March 7, 2011

Dear Project Sponsor:

The San Mateo County Transit District (SamTrans) is now accepting project submittals for participation in the Grand Boulevard Initiative’s Complete Streets Design Case Studies. Project applications (7 identical hard copies and 1 electronic copy on CD) are due no later than 5 PM, Friday, April 29, 2011 to:

SamTrans
Attn: Emily Betts
Planning & Development
1250 San Carlos Avenue
PO Box 3006
San Carlos, CA 94070

The Complete Streets Design Case Studies is part of the Grand Boulevard’s “Removing Barriers to Sustainable Communities Project” funded by a DOT TIGER II Planning grant and local support. The Complete Streets project will facilitate the design of demonstration projects on El Camino Real to integrate the roadway with sustainable development, encourage pedestrian and transit activity, and promote investor confidence.

The Grand Boulevard Initiative is a collaboration of 19 cities, San Mateo and Santa Clara counties, local and regional agencies and other stakeholders united to improve the performance, safety and aesthetics of El Camino Real. For more information, please refer to http://grandboulevard.net/.

Eligible Projects:

Only San Mateo County and cities in San Mateo County that include El Camino Real or Mission Street are eligible to apply. Submitted projects must be for a minimum of one block sections of roadway along El Camino Real/Mission Street and must include a transit stop.

Funds Available:

SamTrans is the recipient of $1.1 million in DOT TIGER II Planning grant funds, of which $370,000 is allotted for three to six case studies. The cost of the case studies will range from $60,000 to $120,000 per study, depending on the level of complexity and number of studies selected. A minimum local match is not a requirement; however, a desirable local match would be a combination of matching funds and in-kind staff time totaling 20-30% of the total budget for the study.

El Camino Real will achieve its full potential as a place for residents to work, live, shop and play, creating links between communities that promote walking and transit and an improved and meaningful quality of life.
Application Packet:

The Application for participation in the Complete Streets Case Studies includes the following:

- Background information on the Complete Streets Design Project
- General Application Requirements
- Criteria for Selection of Case Study Locations
- Application Review Process

Schedule:

April 29, 2011
Deadline for submission of completed application

May 9-20, 2011
Field reviews and meetings with the selection panel

May 25, 2011
Case study selection and project kickoff

If you have questions, please contact Emily Betts at (650) 508-6327 or by email at bettse@samtrans.com.

Sincerely,

Corinne Goodrich
Strategic Development Manager
Grand Boulevard Initiative: Removing Barriers to Sustainable Communities
Application for Participation in the Complete Streets Case Studies

The Grand Boulevard Initiative (GBI) “Removing Barriers to Sustainable Communities Project," a $1.7m project funded by a DOT TIGER II Planning grant with local support, focuses on developing strategies to implement the Grand Boulevard vision on the El Camino Corridor. It is comprised of three separate but interrelated efforts – Designing El Camino Real as a Complete Street, Economic and Housing Opportunities Study (ECHO) Phase II, and Infrastructure Needs Assessment and Financing Strategy.

Complete Streets Case Study Projects
In partnership with Caltrans and sponsoring municipalities, the Complete Streets project will facilitate the design of demonstration projects in San Mateo County on El Camino Real to integrate the roadway with sustainable development, encourage pedestrian and transit activity, and promote investor confidence. Caltrans defines a “Complete Street” as a transportation facility that is planned, designed, operated, and maintained to provide safe mobility for all users, including bicyclists, pedestrians, transit riders, and motorists appropriate to the function and context of the facility.

The case studies will document a collaborative process to bring a Complete Street concept to preliminary design, and provide a resource for other communities along the Corridor and elsewhere in the State as they address the challenges of transforming auto-dominated urban arterial highways into balanced multimodal facilities. “Design Exceptions” to Caltrans design standards are often required for the types of improvements that differentiate a Complete Street from a typical state highway. Obtaining approved design exception fact sheets constitutes overcoming what is considered the most significant barrier to implementing the desired pedestrian, bicycle, transit, and urban design/landscaping features of a complete street. The final outcome of the process will be a concept design and Caltrans-approved “Design Exception Fact Sheet(s)” for the range of exceptions to Caltrans mandatory and advisory design standards that are necessary to move to final design (and eventual full approval) for each Case Study Project.

The total amount of funding for the project is $370,000 and we anticipate funding 3 to 6 case studies, depending on the extent, number of design exceptions, and complexity of the selected Case Study Projects. Preference may be given to Case Study Project applications where the sponsoring agency offers a local service such as conducting traffic studies, contracting surveys, or offering drafting/engineering of concept plans, etc. The case studies are scheduled to take place between October 2011 and July 2012.

Project areas should be a minimum of one block and as long as 4-6 blocks, depending on the complexity of issues and design challenges, and the proposed road segment must contain a transit stop. Design components can include but are not limited to: roadway configuration, intersections and crossings, medians, sidewalk and frontage improvements, stormwater management/green infrastructure, and frontage treatment concepts. Expertise related to integrating multiple sustainability objectives into Complete Streets design will be available to participants through an agreement with the EPA; applicants are encouraged to include a range of sustainability options into their plans (see 2/28/11 GBI Working Committee EPA handout for more information).
Applicants are encouraged to propose projects that are consistent with the Caltrans-endorsed “Street Design Guidelines” included in the *Grand Boulevard Multimodal Transportation Corridor Plan*: [http://www.grandboulevard.net/projects/multi-modal-corridor-plan.html](http://www.grandboulevard.net/projects/multi-modal-corridor-plan.html). In addition, applicants are encourage to make use of the following resources:


Additional information on the objectives of the Complete Streets Case Studies can be found in the full TIGER II grant application: [http://tinyurl.com/tiger2app](http://tinyurl.com/tiger2app).

**General Application Requirements**
Jurisdictions may submit applications for more than one project area. However, a separate application is required for each project area. **The submitted application should not exceed 10 pages**, excluding attachments.

Please provide the following information:

- City/County Name (*San Mateo County jurisdictions only*)
- Contact Information
- Proposed project location, including length of roadway in feet, and a full description of existing conditions.
- A description of the desired improvements including the number of intersections that will be included in the project.
- A map of the proposed project area that includes the project area boundaries, major roads and other infrastructure, significant terrain issues (e.g., slope or watercourses), and major destinations, such as office buildings, shopping centers, transit stations, etc. If the project area is larger than 1 block, please describe which block segments are a priority and why.
- A list and short description of planning policy documents for the area, such as Specific Plans that contain descriptions, goals, objectives, and guidelines, and any available material that will expedite design, including engineering surveys, concept plans, traffic studies/traffic counts, or preliminary engineering.
- If applicable, identify Caltrans staff that have been consulted on the proposed project, or that have been involved in any preliminary collaboration to date. Include titles and functional area of staff.
- Indicate which of the following classifications best fits your project area, as described by the *GBI Multimodal Transportation Corridor Plan* (pg. 30):
  1. Four-Lane Node
2. Six-Lane Node
3. Four-Lane Link
4. Six-Lane Link
5. Four or Six-Lane with No Parking

- Please indicate the general availability of relevant staff to host and participate in a field review during the time period April 11-29, 2011.

Criteria for Selection of Case Study Locations
Please address the following issues for each proposed location being submitted for consideration.

A) Level of readiness of jurisdiction to utilize Complete Street designs.
In order to maximize the benefit and use of the developed Complete Streets designs, it is important that the jurisdiction has already taken important steps in moving toward its desired vision for the Case Study Project area and has an idea of how and when the designs can be implemented.

- What is the level of readiness of your jurisdiction to support a Complete Streets Redesign of El Camino Real? For example, what policies, plans, and/or visions are already in place to make use of a Complete Street Design? Topics can include the likelihood of street design implementation and construction, plans to make use of the prepared designs, available funding, and possible benefits to the existing community.
- What is the level of community, business, and political support for a redesign of the proposed location?
- What level of background data and study is available to support the concept or plan, such as traffic studies, Environmental Impact Reports, engineering studies, etc?
- Are there existing survey and/or as-built maps for the case study area?

B) Potential issues and challenges to achieving a transformation of El Camino Real
In order to maximize the effectiveness of the Case Study findings for other communities along the Grand Boulevard, it is the intent of the Complete Streets project that the Case Studies address a variety of the issues and challenges that are a current barrier to achieving the GBI vision.

- What issues and/or challenges can be anticipated for the proposed street segments and/or intersections? These might include physical challenges such as existing utility lines, constrained right of way, etc., or institutional challenges such as a lack of community engagement.

C) Availability of staff support
- Who will be managing the project for the City?
- How much of a time commitment do you anticipate for City staff?
- Who will represent various City departments as part of the interdisciplinary approach including planning, redevelopment/economic development, engineering/public works, parks and recreation, and maintenance?
- What is your process for bringing this project forward through City Council and other relevant commissions or advisory bodies?
D) Outreach

- What outreach tactics will be appropriate for your jurisdiction to get input and buy-in on the street redesign?

E) Availability of Local Match

A minimum local match is not requirement; however, an desirable local match is a combination of matching funds and in-kind staff time totaling 20-30% of the total budget for the study.

- What are the total cash and in-kind staff time contributions, or range of contributions, that your City can contribute as a local match to the development of your Complete Streets Case Study?
- What services or information can City staff or its current consultants contribute to the Complete Streets Case Study that does not presently exist? This could include preparing an existing survey and/or as-built maps for the case study area, conducting or contracting for a traffic study necessary to justify the design changes including traffic and vehicle classification counting, traffic capacity analysis, geotechnical studies, utility and pavement assessment, or providing staff or consultant time for drafting/engineering concept plans.
- What is the source of the cash contribution? (cannot be Federal)

General Application Review Process

1. Project applications (7 identical hard copies and 1 electronic copy on CD) are due no later than 5 PM, Wednesday, April 6, 2011.
2. The Case Study Selection Committee will review the applications and work with the applicants to refine project components, project cost, and match.
3. The Committee will review applications and rank them according to:
   1. How well they meet the criteria described above
   2. How representative they are of common complete streets design challenges faced by other communities on the Corridor.
4. The Committee will meet with finalists during the time period April 11-29, 2011 to view the project location and to review and verify specific elements of the application. These elements could include existing project area conditions, background materials, and/or the specifics of existing design proposals.
5. Final selection will be based on a combination of factors, including project readiness, local match, project design components, corridor-wide applicability, and the variety of project applications received.