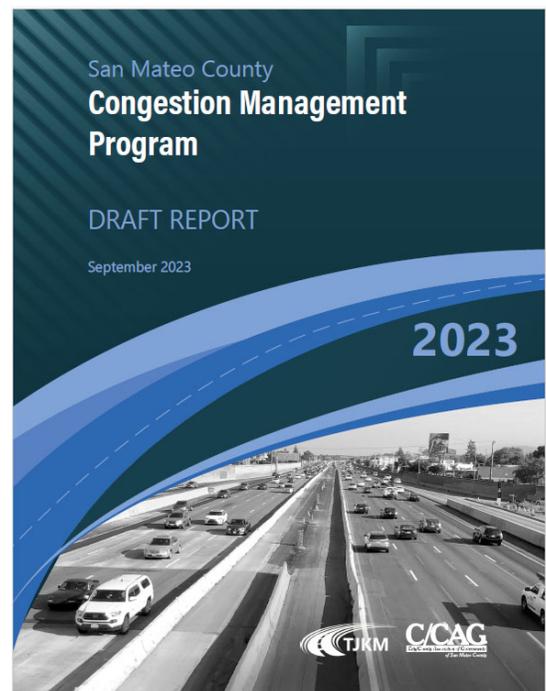
### Task 5: Prepare CMP Monitoring Report

As part of this task, the results of the CMP monitoring effort will be summarized into a Draft and Final CMP Monitoring Report.

#### SUBTASK 5.1 DRAFT CMP MONITORING REPORT

TJKM will prepare and provide a Draft Monitoring Report for C/CAG staff review that incorporates the following elements:

- Introduction.
- Purpose and description of the monitoring program.
- Description of the Monitoring Program, including an explanation of methodologies for collecting and analyzing data.
- Monitoring results for the CMP Network and Companion Monitoring Network, including tables/maps showing 2025 LOS and comparing them with previous cycles.
- Actions identifying study locations per different levels according to their current status and actions to maintain or improve each level including the actions that have already been taken by different agencies to address the problems.
- Comparison of 2023 and 2025 Monitoring Report to highlight the impacts.



- Multi-modal Performance Measures: Travel times for various modes on US-101, bicycle/pedestrian improvements, and ridership/person throughput for transit.
- Comparison of GP lane travel time with the HOV & Express lane travel time on US-101 between the Santa Clara County line and Grand Avenue.
- Appendix of all the raw data collection documents for the project.

The description of the monitoring program will include discussion on the methodologies used to collect data and to analyze study results. Graphics for the report will include figures that show where data has been collected, identify days and times of collection, location of segments that are grandfathered and/or exceeding established LOS standards, and related information.

The Draft Monitoring Report will also detail actions, such as roadway, transit, or other improvements, that can address previously or newly deficient LOS on roadway segments, including those already being undertaken by different agencies. All collected vehicle, bicycle, and pedestrian counts, and travel time runs will be documented in an Appendix. Consistent with past reports, the Draft Monitoring Report will document results based on the following performance measures established in the CMP:

- Roadway Level of Service
  - Travel Time – Average Speed
  - 72-hour traffic counts – V/C for rural arterials
- Intersection Level of Service
- Travel Time for various modes (single occupant, carpools, and transit)
- Pedestrian and Bicycle Improvements
- Ridership/Person Throughput for Transit

### **SUBTASK 5.2 FINAL CMP MONITORING REPORT**

TJKM will meet with C/CAG staff to discuss and review the results of the Draft Monitoring Report. Following this meeting, TJKM will incorporate staff comments into a Final Monitoring Report for C/CAG staff use.

#### **Task 5 Deliverables**

- ✓ *Draft and Final CMP Monitoring Report*

### **Task 6: Development of 2025 CMP Document**

As part of this task, the results of the CMP monitoring effort will be summarized into a Draft and Final CMP Monitoring Report.

### **SUBTASK 6.1 PREPARE FINAL CMP DOCUMENT**

The 2025 CMP Update will be developed in accordance with MTC’s guidance for Consistency of Congestion Management Programs with Regional Transportation Plan (RTP). Our approach for each section of the CMP is discussed below:

#### **Executive Summary**

The Executive Summary will provide an overview of the CMP document and summarize notable results.

#### **Chapter 1: Designated Roadway System**

This chapter will include a brief discussion of the purpose of the CMP, legislative requirements, and the organization of the CMP.

## Chapter 2: Designated Roadway System

The CMP legislation requires that all state highways and principal arterial roadways be included in the roadway network for analysis, and once a highway or roadway has been designated as part of the system, it may not be removed. In total, the San Mateo County CMP network includes 163.3 miles of freeway, 301.4 miles of arterials/state routes (broken into 53 segments), and 16 intersections. Chapter 1 will include a table of the CMP segments/intersections, and a map. A map and table detailing the segments/intersections of the Companion Monitoring Network will also be included.

## Chapter 3: CMP System Performance

Under this section, the LOS standard for each CMP roadway segment and intersection will be defined. TJKM will include a discussion of alternate CMP System Performance Measures, such as LOS, VMT, and Vehicle Hours Delayed for traffic congestion and travel time reliability. Utilizing the information from the Monitoring Report, we will report on the status of the countywide CMP network and Companion Monitoring Network, noting any CMP segments with deficient LOS (Companion Network is presented for informational purposes only as it is not subject to CMP statute).

## Chapter 4: Multi-Modal System Performance

C/CAG has selected four performance measures to be reported in the CMP:

- Level of Service
- Travel times from single-occupant automobiles, carpools, and transit
- Pedestrian and Bicycle Improvements
- Ridership/Person Throughout for Transit

Based on the information from the Monitoring Report, TJKM will provide a discussion of the status of the countywide transportation network based on each of these performance metrics. It will include a report of travel times by mode on US-101, a discussion of available bicycle and pedestrian facilities, and ridership data for BART, Caltrain, and SamTrans.

TJKM also proposes as a **value added task** to include a brief discussion of SB 743, and how VMT performance metrics could be incorporated into future CMPs. Our team has experience in assisting other CMAs implementing the use of VMT data, including Sonoma and Napa.

## Chapter 5: Travel Demand Management

TJKM will provide a discussion of C/CAG's travel demand management services, including existing efforts in San Mateo County. TDM aims at influencing travel behaviors for the purpose of redistributing travel demand. Examples of demand management strategies include alternative commute programs (e.g. carpool/vanpool, rideshare, etc.), HOV facilities, public transportation improvements, multimodal facilities, bicycle and pedestrian improvements, increased use of park-and-ride lots, improvements in jobs-housing balance, availability of flexible work hours, and telecommunicating. Many of these strategies are already in use in San Mateo County, including its robust shuttle program. The chapter will also include a discussion of commute trends in San Mateo County (using data, if possible, from the COVID-19 pandemic to see how it has affected commute patterns/modes).

## Chapter 6: Land Use Analysis

As stipulated in California Government Code Section 65089(b)(4), a CMP must contain a program to analyze the impacts of land use decisions made by local jurisdictions on the regional transportation system (including highways and transit). This chapter will include a review of the components of C/CAG's program, the role

of C/CAG's travel demand model, and how it contributes to the overall effort to mitigate congestion in San Mateo County.

### **Chapter 7: Travel Forecast Model**

This chapter will include a discussion of C/CAG's CMP Transportation Model, its consistency with MTC's Regional Transportation Model, and the model's role in monitoring future congestion in San Mateo County. As stipulated in California Government Code Section 65089(c), every CMA, in consultation with the regional transportation planning agency (MTC), cities and county, must develop a uniform database on traffic impacts for use in a countywide travel forecast model. It also requires that the countywide model be the basis for transportation models used for county sub-areas and cities, and that all models be consistent with the modelling methodology and databases used by the regional transportation planning agency. The CMP also approves sub-county area transportation models, and models used by local jurisdictions for land use impact analysis, if local jurisdictions decide to perform this work on their own. The purpose of applying the model is to guide the CMA decision-making process in identifying the most effective balance of transportation programs and projects that maintain LOS standards, which includes:

- Consideration towards the benefits of transit service and TDM programs; and
- Need for projects that improve congestion on the CMP Network.

The modeling requirement is also intended to assist local agencies in assessing the impact of new development on the transportation system.

### **Chapter 8: Capital Improvement Program**

State legislation requires that a CMP contain a seven year Capital Improvement Program (CIP) to maintain or improve the performance of the multimodal transportation system for the movement of people and goods and to mitigate regional transportation impacts identified through the Land Use Analysis Program. The County CIP is the core element of the CMP Update, and capital improvement projects must conform to transportation-related vehicle emissions and air quality mitigation measures. These transportation control measures (TCMs) are contained in the Bay Area 2017 Clean Air Plan. TJKM will review existing funding and programming documents as follows:

- MTC's Draft 2021 Transportation Improvement Program (TIP)
- MTC's Plan Bay Area 2050
- California Transportation Commission's 2022 State Transportation Improvement Program (STIP)
- San Mateo County Measure A and Measure M Expenditure Plans

TJKM will review MTC's Draft 2021 TIP, the starting point for developing a CIP in San Mateo County. The CIP will reflect projects included in the TIP at minimum. The team will then recommend inclusion of projects from other sources, such as (but not limited to): STIP, the Measure A Expenditure Plan, San Mateo County Measure M, etc.

TJKM will discuss CIP project prioritization with C/CAG staff. Per this discussion, TJKM will develop the seven year CIP for inclusion in the Final CMP Update.

Under this task, TJKM will also assist C/CAG in providing updates to the Transportation Demand Management program.

### **Chapter 9: Deficiency Plan Procedures**

Deficiency plans provide a method for local governments to focus on areas where congestion problems keep

system performance from meeting adopted standards. They provide an opportunity to analyze the causes of problems and determine whether they can be fixed by local improvements, or if it would be best to employ measures that will improve overall system efficiency and air quality.

Deficiency plans also provide local governments with the opportunity to give priority to system and non-capital mitigation methods to relieve congestion. The statutes specifically point to improved public transit service and facilities, improved non-motorized transportation facilities, HOV facilities, parking cash-out programs, and TCMs.

TJKM will assist in the establishment of procedures for the deficiency plans, which will include the following:

- Identify and analyze the cause(s) of any deficiencies.
- Determine necessary improvements for any deficient segments or intersections to maintain minimum LOS standards and associated improvement cost estimates.
- Improvements, programs or actions (and associated cost estimates) that can improve multimodal performance of the system and air quality.
- Develop an action plan of the most effective implementation strategies to maintain minimum LOS standards at any deficient segments, or to improve current and future LOS of the system and contribute to notable air quality improvements.

### Chapters 10-12

To retain consistency with the 2023 CMP Update, TJKM will update and include Chapter 10 (Monitoring and Updating the CMP), Chapter 11 (Measure M-\$10 Vehicle Registration Fee Program), and Chapter 12 (Traffic Impact Analysis Policy) in the 2025 CMP Update.

TJKM will compile these chapters into one Draft CMP Document and submit to C/CAG staff for review.

### **SUBTASK 6.2 FINALIZE CMP DOCUMENT & COMMITTEE/BOARD PRESENTATIONS**

Once the CMP Document is drafted, TJKM will meet with C/CAG to discuss. Once C/CAG staff comments are received, the team will revise the document into the Final 2025 CMP Update. We will be on hand at up to five C/CAG standing committee and C/CAG Board meetings to present the Final CMP, up to the point of adoption.

### Task 6 Deliverables

- ✓ *Draft and Final 2025 San Mateo County CMP Document*
- ✓ *Presentation of Final 2025 CMP at up to five C/CAG standing committees and C/CAG Board meetings*

# SCHEDULE

Our proposed team is an experienced team with specific strengths in each of the areas required to deliver this project on schedule and within budget to the satisfaction of C/CAG. Our proposed team has a proven track record of successful similar projects and is dedicated to providing high-quality products. With our available resources and experience, TJKM is equipped to provide the level of responsiveness required by the C/CAG, all while providing professional and quality services. We have developed an individualized approach for each task that, combined with an active project management and team-oriented approach, will ensure the delivery of timely, high-quality services.

The personnel listed in our organization chart are available to work on the project for the entire duration of the project. Our proposed staff has the availability to accept and complete this key project on schedule and within budget.

TJKM will complete this project in accordance with the schedule shown below.

Task	2025											
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
<b>Task 1: Project Management</b>												
1.1: Kick-Off Meeting												
1.2: Monthly Meetings, Progress Reports, & Invoices												
<b>Task 2: Companion Monitoring Network</b>												
2.1: Confirm Companion Monitoring Network Analysis												
<b>Task 3: Prepare Monitoring Plan</b>												
3.1: Prepare Draft Monitoring Plan												
3.2: Prepare Final Monitoring Plan												
<b>Task 4: Monitor &amp; Analyze the CMP Network &amp; Companion Network</b>												
4.1: Data Collection												
4.2: QA/QC & Error Checking												
4.3: Analyze Status of CMP Network & Companion Network												
<b>Task 5: Prepare CMP Monitoring Report</b>												
5.1: Draft CMP Monitoring Report												
5.2: Final CMP Monitoring Report												
<b>Task 6: Development of the 2025 CMP Document</b>												
6.1: Prepare Final CMP Document												
6.2: Finalize CMP Document & Committee/Board Presentations												



## COST PROPOSAL

TJKM truly understands the importance of good project management. We use state-of-the-art technology and software to maintain superior quality control, to control costs, and to maximize the efficiency of resource utilization. Our proposed Project Manager, Ruta Jariwala, will utilize a number of project management tools to ensure budget and schedule compliance, including:

- Internal kick-off meeting with the project team to review goals of the project, to identify deadlines for deliverables, and to assign tasks for each staff member.
- Weekly meetings to maintain communication with the project team, and to review anticipated hours necessary for completing project work.
- Weekly status reviews of billing system reports to track labor and cost expenditures, ensuring budget compliance.
- Regular monthly reports provided to C/CAG's Project Manager discussing progress and any outstanding issues or concerns, allowing for an open line of communication.
- Documentation of work performed to date in a status report accompanying each invoice, at the C/CAG's request.

Timeliness and quality are essential to maintaining good business relationships and a solid reputation. TJKM is committed to preparing high quality deliverables for our clients, while maintaining schedule and budget compliance, and to meeting deadlines that will be associated with this contract.

The cost proposal is included on the following page.

**Cost Proposal for San Mateo County Congestion Management Program 2025 Update**

*Prepared by TJKM Transportation Consultants*

Task	Project Manager	QA/QC	Task Lead	Modeller	Project Engineer	Project Engineer	Project Planner	Graphics	Hours by Task	Cost by Task
	Billing Rate	\$300.02	\$245.49	\$199.75	\$257.90	\$127.14	\$120.35	\$96.42		
<b>Task 1: Project Management</b>	<b>17</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34</b>	<b>\$ 8,496.12</b>
1.1: Kick-Off Meeting	1		1						2	\$ 499.77
1.2: Monthly Meetings, Progress Reports & Invoices	16		16						32	\$ 7,996.35
<b>Task 2: Develop Companion Network</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>7</b>	<b>\$ 1,085.22</b>
2.1: Confirm Companion Monitoring Network	1		2				4		7	\$ 1,085.22
<b>Task 3: Prepare Monitoring Plan</b>	<b>6</b>	<b>4</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>26</b>	<b>10</b>	<b>76</b>	<b>\$ 11,589.74</b>
3.1: Prepare Draft Monitoring Plan	4	2	12			8	16	6	48	\$ 7,254.93
3.2: Prepare Final Monitoring Plan	2	2	8			2	10	4	28	\$ 4,334.81
<b>Task 4: Monitor &amp; Analyze the CMP Network &amp; Companion Network</b>	<b>14</b>	<b>10</b>	<b>50</b>	<b>50</b>	<b>104</b>	<b>140</b>	<b>149</b>	<b>0</b>	<b>517</b>	<b>\$ 73,976.69</b>
4.1: Data Collection	4		8			16	25		53	\$ 7,134.32
4.2: QA/QC & Error Checking	4	4	12		24	24	24		92	\$ 12,833.08
4.3: Analyze Status of CMP Network & Companion Network	6	6	30	50	80	100	100		372	\$ 54,009.29
<b>Task 5: Prepare CMP Monitoring Report</b>	<b>6</b>	<b>3</b>	<b>42</b>	<b>0</b>	<b>15</b>	<b>55</b>	<b>56</b>	<b>24</b>	<b>201</b>	<b>\$ 27,497.40</b>
5.1: Draft CMP Monitoring Report	4	1	26		10	30	40	20	131	\$ 17,582.22
5.2: Final CMP Monitoring Report	2	2	16		5	25	16	4	70	\$ 9,915.17
<b>Task 6: Development of the 2023 CMP Document</b>	<b>8</b>	<b>4</b>	<b>52</b>	<b>0</b>	<b>8</b>	<b>16</b>	<b>56</b>	<b>16</b>	<b>160</b>	<b>\$ 23,875.12</b>
6.1: Prepare Final CMP Document	4		32		4	8	32	12	92	\$ 13,471.63
6.2: Finalize CMP Document & Committee/Board Presentations	4	4	20		4	8	24	4	68	\$ 10,403.48
<b>Sub-Total</b>	<b>52</b>	<b>21</b>	<b>183</b>	<b>50</b>	<b>127</b>	<b>221</b>	<b>291</b>	<b>50</b>	<b>995</b>	<b>\$ 146,520.29</b>
<b>Direct Cost</b>										
Mileage										\$ 1,000.00
Data Collection										\$ 46,075.00
<b>Total</b>										<b>\$ 193,595.29</b>



**C/CAG AGENDA REPORT**

Date: January 16, 2025

To: Congestion Management Program Technical Advisory Committee

From: Jeff Lacap, Transportation Systems Coordinator

Subject: Receive information on regional project and funding related items.

(For further information or questions, contact Jeff Lacap at [jlacap@smcgov.org](mailto:jlacap@smcgov.org))

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**RECOMMENDATION**

That the Technical Advisory Committee receive information on regional project and funding related items.

**FISCAL IMPACT**

None.

**SOURCE OF FUNDS**

N/A

**BACKGROUND**

C/CAG staff routinely attends meetings hosted by the Metropolitan Transportation Commission (MTC) and receives information distributed from MTC and Caltrans pertaining to federal funding, project delivery, and other regional policies that may affect local agencies. Attached to this report includes relevant information from MTC and Caltrans.

**Project Delivery & Caltrans Updates***FHWA Policy for Inactive Projects*

Caltrans requires administering agencies to submit invoices at least once every 6 months from the time of obligation (E-76 authorization). The current inactive list is attached (Attachment 1). Project sponsors are requested to visit the Caltrans site regularly for updated project status at: <https://dot.ca.gov/programs/local-assistance/projects/inactive-projects>

Please continue to send invoices in a timely matter to Caltrans or inform the Department of any unanticipated delays. Obligated funds should be spent and invoiced for reimbursement within 6 months. Projects not ready to be encumbered or awarded within 6 months should not be obligated.

### *Pavement Management Program (PMP) Certification*

The current PMP certification status listing is attached (Attachment 2). Jurisdictions without a certification will have projects removed from MTC's obligation plans until their PMP certification is in good standing. Contact Sui Tan at [stan@bayareametro.gov](mailto:stan@bayareametro.gov) if you need to update your certification.

### *Lapsed Project End Dates*

Please review the Caltrans Project End Date (PED) lookahead report (Attachment 3). Please work with Caltrans Local Assistance to take appropriate action.

Any work done on projects past the PED is not eligible for reimbursement. PEDs should be extended prior to the expiration of the current PED. If a PED is extended after its lapse, then the work done during the lapsed period is not reimbursable. PEDs must be extended through an E-76 modification. The E-76 approval process is expected to take at least 4 weeks.

Caltrans Division of Local Assistance (DLA), Office of Project Implementation provides guidance and support to local agencies in managing the Federal-aid projects. The Project End Date (PED), analogous to the previously used Agreement End Date (AED), is the date that an agency estimates to identify the end of a project phase's Period of Performance (end of Federally participating work). It is defined as the date after which no additional federally participating costs may be incurred for an authorized phase of work.

The look ahead report attached lists projects with (i) expired PED, (ii) PED to expire within the next three months, (iii) PED to expire within the next 6 months and (iv) PED to expire in more than 6 months but with lapses in the past. The purpose of this list is to alert local agencies of expired or expiring PEDs, so they can initiate PED extension requests where necessary and/or contact DLAEs for further assistance. Projects with final invoices submitted do not require a PED extension.

### *New Version of LAPM 3-A: Project Authorization / Adjustment Request & LAPG 25-A: Allocation/Time Extension Form*

A new version of Local Assistance Procedure Manual 3-A (LAPM 3-A): Project Authorization / Adjustment Request has been released by Caltrans and is available for download. Click here to download: <https://forms.dot.ca.gov/v2Forms/servlet/FormRenderer?frmID=DOTLAPM3A>

A new version of Local Assistance Program Guidelines (LAPG) 25-A: Allocation/Time Extension Form has also been released and is available for download. Click here to download: <https://forms.dot.ca.gov/v2Forms/servlet/FormRenderer?frmID=DOTLAPG25A>

## **Current and Upcoming Funding Opportunities**

### *Caltrans Fiscal Year 2025-26 Sustainable Transportation Planning Grant - Call for Applications*

Caltrans has released the Fiscal Year (FY) 2025-26 Sustainable Transportation Planning Grant Application Guide and Call for Applications. A total of \$37.7 million is available for transportation planning projects statewide. The information provided below will assist with the successful completion of grant applications, due January 22, 2025, by 5 PM. Caltrans will be conducting virtual grant application workshops in November 2024. More information can be found here: <https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/regional-and-community-planning/sustainable-transportation-planning-grants>

### *Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program*

The U.S. Department of Transportation (USDOT) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) program provides grants for surface transportation infrastructure projects with significant local or regional impact. The eligibility requirements of RAISE allow project sponsors, including state and local governments, counties, Tribal governments, transit agencies, and port authorities, to pursue multi-modal and multi-jurisdictional projects that are more difficult to fund through other grant programs.

The FY 2025 Notice of Funding Opportunity was released on November 1, 2024 and applications are due January 30, 2025. More information can be found here: [https://www.transportation.gov/sites/dot.gov/files/2024-10/RAISE%202025%20NOFO\\_%20Signed.pdf](https://www.transportation.gov/sites/dot.gov/files/2024-10/RAISE%202025%20NOFO_%20Signed.pdf)

### *Fiscal Years 2024-2026 Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program*

The purpose of the PROTECT Program is to provide grants on a competitive basis for projects that seek to strengthen surface transportation to be more resilient to natural hazards, including climate change, sea level rise, heat waves, flooding, extreme weather events, and other natural disasters through support of planning activities, resilience improvements, community resilience and evacuation routes, and at-risk coastal infrastructure.

The FY 2024-2026 Notice of Funding Opportunity was released on October 25, 2024 and applications are due February 24, 2025 for FY2024 and 2025 projects. For FY2026 projects, applications are due February 24, 2026. More information can be found here: <https://grants.gov/search-results-detail/356840>

## **Training Opportunities**

### *Local Assistance Day Statewide Webinar – February 11th, 8:30 am – 11:30 am PT*

The Caltrans Division of Local Assistance (DLA), in partnership with the Regional Transportation Planning Agencies Group and in conjunction with California Local Technical Assistance Program (CALTAP), presents this quarterly statewide webinar focused on information sharing, local project delivery policies, processes, and procedures, and facilitating peer-sharing of best-practices.

This webinar is free and open to project managers, engineers, and other professionals working with local assistance processes for local and tribal agencies.

Registration closes on Monday February 10, 2025. Register here:

### *Federal-Aid Series Environmental Requirements Training – February 11, 2025*

The Caltrans Division of Local Assistance (DLA) Office of Environmental Compliance and Outreach (OEEO) is hosting a free in-person, one-day training detailing the National Environmental Policy Act (NEPA) compliance process and procedures for local assistance projects in Santa Rosa. The training will also focus on the environmental scoping tool, the Preliminary Environmental Study Exhibit 6-A form, NEPA class of actions, technical study requirements, mitigation measures, and revalidations.

The training capacity is limited to 40 people and is based on first register, first confirmed attendance. Register here: <https://forms.office.com/g/rQkd1Tw1B5>

For more information and registration details, please see Attachment 4.

### *San Mateo Countywide Local Roadway Safety Plan (LRSP) and Safe Streets and Roads for All (SS4A) Grant*

The San Mateo Countywide Local Roadway Safety Plan was adopted by the C/CAG Board in June 2024. Following the countywide adoption, jurisdictions with an individual chapter in the countywide plan began to locally adopt their respective plans. Below is the list of the jurisdictions with an individual chapter and their adoption status:

- Atherton – Adopted 11/20/2024
- Belmont – Scheduled for adoption on 1/14/2025
- Brisbane – Adopted 7/18/24
- Burlingame – Adopted 11/18/2024
- Colma – Adopted 10/25/24
- East Palo Alto – Adopted 12/3/2024
- Foster City
- Hillsborough – Adopted 10/14/2024
- Half Moon Bay – Adopted 8/20/2024

- San Carlos - Scheduled for adoption on 1/13/25
- Woodside - Adopted 9/24/2024

In December, staff was notified that \$433,000 in Federal Safe Streets For All (SS4A) funds was awarded to C/CAG to continue the implementation of the LRSP through the following tasks:

- Establish the San Mateo County Transportation Safety Advisory Committee (TSAC).
- Conduct ongoing evaluations of crash data and community needs to identify and prioritize opportunities for reducing crash risks for all roadway users.
- Collaborate with local agencies.
- Provide best practices training.
- Research and prepare Whitepapers to support implementation of the LRSP.
- Prepare annual reporting on the implementation of the safety countermeasures included in the LRSP.

Staff is currently working with the Federal Highway Administration to execute funding agreements and anticipates releasing an RFP for consultant support in Spring 2025.

#### **EQUITY IMPACTS AND CONSIDERATIONS**

This item provides regional project information and opportunities for all jurisdictions in San Mateo County.

#### **ATTACHMENTS**

1. Caltrans Inactive Project List for San Mateo County as of January 6, 2025
2. MTC's PMP Certification Status of Agencies within San Mateo County as of January 7, 2025
3. Caltrans Lapsed Project End Dates as of January 1, 2025
4. Caltrans Federal-Aid Series Environmental Requirements Training

Updated on 01/06/2025 2nd Quarter Inactive Projects  
> \$50,000 unexpended balance

Project Number	Status	Agency Action Required	State Project No	Project Prefix	District	County	Agency	Project Description	Latest Date	Earliest Authorizati on Date	Latest Payment Date	Last Action Date	Months of No Activity	Program Codes	Total Cost Amount	Obligations Amount	Expenditure Amount	Unexpended Balance
5350026	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0424000038L	STPL	04	SM	Pacifica	PALOMA AVENUE, CARMEL AVENUE AND SANTA MARIA AVENUE FROM FRANCISCO BOULEVARD TO BEACH BOULEVARD NEW SIDEWALKS, CURB AND GUTTER, ADA CURB RAMPS, ADA DRIVEWAYS BICYCLE STRIPING AND SLURRY SEAL	05/13/2024	5/13/2024	1/0/1900	5/13/2024	8	Y230	\$2,077,062.00	\$1,000,000.00	\$0.00	\$1,000,000.00
6204136	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0419000050L	CPFL	04	SM	Caltrans	ON STATE ROUTE: 92. SAN MATEO. AT THE US 101/SR 92 INTERCHANGE. IMPROVE TRAFFIC FLOW, SAFETY AND INCREASE MOBILITY BY MINIMIZING TRAFFIC CONFLICT LOCATIONS AND IMPROVING PEAK-PERIOD TRAVEL TIMES ALONG US101 AND SR 92 WITHIN PROJECT LIMITS.	05/13/2024	5/13/2024	1/0/1900	5/13/2024	8	Y928	\$32,788,761.39	\$1,000,000.00	\$0.00	\$1,000,000.00
5438015	Inactive	Project is inactive. Funds at risk. Invoice immediately.	04140000191L	HPLUL	04	SM	East Palo Alto	UNIVERSITY OVERCROSSING US 101 BIKE PED PATH	04/17/2024	11/27/2013	4/17/2024	4/17/2024	9	LY20,HY20	\$14,370,823.00	\$1,737,000.00	\$1,005,271.65	\$731,728.35
5102049	Inactive	Project is inactive. Funds at risk. Invoice immediately.	04170000373L	BRLS	04	SM	San Mateo	BERMUDA DRIVE OVER FIESTA CHANNEL (BR # 35C0077) BRIDGE REPLACEMENT	07/24/2024	6/9/2018	7/24/2024	7/24/2024	6	Z001	\$534,414.00	\$473,117.00	\$153,037.81	\$320,079.19
5390006	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0423000011L	STPL	04	SM	Portola Valley	WESTRIDGE DRIVE FROM APPROXIMATELY ALPINE ROAD TO CERVANTES ROAD PAVEMENT PRESERVATION INCLUDING PAVEMENT GRINDING, BASE REPAIR, SLURRY SEAL, THERMOPLASTIC TRAFFIC STRIPING AND PAVEMENT MARKINGS, AND OTHER MISC. WORK RELATED TO ROAD RESURFACING	02/07/2024	01/20/2023	2/7/2024	2/7/2024	11	Y230	851,838.62	\$201,000.00	\$1,102.24	\$199,897.76
5935087	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0422000053L	STPL	04	SM	San Mateo County	SAN MATEO COUNTY: SOUTH PARK PLAZA DR, 87TH AT CORNERS OF S. PARK PLAZA AND WASHINGTON ST, 87TH ST FROM SOUTHGATE TO SULLIVAN AVE SAN MATEO COUNTY; ON SOUTH PARK PLAZA DR: INSTALL A RAISED MIDBLOCK CROSSWALK, CONNECTING BOTH SCHOOLS, WITH ADA CURB EXTENSIONS AND RAMPS, PEDESTRIAN-ACTIVATED RAPID RECTANGULAR FLASHING BEACONS (RRFB), SPEED REDUCTION STRIPING, AND EDGE LINES; ON 87TH ST AT THE CORNERS OF S. PARK PLAZA AND WASHINGTON ST: INSTALL ADA CURB EXTENSIONS AND RAMPS; ON 87TH ST FROM SOUTHGATE AVE TO SULLIVAN AVE: INSTALL SPEED REDUCING EDGE LINES (TC)	06/05/2024	11/11/2021	6/5/2024	6/5/2024	7	Z230,Y240,Y230	\$1,619,000.00	\$1,603,000.00	\$1,453,115.82	\$149,884.18

< \$50,000 unexpended balance

Project Number	Status	Agency Action Required	State Project No	Project Prefix	District	County	Agency	Project Description	Latest Date	Earliest Authorizati on Date	Latest Payment Date	Last Action Date	Months of No Activity	Program Codes	Total Cost Amount	Obligations Amount	Expenditure Amount	Unexpended Balance
5333014	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0412000122L	BHLS	04	SM	Woodside	KINGS MOUNTAIN RD OVER WEST UNION CREEK, 0.05 MI EAST OF TRIPP RD, BRIDGE REHABILITATION	07/07/2020	3/16/2012	7/7/2020	7/7/2020	54	L1CE	\$135,090.00	\$119,595.00	\$98,399.16	\$21,195.84
5029032	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0414000103L	BPMP	04	SM	Redwood City	MAIN ST, VETERANS BLVD, AND MAPLE ST OVER REDWOOD CREEK BRIDGE PREVENTATIVE MAINTENANCE	08/28/2019	3/21/2014	8/28/2019	8/28/2019	65	M240	\$26,250.00	\$23,239.00	\$4,519.81	\$18,719.19
5333013	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0412000121L	BHLS	04	SM	Woodside	MOUNTAIN HOME RD OVER BEAR CREEK; 0.3 MI SOUTH OF SR 84, BRIDGE REHABILITATION	07/07/2020	3/16/2012	7/7/2020	7/7/2020	54	L1CE	\$107,428.00	\$95,106.00	\$93,266.37	\$1,839.63

\$1,000 or less unexp. Balance

Project Number	Status	Agency Action Required	State Project No	Project Prefix	District	County	Agency	Project Description	Latest Date	Earliest Authorizati on Date	Latest Payment Date	Last Action Date	Months of No Activity	Program Codes	Total Cost Amount	Obligations Amount	Expenditure Amount	Unexpended Balance
6204125	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0413000206L	FERPL	04	SM	Caltrans	ON US101 FROM 0.3 MILES NORTH OF SAN ANTONIO ROAD (SCL -PM 50.6) TO 0.3 MILES SOUTH OF GRAND AVENUE INTERCHANGE (SM-PM 21.8) US 101: INSTALL HOV/HOT LANE	07/02/2019	5/16/2017	7/2/2019	7/2/2019	66	RPS9,RPS0	\$20,999,258.82	\$9,547,698.97	\$9,547,074.22	\$624.75
5935064	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0413000030L	BPMP	04	SM	San Mateo County	VARIOUS BRIDGES IN SAN MATEO COUNTY: 35C0186, 35C0056,35C0054, 35C0052, 35C0064, 35C0118, 35C0187, 35C0119, 35C0053 BRIDGE PREVENTATIVE MAINTENANCE	06/20/2024	8/10/2018	6/20/2024	6/20/2024	7	Z001,1180	\$119,000.00	\$105,351.00	\$105,350.63	\$0.37
5177033	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0414000209L	CML	04	SM	South San Francisco	EL CAMINO REAL (SR82: PM20.6-20.9) DR CHESTNUT TO ARROYO AVE IMPROVE PED. CROSSINGS, BULB OUT, ADA RAMPS	05/22/2024	1/31/2014	5/22/2024	5/22/2024	8	Z003,M003	\$6,112,683.00	\$1,000,000.00	\$1,000,000.00	\$0.00
5357010	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0417000486L	BRLS	04	SM	Half Moon Bay	MAIN STREET BRIDGE OVER PILARCITOS CREEK; BR 35C0025 REHABILITATE HISTORIC BRIDGE. NO ADDED CAPACITY	01/03/2023	2/27/2018	1/3/2023	6/18/2024	24	Z001	\$886,367.96	\$784,701.56	\$784,701.56	\$0.00
6204113	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0400000684L	CML	04	SM	Caltrans	ON STATE ROUTE: 101. US 101 BROADWAY INTERCHANGE IN BURLINGAME RECONSTRUCT INTERCHANGE INCLUDE BIKE/PED FACILITY	01/24/2020	1/30/2014	1/24/2020	2/24/2022	60	M400	\$50,043,250.63	\$3,559,977.49	\$3,559,977.49	\$0.00

PMP Certification January 7, 2025

<b>Expired</b>	<b>About to Expire</b>
<b>Certified (including Pending &amp; Extension)</b>	<b>P-TAP 25 Receptients</b>

\* "Last Major Inspection" is the basis for certification and is indicative of the date the field inspection was completed.

County	Jurisdiction	Last Major Inspection*	Certification Expiration Date	P-TAP Cycle	Status
San Mateo	Atherton	8/31/2022	8/31/2024	25	Certified with Pending
San Mateo	Belmont	11/1/2021	12/1/2024	25	Certified with Pending
San Mateo	Brisbane	9/1/2022	9/1/2024	25	Certified with Pending
San Mateo	Burlingame	11/15/2022	11/30/2024	25	Certified with Pending
San Mateo	Colma	11/7/2022	11/30/2024	25	Certified with Pending
San Mateo	Daly City	11/2/2022	11/30/2025	23	Certified with Extension
San Mateo	East Palo Alto	9/26/2023	9/30/2025	24	Certified
San Mateo	Foster City	2/7/2024	2/28/2026	24	Certified
San Mateo	Half Moon Bay	11/1/2021	12/1/2024	25	Certified with Pending
San Mateo	Hillsborough	11/3/2022	11/30/2024	25	Certified with Pending
San Mateo	Menlo Park	12/17/2022	12/31/2025	23	Certified with Extension
San Mateo	Millbrae	11/15/2022	11/30/2025	23	Certified with Extension
San Mateo	Pacifica	8/28/2020	9/1/2022	25	Certified with Pending
San Mateo	Portola Valley	11/1/2023	11/30/2025	24	Certified
San Mateo	Redwood City	12/1/2021	12/21/2023	25	Certified with Pending
San Mateo	San Bruno	11/1/2023	11/30/2025	24	Certified
San Mateo	San Carlos	7/31/2022	7/31/2025	23	Certified with Extension
San Mateo	San Mateo	1/1/2024	1/31/2026	24	Certified
San Mateo	San Mateo County	12/31/2022	12/31/2024	25	Certified with Pending
San Mateo	South San Francisco	10/17/2023	10/31/2025	24	Certified
San Mateo	Woodside	2/7/2024	2/28/2026	24	Certified

(\*) Indicates One-Year Extension. Note: PTAP awardees are ineligible for a one-year extension during the cycle awarded.

(^\*) Indicates previous P-TAP awardee, but hasn't fulfilled requirement; must submit certification prior to updating to current P-TAP award status.

Note: Updated report is posted monthly to:

Project End Date Reporting

Last Updated: 1/2/2025

\*\*\* Submit PED extension requests at least one month prior to expiration to account for processing times and reduce nonparticipating gaps \*\*\*

Project Number xxxx(xxx)	Prefix	Responsible Agency	Agency's Portfolio with Lapses (%)	PE Auth "Other" (NI/Studies)	PE Auth	RW Auth	CON Auth	Monitoring Class	Approved PED (* Legacy)	PED Expires (Months)	PED by Expiration (Based on current PED)	Current SEQ #	Current FADS SEQ Status	Pending PED Change	Lapse Occurrences	Lapse Action by SEQ # (WR) or (NP)	FHWA Approves Waiver Request	Nonparticipating PED Lapses (Adjusted for Waiver Approvals)	AMS Adv ID (* Multi Adv IDs)	AMS Adv Acct Codes	FMS Status
5935(064)	BPMP	San Mateo County	100.0%		08/10/18				10/31/22 *	-26	● PED Expired	1	Approv		1			SEQ# 1(10/31/2022 to Present)	0413000030	2W	ACTIVE
5177(033)	CML	South San Francisco	80.0%		01/31/14		01/09/17		03/31/23	-21	● PED Expired	5	Approv		3	3-WR	Yes (Partial)	SEQ# 5(4/22/2024 to Present) SEQ# 4(3/31/2023 to 4/22/2024) SEQ# 3(09/01/2020 to 1/14/2021)w	0414000209	2W	ACTIVE
5357(010)	BRLS	Half Moon Bay	50.0%		02/27/18				06/30/23	-18	● PED Expired	3	Approv		2			SEQ# 3(6/18/2024 to Present) SEQ# 2(6/30/2023 to 6/18/2024)	0417000486		ACTIVE
5029(032)	BPMP	Redwood City	20.0%		03/21/14				03/21/24 *	-9	● PED Expired	2	Approv		1			SEQ# 2(3/21/2024 to Present)	0414000103	2W	ACTIVE
5935(087)	STPL	San Mateo County	100.0%		11/01/21		08/29/22		06/30/24	-6	● PED Expired	3	Approv		1			SEQ# 3(6/30/2024 to Present)	0422000053		ACTIVE
5196(044)	STPL	Daly City	100.0%				01/05/23		12/29/24	0	◆ PED 0 to < 3 mos	2	Pend HQ	No change	2			SEQ# 2 (SEQ# 2 Approval to Present) SEQ# 1(12/29/2024 to SEQ# 2 Approval)	0422000336		ACTIVE
5177(047)	CRRSAL	South San Francisco	80.0%				09/09/22		12/31/24	1	◆ PED 0 to < 3 mos	3	Info Only		2			SEQ# 3 (SEQ# 3 Approval to Present) SEQ# 2(12/31/2024 to SEQ# 3 Approval)	0422000384		ACTIVE
5171(026)	STPL	Burlingame	0.0%				03/27/23		01/29/25	1	◆ PED 0 to < 3 mos	2	Pend HQ	No change					0422000319		ACTIVE
5390(006)	STPL	Portola Valley	0.0%				01/20/23		03/31/25	4	◆ PED 3 to < 6 mos	2	Approv						0423000011		ACTIVE
5438(015)	HPLUL	East Palo Alto	100.0%		11/27/13		12/20/22		06/28/25	6	◆ PED 6+ mos	6	Approv		1			SEQ# 4(10/30/2022 to 12/20/2022)	0414000191	2W	ACTIVE
5029(039)	STPL	Redwood City	20.0%				09/12/22		08/31/25	9	◆ PED 6+ mos	2	Approv						0422000084		ACTIVE
5357(011)	CML	Half Moon Bay	50.0%				02/21/23		12/31/25	13	◆ PED 6+ mos	2	Info Only						0420000230		ACTIVE
5226(023)	CML	San Bruno	100.0%		11/16/18		11/24/23		12/31/25	13	◆ PED 6+ mos	4	Approv		1			SEQ# 1(11/1/2020 to 3/18/2021)	0419000066	2W	ACTIVE
5029(041)	STPL	Redwood City	20.0%		12/21/23				01/01/26	13	◆ PED 6+ mos	1	Approv						0422000475		ACTIVE
5261(011)	CPFL	Atherton	0.0%		09/05/24				02/28/26	15	◆ PED 6+ mos	1	Approv						0424000048		ACTIVE
5177(039)	BPMP	South San Francisco	80.0%		11/19/19				04/30/26	17	◆ PED 6+ mos	2	Approv		1			SEQ# 1(12/30/2022 to 3/27/2023)	0418000191		ACTIVE
5299(019)	CML	Millbrae	0.0%				03/11/24		05/31/26	18	◆ PED 6+ mos	1	Approv						0423000060		ACTIVE
5029(025)	BPMP	Redwood City	20.0%		04/13/11				07/31/26	20	◆ PED 6+ mos	2	Approv						0400021046	2W	ACTIVE
5029(024)	BPMP	Redwood City	20.0%		04/13/11				07/31/26	20	◆ PED 6+ mos	2	Approv						0400021045	2W	ACTIVE
5350(026)	STPL	Pacifica	0.0%				05/13/24		09/30/26	22	◆ PED 6+ mos	1	Approv						0424000038		ACTIVE
1517(205)	ACONP	Brisbane	0.0%		12/20/24				10/31/26	23	◆ PED 6+ mos	1	Approv						All AC		ACTIVE
5102(049)	BRLS	San Mateo	100.0%		06/09/18				11/30/26	24	◆ PED 6+ mos	3	Approv		1			SEQ# 1(8/6/2020 to 5/6/2021)	0417000373	2W	ACTIVE

### Project End Date Reporting

**Last Updated: 1/2/2025**

\*\*\* Submit PED extension requests at least one month prior to expiration to account for processing times and reduce nonparticipating gaps \*\*\*

Project Number xxxx(xxx)	Prefix	Responsible Agency	Agency's Portfolio with Lapses (%)	PE Auth "Other" (NI/Studies)	PE Auth	RW Auth	CON Auth	Monitoring Class	Approved PED (* Legacy)	PED Expires (Months)	PED by Expiration (Based on current PED)	Current SEQ #	Current FADS SEQ Status	Pending PED Change	Lapse Occurrences	Lapse Action by SEQ # (WR) or (NP)	FHWA Approves Waiver Request	Nonparticipating PED Lapses (Adjusted for Waiver Approvals)	AMS Adv ID (* Multi Adv IDs)	AMS Adv Acct Codes	FMIS Status
5171(029)	STPL	Burlingame	0.0%		08/02/24				12/01/26	24	◆ PED 6+ mos	1	Approv						0424000465		ACTIVE
5171(027)	CML	Burlingame	0.0%				09/08/23		12/31/26	25	◆ PED 6+ mos	3	Approv						0422000358		ACTIVE
5177(040)	CML	South San Francisco	80.0%		01/04/19		09/09/22		12/31/26	25	◆ PED 6+ mos	2	Approv		1			SEQ# 1(2/1/2022 to 9/9/2022)	0419000112		ACTIVE
5177(049)	BRLS	South San Francisco	80.0%		02/27/24				03/26/28	40	◆ PED 6+ mos	1	Approv						0423000337		ACTIVE
6419(034)	STPLNI	City/County Association of Governments of San Mateo County	0.0%	05/02/23					06/30/28	43	◆ PED 6+ mos	1	Approv						0423000222		ACTIVE
5333(013)	BHLS	Woodside	0.0%		03/16/12				NA *		■ No PED Established	3	Approv						0412000121	2W	ACTIVE
5333(014)	BHLS	Woodside	0.0%		03/16/12				NA *		■ No PED Established	3	Approv						0412000122	2W	ACTIVE
5299(018)	CML	Millbrae	NA				09/12/23	Acct Final	08/29/26	21	■ NA-Closing	2	Approv						0422000375	7A	ACTIVE

# FEDERAL AID SERIES

## ENVIRONMENTAL REQUIREMENTS

### THIS COURSE COVERS NEPA COMPLIANCE REQUIREMENTS AND PROCEDURES:

- ENVIRONMENTAL SCOPING
- PRELIMINARY ENVIRONMENTAL STUDY (PES) FORM
- NEPA CLASS OF ACTIONS
- TECHNICAL STUDY REQUIREMENTS
- MITIGATION MEASURES
- REVALIDATIONS, PERMITS, AND MORE



ATTACHMENT 4



**ENRICHING COMMUNITIES  
BY EMPOWERING  
PARTNERS TO DELIVER  
DIVERSE MOBILITY  
PROJECTS**



8:30 AM – 4:30 PM  
**11 FEBRUARY, 2025**



**400 AVIATION BOULEVARD  
SANTA ROSA, CA 95403**

**COUNTY OF SONOMA PUBLIC  
INFRASTRUCTURE DEPARTMENT**

**BOARD AND TRAINING  
CONFERENCE ROOM**

**FREE PARKING WILL  
BE AVAILABLE**

**TRAINING IS LIMITED  
TO 40 REGISTRANTS**

SCAN THE QR  
CODE TO  
REGISTER BY  
**FEBRUARY 2ND**



FOR MORE INFORMATION CONTACT HAIYAN ZHANG  
HAIYAN.ZHANG@DOT.CA.GOV (279) 599-3448