

Master Agreement for the Creation and Operation of the Innovate 680 Program CALTRANS INNOVATION TEAM

This Master Cooperative Agreement (MASTER), effective on August 10, 2021 is between the State of California, acting through its Department of Transportation, referred to herein as CALTRANS and Contra Costa Transportation Authority, a public corporation/entity, referred to hereinafter as CCTA.

I. RECITALS

1. CCTA, CALTRANS and the Metropolitan Transportation Commission (MTC) entered into a Memorandum of Understanding on October 1, 2020, referred to herein as “2020 MOU”, for the Innovate 680 Program (PROGRAM). The 2020 MOU is attached to and made part of this MASTER as Exhibit A.
2. The 2020 MOU establishes a PROGRAM Strategic Development Team (SDT), including CALTRANS staff, which will oversee and guide the work of the PROGRAM project delivery and discipline teams.
3. CALTRANS and CCTA, together referred to as PARTIES, desire to establish a collaborative decision-making structure including specifically identified staff from CALTRANS District 4 to improve the project delivery and highway operations on Interstate-680 (I-680) corridor in Contra Costa County (COUNTY), hereinafter referred to as INNOVATION TEAM.
4. The INNOVATION TEAM will also serve to provide strategic traffic operations guidance and technical advice, including the compatibility with existing and planned transportation management systems, communications infrastructure, and technologies as part of the PROGRAM.
5. The INNOVATION TEAM concept is intended to be a business model for the cooperative delivery of transportation projects and the operation of I-680 in the COUNTY. The team concept will incorporate new positions, new decision-making responsibilities, improved processes, the testing and use of new technologies, and training.
6. CALTRANS and CCTA intend to build upon collaborative efforts already underway between the PARTIES, improving communication and the timeliness of decision-making.
7. Under the INNOVATION TEAM concept, CALTRANS and CCTA plan to optimize current staff positions and establish new ones as needed to improve efficiency and effectiveness.
8. PARTIES enter into this MASTER to improve the PROGRAM project delivery process to address traffic operations challenges and improvements to the I-680 corridor in the COUNTY by developing and implementing an ANNUAL WORKPLAN.
9. PARTIES have negotiated and developed an ANNUAL WORKPLAN – Exhibit B. The ANNUAL WORKPLAN defines the work, workload, resources, performance measures and organizational adjustments within the INNOVATION TEAM necessary to achieve the initiatives and goals to

improve the PROGRAM project delivery process to address traffic operations challenges and improvements to the I-680 corridor in the COUNTY. Each successive year, PARTIES will negotiate and develop a workplan that will replace the existing ANNUAL WORKPLAN with a jointly executed updated ANNUAL WORKPLAN for that period. Any reference to the ANNUAL WORKPLAN in this MASTER is a reference to the current ANNUAL WORKPLAN.

10. The INNOVATION TEAM will be empowered to scope and test process improvements and to utilize materials, funds, resources and/or services of both agency members of the INNOVATION TEAM, provided the materials, funds, resources and services are allocated for in the ANNUAL WORKPLAN,
11. The purpose for this MASTER is for creating and establishing the INNOVATION TEAM and a process for the development of ANNUAL WORKPLAN to streamline the collaborative decision-making structure to improve the project delivery and highway traffic operations analysis on I-680 in Contra Costa County, within the Innovate 680 PROGRAM. This MASTER will not serve as a permit for the projects within the COUNTY. PARTIES will continue to be bound by the appropriate State Highway System (SHS) Project Development Cooperative Agreements, Division of Local Assistance Agreements or Division of Traffic Operations Agreements, and all other CALTRANS' processes and procedures, as well as state and federal laws.
12. All sections of this MASTER including any specific duties and obligations set forth in these Recitals are legally enforceable as permitted by law.

II. ORGANIZATION

13. The PROGRAM consists of three organizational levels to support process improvements, facilitate collaborative work, promote timely decision-making and resolve issues:
 - A. The Executive Steering Committee (ESC) will consist of the CALTRANS District 4 Director, the CCTA Executive Director, and the MTC Deputy Executive Director, Operations.
 - B. The PROGRAM Leadership Team (PLT) will consist of the CCTA Deputy Executive Director of Projects, the MTC Deputy Executive Director of Operations, MTC Director of Design and Project Delivery, CALTRANS District 4 Deputy Director of Program/Project Management, CALTRANS District 4 Deputy District Director of Traffic Operations, California Highway Patrol Golden Gate Division Chief, and the Federal Highway Administration Planning & Air Quality Team Leader.
 - C. The Strategic Development Team (SDT) will consist of the CCTA Program Manager, CCTA Consultant Corridor Manager and Deputy Corridor Managers for Team Management and Project Delivery, CCTA Consultant Discipline Leads for Public Engagement, Traffic Modeling and Operations, Stakeholder Engagement, and Systems Management, MTC Design and Project Delivery Principal (or designee), Golden Gate Division Assistant Chief, CHP (or designee) I. Senior Safety & Intelligent Transportation System Engineer, FHWA (or designee), and the CALTRANS INNOVATION TEAM.

14. The ESC will fulfill those duties assigned within the 2020 MOU (See Exhibit A) and serve as the third and final level for resolution of PROGRAM issues, which shall include Project Delivery funding, schedule, process and procedural improvements.
15. The PLT will serve as the primary management body for the PROGRAM and will be authorized to direct the PROGRAM activity within the bounds set by the ESC. The PLT will serve as the second level of issue resolution.
16. The SDT will manage the day-to-day operations and delivery of the PROGRAM. The SDT oversees the work of the PROGRAM project and discipline teams for problem resolution, meeting goals and cost and schedule objectives. As part of the SDT, the CALTRANS INNOVATION TEAM, comprised of CALTRANS District 4 staff serving in roles as CALTRANS Corridor Manager, CALTRANS Design Manager, CALTRANS Design Principal, CALTRANS Traffic Operations, and CALTRANS Systems and Technology Manager will serve a strategic role by providing support of the PROGRAM as defined in the ANNUAL WORPLAN. The INNOVATION TEAM staff will participate on the SDT in the area to which they are assigned. As needed, other supporting staff from either or both agencies will participate. The SDT will serve as the first level of issue resolution.

III. STRUCTURE OF MASTER AND ANNUAL WORKPLAN(S)

17. PARTIES enter into this MASTER that defines how INNOVATION TEAM will be created and the basic terms and conditions of its operation to improve the process of PROGRAM project delivery and to address traffic operations challenges and improvements on the I-680 corridor in the COUNTY.
18. PARTIES have negotiated and developed an ANNUAL WORKPLAN – Exhibit B The ANNUAL WORKPLAN to define the work, workload, resources, performance measures and organizational adjustments within the INNOVATION TEAM necessary to achieve the initiatives and goals to improve PROGRAM project delivery process, to address traffic operations challenges and improvements to the I-680 corridor in the COUNTY. Each successive year, PARTIES will negotiate and develop a workplan that will replace the existing ANNUAL WORKPLAN with a jointly executed updated ANNUAL WORKPLAN for that period. Any reference to the ANNUAL WORKPLAN in this MASTER is a reference to the current ANNUAL WORKPLAN.
19. PARTIES will enter into separate project specific agreements to deliver:
 - (a) State highway projects (Cooperative Agreements),
 - (b) State and/or federally funded local street projects administered by Division of Local Assistance (DLA) (DLA Master and supplemental agreements), and
 - (c) to address traffic operations challenges on the State Highway System, respectively, with separate expenditure authorization codes.

IV. RESPONSIBILITIES

20. Prior to each June, PARTIES will agree on the development of an ANNUAL WORKPLAN, defining the work, workload, resources, performance measures and organizational adjustments within the INNOVATION TEAM necessary to achieve the INNOVATION TEAM's annual goals.
21. The INNOVATION TEAM's annual improvement initiative goals are assigned to the SDT as approved by PARTIES.

22. The SDT will develop the ANNUAL WORKPLAN in advance of each fiscal year.
23. The ANNUAL WORKPLAN will be approved annually by the PARTIES prior to the start of the State fiscal year to allow for incorporation of it into each PARTY's budget. The SDT will make the recommendation of the ANNUAL WORKPLAN to the PARTIES.
24. The ANNUAL WORKPLAN will identify specific INNOVATION TEAM positions and work to be covered by specific funds from the assigned funding agency.
25. The INNOVATION TEAM members will be bound by appropriate State and Federal law, CALTRANS policy, procedures and Standards, and CCTA Standards.
26. PARTIES collectively agree to identify and pursue improvements in the project delivery standards to CALTRANS and CCTA procedures and practices.
27. The INNOVATION TEAM, as part of the SDT, will identify and establish process improvements and streamlining procedures for project delivery and operational improvements on I-680 in COUNTY in a cost-effective, expedited manner.
28. The SDT will recommend the ANNUAL WORKPLAN to the PARTIES for approval and will support the specific INNOVATION TEAM staff in accomplishing the ANNUAL WORKPLAN within scope, schedule and cost.
29. Each PARTY will secure appropriate authority for and fill the positions based upon the ANNUAL WORKPLAN.
30. The ANNUAL WORKPLAN will include a list of capital projects, improvement initiatives, and funding operations that will serve as the basis of the workload.

V. COSTS

31. CCTA will pay 100% of the annual INNOVATION TEAM cost as agreed to as part of the ANNUALWORKPLAN.
32. CALTRANS will invoice quarterly and CCTA will reimburse for actual costs incurred and paid. CALTRANS will submit invoices electronically to CCTA at the following email address: accountspayable@ccta.net.

VI. GENERAL CONDITIONS

33. CALTRANS retains the right to protect public safety, preserve property rights, and ensure that all projects on the State Highway System are in the best interest of the system, as determined by CALTRANS.
34. All obligations of CCTA under this MASTER are conditioned upon and subject to appropriation and allocation of resources by CCTA's Board of Directors.

35. All obligations of CALTRANS under the terms of this MASTER are conditioned upon and subject to the appropriation of resources by the legislature's State Budget Act authority, and the allocation of funds by the California Transportation Commission.
36. Neither CALTRANS nor any of its officers and employees, are responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by CCTA, its contractors, sub-contractors, and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon CCTA under this MASTER. It is understood and agreed that CCTA, to the extent permitted by law, will defend, indemnify, and save harmless CALTRANS and all of their officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by CCTA, its contractors, sub-contractors, and/or its agents under this MASTER.
37. Neither CCTA nor any of its officers and employees, are responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by CALTRANS, its contractors, sub-contractors, and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon CALTRANS under this MASTER. It is understood and agreed that CALTRANS, to the extent permitted by law, will defend, indemnify, and save harmless CCTA and all of their officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by CALTRANS, its contractors, sub-contractors, and/or its agents under this MASTER.
38. PARTIES will retain all PROGRAM related records for three (3) years after the final voucher.
39. This MASTER will terminate five (5) years after the date of execution or upon 60 days written notice to terminate this MASTER, whichever occurs first. However, work started under this MASTER shall continue to be governed by the terms of this MASTER, until completion or a mutual termination of its application. However, all indemnification and document retention articles will remain in effect until terminated or modified in writing by mutual agreement.

40. Notice. Any notice required under this MASTER shall be given as follows:

To CCTA:

Name: Stephanie Hu
Title: Director, Projects
Contact info: stephanieh@ccta.net
925-256-4740

To CALTRANS

Name: Inder Preet Singh
Title: Regional Project Manager
Contact info: inderpreet.singh@dot.ca.gov
510-377-4075

41. This MASTER may only be amended or supplemented in writing, signed by the PARTIES.

SIGNATURES

PARTIES are empowered by the law to enter into this MASTER and have delegated to the undersigned the authority to execute this MASTER on behalf of the respective agencies and covenants to have followed all the necessary legal requirements to validly execute this MASTER.

This MASTER may be executed and delivered in counterparts, and by each PARTY in a separate counterpart, each of which when so executed and delivered shall constitute an original and all of which taken together shall constitute one and the same instrument.


The PARTIES acknowledge that executed copies of this MASTER may be exchanged by facsimile or email, and that such copies shall be deemed to be effective as originals.

**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**



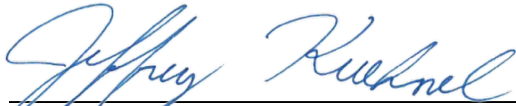
for Helena (Lenka) Culik-Caro
Deputy District Director, Design

**CONTRA COSTA TRANSPORTATION
AUTHORITY**

E-SIGNED by Teresa Gerringer
on 2021-07-13 00:00:36 GMT


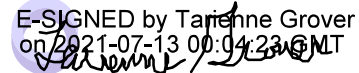
Teresa Gerringer
Authority Chair

Verification of funds and authority:




Jeffrey Kuehnel
District Budget Manager

Attest:

E-SIGNED by Tarienne Grover
on 2021-07-13 00:04:23 GMT


Tarienne Grover
Clerk of the Board

Approved as to form and procedure:

E-SIGNED by David H. McCray
on 2021-07-13 05:41:19 GMT


David H. McCray
Authority Counsel

MEMORANDUM OF UNDERSTANDING NO. 80.09.01
for
THE *INNOVATE 680* PROGRAM
between

CONTRA COSTA TRANSPORTATION AUTHORITY
METROPOLITAN TRANSPORTATION COMMISSION
CALIFORNIA DEPARTMENT OF TRANSPORTATION

This Memorandum of Understanding (MOU) No. 80.09.01 is entered into and effective as of the last date written below between the Contra Costa Transportation Authority (“Authority”), Metropolitan Transportation Commission (“MTC”), and California Department of Transportation District 4 (“Caltrans”) (referred to herein collectively as the “Partners” or individually as a “Partner”), to cooperatively determine their mutual responsibilities in delivering the *Innovate 680* Program (“Program”)

Recitals

1. The Interstate 680 (I-680) Corridor is a major transportation feature of Contra Costa County. Located east of the San Francisco Bay Area in California, Contra Costa County has experienced significant growth in population and economy resulting in a total population of approximately 1.1 million residents across 19 cities. This continued economic growth has led to increased pressure on the transportation infrastructure, particularly I-680.
2. I-680 provides a six- to ten-lane major north-south freeway for approximately 25 miles through Contra Costa County. I-680 is functionally classified as an Urban Principle Arterial-Interstate Freeway and is considered a Lifeline Highway route along the entire length of the interstate freeway. The segment of I-680 within Contra Costa County includes 24 local service interchanges and 3 major state route interchanges with State Route 24 (SR24) in Walnut Creek, SR242 in Pleasant Hill, and SR4 in Pacheco. Congestion during the peak hours results in travel times approximately double those of the non-peak times (24 minutes) and future projections indicate travel times upwards of 90 minutes to traverse the corridor.
3. Physical and financial constraints do not allow for further significant expansion in infrastructure to accommodate the increase in demand. As such, the Authority and their partners have developed the Program, which aims to improve operations through an integrated suite of strategic corridor improvements. While each strategy can be implemented individually, the combination of all strategies will provide the largest benefit in terms of efficiency, safety, and mobility for the I-680 Corridor users.
4. There has been a significant planning effort completed along I-680, which has informed the process to-date. The I-680 Transit Investment/Congestion Relief Options Study (2015) identified packages of recommended corridor investments, which initiated further studies

though the following technical reports:

- a. Contra Costa County I-680 (North) Northbound (NB) Design Alternative Assessment (2016);
 - b. Concept Exploration for Integrated Corridor Management (2017);
 - c. I-680 Bus-on-Shoulder Feasibility Assessment (2017);
 - d. Contra Costa County I-680 Design Alternative Assessment: Adaptive Ramp Metering (2017); and
 - e. I-680 NB Express Lane Project Initiation Document (2019).
5. The Partners desire to establish a collaborative decision-making structure, including specifically identified staff from the Partners, to improve the delivery of the Program, which includes strategies to put systems in place to collect real time operation data and take actions to reduce congestion, prevent the onset of “stop and go” congestion, and react to excess demand and incident that cause delay. Taken together, these strategies provide a comprehensive approach to traffic management that was formulated based on Contra Costa County’s Countywide Transportation Plan (CTP) and direct feedback received from the public about the CTP. The Program has the potential to become a national model in sustainable, technology-enabled transportation, making I-680 the first “Connected Corridor” in the Bay Area. The Program will be implemented in a series of projects incorporating the following seven (7) strategies:
- a. Cool Corridor “Hot Spots”;
 - b. Complete High Occupancy Vehicle/Express Lanes;
 - c. Increase Bus Service Efficiency;
 - d. Innovative Operational Strategies;
 - e. Prepare the Corridor for the Future;
 - f. First Mile and Last Mile Connections; and
 - g. Transportation Demand Management.

These strategies are designed to function as an integrated solution, to reduce congestion, smooth traffic, and provide more efficient transportation choices to all travelers.

6. The organizational structure of the Program includes an Executive Steering Committee (ESC), Program Leadership Team (PLT), Strategic Development Team (SDT), and Project Delivery Teams (PDTs), which is structured to deliver the Program employing a collaborative approach and improved processes.
7. The Partners intend the Program structure to be a business model for the cooperative delivery of the Program and future operation of I-680 in Contra Costa County. It will incorporate new positions, new decision-making responsibilities, improved processes, the testing and use of new technologies, and training.
8. The Partners intend to build upon collaborative efforts already underway, improving

communication and the timeliness of decision-making, to deliver the Program.

9. The Partners plan to optimize current staff positions and establish new ones as needed to improve efficiency and effectiveness.

I. Term

The term of this MOU shall commence when fully executed, and unless amended earlier, shall terminate at a date agreed upon by the Partners.

II. Innovate 680 Program Delivery Organization

The I-680 Team organization will consist of three organizational levels to support process improvements, facilitate collaborative work, promote timely decision-making, and resolve issues to deliver the Program.

A. **Executive Steering Committee (ESC)**

1. Role

The ESC will serve as the policy and financial advisory body for the Program approving the overall scope, budget, and schedule.

2. Members

- a. Executive Director, Authority (or designee)
- b. District 4 Director, Caltrans (or designee)
- c. Deputy Executive Director, Operations, MTC (or designee)

3. Responsibilities

- a. Approve the baseline Program budget and milestone schedule.
- b. Support and advise the PLT and other appropriate agencies and stakeholders on the delivery of the Program.
- c. Provide direction and monitor the work of the PLT.
- d. Ensure the means and mechanisms are in place to support the technical work performed.
- e. Ensure the program, throughout its development, meets the agreed upon purpose and need.
- f. Deliberate, advise, and provide oversight on Program components.
- g. Coordinate with Alameda and Solano Counties to ensure improvements are consistent with adjacent counties in the I-680 Corridor.
- h. Provide leadership to maximize corridor improvements and mobility.

4. Decision-making

The ESC will endeavor to make decisions on a consensus basis. To ensure public accountability, transparency and public disclosure, the decisions will be documented.

5. Meetings

Meetings of the ESC shall be held as needed, or as requested by the PLT. Notice shall

include an agenda of items on which the ESC will act. Each member of the ESC has the right to place a matter on the ESC's agenda for consideration. Meetings to be rotated between the Authority, MTC, and Caltrans offices or at a location determined by the ESC.

6. Policy Advisory Committee (PAC)

The ESC will coordinate with the PAC as needed to ensure that all jurisdictions and key stakeholders within the I-680 Corridor are represented in the Program development and engaged in policy-level decisions. The membership of the PAC will include a city council member from each of the incorporated jurisdictions (Concord, Danville, Martinez, Pleasant Hill, San Ramon, and Walnut Creek), a member of the Contra Costa County Board of Supervisors representing Districts 2 and 4, Central Contra Costa County Transit Authority (CCCTA), Bay Area Rapid Transit (BART) District, and Livermore - Amador Valley Transit Authority (LAVTA).

B. Program Leadership Team (PLT)

1. Role

The PLT will serve as the primary management body for the Program and will be authorized to direct the Program activity within the bounds set by the Executive Steering Committee.

2. Members

- a. Deputy Executive Director, Projects, Authority (or designee)
- b. Director of Design and Project Delivery, MTC (or designee)
- c. Deputy District Director of Program/Project Management, Caltrans District 4 (or designee)
- d. Deputy District Director of Traffic Operations, Caltrans District 4 (or designee)
- e. Golden Gate Division Chief, California Highway Patrol (CHP) (or designee)
- f. Planning & Air Quality Team Leader, Federal Highway Administration (FHWA) (or designee)

3. Responsibilities

- a. Review scope, cost, schedule, and risk changes to the program as requested by the SDT, and present changes to the ESC.
- b. Approve changes to the program scope and schedule that fit within the funding and schedule constraints provided by the ESC.
- c. Ensure adherence to the defined program scope, schedule, and budget.
- d. Ensure the projects are appropriately resourced and that the resources are properly utilized.

4. Meetings

Regular meetings of the PLT shall be held quarterly, or as otherwise determined by the PLT. Meetings to be rotated between the Authority, MTC, and Caltrans offices or at a location determined by the PLT.

5. Technical Advisory Committee (TAC)

The PLT will coordinate with the TAC as needed for reviews of technical deliverables and provide expertise and recommendations on the planning, design, and implementation of the Program. The membership of the TAC will include a technical staff member from each of the incorporated jurisdictions, and a member of the CCCTA, BART District, LAVTA, and the Contra Costa County Public Works Department.

C. Strategic Development Team (SDT)

1. Role

The day-to-day operations and delivery of the Program will be managed through the Authority and a Corridor Management consultant team. The consultant team will assist Authority staff by providing expertise in managed lanes, emerging transportation strategies, stakeholder engagement, and program and project management and controls. The SDT oversees the work of the Project and Discipline teams for problem resolution, meeting goals and cost and schedule objectives. As part of the SDT, the Caltrans Innovation Team (CIT), comprised of Caltrans District 4 staff serving in roles as defined in a future agreement between the Authority and Caltrans will serve a strategic role by providing support of the program as necessary. Key discipline leads for System Management, Stakeholder Engagement, Public Engagement, Traffic Modeling and Operations will also be part of the SDT.

2. Members

- a. Program Manager, Authority
- b. Corridor Manager, Authority Consultant
- c. Deputy Corridor Manager/Team Management, Authority Consultant
- d. Deputy Corridor Manager/Project Delivery, Authority Consultant
- e. Public Engagement Discipline Lead, both Authority Consultants
- f. Traffic Modeling and Operations Discipline Lead, Authority Consultant
- g. Stakeholder Engagement Discipline Lead, Authority Consultant
- h. System Management Discipline Lead, Authority Consultant
- i. Principal, Design and Project Delivery, MTC (or designee)
- j. CIT
- k. Golden Gate Division Assistant Chief, CHP (or designee)
- l. Senior Safety & Intelligent Transportation System Engineer, FHWA (or designee)

The CIT roles are unique to the Program. Under a separate agreement, the Authority and Caltrans will define the responsibilities of these roles, identify specific staff to fulfill the roles, and develop an annual workplan to provide the necessary resources.

3. Responsibilities

The SDT shall work with the PLT, collaborate and provide direction to the PDTs project

managers, as appropriate, to

- a. Ensure that the overall Program and individual projects deliver on the established vision and stay within the approved parameters.
- b. Develop implementation plan(s) and funding plan(s), including delivery methods
- c. Develop the scope, schedule, budget and funding plan for individual projects.
- d. Report regularly to the PLT on project status, risks assessments, change, costs and schedule.
- e. Develop project staffing plans.
- f. Prepare agendas for PLT and ESC meetings.
- g. Deliver progress reports to and consult with the PLT and ESC.
- h. Provide oversight and direction to the PDTs and project managers.

4. Meetings

Regular meetings of the SDT shall be held monthly at the Authority or Caltrans offices.

III. GENERAL

- A. **Integration Clause** – This agreement constitutes the complete and entire understanding among the Committee Members.
- B. **Amendments** – This agreement may be amended in writing from time to time upon agreement of the Committee Members.
- C. **Counter Parts** – This agreement may be executed in counterparts, each one of which will be an original or the equivalent thereof.
- D. **Miscellaneous** – This agreement is intended solely as a guide to the obligations, intentions, and policies of the Committee Members. It does not constitute an authorization for funding a project nor does it constitute a legally binding agreement amongst the Agencies.

IN WITNESS WHEREOF, the Parties hereto have agreed to this agreement on the date opposite their respective names.

CONTRA COSTA TRANSPORTATION
AUTHORITY

CALIFORNIA DEPARTMENT OF
TRANSPORTATION – DISTRICT 4

E-SIGNED by Julie K. Pierce
on 2020-09-17 23:56:57 GMT, _____
Julie K. Pierce, Chair Date

E-SIGNED by Tony Tavares
on 2020-09-26 00:40:38 GMT, _____
Tony Tavares, Director Date

ATTEST:

METROPOLITAN TRANSPORTATION
COMMISSION

E-SIGNED by Tarienne Grover
on 2020-09-18 15:34:47 GMT, _____
Tarienne Grover Date
Clerk of the Board

E-SIGNED by Andrew Freimier
on 2020-10-01 17:04:55 GMT, _____
Andrew B. Fremier Date
Deputy Executive Director

Approved as to form:

E-SIGNED by David McCray
on 2020-09-18 17:13:56 GMT, _____
David H. McCray Date
Authority Counsel

Administration and Projects Committee **STAFF REPORT**

Meeting Date: September 03, 2020

<p>Subject</p>	<p><i>Innovate 680 (Project 8009) – Authorization to Execute Memorandum of Understanding (MOU) No. 80.09.01 with the Metropolitan Transportation Commission (MTC) and California Department of Transportation (Caltrans) – Mutual Responsibilities of the Partners in Delivering the Innovate 680 Program (Program)</i></p>
<p>Summary of Issues</p>	<p>The Authority established this Program to develop and implement multiple integrated advanced transportation technologies to manage congestion, improve safety, efficiency, and reliability on Interstate 680 (I-680). The Program is being implemented in a series of projects incorporating the following seven (7) strategies:</p> <ol style="list-style-type: none"> 1) Cool Corridor “Hot Spots”; 2) Complete High Occupancy Vehicle/Express Lanes; 3) Increase Bus Service Efficiency; 4) Innovative Operational Strategies; 5) Prepare the Corridor for the Future; 6) First-Mile and Last-Mile Connections; and 7) Transportation Demand Management. <p>These strategies will function as an integrated solution, to reduce congestion, smooth traffic, and provide more efficient transportation choices to all travelers. MOU No. 80.09.01 provides for the organizational structure of the Program, a collaborative decision-making structure, and the mutual responsibilities of the Authority, MTC, and Caltrans (referred to collectively as the “Partners”) in delivering the Program.</p>
<p>Recommendations</p>	<p>Staff seeks authorization for the Chair to execute MOU No. 80.09.01 between the Authority, MTC, and Caltrans.</p>

Financial Implications	None
Options	The Authority could elect to not approve this agreement. However, this action would not establish a collaborative decision-making structure for the Program and could result in delays to the delivery of projects within the Program.
Attachments (See APC Packet dated 9/3/20 for Attachment A, Attachment B is New)	<p>A. MOU No. 80.09.01</p> <p>B. <i>Presentation – (New Authority Board Presentation)</i></p>
Changes from Committee	<i>At the September 3, 2020 APC Meeting, the APC accepted staff’s recommendation and requested that the presentation be presented to the Authority Board.</i>

Background

The Program currently consists of the following six (6) projects:

1. Express Lane Completion;
2. I-680 Part-Time Transit Lanes;
3. Shared Mobility Hubs;
4. Advanced Technologies;
5. Mobility-on-Demand Demonstration; and
6. Automated Driving Systems Demonstration.

In addition, Caltrans is sponsoring a Ramp Metering project on the I-680 corridor.

The Partners have collaboratively developed this MOU, which will determine their mutual responsibilities to deliver the Program projects effectively and efficiently. This MOU defines the organizational structure of the Program and includes an Executive Steering Committee (ESC), Program Leadership Team (PLT), Strategic Development Team (SDT), and Project Delivery Teams, which is structured to deliver the Program employing a collaborative approach and improved processes. The organizational structure is shown in Figure 1 below.

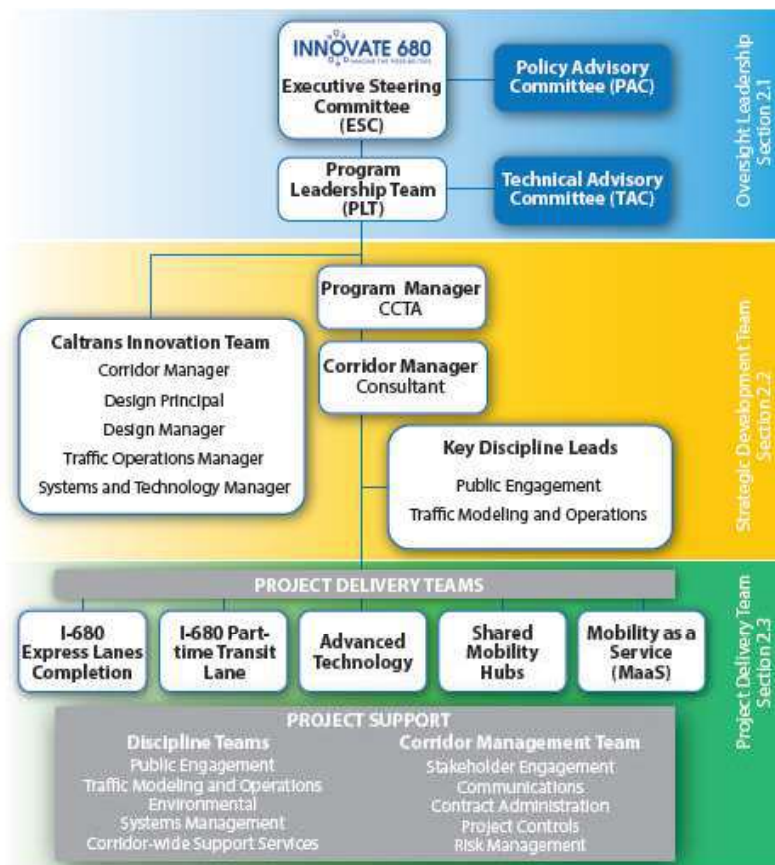
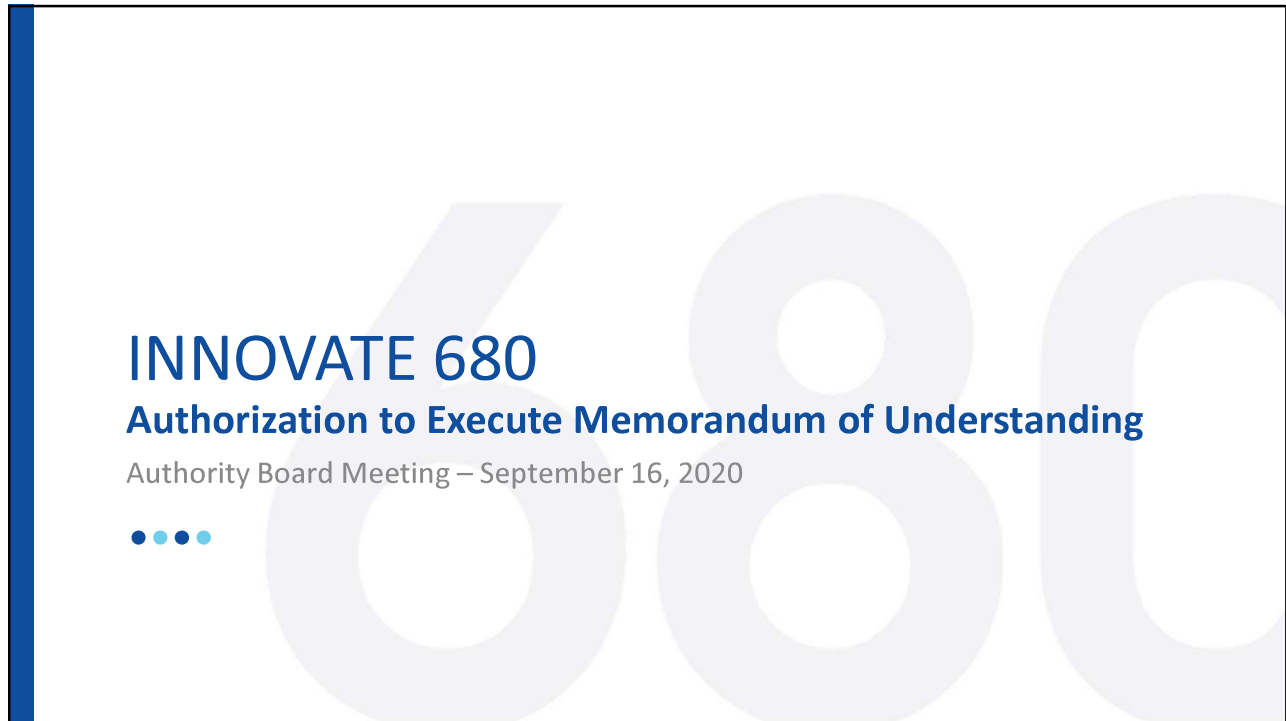


Figure 1 Innovate 680 Program Organizational Structure

- The ESC will serve as the policy and financial advisory body for the Program approving the overall scope, budget, and schedule.
- The PLT will serve as the primary management body for the Program and will be authorized to direct the Program activity within the bounds set by the ESC.
- The SDT oversees the work of the Project and Discipline teams for issue resolution, meeting goals and cost and schedule objectives.
- The SDT consist of the Authority’s Program Manager, Corridor Manager, Key Discipline Leads, and the Caltrans Innovation Team.
- The Caltrans Innovation Team is comprised of Caltrans District 4 staff serving in strategic roles providing support of the program as defined in a future agreement.

The Partners intend for the Program structure to be a business model for the cooperative delivery of the Program and future operation of I-680 in Contra Costa County.

The term of this MOU shall commence when fully executed, and unless amended earlier, shall terminate at a date agreed upon by the Partners.



INNOVATE 680
Authorization to Execute Memorandum of Understanding
Authority Board Meeting – September 16, 2020

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The slide features a large, faint background graphic of the number '680' in a light blue color. The text is positioned to the left of this graphic. At the bottom right, there are four small blue dots.

1



Seven Strategies

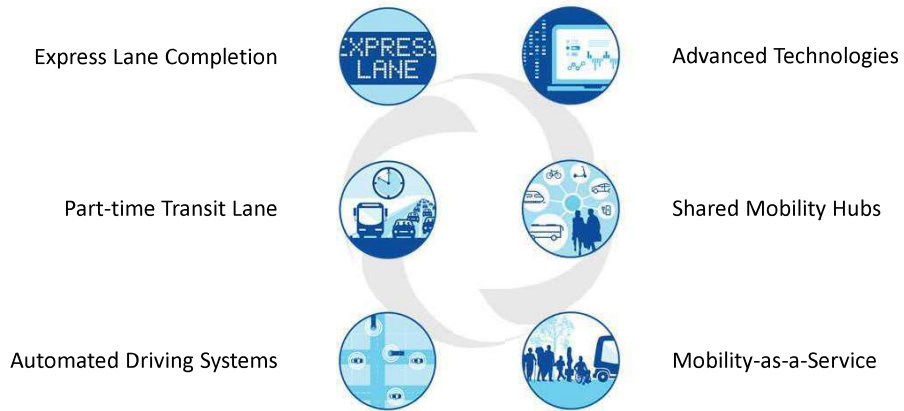
- 1 Cool Corridor “Hot Spots”
- 2 Complete HOV/Express Lanes
- 3 Increase Bus Service Efficiency
- 4 Innovative Operational Strategies
- 5 Prepare the Corridor for the Future
- 6 First Mile & Last Mile Connections
- 7 Transportation Demand Management

••••

The diagram consists of a central circular graphic with three curved, overlapping segments in shades of blue and grey. Seven numbered blue circles are arranged around this central graphic, each containing a number from 1 to 7. Lines connect each number to its corresponding strategy text. At the bottom right, there are four small blue dots.

2

Six Projects



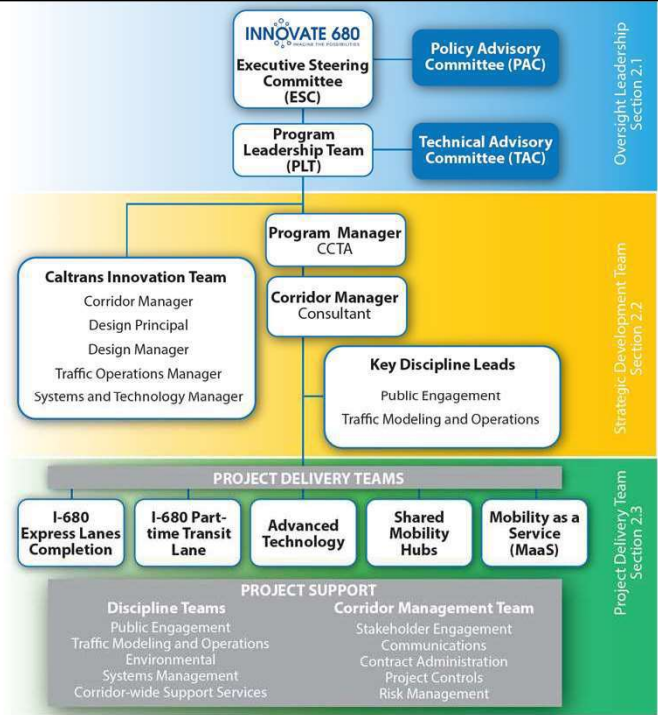
3

Corridor Partnerships



4

Integrated Innovation Team



5

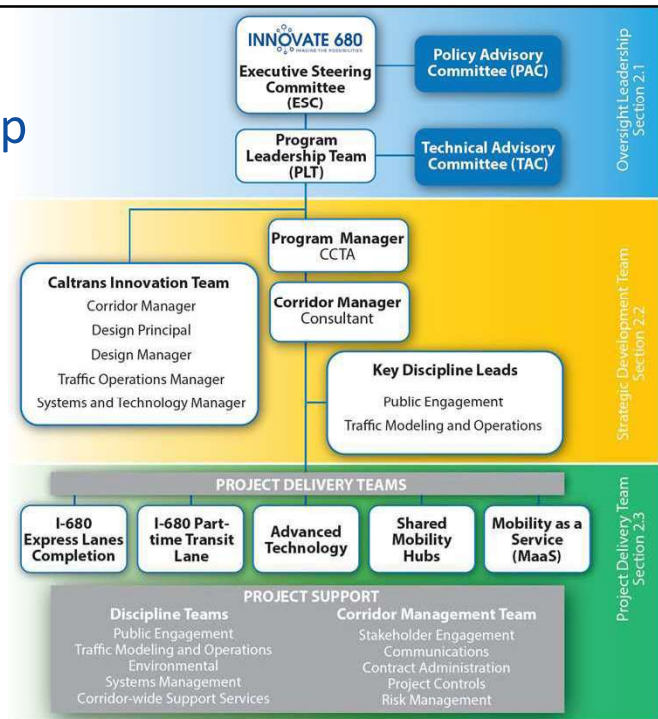
Oversight and Leadership

Executive Steering Committee
The policy and financial advisory body for the Program approving the overall scope, budget, and schedule.

Program Leadership Team
The primary management body for the Program and will be authorized to direct the Program activity within the bounds set by the ESC.

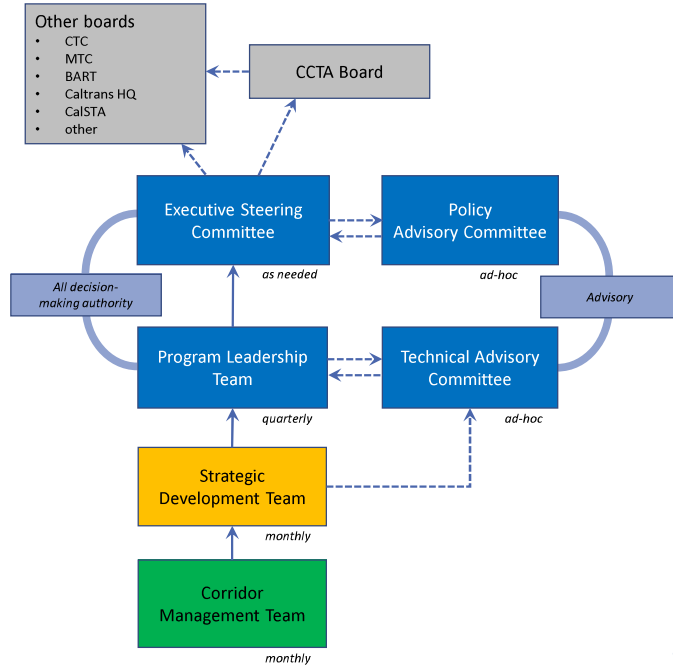
Policy Advisory Committee
Jurisdictional representation at policy-level.

Technical Advisory Committee
Stakeholder technical review group.



6

Decision-making Process



7

Program & Stakeholder Engagement

- Policy Advisory Committee Meetings ● ●
- Technical Advisory Committee Meeting ● ● ● ● ●
- Program Leadership Team Meetings ● ● ●



8

INNOVATE 680 PROGRAM GOALS



9

Innovate 680 Program Goals

- **Improve safety, efficiency and reliability** on I-680
- Develop and integrate advanced transportation technologies to **prepare the corridor for the future and maximize the productivity of the transportation infrastructure**
- Enhance the ability for people to **shift travel modes** from single-occupant vehicles (SOV) to active transportation and shared mobility options
- **Improve connectivity and services** among the suite of mobility options along the corridor to facilitate seamless end-to-end journeys
- **Provide mobility options** that are accessible, convenient, and personalized to commuters
- **Improve air quality** through shared mobility and reduced vehicle emissions along the corridor
- **Promote equity and provide access to transportation services** for residents who have limited or no access to vehicles through on-demand mobility and affordable transportation options



10

Mapping Goals to Projects

Innovate Goals	Innovate Projects						
	Express Lane Completion	Part-time Transit Lane	Shared Mobility Hubs	Advanced Technology	Mobility as a Service	Automated Driving Systems	Ramp Metering (Caltrans)
Improve Safety, Efficiency, and Reliability	✓	✓	✓	✓	✓	✓	✓
Prepare for Future and Maximize Productivity of Infrastructure	✓			✓		✓	✓
Shift Travel Modes	✓	✓	✓	✓	✓	✓	
Improve Connectivity and Services		✓	✓		✓	✓	
Provide Mobility Options		✓	✓		✓	✓	
Improve Air Quality	✓	✓	✓	✓	✓	✓	✓
Promote Equity and Provide Access to Transportation Services	✓	✓	✓	✓	✓	✓	

11

Mapping Goals to Possible Metrics to Develop Program Metrics

Innovate Goals	Innovate Projects						
	Express Lane Completion	Part-time Transit Lane	Shared Mobility Hubs	Advanced Technology	Mobility as a Service	Automated Driving Systems	Ramp Metering (Caltrans)
Improve Safety, Efficiency, and Reliability	<ul style="list-style-type: none"> EL Travel Time VHT, VHD, VMT PHT, PHD, PMT Buffer time index Transit Travel Time Reliability No. of incidents Crash risk – speed diff. 	<ul style="list-style-type: none"> Transit schedule adherence Transit travel times Transit travel time reliability by route Transit ridership by route PMT, PHT, PHD Crash risk – speed diff. 	<ul style="list-style-type: none"> Localize safety (design) 	<ul style="list-style-type: none"> GPL Travel Time Buffer time index Incident clearance time VHT, VHD, VMT PHT, PHD, PMT No. of incidents Crash frequency Crash severity Economic Benefit 	<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> GPL Travel Time Buffer time index VHT, VHD, VMT PHT, PHD, PMT No. of incidents
Prepare for Future and Maximize Productivity of Infrastructure	<ul style="list-style-type: none"> VHT, VHD, VMT PHT, PHD, PMT 			<ul style="list-style-type: none"> VHT, VHD, VMT PHT, PHD, PMT Incident clearance time Economic Benefit 		<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> GPL Travel Time Buffer time index VHT, VHD, VMT PHT, PHD, PMT No. of incidents
Shift Travel Modes	<ul style="list-style-type: none"> Avg. vehicle occupancy No. of SOVs vs. No. of HOVs 	<ul style="list-style-type: none"> Transit ridership by route Mode share 	<ul style="list-style-type: none"> Transit ridership by route No. of people using shared mobility options 	<ul style="list-style-type: none"> Travel Time Index? 	<ul style="list-style-type: none"> Number of trips matched AVO in corridor 	<ul style="list-style-type: none"> Ridership on demo ADS projects 	
Improve Connectivity and Services		<ul style="list-style-type: none"> Transit ridership by route 	<ul style="list-style-type: none"> No. of shared mobility options No. of people using shared mobility options 		<ul style="list-style-type: none"> Number of trips matched 	<ul style="list-style-type: none"> Ridership on demo ADS projects 	
Provide Mobility Options		<ul style="list-style-type: none"> Transit ridership by route Mode share 	<ul style="list-style-type: none"> Bike/pedestrian accessibility No. of shared mobility options No. of people using shared mobility options 		<ul style="list-style-type: none"> Number of trips matched 	<ul style="list-style-type: none"> Ridership on demo ADS projects 	
Improve Air Quality	<ul style="list-style-type: none"> VMT Reductions GHG Reductions 	<ul style="list-style-type: none"> VMT Reductions GHG Reductions 	<ul style="list-style-type: none"> VMT Reductions GHG Reductions 	<ul style="list-style-type: none"> VMT Reductions GHG Reductions 	<ul style="list-style-type: none"> VMT Reductions GHG Reductions 	<ul style="list-style-type: none"> VMT Reductions GHG Reductions 	<ul style="list-style-type: none"> VMT Reductions GHG Reductions
Promote Equity and Provide Access to Transportation Services	<ul style="list-style-type: none"> Transit ridership No. of people using express lane by group (disabled, elderly, low-income, minority, etc.) 	<ul style="list-style-type: none"> Disabled and elderly transit and paratransit ridership 	<ul style="list-style-type: none"> No. of people using shared mobility options by group (disabled, elderly, low-income, minority, etc.) No. of paratransit options 	<ul style="list-style-type: none"> No. of people traveling the corridor (disabled, elderly, low-income, minority, etc.) 	<ul style="list-style-type: none"> No. of people using MaaS options by group (disabled, elderly, low-income, minority, etc.) 	<ul style="list-style-type: none"> Ridership on demo ADS projects 	

12

Suggested Program Metrics

Innovate Goals	Innovate Projects						
	Express Lane Completion	Part-time Transit Lane	Shared Mobility Hubs	Advanced Technology	Mobility as a Service	Automated Driving Systems	Ramp Metering (Caltrans)
Improve Safety, Efficiency, and Reliability Prepare for Future and Maximize Productivity of Infrastructure		<ul style="list-style-type: none"> VHT, VHD, VMT PHT, PHD, PMT 		<ul style="list-style-type: none"> Travel Time (EL, SOV, transit) Travel Time Reliability (EL, SOV, transit) 			<ul style="list-style-type: none"> No. of incidents Collision rate Crash severity
Shift Travel Modes							
Improve Connectivity and Services Provide Mobility Options		<ul style="list-style-type: none"> Avg. vehicle occupancy Transit ridership by route 			<ul style="list-style-type: none"> Mode share No. of people using shared mobility options 		
Improve Air Quality Promote Equity and Provide Access to Transportation Services		<ul style="list-style-type: none"> VMT Reductions 			<ul style="list-style-type: none"> GHG Reductions 		<ul style="list-style-type: none"> No. of people being served in Communities of Concern

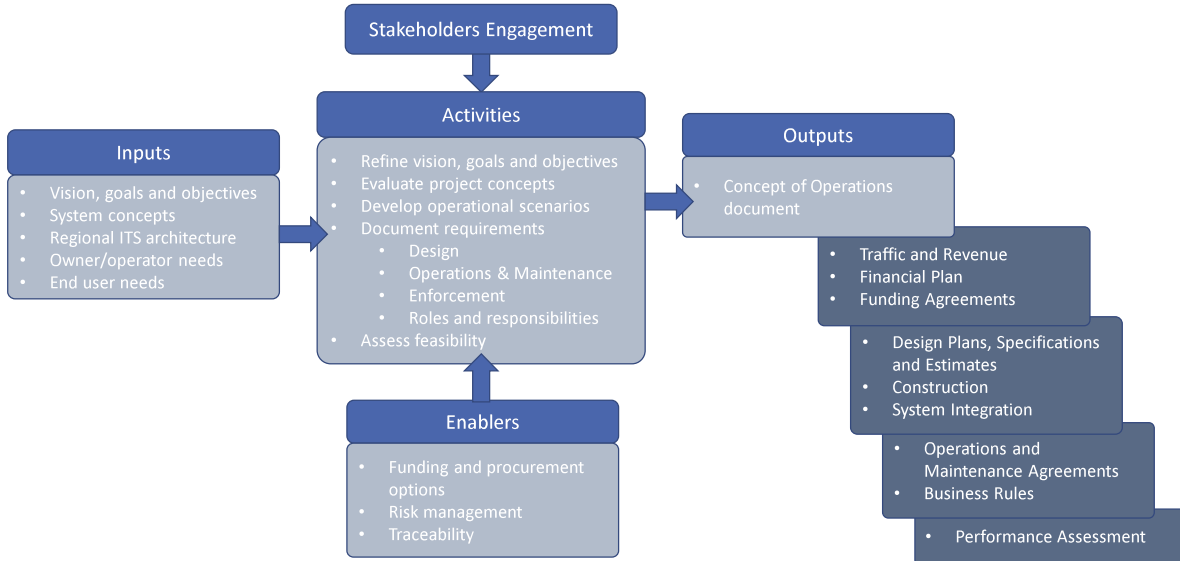
13

INNOVATE 680 CONCEPT OF OPERATIONS (ConOps)



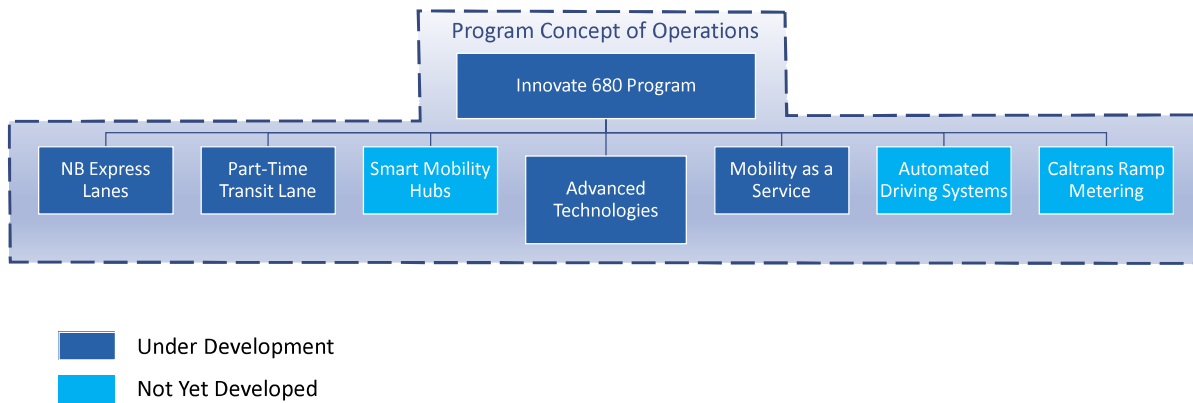
14

What is a Concept of Operations?



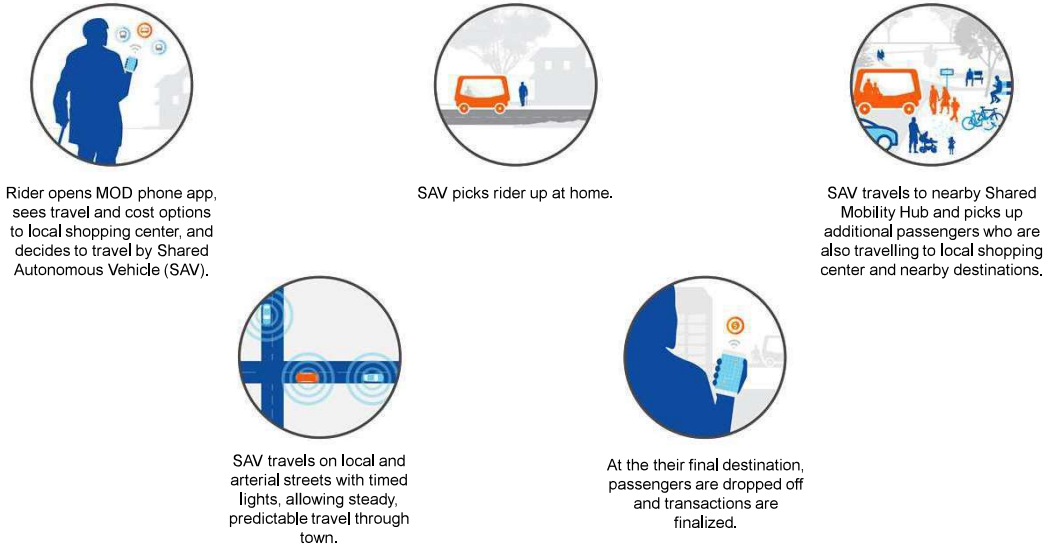
15

Program vs. Project ConOps



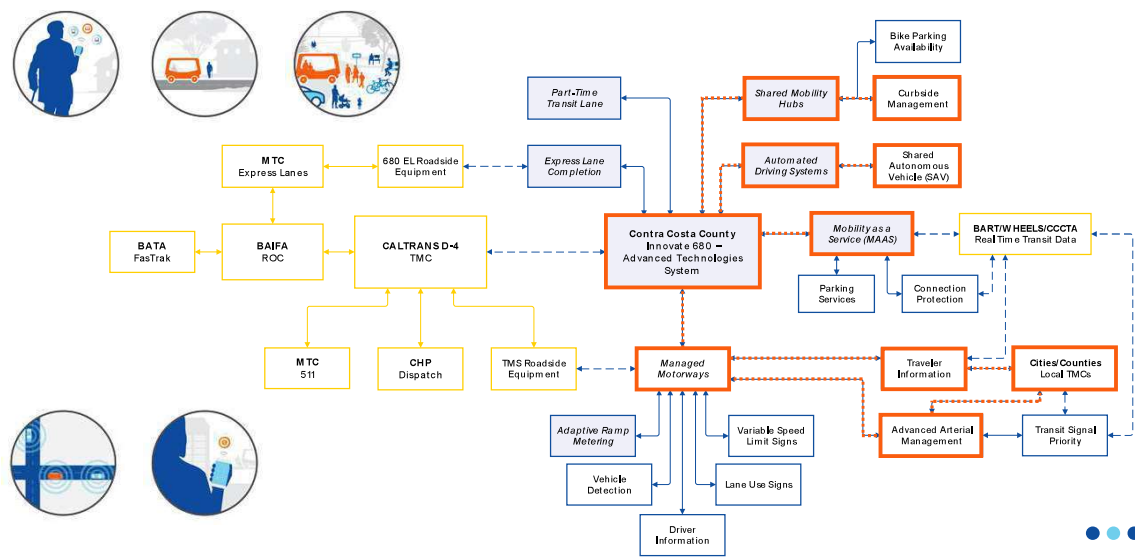
16

Scenario: Travelling via SAV – User Perspective



17

Scenario: Travelling via SAV – System Architecture



18

TAC-ConOps Workshop Topics

- Workshop 1 – Program Introduction – *March*
- Workshop 2 – Illustrating the Vision – *April*
- Workshop 3 – Further Defining the Advanced Technologies Project (ATP) – *May*
- Workshop 4 – High Capacity Transit; Shared Mobility Hubs – *June*
- Workshop 5 – First/Last Mile and Equity, Accessibility & Inclusivity; MOD/MAAS – *July*
- **Individual Meetings with PLT & TAC Member agencies – Sept.**
- *Workshop 6 – TBD (possibly ATP Part 2) – Sept./Oct.*

- Possible Remaining Topics:
 - ATP Part 2
 - Enforcement
 - Incident Management
 - CV/AV, ADS and Emerging Technologies
 - Communications and Data Integration
 - How Does Everything Perform Together
 - Operations and Maintenance



19

TRAVEL BEHAVIOR STUDY

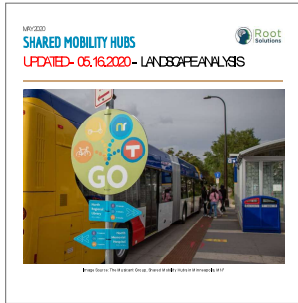


20

Innovative Data Analyses

Root Solutions: Behavioral Science Consultant

Landscape Analysis Reports



PTTL, SMH, MAAS, Mode Shift reports complete; ELC, AT, ADS reports forthcoming

Behavioral Drivers Analysis



Includes overarching user analysis survey, specific audience research, barrier research.

Intervention Recommendations

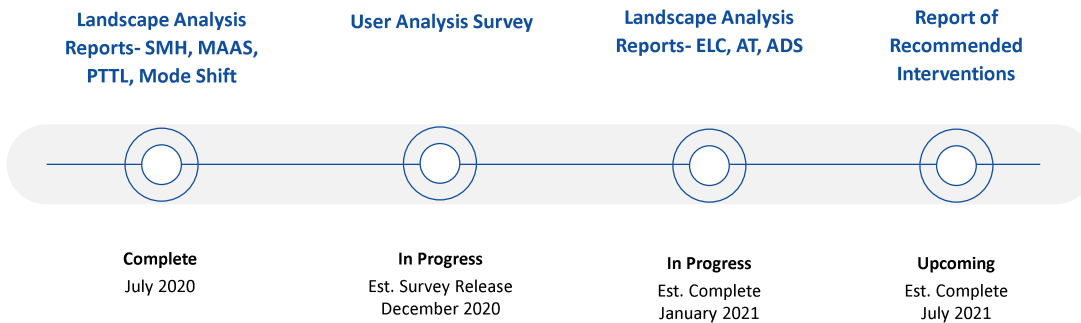


Includes recommended interventions to change behavior and maximize mode-shift based on data collected.

21

Timeline for Behavioral Science Analyses

Deliverable Milestones



22



23

Program Website

ccta.net/innovate680

Homepage

Project Pages

24

Program Website

ccta.net/innovate680



25

Program Brochure

26

Program Templates

The image displays three overlapping program templates from INNOVATE 680:

- Letterhead:** Includes fields for Date, Address, and a large body of placeholder text.
- TECHNICAL MEMO:** Features a header, To/From/Date/Subject fields, a summary paragraph, a table with columns for Table Name, Location, and Date, a Figure 1 field, and a conclusion section.
- AGENDA:** Contains a Meeting Name, Location, Date, and a list of agenda items.

29

Project Fact Sheets

The image shows two overlapping project fact sheets for INNOVATE 680:

- Left Fact Sheet:**
 - Overview:** Project description and goals.
 - Priorities:** System continuity, congestion relief, and operational improvements.
 - Planned Milestones:** A timeline chart from 2020 to 2027.
 - User Experience:** Information on how the project affects users.
- Right Fact Sheet:**
 - Overview:** Project description and goals.
 - Priorities:** System continuity, congestion relief, and operational improvements.
 - Planned Milestones:** A timeline chart from 2020 to 2027.
 - User Experience:** Information on how the project affects users.
 - Key Milestones:** A list of specific project milestones.

30

Express Lane Completion Project

Online Scoping Meeting

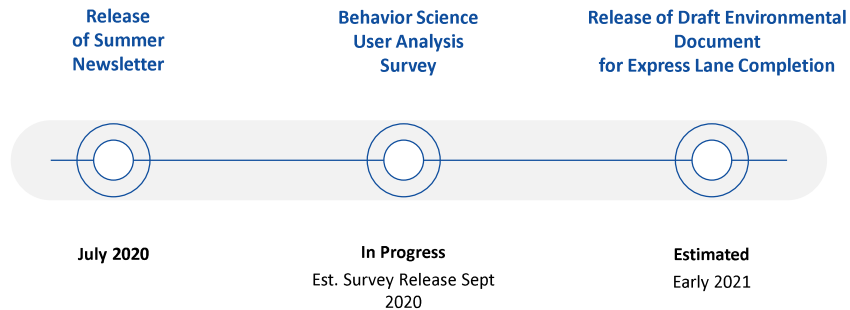


- Meeting website launched June 15, 2020
- Comment period open until July 29, 2020 5:00 pm
- Fully accessible site, created in partnership with HDR

31

Timeline

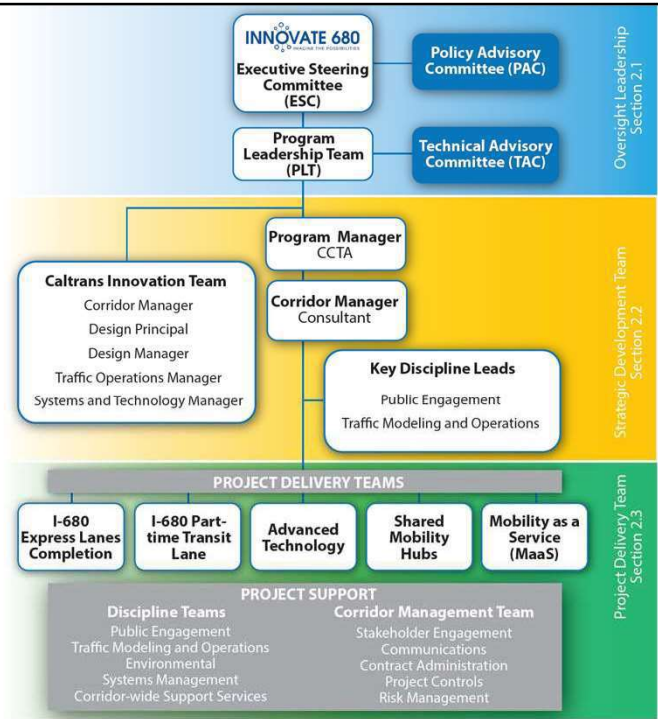
Upcoming Public Outreach Milestones



32

Recommendation

Staff seeks authorization for the Chair to execute MOU No. 80.09.01 between the Authority, MTC, and Caltrans.



33

Questions and Comments

34



CALTRANS INNOVATION TEAM – ANNUAL WORKPLAN
Fiscal Year 21/22 – July 1, 2021 to June 30, 2022

Organization Structure and Capital Projects: The Innovate 680 Program’s organizational structure, including the Caltrans Innovation Team, and the capital projects within the program are shown in Figure 1 below.

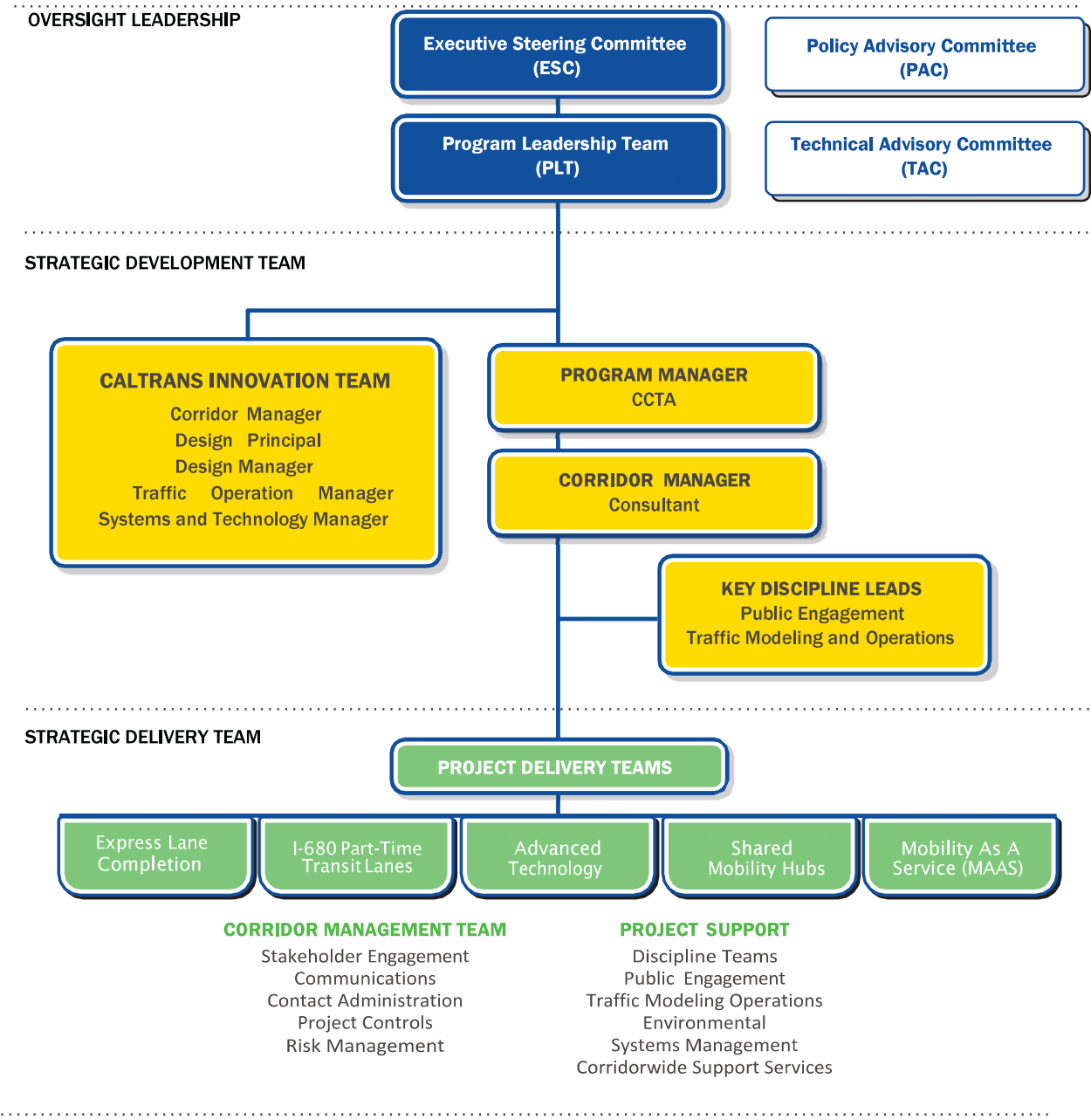


FIGURE 1
 INNOVATE 680 Organizational Structure



CALTRANS INNOVATION TEAM – ANNUAL WORKPLAN

Fiscal Year 21/22 – July 1, 2021 to June 30, 2022

Roles and Responsibilities: The Caltrans Innovation Team positions, personnel, and the respective roles and responsibilities are as follows.

Corridor Manager: Is a proactive champion and focal point of the Innovate 680 Program (PROGRAM) by working with the PROGRAM stakeholders to achieve the PROGRAM purpose to “develop and implement multiple integrated advanced transportation technologies to manage congestion, improve safety, efficiency, and reliability of I-680.”

- Participates in PROGRAM monthly Strategic Development Team (SDT) meetings, and quarterly Executive Steering Committee and PROGRAM Leadership Team meetings as needed.
- Provides regular PROGRAM updates to the CCTA Board in conjunction with the CCTA PROGRAM Manager
- Interfaces with Caltrans PLT and ESC members on a regular basis, provide project and PROGRAM status, coordinate as needed to resolve PROGRAM or project issues.
- Identifies and implements innovative practices to streamline Caltrans project delivery processes and assist in approvals from Caltrans management in the District and HQ.
- Coordinates with CCTA on planned and programmed SHOPP projects in the PROGRAM limits.
- Represents the PROGRAM as the key Caltrans point of contact with CHP and FHWA
- Monitors and manages Caltrans PROGRAM and project resources through;
 - Coordination with CCTA in the preparation of an annual PROGRAM workplan
 - Review and approve Caltrans PROGRAM reimbursement invoices prior to submittal to CCTA to ensure consistency with the annual workplan and funding agreements
- Monitors Caltrans project resources, schedules and deliverables. Proactively resolves any Caltrans cost or schedule issues
- Resolves project delivery issues with the PROGRAM and project teams prior to escalating to PLT.
- Leads, oversees, and provides guidance to Caltrans PMs assigned to projects in the PROGRAM.
- Supports PROGRAM and project controls through;
 - Review and provide input, on Risk Management plans
 - Provide regular schedule updates of Caltrans projects (e.g. ramp metering) within the PROGRAM limits.
- Monitors project schedules for Caltrans tasks, including reviews, and identify and resolve potential schedule impacts before they delay delivery.
- Assists in the development and approval of PROGRAM and project agreements.
- Attends PAC and TAC meetings, as necessary

Design Principal: Provides strategic guidance and technical advice to the Design Manager and supports the Corridor Manager (Examples Include: PROGRAM and Project-level documents such as concept of operations, strategies and vision, technologies, systems integration and implementation, system integration contract documents, maintainability, and interagency agreements)

- Reviews PROGRAM submittals and documents as required

Design Manager: During the project development phases, act as the technical interface with Caltrans functional units across the projects (Note: Traffic Operations Corridor Manager shall serve as the primary interface for Division of Traffic Operations)

CALTRANS INNOVATION TEAM – ANNUAL WORKPLAN

Fiscal Year 21/22 – July 1, 2021 to June 30, 2022

- Attends various Innovate 680 project development team meetings
- Assists in resolution of technical issues including nonstandard features
- Advise the SDT on upcoming and new Caltrans policies, procedures and practices, and assist in the implementation of those policies, procedures and practices uniformly across the PROGRAM
- Facilitates review of proposed Design, including project staging, constructability, and data requests for utility verification, surveys, etc.
- Facilitates interdisciplinary (i.e. functional unit) reviews of PROGRAM submittals
- Consolidate review comments of PROGRAM submittals and attend comment resolution meetings.
- Reviews PROGRAM submittals and documents as required
- Monitor and track project submittals and reviews
- Facilitates implementation of new and innovative project delivery practices, processes, and directives consistently across the PROGRAM of projects

Systems and Technology Manager: Provides strategic guidance and technical advice to the Traffic Operations Manager and supports the Corridor Manager (Examples Include: PROGRAM and Project-level documents such as ~~such as~~ concept of operations, strategies and vision, technologies, systems integration and implementation, system integration contract documents, maintainability, and interagency agreements)

- Reviews PROGRAM submittals and documents as required
- Evaluates and recommends system software and hardware, transportation technologies, and TSMO-based strategies for the PROGRAM
- Ensures compatibility with existing and planned transportation management systems, transportation management center and communications infrastructure, and technologies
- Facilitates obtaining approvals for pilots and testing of new technologies
- Facilitates obtaining approvals from Division of IT
- Attends PAC and TAC meetings, as necessary

Traffic Operations Manager: Ensures internal activities and projects by others with impacts to traffic operations are compatible and consistent with the PROGRAM of projects.

- Periodically reviews mobility and safety performance of the Corridor and identifies improvements that could be added to the PROGRAM of Projects.
- Acts as a liaison for PROGRAM stakeholders on traffic operations items and inquiries
- Acts as the primary interface with District and Headquarters Caltrans Traffic Operations functional units to ensure consistency and streamline project delivery and systems operations
- Facilitates implementation of new and innovative project delivery practices, processes, and directives consistently across the PROGRAM of projects
- Assist the Corridor Manager in the development and implementation of the workplan for Caltrans traffic operations staff throughout PROGRAM of projects including day to day operations
- Coordinates systems integration, implementation, validation, and activation activities
- Facilitates the development and approval of operations and maintenance agreements for the Innovate 680 system
- Provides strategic guidance to the PROGRAM's development and implementation in support of Transportation System Management & Operations (TSMO) principles. This includes



CALTRANS INNOVATION TEAM – ANNUAL WORKPLAN

Fiscal Year 21/22 – July 1, 2021 to June 30, 2022

providing input on PROGRAM and Project-level documents as needed, including, but not limited to, the corridor Concept of Operations.

- Assists in the development, review and approval of traffic and safety analysis, systems engineering documents, reports, memorandums, exceptions, design submittals, contracts, operating rules, policies, and operational parameters (Examples include: PROGRAM and Project-level documents such as Concept of Operations, TOARs, system requirements, policy exemptions, system test plans, traceability, procurement and contract documents, ramp metering timing plans, incident response plans)
- Ensures support of TSMO principles and consistent methodologies and approach to traffic analysis, systems engineering, system design and project implementation throughout the PROGRAM of projects
- Represents Division of Traffic Operations at project and stakeholder meetings by assisting the Corridor Manager and the Project Teams

Workload Estimate: The workload estimate in Table 1 was established based on the agreed upon roles and responsibilities and improvement initiatives by the Caltrans Innovation Team for the period of performance from July 1, 2021 to June 30, 2022.

Table 1 – Workload Estimate

Position	Task Description	Task Notes	Hours
CORRIDOR MANAGER	Be a proactive champion and focal point of the Innovate 680 PROGRAM by working with the PROGRAM stakeholders to achieve the PROGRAM purpose to “develop and implement multiple integrated advanced transportation technologies to manage congestion, improve safety, efficiency, and reliability of I-680.”	VMT and Data Coordination	40
	Participates in PROGRAM monthly Strategic Development Team (SDT) meetings, and Executive Steering Committee and PROGRAM Leadership Team meetings as needed.		84
	Provides regular PROGRAM updates to the CCTA Board in conjunction with the CCTA PROGRAM Manager	None anticipated	0
	Interfaces with Caltrans PLT and ESC members on a regular basis, provide project and PROGRAM status, coordinate as needed to resolve PROGRAM or project issues.	Covered under meetings, and pre and post hours for meeting.	0
	Identifies and implements innovative practices to streamline Caltrans project delivery processes and assist in approvals from Caltrans management in the District and HQ.	None identified	0
	Coordinates with CCTA on planned and programmed SHOPP projects in the PROGRAM limits.	CARM coordination between PROGRAM projects & coordination between Caltrans SHOPP project with I-680 NB EL & PTTL	120



CALTRANS INNOVATION TEAM – ANNUAL WORKPLAN
Fiscal Year 21/22 – July 1, 2021 to June 30, 2022

	Represents the PROGRAM as the key Caltrans point of contact with CHP and FHWA	Should be covered under projects / PROGRAM meetings unless PROGRAM issue identified.	0
	Monitors and manages Caltrans PROGRAM and project resources through;		
	○ Coordination with CCTA in the preparation of an annual PROGRAM workplan	Preparation of FY 22/23 PROGRAM Workplan	40
	○ Review and approve Caltrans PROGRAM reimbursement invoices prior to submittal to CCTA to ensure consistency with the annual workplan and funding agreements		15
	Monitors Caltrans project resources, schedules and deliverables. Proactively resolves any Caltrans cost or schedule issues	For PROGRAM workplan, projects covered under separate agreements	15
	Resolves project delivery issues with the PROGRAM and project teams prior to escalating to PLT.	Covered under projects.	0
	Leads, oversees, and provides guidance to Caltrans PMs assigned to projects in the PROGRAM.	Covered under projects.	0
	Supports PROGRAM and project controls through;		
	○ Review and provide input, on Risk Management plans	For PROGRAM Risk Register only.	10
	○ Provide regular schedule updates of Caltrans projects (e.g. ramp metering) within the PROGRAM limits.		5
	Monitors project schedules for Caltrans tasks, including reviews, and identify and resolve potential schedule impacts before they delay delivery.	Covered under projects.	0
	Assists in the development and approval of PROGRAM and project agreements.	FY 22/23 Agreement	24
	Attends PAC and TAC meetings, as necessary	TAC Con-Ops meeting & if needed, listen in to PAC meetings	40
Position Total			393
DESIGN PRINCIPAL	Provides strategic guidance and technical advice to the Design Manager and supports the Corridor Manager (Examples Include: PROGRAM and Project-level documents such as concept of operations, strategies and vision, technologies, systems integration and implementation, system integration contract documents, maintainability, and interagency agreements)		12
	Reviews PROGRAM submittals and documents as required	ConOps, CARM	24
Position Total			36
DESIGN MANAGER	During the project development phases, act as the technical interface with Caltrans functional units across the projects (Note: Traffic Operations Corridor Manager shall serve as the primary interface for Division of Traffic Operations)	Should be covered under projects predominantly.	15



CALTRANS INNOVATION TEAM – ANNUAL WORKPLAN
Fiscal Year 21/22 – July 1, 2021 to June 30, 2022

	Assists in resolution of technical issues including non-standard features	Covered under projects.	0
	Advise the SDT on upcoming and new Caltrans policies, procedures and practices, and assist in the implementation of those policies, procedures and practices uniformly across the PROGRAM		60
	Attends various Innovate 680 project development team meetings	Innovate projects w/out cooperative agreement	12
	Facilitates review of proposed Design, including project staging, constructability, and data requests for utility verification, surveys, etc.		24
	Facilitates interdisciplinary (i.e. functional unit) reviews of PROGRAM submittals	CARM, PROGRAM Con-Ops	60
	Consolidate comments and attend comment resolution meetings.	Covered under projects	0
	Monitor and track project submittals and reviews	Covered under projects.	0
	Reviews PROGRAM submittals and documents as required	ConOps, CARM	30
	Facilitates implementation of new and innovative project delivery practices, processes, and directives consistently across the PROGRAM of projects.		15
			Position Total
SYSTEMS & TECHNOLOGY MANAGER	Provides strategic guidance and technical advice to the Traffic Operations Manager and supports the Corridor Manager (Examples Include: PROGRAM and Project-level documents such as such as concept of operations, strategies and vision, technologies, systems integration and implementation, system integration contract documents, maintainability, and interagency agreements)	Conops, CARM	12
	Reviews PROGRAM submittals and documents as required	Conops, CARM	30
	Evaluates and recommends system software and hardware, transportation technologies, and TSMO-based strategies for the PROGRAM	Conops, CARM	40
	Ensures compatibility with existing and planned transportation management systems, transportation management center and communications infrastructure, and technologies	Conops, CARM	30
	Facilitates obtaining approvals for pilots and testing of new technologies		8
	Facilitates obtaining approvals from Division of IT		8
	Attends PAC and TAC meetings, as necessary		32
			Position Total



CALTRANS INNOVATION TEAM – ANNUAL WORKPLAN
Fiscal Year 21/22 – July 1, 2021 to June 30, 2022

TRAFFIC OPERATIONS MANAGER	Ensures internal activities and projects by others with impacts to traffic operations are compatible and consistent with the PROGRAM of projects.		30
	Periodically reviews mobility and safety performance of the Corridor and identifies improvements that could be added to the PROGRAM of Projects.	Not anticipated during period of performance	0
	Acts as a liaison for PROGRAM stakeholders on traffic operations items and inquiries		30
	Acts as the primary interface with District and Headquarters Caltrans Traffic Operations functional units to ensure consistency and streamline project delivery and systems operations	Not anticipated during period of performance	0
	Facilitates implementation of new and innovative project delivery practices, processes, and directives consistently across the PROGRAM of projects	Not anticipated during period of performance	0
	Assist the Corridor Manager in the development and implementation of the workplan for Caltrans traffic operations staff throughout PROGRAM of projects including day to day operations	FY 22/23 Workplan	8
	Coordinates systems integration, implementation, validation, and activation activities	Conops	30
	Facilitates the development and approval of operations and maintenance agreements for the Innovate 680 system	Not anticipated during period of performance	0
	Provides strategic guidance to the PROGRAM’s development and implementation in support of Transportation System Management & Operations (TSMO) principles. This includes providing input on PROGRAM and Project-level documents as needed, including, but not limited to, the corridor Concept of Operations.	Conops, CARM	60
	Assists in the development, review and approval of traffic and safety analysis, systems engineering documents, reports, memorandums, exceptions, design submittals, contracts, operating rules, policies, and operational parameters (Examples include: PROGRAM and Project-level documents such as Concept of Operations, TOARs, system requirements, policy exemptions, system test plans, traceability, procurement and contract documents, ramp metering timing plans, incident response plans)	Conops	60
	Ensures support of TSMO principles and consistent methodologies and approach to traffic analysis, systems engineering, system design and project implementation throughout the PROGRAM of projects		30
	Represents Division of Traffic Operations at project and stakeholder meetings by assisting the Corridor Manager and the Project Teams		30
			Position Total
		TOTAL HOURS ALL POSITIONS	1083
		TOTAL COST ALL POSITIONS	\$216,600

Administration and Projects Committee **STAFF REPORT**

Meeting Date: June 03, 2021

<p>Subject</p>	<p><i>Innovate 680 (Project 8009) – Authorization to Execute Cooperative Agreement No. 90.80.06 with the California Department of Transportation (Caltrans) for Establishment of Caltrans Innovation Team (CIT) and Approval of Annual Workplan for Fiscal Year (FY) 2021-22</i></p>
<p>Summary of Issues</p>	<p><i>Innovate 680</i> is a program of projects that promotes an integrated approach to redefine mobility, improve safety and efficiency, and address the increasing congestion on Interstate 680 (I-680) through seven (7) strategies that range from completing the managed lane system to deploying a suite of technologies. There are currently a total of six (6) projects in the program.</p> <p>Cooperative Agreement No. 90.80.06 establishes the CIT, its roles and responsibilities, and provides for the organizational structure of the CIT. The CIT is comprised of Caltrans District 4 managers committed to serving in strategic roles to provide streamlined and cooperative delivery of the <i>Innovate 680</i> program and the projects within the program. The cooperative agreement also includes the Annual Workplan for FY 2021-22, which provides reimbursement to Caltrans in an amount not-to-exceed \$216,600. The Annual Workplan will be developed and negotiated annually to accommodate the needs of the program as it progresses.</p>
<p>Recommendations</p>	<p>Staff seeks authorization for the Chair to execute Cooperative Agreement No. 90.80.06 with Caltrans for Establishment of the CIT and approval of the Annual Workplan for FY 2021-22, in an amount not-to-exceed \$216,600, and to allow the</p>

Staff Contact	Executive Director or designee to make any non-substantive changes to the language.
Financial Implications	Stephanie Hu There are sufficient funds programed under the I-680 Category in the <i>2019 Measure J Strategic Plan for Innovate 680</i> (Project 8009).
Options	The Authority could elect to not approve this agreement. However, it would not establish a collaborative decision-making structure for the program and could result in delays to the delivery of the program and projects within the program.
Attachments (See APC Packet dated 6/3/21)	A. Draft Cooperative Agreement No. 90.80.06 with Annual Workplan for FY 2021-22
Changes from Committee	<i>None</i>

Background

Innovate 680 is a program of projects that promotes an integrated approach to redefine mobility, improve safety and efficiency, and address the increasing congestion on I-680 through the following seven (7) strategies:

- Cool Corridor “Hot Spots”
- Complete High Occupancy Vehicle (HOV)/Express Lanes
- Increase Bus Service Efficiency
- Innovative Operational Strategies
- Prepare the Corridor for the Future
- Provide First-Mile and Last-Mile Connections
- Enhance Transportation Demand Management (TDM) Strategies

The program currently consists of the following six (6) projects:

- Northbound Express Lane Completion (NB ELC)
- I-680 Part-Time Transit Lanes

- Shared Mobility Hubs
- Advanced Technologies
- Mobility-on-Demand Demonstration
- Automated Driving Systems

In addition, Caltrans is sponsoring a Ramp Metering project on the I-680 corridor. The program team for the Advanced Technologies project, which proposes to implement Coordinated Adaptive Ramp Metering (CARM) on I-680, has been coordinating with the Caltrans Ramp Metering project team to identify opportunities to streamline the project delivery process.

To improve and streamline the process by which the *Innovate 680* program and its projects will be delivered, the Authority and Caltrans have collaboratively developed Cooperative Agreement No. 90.80.06 to establish the CIT. The cooperative agreement defines the organizational structure of the CIT, which is structured to deliver the program and projects in a collaborative approach with improved processes. The organizational structure is shown in Figure 1 below.

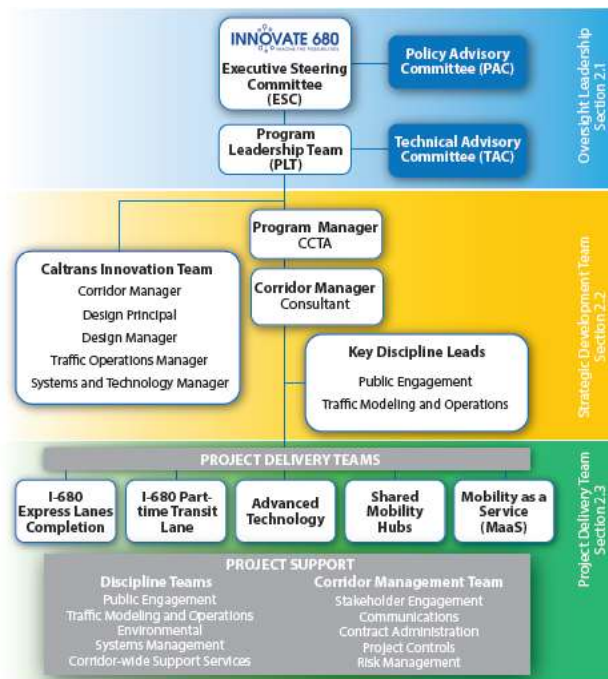


Figure 1 Innovate 680 Program Organizational Structure

The CIT is comprised of Caltrans District 4 managers assigned to serve in strategic roles of Corridor Manager, Design Principal, Design Manager, Traffic Operations Manager, and System and Technology Manager, to provide support for the program and its projects.

Among other responsibilities, the CIT is committed to:

- Monitor and track project submittals and review and facilitate obtaining District and Headquarters approvals.
- Facilitate the implementation of new and innovative project delivery practices, processes, and directives consistently across the program and the projects.
- Provide strategic guidance and technical advice to the program.
- Coordinate systems integration, implementation, validation, and activation activities.
- Facilitate the development and approval of operations and maintenance agreements for the *Innovate 680* system.

The cooperative agreement documents the CIT's responsibilities to deliver the program and projects effectively and efficiently.

The cooperative agreement includes the Annual Workplan for FY 2021-22 in an amount not-to-exceed \$216,600. The Annual Workplan includes the Scope-of-Work, CIT District 4 staff assignments and their roles and responsibilities, and fee estimates to achieve the initiatives and goals of the program and its projects for the fiscal year. The main focus for the CIT in FY 2021-22, as noted in the Annual Workplan, will be to provide coordination and efficient deliveries of the Advanced Technologies - CARM project, NB ELC project, and development of the Program Concept of Operations.

The Annual Workplan will be developed and negotiated annually to accommodate the needs of the program as it progresses.

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