



**AGENDA
REGULAR MEETING
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS**

DATE: Thursday, April 18, 2024
4:00 p.m.

LOCATION: County Board of Supervisors Chambers
481 Fourth Street
Hollister, CA 95023

DIRECTORS: Scott Freels, Chair (City of San Juan Bautista)
Mia Casey, Vice-Chair (City of Hollister)
Dolores Morales (City of Hollister)
Angela Curro, (County of San Benito)
Mindy Sotelo (County of San Benito)
Ex Officio: Caltrans District 5

ALTERNATES: San Benito County: Kollin Kosmicki
City of San Juan Bautista: Jackie Morris-Lopez
City of Hollister: Rick Perez

NOTICE OF PROCEDURES FOR COUNCIL OF GOVERNMENTS BOARD MEETINGS

The meeting will be available through Zoom, for those who wish to join or require accommodations.

Members of the public may participate remotely via Zoom at the following link: <https://zoom.us/join> with the following: Webinar ID: 844-2257-2141 and Webinar Passcode: 108625

*Those participating by phone who would like to make a comment can use the “raise hand” feature by dialing “*9” (star-nine) . In order to receive full Zoom experience, please make sure your application is up to date.*

Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the COG Board of Directors reserves the right to conduct the meeting without remote access.

*Persons who wish to address the Board of Directors must complete a Speaker Card and give it to the Clerk prior to addressing the Board. Those who wish to address the Board on an agenda item will be heard when the Chairperson calls for comments from the audience. Following recognition, persons desiring to speak are requested to advance to the podium and state their name and address. After hearing audience comments, the Public Comment portion of the agenda item will be closed. **The Opportunity to address the Board of Directors on items of interest not appearing on the agenda will be provided during Section 5. Public Comment.***

1. CALL TO ORDER 4:00 P.M.
2. Pledge of Allegiance
3. Roll Call

4. Verification of Certificate of Posting

5. **Public Comment:** *(Opportunity to address the Board on items of interest on a subject matter within the jurisdiction of the Council of Governments and not appearing on the agenda. No action may be taken unless provided by Govt. Code Sec. 54954.2 Speakers are limited to 3 minutes.)*

CONSENT AGENDA:

(These matters shall be considered as a whole and without discussion unless a particular item is removed from the Consent Agenda. Members of the public who wish to speak on a Consent Agenda item must submit a Speaker Card to the Clerk and wait for recognition from the Chairperson. Approval of a consent item means approval as recommended on the Staff Report.)

6. APPROVE Council of Governments Special Meeting Action Minutes Dated March 1, 2024 - Gomez
7. APPROVE Council of Governments Regular Meeting Action Minutes Dated March 22, 2024 – Gomez

ACTION ITEMS:

8. Grant Preparation Assistance RFQ – Borick
- a. APPROVE Grant Preparation Assistance Request for Qualifications Packet.
 - b. AUTHORIZE the Executive Director to Execute the Grant Preparation Assistance Contract.
9. APPROVE Telework Option for up to Eight Weeks to Accommodate Transportation Planner Transition – Aceves

INFORMATION ITEMS:

10. RECEIVE a Presentation on the AMBAG Draft Complete Streets Policy – AMBAG
11. RECEIVE Monthly Caltrans District 5 Construction Projects Report – Caltrans Ex-Officio
12. Caltrans Report/Correspondence (Verbal Report) – Caltrans Ex-Officio
13. Executive Director’s Report (Verbal Report) – Abraham
14. Board of Directors’ Reports – (Verbal Report)

CLOSED SESSION:

15. Public Employee Performance Evaluation (Government Code, § 54957(b)(1))
Employee: Executive Director
16. Conference with Labor Negotiators (Government Code, § 54957.6)
Agency Designated Representative: Board Chair
Unrepresented Employee: Executive Director

RETURN TO OPEN SESSION

17. Report out of Closed Session.

18. Discussion and Possible Action Regarding Amendment to Executive Director Employment Agreement

Adjourn to COG Meeting on May 16, 2024. Agenda Deadline is April 30, 2024, at 12:00 p.m.

In compliance with the Americans with Disabilities Act (ADA), if requested, the Agenda can be made available in appropriate alternative formats to persons with a disability. If an individual wishes to request an alternative agenda format, please contact the Clerk of the Council four (4) days prior to the meeting at (831) 637-7665. The Council of Governments Board of Directors meeting facility is accessible to persons with disabilities. If you need special assistance to participate in this meeting, please contact the Clerk of the Council's office at (831) 637-7665 at least 48 hours before the meeting to enable the Council of Governments to make reasonable arrangements to ensure accessibility.

Written Comments & Email Public Comment

Members of the public may submit comments via email by 5:00 PM. on the Wednesday prior to the Board meeting to the Secretary at monica@sanbenitocog.org, regardless of whether the matter is on the agenda. Every effort will be made to provide Board Members with your comments before the agenda item is heard.

Public Comment Guidelines

1. If participating on Zoom: once you are selected, you will hear that you have been unmuted. At this time, state your first name, last name, and county you reside in for the record.
2. The Council of Governments Board welcomes your comments.
3. Each individual speaker will be limited to a presentation total of three (3) minutes.
4. Please keep your comments brief, to the point, and do not repeat prior testimony, so that as many people as possible can be heard. Your cooperation is appreciated.

If you have questions, contact the Council of Governments, and leave a message at (831) 637-7665 x. 201, or email monica@sanbenitocog.org.

CERTIFICATE OF POSTING

Pursuant to Government Code Section #54954.2(a) the Meeting Agenda for the Council of San Benito County Governments on **April 18, 2024**, at **4:00 P.M.** was posted at the following locations freely accessible to the public:


The front entrance of the San Benito County Administration Building, 481 Fourth Street, Hollister, CA 95023, and the Council of Governments Office, 330 Tres Pinos Rd., Ste. C7, Hollister, CA 95023 at the following date and time:

On the 15th day of April 2024, on or before 2:00 P.M.

The meeting agenda was also posted on the Council of San Benito County Governments website, www.sanbenitocog.org, under Meetings, COG Board, Meeting Schedule

I, Monica Gomez, swear under penalty of perjury that the foregoing is true and correct.

BY:



Monica Gomez, Secretary II
Council of San Benito County Governments

SAN BENITO COUNTY COUNCIL OF GOVERNMENTS
SPECIAL MEETING
Community Foundation Epicenter, San Andreas Conference Room
440 San Benito Street, Hollister, CA 95023
March 1, 2024, at 9:00 A.M.

ACTION MINUTES

MEMBERS PRESENT:

Chair Scott Freels, Vice Chair Mia Casey, Director Angela Curro, Director Dolores Morales, Director Mindy Sotelo.

STAFF PRESENT:

Executive Director; Binu Abraham, Administrative Services Specialist; Norma Rivera, Transportation Planner; Douglas Kean, Transportation Planner; Samuel Borick, Office Assistant; Griselda Arevalo, Secretary; Monica Gomez, Mechanic; Rich Alves, SBCOG Legal Counsel; Osman Mufti and Kirk Trost.

OTHERS PRESENT:

Kristen Jacobsen; Leadership Coaching and Consulting

1. CALL TO ORDER:

Chair Freels called the meeting to order at 9:03 A.M.

2. ROLL CALL

Secretary Gomez called the roll call and confirmed a quorum of Directors were present.

3. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

Motion: Vice Chair Mia Casey Second: Director Angela Curro

Motion carried: 4/0

Yes: Casey, Curro, Sotelo, Freels

No: None

Recused: None

Abstention: None

Absent: Morales

4. Public Comment

(Public comments are limited to items on this special meeting agenda pursuant to California Government Code section § 54954.3(b). Public comments are generally limited to three (3) minutes per speaker).

None

REGULAR AGENDA:

INFORMATIONAL ITEMS:

5. Welcome – Executive Director Abraham, Kristen Jacobsen with Leadership Coaching and Consulting

Executive Director Abraham provided the welcome and introduced Kristen Jacobsen with Leadership Coaching and Consulting.

Kristen Jacobsen facilitated the meeting, went through attendee introductions, and provided a summary of the agenda for the day.

Director Dolores Morales arrived at 9:26 a.m.

6. COG Orientation

SBCOG Counsel, Osman Mufti and Kirk Trost provided an overview of the Ralph M. Brown Act, consequences that could occur if it is not followed, and answered questions from the SBCOG Board. The presentation included different types of meetings, including meetings held from remote locations by teleconference or videoconference. There was discussion about public records, and records retention policies. SBCOG Counsel will be looking into SBCOG's record retention policies and IT user responsibilities statement.

7. Strategic Planning Session

8. Mission and Vision Statement

Kirk Trost and Kristen Jacobsen provided a presentation on SBCOG's Strategic Planning and SBCOG's current Mission statement. The SBCOG and staff participated in a group exercise that included mock interviews between journalists and constituents and what life is like living in San Benito County, what works, what isn't working, what are the issues and concerns, including transportation concerns.

The SBCOG Board and staff participated in a group exercise to envision a new mission and vision statement for SBCOG. Staff will come back with a new draft mission statement for adoption at a future meeting.

The following comments were gathered:

Success with Highway 25 – dedicated lane for transit, connecting with other counties, reliability of transit, educate on connectivity to get around traffic (e.g. Carpools, apps, Uber), infrastructure to support, partnership with other agencies, solutions that work in future scenarios.

Success with Transit – educate, leverage technology for information, ease of use and reliable schedules, mobility hubs in town, updates from the three jurisdictions on local roads progress.

Collaboration – partnerships, how to benefit at state, federal and regional levels, Board changes every 1-2 years.

Potential Actions for Success – Create stability with Board, education (term limits), staff stability (training, education), clear vision to help align staff and Board mission, values, and principles.

9. Final Remarks

Kristen Jacobsen, Chair Freels, and Executive Director Abraham provided closing comments and thanked everyone for their work and participation.

There was no public comment.

ADJOURNMENT:

There being no further business to discuss, Chair Freels motioned to adjourn at 1:57 p.m.

Motion seconded by Director Morales.

Motion carried: 5/0

Yes: Casey, Curro, Morales, Sotelo, Freels

No: None

Recused: None

Abstention: None

Absent: None

COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
REGULAR MEETING
Board of Supervisors Chambers, 481 Fourth Street,
Hollister, CA 95023 & Zoom Platform
March 21, 2024, at 4:00 P.M.

ACTION MINUTES

MEMBERS PRESENT:

Vice-Chair Mia Casey, Director Angela Curro, Director Mindy Sotelo, Alternate Director Jackie Morris-Lopez, and Ex Officio Brandy Rider (via-Zoom); Caltrans District 5

MEMBERS ABSENT:

Chair Scott Freels, Director Dolores Morales

STAFF PRESENT:

Executive Director; Binu Abraham, Administrative Services Specialist; Norma Rivera, Transportation Planner; Douglas Kean, Transportation Planner; Samuel Borick, Office Assistant; Griselda Arevalo; Secretary; Monica Gomez, COG Legal Counsel; Osman Mufti (via-Zoom).

OTHERS PRESENT:

Casey Emoto; Valley Transportation Authority (via-Zoom), Heather Adamson (via-Zoom); Association of Monterey Bay Area Governments, Jill Leal; Caltrans District 5, Leona Medearis-Peacher, MV Transportation

1. CALL TO ORDER:

Vice Chair Casey called the meeting to order at 4:05 P.M.

2. PLEDGE OF ALLEGIANCE

Director Sotelo led the pledge of allegiance.

3. ROLL CALL

Secretary Gomez called the roll call and confirmed a quorum of Directors were present.

4. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

Motion: Director Angela Curro Second: Vice Chair Mia Casey

Motion carried: 4/0

Yes: Casey, Curro, Sotelo, Alt. Morris-Lopez

No: None

Recused: None

Abstention: None

Absent: Freels, Morales

5. PUBLIC COMMENT:

Vice Chair Casey stated for the record that COG received Mr. Joe Thompson’s public comment correspondence. The correspondence was entered into public record.

CONSENT AGENDA:

(These matters shall be considered as a whole and without discussion unless a particular item is removed from the Consent Agenda. Members of the public who wish to speak on a Consent Agenda item must submit a Speaker Card to the Clerk and wait for recognition from the Chairperson. Approval of a consent item means approval as recommended on the Staff Report.)

- 6. APPROVE Council of Governments Special Meeting Action Minutes Dated January 31, 2024 – Gomez
- 7. APPROVE Council of Governments Special Meeting Action Minutes Dated February 12, 2024 - Gomez
- 8. APPROVE Council of Governments Regular Meeting Action Minutes Dated February 15, 2024 – Gomez

There was no public comment on Consent.

Motion made to Approve Consent Agenda 6-8:

Motion: Director Mindy Sotelo Second: Director Angela Curro

Motion carried: 4/0

Yes: Casey, Curro, Sotelo, Alt. Morris-Lopez

No: None

Recused: None

Abstention: None

Absent: Freels, Morales

ACTION ITEMS:

4:00 P.M. Public Hearing (Or As Soon Thereafter As the Matter May Be Heard)

- 9. APPROVE Change in Appointment of SBCOG Representative to the San Benito/Santa Clara Mobility Partnership – Aceves

Administrative Services Specialist, Norma Aceves reported that the SBCOG Board requested to make a change in appointment of Director Sotelo as one of the representatives to the San Benito/Santa Clara Mobility Partnership. Director Morales is the other SBCOG Representative on the San Benito/Santa Clara Mobility Partnership.

There was no public comment.

Motion made to Appoint Director Curro as one of the Reps. to the San Benito/Santa Clara Mobility Partnership Agenda 9:

Motion: Director Mindy Sotelo Second: Alt. Director Jackie Morris-Lopez

Motion carried: 4/0

Yes: Casey, Curro, Sotelo, Alt. Morris-Lopez

No: None

Recused: None
Abstention: None
Absent: Freels, Morales

- 10. Unmet Transit Needs Report – Kean
 - a. ADOPT Report on the Unmet Transit Needs Process.
 - b. HOLD Public Hearing on the Unmet Transit Needs of the Community.
 - c. RETURN for Board Input and Action in April.

Transportation Planner, Douglas Kean, reported on the Unmet Transit Needs Process and answered questions from the Board. Mr. Kean noted a correction to the agenda item, stating that this was an informational item, the Board would not be adopting the report yet. Staff will be soliciting comments through March 28, 2024.

Vice Chair Casey opened the public hearing at 4:10 p.m.

There was no public comment.

Vice Chair Casey closed the public hearing at 4:10 p.m.

There was brief discussion about the staff’s outreach efforts. In an effort to solicit more input from the public from all three jurisdictions, the Board directed staff to reach out to Jovenes de Antaño, including the San Juan Bautista Senior Center, Seniors Council, Alliance on Aging, Youth Alliance, and the County and Cities public information officers.

Alternate Director Morris-Lopez stated that San Juan Bautista has a bus stop at Abbey Park, however, she noted that an additional bus stop perhaps at the Windmill Market should be considered as well.

- 11. ADOPT the State Route 25 Purpose and Need Statement – Kean

Transportation Planner, Douglas Kean, presented the State Route 25 Purpose and Need Statement and answered questions from the Board.

Motion made to Adopt Agenda Item 11:

Motion: Director Angela Curro Second: Director Mindy Sotelo

Motion carried: 4/0

Yes: Casey, Curro, Sotelo, Alt. Morris-Lopez

No: None

Recused: None

Abstention: None

Absent: Freels, Morales

INFORMATION ITEMS:

- 12. RECEIVE Update on SBCOG Community Engagement Plan for State Route 25 – Aceves

Administrative Services Specialist, Norma Aceves provided an update and next steps on the SBCOG community engagement efforts.

The Board expressed appreciation to staff for bringing this item back in such a timely manner and they're looking forward to seeing community engagement for the State Route 25 Project.

There was no public comment.

13. RECEIVE Information Regarding Recent and Upcoming Grant Opportunities the Council of San Benito County Governments (SBCOG) is Applying for – Borick

Transportation Planner, Samuel Borick provided an overview of the state and federal grant opportunities that SBCOG is actively pursuing to secure additional transportation funding for the San Benito region.

The Board expressed appreciation to staff for their work in pursuing grant opportunities. They recommended looking into potential partnerships for both hydrogen and electric opportunities.

Public comment:

There was public comment received from Chuck Sorbet.

14. RECEIVE Draft of the Fiscal Year 2024/2025 Overall Work Program, which includes Planning Activities to be Performed by the Council of San Benito County Governments – Borick

Transportation Planner, Samuel Borick, provided an overview of the Draft Fiscal Year 2024/2025 Overall Work Program (OWP) and planning activities performed by SBCOG. Staff requested that the Board provide comments by April 5th. The final 2024/2025 OWP will be presented to the Board for adoption at its May meeting.

There was no public comment.

15. RECEIVE Presentation on the US 101/SR 25 Interchange Improvements – Aceves/VTA

Administrative Services Specialist, Norma Aceves introduced Casey Emoto with the Valley Transportation Authority. Mr. Emoto provided an update on the US 101/SR 25 Interchange improvements and answered questions from the Board.

There was no public comment.

16. RECEIVE Monthly Caltrans District 5 Construction Projects Report – Brandy Rider, Caltrans

Caltrans Deputy District Director for Transportation Planning, Brandy Rider, provided an update on major construction projects on the Caltrans State Highway System in San Benito County and answered questions from the Board.

Ms. Rider noted that the following projects would be removed from the Construction Project Update Report because they are completed or near completion:

- Highway 25/156 Roundabout
- Highway 25 Curve Alignment Restoration
- Hollister Clean CA
- US 101 Southbound Connector Extension

Regarding the Highway 25/156 Roundabout, Vice Chair Casey asked for follow up regarding two arrows painted on the road. The left turn arrow on the inside is causing confusion for drivers. Also, Apple maps is not clear and is directing people to turn left instead of going around the roundabout. She forwarded pictures to Executive Director Abraham.

Executive Director Abraham reported that she forwarded the pictures to Richard Rosales with Caltrans D5. Mr. Rosales responded stating that Apple map hasn't been updated, however, they're working on it. Regarding the left turn arrows, these are a design standard so Caltrans is having an internal discussion to see how they can make it less confusing for drivers. Caltrans will follow up with staff.

There was no public comment.

17. Caltrans Report/Correspondence – Brandy Rider, Caltrans

Caltrans Deputy District Director for Transportation Planning, Brandy Rider announced that a new federal grant opportunity for the National Zero-Emission Freight Corridor Strategy to accelerate deployment of zero-emission infrastructure for freight trucks was released on March 12. For more information contact Caltrans District 5. Ms. Rider also highlighted the partnership with honoring the Native American culture and agricultural heritage of Hollister with the recently installed woven basket, for the Hollister Clean California Project.

There was no public comment.

18. Executive Director's Report – Abraham

Executive Director Abraham thanked the new transit planners for all of their work on the presentations and grants SBCOG will be applying for. Ms. Abraham reported that she attended San Benito County's Legislative Workshop on February 23rd and provided a presentation on Highway 25. Ms. Abraham, Director Curro, and SBCOG's Transportation Planner, Samuel Borick, attended the Central Coast Coalition State Legislative Day on March 20, 2024. Ms. Abraham thanked the SBCOG Board for attending and participating in SBCOG's Board Retreat and Strategic Planning meeting on March 1st. Lastly, Ms. Abraham reported that staff is updating and upgrading the transit software which will improve reliability and tracking of the buses.

There was no public comment.

19. Board of Directors' Reports –

Director Sotelo provided an overview of her first Association of Monterey Bay Area Governments meeting.

Director Curro provided an overview of the Central Coast Coalition State Legislative meeting that she attended with Executive Director Abraham and Transportation Planner Borick.

Director Morris-Lopez reported that she was attending as the alternate for Chair Freels, who had a conflict as he was attending another meeting in Sacramento. She mentioned that there is a safety concern for pedestrians crossing at the intersection of Highway 156 and the Alameda to get to San Juan Bautista and asked about a future plan to possibly look into a pedestrian crossover at this location, similar to what they have in Los Banos.

Vice Chair Casey reported that she had the honor of hosting Congresswoman Zoe Lofgren. She provided an overview of their San Benito County tour.

There was no public comment.

There was consensus from the Board to continue SBCOG Closed Session until the end of LTA, and ALUC meetings.

CLOSED SESSION:

SBCOG Counsel, Osman Mufti reported that the SBCOG Board would be convening into Closed Session regarding items 20-21 at 5:41 p.m.

There was no public comment on Closed Session items.

20. Public Employee Performance Evaluation (Government Code, § 54957(b)(1))
Employee: Executive Director

21. Conference with Labor Negotiators (Government Code, § 54957.6)
Agency Designated Representative: Board Chair
Unrepresented Employee: Executive Director

RETURN TO OPEN SESSION

The SBCOG Board reconvened from Closed Session at 6:33 p.m.

SBCOG Counsel, Osman Mufti stated that there was no reportable action taken under Closed Session.

ADJOURNMENT:

There being no further business to discuss, Alt. Director Morris-Lopez motioned to adjourn at 6:34 p.m. Motion seconded by Director Sotelo.

Motion carried: 4/0

Yes: Curro, Casey, Sotelo, Alt. Morris-Lopez

No: None

Recused: None

Abstention: None

Absent: Chair Freels, Morales

ADJOURN TO COG MEETING APRIL 18, 2024, AT 4:00 P.M.



STAFF REPORT

Action

Prepared By: Samuel Borick,
Transportation Planner

Subject: Grant Preparation Assistance RFQ

Agenda Item No. 8

Approved By: Binu Abraham, Executive
Director

Meeting Date: April 18, 2024

Recommendation:

- a. APPROVE Grant Preparation Assistance Request for Qualifications Packet
- b. AUTHORIZE the Executive Director to execute the Grant Preparation Assistance Contract

Summary:

To advance regional planning objectives, it's crucial that SBCOG maximize available funding avenues. Contracting with grant preparation consultants enables SBCOG to effectively identify funding opportunities, pursue a wider array of grants, and ultimately enhance our access to desirable funding sources.

Background/ Discussion:

SBCOG staff have assembled a Request for Qualifications Packet emphasizing the need for grant preparation consultants who can demonstrate sufficient experience, expertise, and technical skills relating to transit operations, transportation planning, and capital project implementation.

SBCOG intends to utilize grant preparation assistance whenever relevant funding opportunities arise, however specific grant opportunities that support our regional planning priorities have already been identified and included in our Request for Qualifications Packet. Grant opportunities that SBCOG is likely to pursue in collaboration with grant preparation assistance include:

1. Transit and Intercity Rail Capital Program (TIRCP)
2. Solutions for Congested Corridors Program (SCCP)
3. Safe Streets and Roads for All Grant Program (SS4A)

Alternatives:

None

Financial Impact:

The RFQ process for Grant Preparation Assistance is expected to have a notable financial impact, engaging grant preparation consultants will contribute to the acquisition of greater funding for SBCOG.

Attachments:

1. Grant Preparation Assistance RFP



REQUEST FOR QUALIFICATIONS 2024-01

The Council of San Benito County Governments (SBCOG) Invites Consultants to submit statements of qualifications for:

GRANT PREPARATION ASSISTANCE

You are invited to submit your qualifications for the services to complete the above work. Submittals are due via email to the project manager, (projects@sanbenitocog.org), by May 24th, 2024, at 12:00pm, PDT.

Copies of the RFQ and the detailed information regarding the submittal requirements are attached and available at the SBCOG website (<http://sanbenitocog.org/>) in digital format. You may email the project manager, noted above, for further information. Email inquiries, including the submittal of the Statement of Qualifications, should include the above subject, **Grant Preparation Assistance**, in the subject header.

Background:

The Council of San Benito County Governments (SBCOG) is a state-designated public agency with regional transportation planning responsibilities. In addition to its role as the Regional Transportation Planning Agency, SBCOG also operates the local transit system as the Local Transportation Authority (LTA), fulfills Airport Land Use Commission responsibilities, administers Measure G—a local sales tax dedicated to roadway improvements—and manages the county's roadside callboxes as the Service Authority for Freeways and Expressways (SAFE). The mission of SBCOG is to improve the mobility of San Benito County travelers by planning for and investing in a multi-modal transportation system that is safe, economically viable, and environmentally friendly.

SBCOG's Board of Directors is comprised of five members, including two representing the city of Hollister, one representing the town of San Juan Bautista, and two representing the County of San Benito.

SBCOG is actively seeking grant writing assistance to enhance its ability to capitalize on available funding opportunities. As a smaller rural agency SBCOG is constantly looking for additional funding opportunities, however the pursuit of such opportunities is not always feasible given the limited capacity of the organization. To address this, SBCOG is seeking general grant writing assistance to aid in the preparation of grant applications related to transit operations, transportation planning initiatives, and the implementation of capital projects. SBCOG is monitoring both federal and state administered funding opportunities. State administered programs that have been identified as a priority for our organization include the 2024 Transit and Intercity Rail Capital Program (TIRCP) and Solutions for Congested Corridors Program (SCCP). Currently identified federal funding opportunities include the US Department of Transportation's Safe Streets and Roads for All Grant Program.

Project Description:

This request for qualifications will be used by SBCOG to select a consultant or consulting team to prepare or assist in the preparation of grant applications the agency has identified to advance regional transportation planning priorities.

A copy of the template agreement anticipated to be used by SBCOG can be located in Attachment B. A single document will be prepared between the Consultant and SBCOG consistent with the provisions of these attachments.

It is important that the consultant has the capability to work closely with SBCOG staff. The consultant must be prepared to undertake whatever liaison and meetings are required to satisfy this requirement.

Project Budget and Contract Term

The allocated budget for this work is \$120,000. The term of the contract will be (3) years, until June 4th, 2027. Work will be issued on a task order basis, with a separate scope of work and budget for each task assigned.

Selection Process

SBCOG will establish a review committee to review the statements of qualifications. This review may be followed by an oral interview between a review committee and the firm(s) that respond(s) best to the RFQ. Based on the recommendations of the review committee, SBCOG will issue a "Notice of Intent to Award" notice to all responders, indicating SBCOG's intent to negotiate with the specific firm considered to be the most qualified consultant or consultant team. Further, SBCOG may, or may not, also negotiate contract terms with selected consultants prior to award, and expressly reserves the right to negotiate with several consultants simultaneously and, thereafter, to award a contract to the consultant offering the most favorable terms to the agency. Submittals, therefore, should contain the consultant's most favorable terms and conditions, because the selection and award may be made without further discussion with any consultant. The most responsive and competitive submittals will be considered by the established review committee for consideration and selection. SBCOG reserves the right to accept or reject any and all submittals, to waive minor irregularities, and to request additional information or revisions to offers, and to negotiate with any or all consultants at any stage of the evaluation.

Evaluations will be based on the following criteria:

1	Project Team Skills: excellent writing ability, ability to create a vision, utilize firm reasoning, emphasize project benefits, technical cost/benefit skills, statistical skills, ability to create graphically appealing work, ability to coordinate with staff, project team members, and stakeholders.	45 points
2	Demonstrated Knowledge and Experience with Grant Writing: demonstrated familiarity with state and federal grant requirements – such as (what types of grants are we most likely to pursue). Past grant preparation experience, success in securing grant funding. Knowledge of agency priorities and understanding of project benefits in light of the grant requirements. Favorable relationships with state and federal grantee agencies and decision-makers.	45 points
3	References: favorable references from past clients.	5 points
4	Cost: Competitive rates as compared to other bidders.	5 points

QUESTION & ANSWERS, REQUESTS FOR CLARIFICATION OR EXCEPTIONS, ADDENDA

This Request for Qualifications and any addenda will be posted on the SBCOG website (<http://sanbenitocog.org/>). Questions and answers regarding the request for qualifications will also be posted on the website. All potential bidders are responsible for checking the website for any addenda to the bid documents, and the proposal must cite any addenda to be responsive.

Any requests for clarification or exceptions to requirements in this Request for Qualifications must be received by the Agency no later than 12:00pm, PDT on May 10th, 2024, to guarantee response or consideration. Responses to questions concerning this Request for Qualifications posed before this deadline will be posted on the agency's website (<http://sanbenitocog.org/>).

Submittal Requirements and Format

Submittals are due via email to the project manager, (projects@sanbenitocog.org), by May 24th, 2024, at 12:00pm, PDT.

All interested firms are required to submit one (1) digital copy of their statement to perform the requested consulting services. The statement shall include:

- A. **Project Team:** The statement shall clearly identify a Project Manager and include the names and qualifications of all personnel of the proposed team to be assigned to the contract and a chart representing the proposed organizational structure of the team. The submittal shall identify the skills of each of the team members and how those skills will be utilized in the work.

- B. **Demonstrated Knowledge and Experience:** The statement shall include the Project Manager and assigned team members' demonstrated knowledge of expertise and experience in the work as specified.

- C. **References:** The statement shall include at least two (2) recent references from past clients for similar types of work.

- D. **Cost of Services:** The statement of qualifications shall include a listing of the hourly rates for the assigned personnel for the term of the contract.

Proposed Award Schedule

SBCOG Board approval of release of RFQ and authorization to Executive Director to Award contract	April 18, 2024
Release of Request for Qualifications	April 19, 2024
Requests for clarification due to SBCOG	May 10, 2024
Electronic proposals due to SBCOG	May 24, 2024
Review and ranking of submittals	June 3, 2024
Contract Award	June 8, 2024

Miscellaneous

- A. **Modification or Withdrawal of Submittals:** Any submittals received prior to May 24th, 2024, at 12:00pm, PDT, the deadline for proposal submission, may be withdrawn or modified by written request of the proposer. To be considered, however, the modified submittal must be received by May 24th, 2024, at 12:00pm, PDT.

- B. **Property Rights:** Any submittal received within the prescribed deadline becomes property of SBCOG and all rights to the contents therein become those of SBCOG.

- C. Confidentiality: Before the award of the contracts, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract (or if not awarded, after rejection of all Proposal), all responses will be regarded as public records and will be subjected to review by the public. Any language purporting to render all or portions of any submittals as confidential will be regarded as non-effective and will be disregarded.
- D. Amendments to Request for Qualifications: SBCOG reserves the right to amend the Request for Qualifications by addendum before the final submittal date, May 24th, 2024.
- E. Non-Commitment of SBCOG: This Request for Qualifications does not commit SBCOG to award a contract, to pay any costs incurred in the preparation of a submittal for this request, or to procure or contract for services. All products used or developed in the execution of any contract resulting from this Request for Qualifications will remain in the public domain at the completion of the contract.
- F. Conflict of Interest: The prospective consultant shall disclose any financial, business, or other relationship with SBCOG that may have an impact upon the outcome of this contract or any SBCOG project. The prospective consultant shall also list current clients who may have a financial interest in the outcome of this contract or SBCOG projects that will follow. In particular, the prospective consultant shall disclose any financial interest or relationship with any firm that might submit a bid on SBCOG projects.
- G. Nondiscrimination: The prospective consultant must certify compliance with nondiscrimination requirements of SBCOG pertaining to the development, implementation, and maintenance of a nondiscrimination program. The prospective consultant's signature affixed to and dated on the cover letters shall constitute a certification under penalty of perjury under the laws of the State of California that the proposer has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.
- H. Final Selection and Protests: The selection process is considered concluded when a "Notice of Intent to Award" email is sent to all participating consultants indicating which consultant will be recommended for approval. The firm recommended is not a final selection and no contract is certain until approved by the SBCOG Executive Director, or Board of Directors, as applicable.

Protestants shall email a detailed statement of protest to the project manager (projects@sanbenitocog.org) no later than five (5) business days after receipt of the Tentative Award email described above.

Questions

If you need assistance or have any questions, please email the Project Manager, at projects@sanbenitocog.org

Attachments

- Exhibit A: Scope of Work
- Exhibit B: Sample SBCOG Standard Agreement for Professional Services

Exhibit A

Grant Preparation Assistance: Scope of Services

Overview:

SBCOG is actively seeking funding for regional planning projects from a variety of state and federal programs, including but not limited to:

- a. Transit and Intercity Rail Capital Program (TIRCP)
- b. Solutions for Congested Corridors Program (SCCP)
- c. Safe Streets and Roads for All Grant Program (SS4A)
- d. Other Grant Programs which may become available and for which SBCOG may be eligible.

Task Orders:

Work will be conducted via task orders issued by the SBCOG project manager. The project manager will provide tasks orders as needed, the Consultant will establish a scope of work for the task order and develop an estimated budget. Scope of work and estimated budget may be negotiated between the Consultant and SBCOG. After negotiations are successfully concluded, the Consultant and SBCOG authorized representatives will sign off on the scope of work and budget for the task order and SBCOG will issue the notice to proceed.

Typical Services:

Typical services performed under this contract, conducted in close coordination with the SBCOG project manager, will include the following:

- a. **Information Gathering:** Develop grant approach and assemble existing project data and visual information.
- b. **Technical Analyses:** Perform the required grant application technical work utilizing existing information, including analysis of congestion data and calculation of the project's benefit/cost and air quality improvements. Recommend and perform complementary technical analyses that more fully demonstrate the benefits of the project, for example, health data analysis, greenhouse gas emissions analysis, cost benefit analysis.
- c. **Visual Information:** Work with SBCOG staff to assemble and create visual information such as project maps, refinements to project drawings and layouts, photos and/or charts that enhance the quality of the application.
- d. **Draft Grant Application:** Prepare draft grant applications utilizing a visually appealing layout for the project team's review, according to the task order schedule to allow sufficient review time prior to the required project submittal.
- e. **Final Grant Application:** Finalize the application to respond to the project team review comments and transmit them in an editable format to the project manager at least one week prior to the required grant due date.

Role of SBCOG:

SBCOG will:

- Provide to the Consultant written and visual project information currently in its possession to facilitate the preparation of the grant applications.
- Set up the various meetings and conference calls to coordinate information-sharing.
- Prepare any required project programming request forms.
- Review and comment on the draft grant applications.
- Finalize the grant applications and submit them as required by the grant application deadlines.

Background Information:

Safe Streets and Roads for All (SS4A) Grant Program: <https://www.transportation.gov/grants/SS4A>

NOFO: <https://www.transportation.gov/sites/dot.gov/files/2024-02/SS4A-FY24-Notice-of-Funding-Opportunity.pdf>

Solutions for Congested Corridors Program (SCCP): <https://catc.ca.gov/programs/sb1/solutions-for-congested-corridors-program>

Transit and Intercity Rail Capital Program (TIRCP): <https://calsta.ca.gov/subject-areas/transit-intercity-rail-capital-prog>

Draft Guidelines:

file:///C:/Users/sborick/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/BY303CS2/TIRCP%20Cycle%207%20Guidelines_DRAFT_20240313_.pdf

Exhibit B

Sample SBCOG Standard Agreement for Professional Services

Exhibit B —STANDARD CONTRACT

The following is a copy of the Standard Contract used by SBCOG for contracting with consultants or individuals for professional services. This document shall serve as the basis for a contract with the successful consultants (s) or individual(s). Respondents should not respond to this RFP if they cannot agree to the standard contract terms and conditions.

The COUNCIL OF SAN BENITO COUNTY GOVERNMENTS ("COG") and _____ ("CONTRACTOR") enter into this contract which shall be effective on the date stated in Paragraph 1.

1. Duration of Contract.

This contract shall commence on _____, and end on _____ unless sooner terminated as specified herein.

2. Scope of Services.

CONTRACTOR, for COG's benefit shall perform the services specified on Attachment A to this contract. Attachment A is made a part of this contract.

3. Compensation for Services.

In consideration for CONTRACTOR'S performance, COG shall pay compensation to CONTRACTOR according to the terms specified in Attachment B. Attachment B is made a part of this contract.

4. General Terms and Conditions.

The rights and duties of the parties to this contract are governed by the general terms and conditions mutually agreed to and listed in Attachment C. Attachment C is made a part of this contract.

5. Insurance Limits.

CONTRACTOR shall maintain the following insurance policy limits of coverage consistent with the further insurance requirements specified in Attachment C.

- (a) Comprehensive general liability insurance: \$1,000,000
- (b) Professional liability insurance: \$1,000,000
- (c) Comprehensive motor vehicle liability insurance: \$1,000,000

6. Termination.

The number of days of advance written notice required for termination of this contract is thirty (30) days.

7. Specific Terms and Conditions. (check one)

- There are no additional provisions to this contract.
- The rights and duties of the parties to this contract are additionally governed by the specific, additional terms mutually agreed to and listed in Attachment D. Attachment D is made a part of this contract.

8. Information about Contract Administrators.

The following names, titles, addresses, and telephone numbers are the pertinent information for the respective contract administrators for the parties.

Contract Administrator for SBCOG:

Name: Binu Abraham

Title: Executive Director

Address: 330 Tres Pinos Road, Ste. C7

Hollister, California 95023

Phone No.: (831) 637-7665

Contract Administrator for
CONTRACTOR:

Name:

Title:

Address:

SIGNATURES

APPROVED BY
CONTRACTOR:

Name:

Chair

Date:

Name:

Title:

Date:

APPROVED AS TO LEGAL FORM:

Sloan Sakai Yeung & Wong LLP

By:

Osman I. Mufti, COG Legal Counsel

Date:

ATTACHMENT A
Scope of Services

This section has been intentionally left blank as the scope of services is provided in Exhibit A of this RFQ.

~ END ATTACHMENT A ~

**ATTACHMENT B
Payment Schedule**

B-1. BILLING

Charges for services rendered pursuant to the terms and conditions of this contract shall be invoiced on the following basis: (check one)

- One month in arrears.
- Upon the complete performance of the services specified in Attachment A.
- The basis specified in paragraph B-4.

B-2. PAYMENT

Payment shall be made by COG to CONTRACTOR at the address specified in paragraph 7 of this contract, net thirty (30) days from the invoice date.

B-3. COMPENSATION

COG shall pay to CONTRACTOR: (check one)

- a total lump sum payment of \$ _____, or
- a total sum not to exceed \$ _____.

for services rendered pursuant to the terms and conditions of this contract and pursuant to any special compensation terms specified in this attachment, Attachment B.

B-4. SPECIAL COMPENSATION TERMS: (check one)

- There are no additional terms of compensation.
- The following specific terms of compensation shall apply: (Specify)

CONTRACTOR shall invoice monthly at an hourly rate for services rendered pursuant to B-4 and of this Contract. CONTRACTOR shall provide a monthly progress report as a part of the monthly invoice which tracks tasks specified in Attachment A, Scope of Services, with services completed by CONTRACTOR. The monthly progress report shall include the following:

- Description of the tasks in progress or achieved
- Description of the tasks still to be achieved
- Percentage of work still anticipated for each task

~ END ATTACHMENT B ~

ATTACHMENT C
General Terms and Conditions

C-1. INDEMNIFICATION.

CONTRACTOR and COG each agree to indemnify, defend and save harmless the other party and the other party's officers and employees, from and against any and all claims and losses whatsoever arising out of, or in any way related to, the indemnifying party's performance under this contract, including, but not limited to, claims for property damage, personal injury, death, and any legal expenses (such as attorneys' fees, court costs, investigation costs, and experts' fees) incurred by the indemnitee in connection with such claims or losses. A party's "performance" includes the party's action or inaction and the action or inaction of that party's officers and employees.

C-2. GENERAL INSURANCE REQUIREMENTS.

Without limiting CONTRACTOR'S duty to indemnify COG, CONTRACTOR shall comply with the insurance coverage requirements set forth in the contract and in this attachment. Those insurance policies mandated by Paragraph C-3 shall satisfy the following requirements:

- (a) Each policy shall be issued by a company authorized by law to transact business in the State of California.
- (b) Each policy shall provide that COG shall be given notice in writing at least thirty (30) days in advance of any change, cancellation, or nonrenewal thereof.
- (c) The comprehensive motor vehicle and comprehensive general liability policies shall each provide an endorsement naming the County of San Benito and its officers, agents and employees as additional insureds.
- (d) The required coverage shall be maintained in effect throughout the term of this contract.

CONTRACTOR shall require all Subcontractors performing work under this contract to obtain substantially the identical insurance coverage required of CONTRACTOR pursuant to this agreement.

C-3. INSURANCE COVERAGE REQUIREMENTS.

If required by paragraph 5 of the contract, CONTRACTOR shall maintain the following insurance policies in full force and effect during the term of this contract:

- (a) Comprehensive general liability insurance. CONTRACTOR shall maintain comprehensive general liability insurance, covering all of CONTRACTOR'S operations with a combined single limit of not less than the amount set out in paragraph 5 of this contract.
- (b) Professional liability insurance. CONTRACTOR shall maintain professional liability insurance with liability limits of not less than the amount set out in paragraph 5 of this contract.
- (c) Comprehensive motor vehicle liability insurance. CONTRACTOR shall maintain comprehensive motor vehicle insurance covering all motor vehicles (including owned, non-owned and hired) used in providing services under this contract, with a combined single limit of not less than the amount set out in Paragraph 5 of this contract.
- (d) Workers' compensation insurance. CONTRACTOR shall maintain a workers' compensation plan covering all of its employees as required by California Labor

Code Section 3700, either through workers' compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If CONTRACTOR elects to be self-insured, the certificate of insurance otherwise required by this contract shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations.

C-4. CERTIFICATE OF INSURANCE.

Prior to the commencement of performance of services by CONTRACTOR and prior to any obligations of COG, CONTRACTOR shall file certificates of insurance with COG, showing that CONTRACTOR has in effect the insurance required by this contract. CONTRACTOR shall file a new or amended certificate promptly after any change is made in any insurance policy which would alter the information on the certificate then on file. In lieu of providing proof of insurance, CONTRACTOR may provide proof of self-insurance meeting requirements equivalent to those imposed herein. CONTRACTOR warrants that CONTRACTOR'S self-insurance provides substantially the same protection to COG as the insurance required herein. CONTRACTOR further agrees to notify COG in the event any change in self-insurance occurs that would alter the obligations undertaken in this contract within thirty (30) days of such change.

C-5. RECORDS TO BE MAINTAINED.

CONTRACTOR shall keep and maintain accurate records of all costs incurred and all time expended for work under this contract. CONTRACTOR shall contractually require that all of CONTRACTOR'S Subcontractors performing work called for under this contract also keep and maintain such records. All such records, whether kept by CONTRACTOR or any SUBCONTRACTOR, shall be made available to COG or its authorized representative, Federal Highway Administration (FHWA), or any duly authorized representative of the Federal Government or officials of the State of California for review or audit during normal business hours, upon reasonable advance notice given by COG, its authorized representative, or officials of the State of California.

C-6. RETENTION OF RECORDS.

CONTRACTOR shall maintain and preserve all records related to this contract for a period of three years from the close of the fiscal year in which final payment under this contract is made. CONTRACTOR shall also contractually require the maintenance of such records in the possession of any third party performing work related to this contract for the same period of time. Such records shall be retained beyond the three-year period, if any audit involving such records is then pending, until the audit findings are resolved. The obligation to insure the maintenance of the records beyond the initial three year period shall arise only if the COG notifies CONTRACTOR of the commencement of an audit prior to the expiration of the three year period.

C-7. TITLE TO DOCUMENTS; COPYRIGHT.

All reports and other materials collected or produced by the CONTRACTOR or any Subcontractor of CONTRACTOR shall, after completion and acceptance of the contract, become the property of COG, and shall not be subject to any copyright claimed by the CONTRACTOR, SUBCONTRACTOR, or their agents or employees. CONTRACTOR may retain copies of all such materials exclusively for administrative purposes. Any use of completed or uncompleted documents for other projects by CONTRACTOR, any Subcontractor, or any of their agents or employees, without the prior written consent of COG is prohibited.

C-8. INDEPENDENT CONTRACTOR.

CONTRACTOR and its officers and employees, in the performance of this contract, are independent CONTRACTORs in relation to COG and not officers or employees of COG. Nothing in this contract

shall create any of the rights, powers, privileges or immunities of any officer or employee of COG. CONTRACTOR shall be solely liable for all applicable taxes or benefits, including, but not limited to, federal and state income taxes, Social Security taxes, or ERISA retirement benefits, which taxes or benefits arise out of the performance of this contract. CONTRACTOR further represents to COG that CONTRACTOR has no expectation of receiving any benefits incidental to employment.

C-9. CONFLICT OF INTEREST.

CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. CONTRACTOR further covenants that, in the performance of this contract, no Subcontractor or person having such an interest shall be used or employed.

CONTRACTOR duties and services under this agreement shall not include preparing or assisting the COG with any portion of the COG's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the COG. The COG shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of a project for which grant writing services are provided by CONTRACTOR. CONTRACTOR's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. CONTRACTOR shall cooperate with the COG to ensure that all bidders for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by contractor pursuant to this agreement.

C-10. COMPLIANCE WITH APPLICABLE LAWS.

CONTRACTOR shall comply with all applicable federal, state and local laws now, or hereafter, in force, and with any applicable regulations, in performing the work and providing the services specified in this contract. This obligation includes, without limitation, the acquisition, and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this contract.

C-11. NONDISCRIMINATION.

CONTRACTOR shall not discriminate in the employment of persons necessary to perform this contract on any legally impermissible basis, including on the basis of the race, color, national origin, ancestry, religion, age, sex, or disability of such person.

C-12. BANKRUPTCY.

CONTRACTOR shall immediately notify COG in the event that CONTRACTOR ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

C-13. PROHIBITION AGAINST ASSIGNMENT AND DELEGATION OF DUTIES.

Except as specifically authorized herein, no rights under this contract may be assigned and no duties under this contract may be delegated by CONTRACTOR without the prior written consent of COG, and any attempted assignment or delegation without such consent shall be void.

C-14. NEGOTIATED CONTRACT.

This contract has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this contract within the meaning of California Civil Code Section 1654.

C-15. SEVERABILITY.

Should any provision herein be found or deemed to be invalid, this contract shall be construed as not containing such provision, and all other provisions which are otherwise lawful shall remain in full force and effect. To this end, the provisions of this contract are declared to be severable.

C-16. ENTIRE CONTRACT.

This contract is the entire agreement of the parties. There are no understandings or agreements pertaining to this contract except as are expressly stated in writing in this contract or in any document attached hereto or incorporated herein by reference.

C-17. TIME IS OF THE ESSENCE.

Time is of the essence in the performance of this contract.

C-18. TERMINATION.

Either party may terminate this contract, with or without cause, at any time. In order to terminate this contract, the terminating party shall give advance written notice to the other party. The termination shall be effective no earlier than the expiration of the number of days specified in paragraph 6 of this contract. The termination notice shall be made as specified in paragraph C-19, below. In the event of termination, COG shall pay CONTRACTOR for all work satisfactorily performed prior to the effective date of the termination.

C-19. NOTICES.

Notices to the parties in connection with the administration of this contract shall be given to the parties' contract administrator personally, by regular mail, or by facsimile transmission as more particularly specified in this paragraph. Notices will be deemed given on:

- (a) The day the notice is personally delivered to the contract administrator or the office of the party's contract administrator; or
- (b) Five days after the date the notice is deposited in the United States mail, addressed to a party's contract administrator as indicated in this contract, with first-class postage fully prepaid; or
- (c) On the day that the notice is transmitted by facsimile to a party's facsimile number specified in paragraph 8 of this contract, provided that an original of such notice is deposited in the United States mail, addressed to a party's contract administrator as indicated in this contract, on the same day as the facsimile transmission is made.

C-20. RESPONSIBILITY OF CONTRACT ADMINISTRATORS.

All matters concerning this contract which are within the responsibility of the parties shall be under the direction of, or shall be submitted to, the respective contract administrators or to the party's employee specified, in writing, by the contract administrator. A party may, in its sole discretion, change its designation of its contract administrator and shall promptly give written notice to the other party of any such change.

C-21. MATERIALITY.

The parties consider each and every term, covenant, and provision of this contract to be material and reasonable.

C-22. WAIVER.

Waiver by either party of a breach of any covenant of this contract will not be construed to be a continuing waiver of any subsequent breach. COG's receipt of consideration with knowledge of CONTRACTOR'S violation of a covenant does not waive its right to enforce any covenant of this contract. The parties shall not waive any provisions of this contract unless the waiver is in writing and signed by all parties.

C-23. AUTHORITY AND CAPACITY.

CONTRACTOR and CONTRACTOR'S signatory each warrant and represent that each has full authority and capacity to enter into this contract.

C-24. BINDING ON SUCCESSORS.

All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of CONTRACTOR. CONTRACTOR and all of CONTRACTOR'S heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under this contract.

C-25. CUMULATION OF REMEDIES.

All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.

C-26. INDEPENDENT ADVICE.

Each party hereby represents and warrants that in executing this contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with respect to the matters set forth in this contract and the rights and duties arising out of this contract, or that such party willingly foregoes any such consultation.

C-27. NO RELIANCE ON REPRESENTATIONS.

Each party hereby represents and warrants that it is not relying, and has not relied, upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this contract may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.

C-28. REDUCTION OF CONSIDERATION.

CONTRACTOR agrees that COG shall have the right to deduct from any payments specified in Attachment B any amount owed to COG by CONTRACTOR as a result of any obligation arising prior to, or after, the execution of this contract. For purposes of this paragraph, obligations arising prior to, or after, the execution of this contract may include, without limitation, any property tax, secured or unsecured, which tax is in arrears. If COG exercises the right to reduce the consideration

specified in Attachment B, COG, at the time of making a reduced payment, shall give CONTRACTOR notice of the amount of any off-set and the reason for the reduction.

C-29. COUNTERPARTS.

This contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original. The counterparts shall together constitute one contract.

~ END ATTACHMENT C ~

~ END EXHIBIT B ~



STAFF REPORT

Action

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: Temporary Telework Approval

Agenda Item No. 9

Approved By: Binu Abraham, Executive Director

Meeting Date: April 18, 2024

Recommendation:

APPROVE telework option for up to eight weeks to accommodate transportation planner transition.

Summary:

SBCOG has identified an ideal candidate for their transportation planner position who needs time to relocate.

Background/ Discussion:

SBCOG has identified a candidate for the open transportation planner position. The candidate requires some time to relocate to the area. Recognizing the immediate work requirements, the agency proposes a telework arrangement for the candidate until they complete their relocation. SBCOG seeks approval from the Board for this telework option, which could extend for a maximum of eight weeks.

Financial Impact:

There are no financial impacts.



STAFF REPORT

Information

Prepared By: Douglas Kean, Transportation Planner

Subject: AMBAG Complete Streets Policies

Agenda Item No. 10

Approved By: Binu Abraham, Executive Director

Meeting Date: April 18th, 2024

Recommendation:

RECEIVE a presentation on the AMBAG Draft Complete Streets Policy.

Summary:

The Association of Monterey Bay Area Governments (AMBAG) is developing Complete Streets Policies for the Monterey Bay Area region.

Background/ Discussion:

As the Metropolitan Transportation Planning Organization, the Association of Monterey Bay Area Governments (AMBAG) is developing Complete Streets Policies. Complete streets prioritize the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

The Draft Complete Streets Policies will be presented to keep the SBCOG Board informed of AMBAG's tri-county planning efforts.

Financial Impact:

There are no financial impacts.

Attachments:

1. AMBAG Memo
2. AMBAG Complete Streets Policy Draft – February 2024

**MEMORANDUM**

TO: SBtCOG Board of Directors

FROM: Regina Valentine, AMBAG Senior Planner

SUBJECT: AMBAG Complete Streets Policy

MEETING DATE: April 18, 2024

RECOMMENDATION:

Receive a presentation on AMBAG's Complete Streets Policy.

BACKGROUND/ DISCUSSION:

With the passing of the Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Law (IIJA/BIL) of 2021, the Association of Monterey Bay Area Governments (AMBAG), as the federally designated Metropolitan Planning Organization (MPO) for the Monterey Bay region, is required to set aside a portion of the agency's Federal Highway Administration (FHWA) Metropolitan Planning Funds (PL funds) allocation to conduct complete streets planning. Complete streets prioritize the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

As identified in AMBAG's Overall Work Program, staff developed a Complete Streets Policy in coordination with AMBAG's member agencies, including the Council of San Benito County Governments (SBtCOG). Although this is a new federal requirement, complete streets planning has been a priority historically for AMBAG and the jurisdictions in the Monterey Bay region. As an example, AMBAG prepared a *Monterey Bay Area Complete Streets Guidebook* in August 2013. For this reason, this Complete Streets Policy serves more to memorialize the transportation planning work already being conducted in the region.

Key sections of AMBAG's Complete Streets Policy are listed and described below:

- **Introduction:** Introduction to the policy
- **Purpose and Need:** Why the policy was prepared
- **Complete Streets Definition:** AMBAG's definition of complete streets
- **Complete Streets Vision:** AMBAG's complete streets vision for the region
- **Complete Streets Goals:** The goals of the policy
- **Principles of Complete Streets:** The key policy principles and considerations
- **Complete Streets Policy:** AMBAG's commitment to complete streets during, "...the development of all transportation infrastructures within the Monterey Bay region at all phases of their development, including planning and land use, scoping, design approvals, implementation, and performance monitoring."
- **Consistency with Regulations:** The policy's consistency with federal, state, and local regulations
- **Scope of Complete Streets Policy:** When the policy applies
- **Exceptions:** When the policy does not apply
- **Design Guidance:** Sources for design guidance, standards, and recommendations
- **Context Sensitivity:** AMBAG's recognition that complete streets projects should be context-sensitive to a community's physical, economic, and social setting
- **Evaluation and Performance Measures:** Suggested performance measures to evaluate the implementation of complete streets
- **Implementation and Reporting:** How AMBAG will implement and report progress on the policy
- **References:** Links to design guidance and regional complete streets initiatives

Below are key dates for developing AMBAG's Complete Streets Policy:

- **February 2024:** Present the Draft AMBAG Complete Streets Policy to regional Advisory Committees, Planning Directors Forum, and to the AMBAG Board of Directors
- **February 1, 2024 – March 15, 2024:** Public Comment Period
- **March – April 2024:** Prepare the Final AMBAG Complete Streets Policy
- **May 8, 2024:** AMBAG Board of Directors is scheduled to adopt the Final AMBAG Complete Streets Policy for eventual incorporated into the 2050 Metropolitan Transportation Plan/Sustainable Communities Strategy

Although the public comment period has closed, the Draft AMBAG Complete Streets Policy is included as Attachment 1. Staff is finalizing the document and will be requesting AMBAG Board adoption at its May 8, 2024 meeting.

ATTACHMENT:

1. Draft AMBAG Complete Streets Policy



ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS COMPLETE STREETS POLICY

Draft – February 2024

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Association of Monterey Bay Area Governments Complete Streets Policy

Introduction

The Association of Monterey Bay Area Governments (AMBAG) has recognized the importance of multimodal streets to improve accessibility, safety, and equity for all users of the transportation system. In August 2013, AMBAG adopted its *Monterey Bay Area Complete Streets Guidebook*, providing resources and procedures for developing an interconnected, safe, and accessible

active transportation network in the Monterey Bay region to meet the needs of all travel modes, ages, and abilities. Additionally, AMBAG recognizes their partner agencies and local jurisdictions have prioritized creating a safe, accessible, efficient, and coordinated transportation network that accommodates all roadway users within their communities.

AMBAG's Complete Streets Policy will build upon these previous efforts by promoting a transportation system that is designed to be multimodal to safely and comfortably accommodate users of all ages and abilities, including, but not limited to, pedestrians, bicyclists, shared and micromobility users, motorists, transit and school bus riders, persons with disabilities, freight and commercial providers, emergency responders, and adjacent land users.

Research has shown that complete streets enhance job growth, promote economic development, improve safety, public health, and fitness, decrease vehicle emissions, and reduce the overall demand on roadways by allowing people to replace motor vehicle trips with active transportation and transit options. Furthermore, as communities integrate sidewalks, bike facilities, transit amenities, and safe crossings into the initial design of a project, they spare the expense and complications of retrofits implemented at a later date. Proactively planning for a multimodal transportation system can promote its integration with land use policies to encourage sustainable development.

Purpose and Need

Federal, state, and local policies have emphasized the need to accommodate all users of the roadway. The metropolitan planning process specifically includes direction to increase the safety of the transportation system for motorized and non-motorized users. This requires that AMBAG plan, prioritize, promote, and implement measures to accomplish this goal. One way to do so is through adopting a complete streets policy as directed by the Infrastructure Investment and Jobs Act (IIJA)/Bipartisan Infrastructure Law (BIL) of 2021. Using the complete streets concept, AMBAG is supporting the paradigm shift from "moving cars quickly" to "providing safe access for users of all modes." This work is needed as demonstrated by the 35% increase in pedestrian

fatalities and serious injuries in the tri-county region (Monterey, San Benito, and Santa Cruz) between 2019 and 2022.¹

The adopted approach will result in the Monterey Bay region's roadways being safer and more accessible for bicycles and pedestrians, while also being realistic and reasonable to implement. As the final approval of roadway designs to achieve safe and efficient operations of the transportation system lies with the licensed traffic engineers, this policy is not too specific regarding street design. Instead, this policy is to provide direction to the design engineers and other decision makers as to what, at a minimum, shall be required to help achieve safe mobility for all roadway users. When doing so, it supports the development of a comprehensive, multimodal transportation system and promotes integration with sustainable land use development. For this reason, AMBAG's Complete Streets Policy is consistent with regional goals and objectives established in the adopted Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS).

Complete Streets Definition

The term "complete streets" describes a transportation network that is routinely planned, designed, operated, and maintained to prioritize safety, comfort, and access to destinations for all people who use the facility. Complete streets increase the level of service for all users, rather than focusing solely on automobiles. This includes older adults, persons living with disabilities, people who walk and bike for transportation, and people who do not have access to a vehicle. Complete streets make it easy to cross the street, walk to shops, jobs, and schools, bicycle to work, move actively with assistive devices, and operate commercial and emergency vehicles efficiently. They also allow buses to run on time and make it safe for people to walk or move actively to and from transit hubs. This work is needed as demonstrated by a May 2023 Monterey-Salinas Transit (MST) passenger survey that found 91% of respondents walked, biked, scooted, or used a mobility aid to get to a bus stop.²

When implemented, the complete streets approach to planning streets and roads results in a transportation system that balances the needs of all users, regardless of age, ability, or mode of transportation. Through continued and incremental changes in capital projects, regular maintenance and operations work, the street network gradually becomes safer and more accessible for travelers of all ages and abilities.

As communities have different context, needs, and characteristics, complete streets planning and design should be flexible and comprehensive. There is no specific design prescription; each street is unique, and its design reflects the context of the community and street network. Each street project is considered within the context of the overall transportation system. Some streets may be prioritized for pedestrian travel, others for transit, bicycling, motorists, or goods

¹ UC Berkeley SafeTREC Transportation Injury Mapping System (TIMS) SWITRS Summary, 2018 – 2022 Pedestrian Fatalities and Serious Injuries by County, <https://tims.berkeley.edu/summary.php>

² MST District Board of Directors Meeting Agenda Packet, September 11, 2023, https://mst.org/wp-content/media/Agenda_MST_202309-September-Final.pdf

movement. Some streets will have robust facilities that accommodate all modes; however, many streets might not contain all those features due to physical right-of-way constraints and other considerations.

Complete Streets Vision

AMBAG's Complete Streets Policy aims to enhance the quality of life in the Monterey Bay region through improvements to transportation safety, equity, mobility, accessibility, connectivity, sustainability, and resiliency as well as public health and economic vitality. This vision will be implemented through street design that is context sensitive and incorporates principles and practices that focus the function of a street around the movement of people, balance mobility for everyone, and minimize negative impacts on the environment. This work will require coordination across disciplines and across jurisdictional lines, including when projects are located on California Department of Transportation (Caltrans) right-of-way.

Complete Streets Goals

The goals of this Complete Streets Policy are to:

1. Consider the needs of all road users, including the most vulnerable such as children, seniors, persons with disabilities, and persons of limited means, throughout the Monterey Bay region to the greatest extent possible and practicable.
2. Encourage the integration of the vision, purpose, and goals of this Complete Streets Policy into the project development process for surface transportation projects in the Monterey Bay region.
3. Create a safe, equitable, balanced, comprehensive, integrated, fully interconnected, functional, reliable, convenient, resilient, and visually attractive surface transportation network in the Monterey Bay region.
4. Promote the use of the latest and best complete streets design standards, principles, policies, and guidelines within the context of the community.
5. Support flexibility for different types of streets, communal areas, and users to enhance the access and mobility experience.
6. Plan, design, operate, and maintain a multimodal network of complete streets that supports sustainable development and provides livable, healthy, equitable, and prosperous communities.
7. Make active transportation and transit safer and more convenient to increase use of these modes of transportation.
8. Support transportation options that improve public health.

Principles of Complete Streets

The following are key principles of AMBAG's Complete Street Policy:

1. It is context-sensitive, considering economic, social, and environmental objectives.
2. Emphasizes transportation facility connectivity for all modes of travel.

3. Takes into account not only the presence of a facility, but also the level of comfort (including future average temperature rises due to climate change) and safety (based on national data for bicycles and pedestrians) that the facility provides for all users of that facility.
4. Ensures that the entire right-of-way is planned, designed, funded, and operated with consideration for safe access for all users of all ages and abilities and that all users and transportation modes are equally deserving of safe travel facilities.
5. Encourages the use of national best practice design standards.
6. Allows design flexibility in balancing user and stakeholder needs including maintenance needs.
7. Encourages that the purchase of operations and maintenance vehicles are well suited for current and proposed infrastructure.
8. Encourages consistency of transportation projects with current and future land use goals and policies of local land use plans.
9. Benefits all users equitably, particularly vulnerable users and in the most underinvested and underserved communities, including facility maintenance.
10. Actively works to consider how to preserve right-of-way for all users.
11. Encourages the prioritization of complete streets projects in areas that have the potential to serve high concentrations of vulnerable users.
12. Encourages collaboration and interagency coordination with all transportation planning agencies and partners including public health and housing.
13. Supports the involvement of local transit agencies to ensure that sufficient accommodation for transit vehicles and access to transit facilities is provided.

Complete Streets Policy

AMBAG encourages the above principles be used for the purpose of planning, designing, building, operating, and maintaining a safe, reliable, efficient, integrated, balanced, equitable and connected multimodal transportation network that will provide access, mobility, safety, and connectivity for all users. This policy is a regional commitment that future transportation projects in the Monterey Bay region will consider and value the needs of all users regardless of age, ability, income, ethnicity, or chosen mode of travel, including pedestrians, bicyclists, shared and micromobility users, motorists and transit riders, as early as practicable and throughout the transportation planning process consistent with and supportive of the surrounding communities.

AMBAG will promote the complete streets concept throughout the Monterey Bay region and, therefore, recommends that all local jurisdictions adopt comprehensive complete streets policies, consistent with the regional Complete Streets Policy. AMBAG will seek incorporation of the complete streets concept and policy into the development of all transportation infrastructures within the Monterey Bay region at all phases of their development, including planning and land use, scoping, design approvals, implementation, and performance monitoring. Additionally, AMBAG encourages the prioritization of funding for the implementation of complete streets projects.

Consistency with Regulations

The U.S. Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodation Regulations and Recommendations supports the development of fully integrated active transportation system networks, which foster safer, more livable, family-friendly communities; promote physical activity and health; and reduce vehicle emissions and fuel use. The policy encourages transportation agencies to go beyond the minimum requirements and to proactively provide convenient, safe, and context-sensitive facilities that accommodate people of all ages and abilities, including people too young to drive, people who cannot drive, and people who choose not to drive. Furthermore, federal transit law specifies that all pedestrian improvements located within one-half mile and all bicycle improvements located within three miles of a public transportation stop or station be integrated with public transportation.

The State of California has emphasized the importance of complete streets by enacting the California Complete Streets Act of 2008 (AB 1358), which requires that when cities or counties make substantive revisions to the circulation elements of their General Plans, they identify how they will provide for the mobility needs of all users of the roadways. The California Global Warming Solutions Act of 2006 (AB 32) sets a mandate for the reduction of greenhouse gas emissions in the state, and the Sustainable Communities and Climate Protection Act of 2008 (SB 375) requires emissions reductions through coordinated regional planning that integrates transportation, housing, and land use policy. Caltrans Director's Policy 37 established Caltrans' organizational priority to encourage and maximize walking, biking, transit, and passenger rail as a strategy to not only meet state climate, health, equity, and environmental goals but also to foster socially and economically vibrant, thriving, and resilient communities. To achieve this vision, Caltrans will maximize the use of design flexibility to provide context-sensitive solutions and networks for travelers of all ages and abilities.

Achieving the goals of these laws will require significant increases in travel by public transit, bicycling, micromobility, and walking. Strategies to achieve greenhouse gas emissions targets in support of SB 375 were adopted by AMBAG in the 2045 MTP/SCS. Additionally, AMBAG has been a champion of complete streets with the August 2013 adoption of its *Monterey Bay Area Complete Streets Guidebook*, providing resources and procedures for developing an interconnected, safe, and accessible active transportation network in the Monterey Bay region. The development of this Complete Streets Policy is a continuation of the agency's commitment to supporting an integrated multimodal transportation system.

AMBAG also recognizes their partner agencies and local jurisdictions should and have prioritized creating a safe, accessible, efficient, and coordinated transportation network that accommodates all roadway users within their communities. Within the Monterey Bay region, a number of local jurisdictions have adopted policies and resolutions or updated the circulation element of their General Plans, or in the process of doing so, to support complete streets and advance the health, safety, welfare, economic vitality, and environmental well-being of their residents. AMBAG also recognizes that complete streets is an essential component of Vision

Zero, for which many jurisdictions incorporate strategies to slow traffic speeds and eliminate all traffic fatalities and severe injuries. AMBAG views Vision Zero strategies, including lower speed limits, as complementary and can be integrated into local complete streets efforts.

Scope of Complete Streets Policy

The transportation network includes, but is not limited to, streets, bridges, intersections, sidewalks, shared-use paths, trails, lighting, street crossings such as crosswalks and median refuges, signage, accommodations for bicyclists and transit, landscaping, street furniture, and drainage facilities.

AMBAG's Complete Streets Policy shall apply to all projects at all phases including but not limited to, planning, design, right-of-way acquisition, new construction, reconstruction and retrofit, rehabilitation, repair, operation, and maintenance that will use funding under AMBAG's discretion unless otherwise exempted. Locally funded projects are encouraged to comply with this policy or a similar locally adopted complete streets policy. Accommodations for all existing modes of transportation shall be planned for and provided during construction and maintenance work.

1. This Complete Streets Policy will focus on developing a connected, integrated transportation network that serves all users.
2. Transportation projects receiving funding in the Monterey Bay region are encouraged to implement a complete streets approach.
3. AMBAG shall approach each transportation project as an opportunity to create safer, more accessible facilities for all users.
4. AMBAG does not subscribe to one singular design prescription for complete streets; each street is different in function and context. Roadways that are planned and designed using a complete streets approach may include a wide variety of transportation solutions.
5. This policy informs and encourages all local transportation agency representatives and consultants responsible for planning, designing, constructing, or maintaining projects within the Monterey Bay region to apply complete streets design and standards.
6. The planning or design of a project or plan within the Monterey Bay region will be supported by this policy, where appropriate.
7. AMBAG will work with local municipal, state and public agencies to educate the general public about the importance of complete streets, safe driving, bicycling, micromobility, public transit, and walking practices.

Exceptions

AMBAG's Complete Streets Policy applies to all projects at all phases within the Monterey Bay region. All exemptions should be documented with supporting data and evidence for the basis of an exemption then be made publicly available. Exemptions should only be considered if one or more of the following conditions are met:

1. Where bicyclists, pedestrians, or another particular use is prohibited by law from using a roadway. Accommodations should be made to ensure that all users can still cross these areas, so they do not become barriers.
2. Where the street or road is already designed to accommodate all users.
3. Where cost would be excessively disproportionate to probable use or need considering economic conditions, cost, and economic benefit. Excessively disproportionate is defined in Federal Highway Administration's (FHWA) "Accommodating Bicycle and Pedestrian Travel: A Recommended Approach" as bicycle and pedestrian facilities together exceeding twenty percent (20%) of the cost of the larger transportation project.
4. Where a project consists primarily of the installation of traffic control safety devices. All new pedestrian crossing devices must meet the most current accessibility standards for controls, signals, and placement.
5. Where lack of population or other factors indicate an absence of need under both current and future conditions. This exception should take the long view and consider probable use throughout the life of the project—usually a minimum of 20 years for roadways and 50 or more years for bridges.
6. Where roadway standards or bicycle and pedestrian standards cannot be met due to constraints excessively difficult to mitigate. The feasibility of alternative routes of similar or better quality to accommodate all users and connect to the transportation network should be studied.
7. Where all improvements would be very likely removed in the near future due to projects in the same area.
8. Where transit service is non-existent and not planned as confirmed by the local transit agencies, therefore there is no need for direct public transit accommodations.
9. Where fire and safety specification conflicts and environmental concerns, such as abutting conservation land or severe topological constraints, exist.

Design Guidance

AMBAG promotes the adoption of the best and latest design guidance, standards, and recommendations available to maximize design flexibility and innovation, and to always be aware that design solutions should balance user and modal needs. This includes a shift toward designing at the human scale for the needs and comfort of all people and travelers, as well as considering issues such as street design and width, desired operating speed, turn radii, hierarchy of streets, and connectivity. Design criteria should not be purely prescriptive but should be based on the thoughtful application of engineering, architectural, and urban design principles. A non-exhaustive list of complete streets resources is provided in the References section of this policy.

Context Sensitivity

AMBAG recognizes that there is no singular design for complete streets, therefore this Complete Streets Policy is flexible to allow consideration of other appropriate design standards to accommodate the needs of many users and sensitive to the local context, provided that a comparable level of safety for all future users is achieved. The development and

implementation of current and future projects should be context-sensitive to the community's existing and planned physical, economic, and social setting, and consider community input and the lived experience of residents. This context-sensitive approach to process and design includes a range of goals that gives significant consideration to stakeholder and community values. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, neighborhood character, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

Evaluation and Performance Measures

AMBAG promotes the establishment of publicly shared performance measures to evaluate the implementation of complete streets. Performance measures that contribute to complete streets goals could include, but are not limited to:

1. Number of locally adopted complete streets policies
2. Number of people within a 30-minute walk, bike, or transit trip to key locations
3. Percent of people taking transit, walking, and bicycling
4. Walk and Bike Scores
5. California Healthy Place Index Scores
6. Multimodal Level of Service (MMLOS)
7. Expansion of a comfortable, low-stress transportation network for non-motorized traffic, as measured by an appropriate Level of Traffic Stress (LTS) analysis
8. With an emphasis in underserved or underinvested communities, decrease in rate of crashes, injuries and fatalities by mode, including using the UC Berkeley SafeTREC Transportation Injury Mapping System (TIMS) as a suggested tool
9. Transit travel time reliability (consistency in the time required to travel the roadway segment during a given time of day)
10. Average transit travel speed relative to automobile travel speed
11. Transit delay (the additional time riders spend on a given segment relative to the time required during free-flow travel conditions)
12. Transit passenger delay weighted by the number of passengers experiencing the delay
13. Miles of bicycle facilities, including but not limited to on-street bike lanes, signed routes, and separated multi-use paths
14. Number of new bike racks installed, both public and private
15. Miles of new or reconstructed sidewalk
16. Number of new or reconstructed curb ramps
17. Number of new or repainted crosswalks
18. Miles of new non-motorized traffic facilities added to roads within $\frac{1}{4}$ mile of transit routes
19. Number of new streetscape amenities such as street trees, lighting, etc.
20. Percentage completion of bicycle and pedestrian networks as envisioned in plans and programs
21. Number of completed transportation projects that demonstrate how they are meeting current land use plan goals

22. Number of complete streets projects in underserved or underinvested communities
23. Progress of community ADA Transition Plans
24. Project-specific road audits and public surveys
25. Metrics included in the most recently adopted California Transportation Commission Active Transportation Program Guidelines

Implementation and Reporting

AMBAG encourages implementation of this Complete Streets Policy to be carried out cooperatively among all transportation partners and local jurisdictions within the Monterey Bay region to the greatest extent possible. AMBAG will incorporate complete streets principles into its plans and programs as well as encourage incorporation of this Complete Streets Policy into all planning and design documents in the Monterey Bay region.

AMBAG's Complete Streets Policy provides network-level planning and design considerations intended to ensure that safe, comfortable, and connected transportation facilities are available to all users, regardless of age, ability, or income. AMBAG will help facilitate workshops and other training opportunities for transportation staff, community leaders, and the general public to underscore the importance of the complete streets vision. AMBAG is committed to developing and instituting better ways to measure performance and collect data on how well streets are serving all users.

Starting with the 2050 MTP/SCS, this Complete Streets Policy will help guide the development of all future AMBAG MTP/SCSs. Therefore, examining the implementation of the MTP/SCS over time will be the primary means by which the impact of this policy will be measured. Progress will be reported as part of each MTP/SCS and Metropolitan Transportation Improvement Program (MTIP) update process. At a minimum, these reports will include a description or analysis of how the MTP/SCS and MTIP advances complete streets, which may include:

1. Complete street projects completed during the previous MTIP cycle or since the last MTP/SCS update.
2. Complete street projects and their associated funding amounts expected to be completed in the next MTIP and MTP/SCS.
3. How the MTIP and MTP/SCS project prioritization process advances complete streets.

AMBAG will, at a minimum, evaluate this Complete Streets Policy and the documents associated with it periodically and in parallel with the AMBAG MTP/SCS updates. This evaluation may include recommendations for amendments to the Complete Streets Policy and subsequently be considered for adoption by the AMBAG Board utilizing its then current public and member involvement procedures.

References

Links to recommended complete streets design guidance are provided below. Traffic engineers and other decision makers can review these references for specific complete streets designs and elements for implementation.

1. FHWA Manual on Uniform Traffic Control Devices for Streets and Highways, <https://mutcd.fhwa.dot.gov/>
2. FHWA Road Diets, <https://highways.dot.gov/safety/proven-safety-countermeasures/road-diets-roadway-configuration>
3. FHWA Bikeway Selection Guide, https://safety.fhwa.dot.gov/ped_bike/tools_solve/docs/fhwasa18077.pdf
4. FHWA Incorporating On-Road Bicycle Networks into Resurfacing Projects, https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/resurfacing/re_surfacing_workbook.pdf
5. FHWA Separated Bike Lane Planning and Design Guide, <https://highways.dot.gov/safety/pedestrian-bicyclist/safety-tools/pg-89-101-separated-bike-lane-planning-and-design-guide>
6. FHWA Pedestrian Safety Guide and Countermeasure Selection System, <https://highways.dot.gov/safety/pedestrian-bicyclist/safety-tools/resources-pedestrian-safety-guide-and-countermeasure>
7. FHWA Roundabout Guidance, <https://www.fhwa.dot.gov/publications/research/safety/00067/00067.pdf>
8. FHWA Small Town and Rural Multimodal Networks, https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/small_towns/
9. FHWA Guidebook for Measuring Multimodal Network Connectivity, <https://highways.dot.gov/safety/pedestrian-bicyclist/safety-tools/pg-10-33-guidebook-measuring-multimodal-network>
10. FHWA Achieving Multimodal Networks: Applying Design Flexibility and Reducing Conflicts, https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/multimodal_networks/
11. FTA Manual on Pedestrian and Bicycle Connections to Transit, <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/research-innovation/64496/ftareportno0111.pdf>
12. U.S. Access Board's Public Right-of-Way Accessibility Guidelines (PROWAG), <https://www.access-board.gov/prowag/>
13. Americans with Disabilities Act (ADA) Standards for Accessible Design, <https://www.ada.gov/law-and-regs/design-standards/>
14. National Complete Streets Coalition, <https://smartgrowthamerica.org/program/national-complete-streets-coalition/>
15. AASHTO A Policy on Geometric Design of Highways and Streets, <https://store.transportation.org/item/collectiondetail/180>

16. AASHTO A Guide for Achieving Flexibility in Highway Design, https://nacto.org/docs/usdg/flexibility_in_highway_design.pdf
17. AASHTO Guide for the Development of Bicycle Facilities, <https://nacto.org/references/aashto-guide-for-the-development-of-bicycle-facilities-2012/>
18. AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities, <https://store.transportation.org/item/collectiondetail/224>
19. NACTO Urban Street Design Guide, <https://nacto.org/publication/urban-street-design-guide/>
20. NACTO City Limits: Setting Safe Speed Limits on Urban Streets, <https://nacto.org/safespeeds/>
21. NACTO Urban Bikeway Design Guide, <https://nacto.org/publication/urban-bikeway-design-guide/>
22. NACTO Transit Street Design Guide, <https://nacto.org/publication/transit-street-design-guide/>
23. NACTO Urban Street Stormwater Design Guide, <https://nacto.org/publication/urban-street-stormwater-guide/>
24. ITE Designing Walkable Urban Thoroughfares: A Context Sensitive Approach, <https://ecommerce.ite.org/IMIS/ItemDetail?iProductCode=RP-036A-E>
25. ITE Traffic Calming Measures; <https://www.ite.org/technical-resources/traffic-calming/traffic-calming-measures/>
26. ITE Design Guidelines to Accommodate Pedestrians and Bicycles at Interchanges, <https://ecommerce.ite.org/IMIS/ItemDetail?iProductCode=RP-039A>
27. California Manual on Uniform Traffic Control Devices, <https://dot.ca.gov/programs/safety-programs/camutcd>
28. Caltrans Highway Design Manual, <https://dot.ca.gov/programs/design/manual-highway-design-manual-hdm>
29. Caltrans Active Transportation Emphasis Area Guidance for Corridor Planning, <https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/active-transportation-complete-streets/20220131active-transportation-emphasis-area-guidance-final-version-v7a11y.pdf>
30. Caltrans Pedestrian Safety Countermeasures Toolbox, <https://dot.ca.gov/-/media/dot-media/programs/safety-programs/documents/ped-bike/caltrans-ped-safety-countermeasures-toolbox-a11y.pdf>
31. Caltrans Design Information Bulletin 82-6 “Pedestrian Accessibility Guidelines for Highway Projects,” <https://dot.ca.gov/-/media/dot-media/programs/design/documents/dib82-06-a11y.pdf>
32. Caltrans Design Information Bulletin 89-02 “Class IV Bikeway Guidance,” <https://dot.ca.gov/-/media/dot-media/programs/design/documents/dib-89-02-final-a11y.pdf>
33. Caltrans Traffic Calming Guide, https://dot.ca.gov/-/media/dot-media/programs/safety-programs/documents/traffic-calming/final-traffic-calming-guide_v2-a11y.pdf
34. California Safe Routes to School, <http://www.casaferoutestoschool.org/>

35. Monterey Bay Area Complete Streets Guidebook, https://www.ambag.org/sites/default/files/2022-05/PDFAAppendix%20H_%20Complete%20Streets.pdf
36. Monterey-Salinas Transit (MST) Designing for Transit: A Guide for Supporting Public Transit Through Complete Streets, <https://mst.org/wp-content/media/DesigningForTransit-2020-Edition.pdf>
37. Southern California Association of Governments' Transit Priority Best Practices Report, <https://scag.ca.gov/post/transit-priority-best-practices-report-0>
38. American Planning Association Planning Advisory Service Report Number 559, "Complete Streets: Best Policy and Implementation Practices," <https://www.planning.org/publications/report/9026883/>
39. Vision Zero Network, <https://visionzeronetwork.org/>
40. Model Design Manual for Living Streets, <http://www.modelstreetdesignmanual.com/>

Sample of Complete Streets Initiatives in the Monterey Bay Region

1. Caltrans District 5 Active Transportation Plan Summary Report, <https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/active-transportation-complete-streets/district5-finalreport-a11y.pdf>
2. City of San Juan Bautista Active Transportation and Community Connectivity Plan, https://www.san-juan-bautista.ca.us/departments/planning/active_transportation_plan.php
3. City of Seaside Broadway Avenue and Yosemite Street Complete Streets Project, <https://www.ci.seaside.ca.us/781/Broadway-Avenue-and-Yosemite-Street-Comp>
4. City of Watsonville Downtown Specific Plan, <https://www.watsonville.gov/1626/Downtown-Specific-Plan>
5. Highway 9/San Lorenzo Valley Complete Streets, <https://sccrtc.org/projects/streets-highways/hwy-9-plan/>



PROJECT UPDATE - SAN BENITO COUNTY

PREPARED FOR THE APRIL 18, 2024, COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

Agenda Item: 11

CONSTRUCTION PROJECTS

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Contractor	Comments
1. Highway 156 Improvement Project (34490)	In and near San Juan Bautista, from The Alameda to slightly east of Fourth Street (PM 3.0/R8.2)	Construct four-lane expressway	August 2022 - Fall 2025	\$89.7 million	STIP/Local	Terry Thompson	Teichert Construction	Continued construction activities. Union Rd detour scheduled for late June /July of 2024.

PROJECTS IN DEVELOPMENT

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
2. SR 156/Alameda EB Right-Turn Channelization (1P300)	In San Juan Bautista at the intersection of SR 156 and The Alameda (PM 2.9/3.1)	Installation of eastbound right-turn channelization from SR 156 onto the Alameda	Spring 2024	TBD	Oversight/Local	Terry Thompson/ Paul Valadao	PA&ED	Caltrans is actively collaborating with the City's design team. The City's design team is preparing documents based on Caltrans DEER review.
3. Highway 25 Expressway Conversion - San Felipe, Segment 1 (48541)	San Felipe Road to 0.3 miles north of Hudner Lane (0.8 mi west of SR 25 to 0.5 miles east of SR 25)	Conversion of 2-lane conventional highway to a 4-lane expressway	N/A	N/A	Local	Terry Thompson	PA&ED	One workshop is completed and another is being proposed for Caltrans and SBCOG to determine the range of project alternative needed to align this project with SB743 VMT guidelines.



PROJECT UPDATE - SAN BENITO COUNTY

PREPARED FOR THE APRIL 18, 2024, COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

PROJECTS IN DEVELOPMENT (CONTINUED)

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments	
4.	Rocks Road US 101 Wildlife Connectivity Project (1Q260)	In San Benito County in the Aromas Hills (PM 0.0/2.8)	Identify wildlife crossing opportunities to connect important habitat on both sides of US 101 and improve safety for drivers and wildlife	TBD	TBD	Other/Grant funded	Terry Thompson	PID	PID document approved. PA&ED to begin Spring of 2024. Grant funding was awarded to the wildlife Connectivity Project.

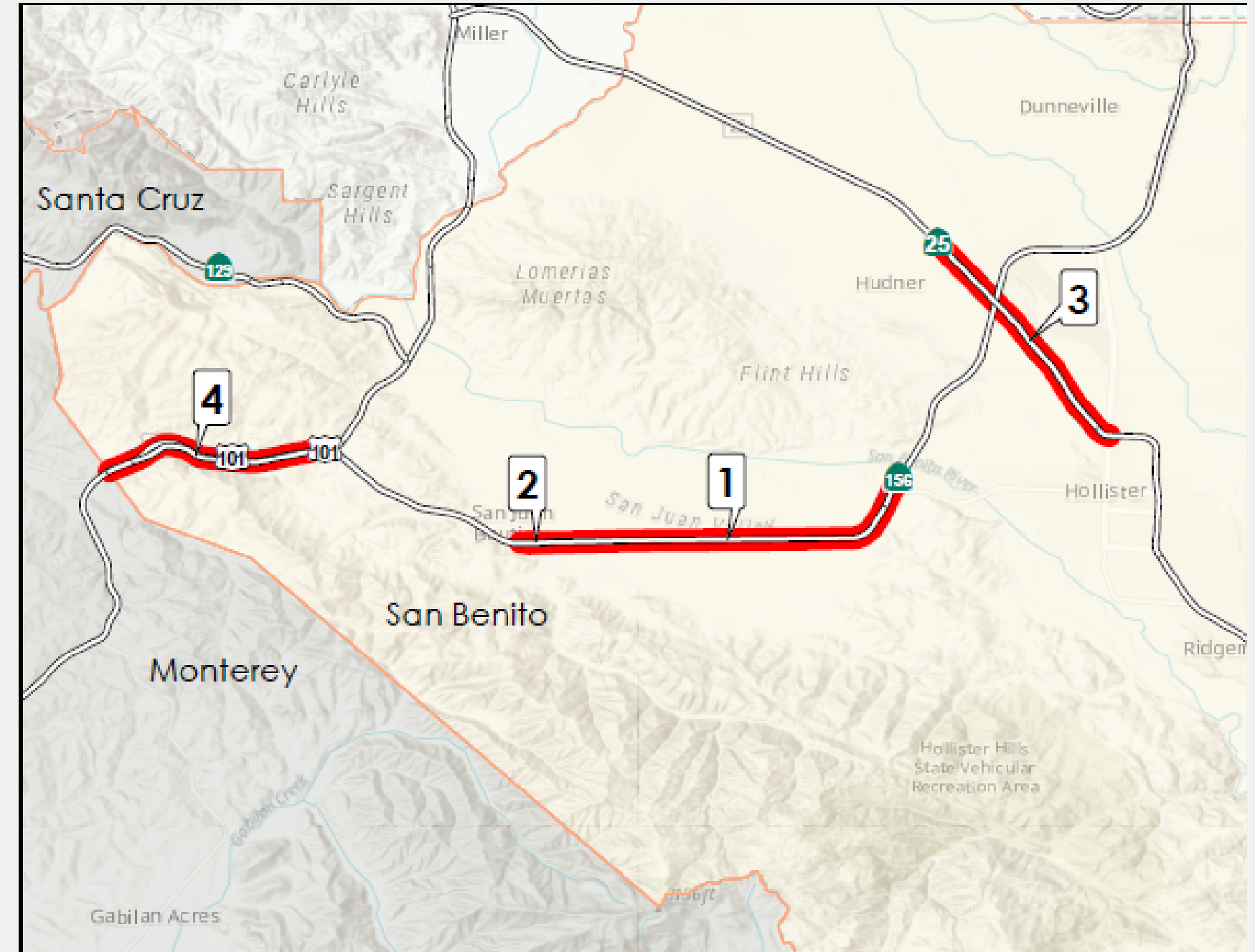
ACRONYMS USED IN THIS REPORT:

ADA	Americans with Disabilities Act
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation Air Quality
CMIA	Corridor Mobility Improvement Account
CTC	California Transportation Commission
DEER	Design Engineering Evaluation Report
ED	Environmental Document
EIR	Environmental Impact Report
PA&ED	Project Approval and Environmental Document
PID	Project Initiation Document
PM	Post Mile
PS&E	Plans, Specifications, and Estimates
RTL	Ready to List
RW	Right of Way
SBI	Senate Bill 1, the Road Repair and Accountability Act of 2017
SCL	Santa Clara County Line

SHOPP	State Highway Operation and Protection Program
SR	State Route
STIP	State Transportation Improvement Program
TBD	To Be Determined
TMS	Traffic Management System
VMT	Vehicle Miles Traveled



CALTRANS DISTRICT 5 CONSTRUCTION PROJECTS REPORT 2024



- 1. Highway 156 Improvement Project
- 2. SR 156/Alameda EB Right-Turn Channelization
- 3. Highway 25 Expressway Conversion, Segment 1
- 4. Rocks Road US 101 Wildlife Connectivity Project

**San Benito
County Projects**

— San Benito County Projects

— State Highway

4/2/2024