

**REPORT TO MAYOR AND COUNCIL****TO THE HONORABLE MAYOR AND COUNCIL:**

DATE: February 11, 2014

SUBJECT: APPROVE CIP PROJECT NO. 2298 (FY14/15 PAVEMENT CONDITION ASSESSMENT); AND APPROPRIATE PROJECT FUNDING (FUNDED BY: P-TAP GRANT AND GAS TAX FUNDS)**Report in Brief**

Project No. 2298 (FY14/15 Pavement Condition Assessment) responds to the requirements of the City's Annual Pavement Maintenance Program to assess the City's streets on an annual basis and ensure the most efficient use of the City's pavement maintenance funds. City staff also applied for and received a Pavement Management Technical Assistance Program (P-TAP) Grant from the Metropolitan Transportation Commission (MTC) to help offset costs associated with the pavement condition assessment. This project will require advance planning and coordination and is a "spin-off" project from Project No. 2157 (Pavement Management Annual Program), approved by Council with the FY13-14 CIP Ten Year Budget.

Staff recommends that the City Council approve Project No. 2298 (FY14/15 Pavement Condition Assessment); and appropriate \$30,000 from Project No. 2157 (Pavement Management Annual Program) to fully fund the pavement assessment project.

Background

Project No. 2157 (Pavement Management Annual Program) is a holding account funded with traditional pavement maintenance funds such as Gas Tax and Measure J funds. Each year staff determines which pavement preservation strategy or combination of strategies to implement to preserve and extend the life of the City's streets. As specific pavement restoration projects move toward implementation, funding for each individual project for the fiscal year is transferred into a new project number ("spin-off") to allow for expenditure tracking by project. Project No. 2298 (FY14/15 Pavement Condition Assessment) is a FY 2014-15 "spin off" of Project No. 2157.

To maintain eligibility for regional and federal funding, MTC requires local jurisdictions to maintain a pavement management program to track pavement conditions and needs assessments for reporting purposes. Arterial and Collector streets are required to be assessed once every two years with residential streets assessed once every five years. The City uses its Pavement Management Program to help prioritize streets selected for treatment.

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Discussion

Staff applied for and was awarded a Pavement Technical Assistance Program (P-TAP) Round 15 Grant from the Metropolitan Transportation Commission (MTC). The City will receive services equal to \$66,288 which funds the cost of an MTC appointed consultant to perform pavement condition assessment. The City is required to provide a local match contribution of 20% which equates to \$13,258. The local match is due directly to MTC upon grant award. MTC will use the grant funds and local match to contract directly with the consultant for the total project cost.

Staff will work directly with the MTC selected consultant to finalize the project scope. The proposed scope of services will include the assessment of all arterial and collector street segments and approximately one-half of the residential streets. Additionally, the consultant will update the City's pavement management program to include the assessment results and generate the network reports required by MTC. Should the City desire to expand the scope beyond the grant amount, the City will be responsible for the added costs with no additional funds from MTC.

Staff has received MTC's invoice of \$13,258 with a due date of February 28, 2014. Funding for this payment is included as part of this requested project funding appropriation of \$30,000. The remaining funds will be used to cover associated administrative and staff costs.

A more specific project schedule will be created once the MTC-approved consultant is chosen and contracts are signed. MTC requires that the project be completed by April 30, 2015.

Fiscal Impact

Project No. 2298 (FY14/15 Pavement Condition Assessment) requires an appropriation of approximately \$30,000 to fully fund the local match contribution of \$13,258 to receive the P-TAP grant and associated administrative costs. Staff recommends funding this through a \$30,000 budget transfer in Gas Tax (Fund 260) from Project No. 2157 (Pavement Management Annual Program) to Project No. 2298.

Public Contact

The City Council Agenda was posted.

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Recommendation for Action

Staff recommends that the City Council approve Project No. 2298 (FY14/15 Pavement Condition Assessment); and appropriate \$30,000 from Project No. 2157 (Pavement Management Annual Program) to fully fund the pavement assessment project.

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Attachment 1: P-TAP Round 15 Award Letter



RECEIVED
CITY OF CONCORD
JAN 21 2014
ENGINEERING SERVICES
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TRANSPORTATION
COMMISSION

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January 14, 2014

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Mr. Robert Ovadia
City Engineer
City of Concord
1950 Parkside Drive, MS / 06
Concord, CA 94519

RE: Pavement Management Technical Assistance Program (P-TAP) Round 15

Dear Mr. Ovadia:

We are pleased to inform you that your project has been selected for P-TAP Round 15 funding.

Project Type:	PMS
Total project cost:	\$66,288
Local Contribution to be sent to MTC (20%):	\$13,258

MTC will enter into a contract directly with a consultant for the total project cost. We expect the contract to be ready in March, at which time your project will officially begin. As soon as the contracts are finalized, the selected consultant will be contacting you to work out a detailed Work Scope, Schedule, and Budget (WSB). WSBs will be expected to clearly describe the scope of work, define the specific tasks required, time for completion, and budget.

MTC also requires payment for the local contribution amount shown above by February 28, 2014. Failure to submit the local contribution funds in a timely manner will disqualify your project and P-TAP funds may be rescinded. Please make checks payable to MTC, include "P-TAP 15" in the comments line, and send a copy of the attached invoice with payment to:

Metropolitan Transportation Commission
Attn: Accounts Receivable
P.O. Box 45788
San Francisco, CA 94145-0788

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Once the WSB and local funds are received by MTC, a “notice to proceed” will be issued to the consultant and work can commence. MTC will pay the consultant directly after receiving project deliverables and upon your approval of those deliverables. Please note that additional costs above and beyond P-TAP funds may be added to the MTC contract with the condition that the difference is sent to MTC along with the local contribution. Also, please refer to MTC Resolution No. 4078 for P-TAP Guidelines that include program goals, eligibility and project selection criteria, and are available online:

http://apps.mtc.ca.gov/meeting_packet_documents/agenda_1965/6_tmp-4078_PTAP.pdf

This project must be completed by April 30, 2015. It is important that you review the consultant’s final report promptly so that the project can be closed out and invoiced by that date.

As part of PTAP Round-15, you will receive two years of subscription to the online version of StreetSaver®. Upon receipt of the local contribution, we will send you an acknowledgement of the subscription.

If you have any questions, please contact Christina Hohorst at 510-817-5869 or chohorst@mtc.ca.gov.

Sincerely,

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

Theresa Romell, Programming and Allocations