Request for Applications for Shared Streets Pilot Program

Application Deadline: May 22, 2020, at 5 p.m. PT

Submit an application electronically between May 11, 2020, and May 22, 2020, to sharedstreets@sandag.org
REQUEST FOR APPLICATIONS FOR 
SHARED STREETS PILOT PROGRAM 
SANDAG SOLICITATION NO. 616379

I. INTRODUCTION

The San Diego Association of Governments (SANDAG) is soliciting applications for the Shared Streets Pilot Program. This Request for Applications (RFA) describes the eligibility requirements for the funding, the project schedule, the minimum information that must be included in the application, and a sample agreement.

II. PROGRAM OVERVIEW

In support of National Bike Month this May, SANDAG will award funding up to $5,000 to each jurisdiction in the region for implementing projects that create safe and healthy spaces for walking, biking, and other micromobility options through shared streets-style programming during the current public health emergency. A total of $95,000 in pilot program funding is available to promote Bike Month while addressing immediate public health concerns. While each jurisdiction is eligible to submit one application for up to $5,000 in funding, applicants are encouraged to submit a supplemental project description and project budget to be considered if any funding remains after the initial solicitation.

III. ELIGIBLE APPLICANTS

Any of the 18 incorporated cities or the County of San Diego are eligible to submit one application for the Shared Streets Pilot Program funding. While only local jurisdictions are eligible to apply, agencies may partner with other groups (e.g., non-profit, advocacy, or community-based organization). This is not a competitive solicitation – any jurisdiction that submits an eligible project will receive funding either upon completion, or in continuation of eligible pilot projects.

IV. ELIGIBLE PROGRAMS/PROJECTS

Shared Streets Pilot Program funding is intended for projects that promote Bike Month objectives, by creating streets where users of all ages and abilities feel comfortable riding. Eligible projects must be open to the public. Similar programs are rolling out across the United States in response to COVID-19, supporting physical activity by creating safe spaces for social distancing while biking, walking, running, and scooting.

Examples of eligible programs/projects include, but are not limited to:

- Closing or limiting through-traffic on residential streets, and/or streets connecting to or within parks open for passive use
- Creating temporary bikeways and/or wider pedestrian paths
- Using temporary traffic control measures to implement “Shared Street” segments by lowering speeds, diverting traffic flows, and/or providing more space for people to dine, shop, and wait in line for essential needs while maintaining physical distancing requirements.
- Installing clear signage and messaging (static or electronic) to alert all roadway users of the new “Shared Streets” conditions in effect

A summary of what is being implemented in cities across the nation is available at sandag.org/sharedstreets.
V. ELIGIBLE EXPENSES

- Material expenses such as barriers and signage necessary for traffic control
- Consultant fees, public agency staff time, and/or related expenses for design, production, placement, and printing of promotional materials as follow-on continuation efforts in support of existing “Shared Streets” program
- Consultant fees and/or public agency staff time, and/or related expenses to develop traffic control plans (if required) to implement projects

VI. INELIGIBLE ACTIVITIES AND EXPENSES

The Shared Streets Pilot Program is funded by the Federal Highway Administration. The Federal Cost Principles outlined in Subpart E of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) provide guidance on costs that are allowable under this RFA. Examples of unallowable activities and expenses are listed below. For a comprehensive list, see https://www.ecfr.gov/cgi-bin/text-idx?SID=0c18436771778a5851a846ed6803924&mc=true&node=sp2.1.200.e&rgn=div6.

- Infrastructure or capital projects such as street improvements
- Contracted labor cost for installation of traffic control elements
- Fundraising or charity events
- Political campaigns
- Cash prizes
- Tobacco, alcohol, and firearms
- Religious activities
- Use of funds for promoting existing non-Shared Streets events

VII. ELIGIBILITY AND SUBMITTAL REQUIREMENTS

Applicants that fail to meet the following eligibility and submittal requirements will be considered ineligible for award. Eligibility shall be determined at the sole discretion of SANDAG.

1. Applicants must be jurisdictions located in San Diego County and be one of the eligible applicant types listed in Section III of this RFA. The application must be signed by an authorized representative of the applicant, such as the city manager or other authorized individual under the applicant’s policies and procedures and demonstrate the applicant’s willingness to participate and fulfill the program requirements.

2. Only one application can be submitted per jurisdiction.

3. The project must be implemented by June 30, 2020.

4. Applications must include a detailed project budget and a clear description of how funding will be used in the project budget table included in Attachment A to this RFA. Applicants are encouraged to add budget detail that includes quotes for products and services.
5. The application must demonstrate a direct connection between the proposed activities and the program’s goal to promote walking and biking in the context of increased physical distancing. A plan for measuring outcomes must be included in the proposal and submitted in the final reporting.

6. Project activities must illustrate their reach to the entire project area and describe the effort that will be made to reach low-income, disabled, and minority communities within the project area.

7. The project should demonstrate creativity and appeal to a broad audience.

8. Implemented “Shared-Streets”-style project must be free and open to the public.

9. Funded projects must not have alcohol, political, religious, or discriminatory themes or affiliations.

10. Applicant must be willing to provide the required insurance and execute an agreement for a Shared Streets Pilot Funding Program in the same form as attached to this RFA within the timelines noted in this RFA.

VIII. REPORTING REQUIREMENTS

Upon the project’s completion, the funding recipient will provide SANDAG with a final report that summarizes the project to include:

A. Description of the project’s activities, challenges, successes, and estimated impact.

B. At least a total of 15 digital photos of the funded project; photos should be high resolution (at least 4 inches by 6 inches with a minimum of 300 pixels per inch) and include captions with project descriptions, dates, and locations.

C. Copies of press releases or other communications materials used to promote the project; social media posts are encouraged to highlight funding support from @SANDAG.

Reports are due no later than July 31, 2020.

IX. PAYMENT OF PROGRAM FUNDS

All work performed as a result of the agreement will be on a reimbursement basis. Funds will not be disbursed until an agreement has been approved and fully executed by SANDAG and the funding recipient, along with the submittal of a final report, itemized invoice, and copies of receipts.

Pre-award costs that are necessary for efficient and timely performance of the Project which are incurred prior to the effective date of the Agreement in anticipation of the funding award are allowable costs only to the extent that they are otherwise allowable under 2 CFR 200 and the Program requirements. Costs not specifically included in the Project Budget are only allowable with prior written approval of SANDAG.

X. APPLICATION SUBMITTAL INSTRUCTIONS

A. The application shall address the Eligibility and Submittal Requirements (Section VII of this RFA) and how the proposed program/project achieves the program objectives.

B. The complete application shall be submitted to SANDAG between May 11, 2020, and May 22, 2020, by 5 p.m. Pacific Time (PT), by email to sharedstreets@sandag.org.

C. All questions relating to this RFA must be submitted no later than May 18, 2020, by 4 p.m. PT to sharedstreets@sandag.org.
XI. EVALUATION PROCESS

Applications submitted after 5 p.m. PT on May 22, 2020, will not be considered. All information submitted in the application package will be utilized to evaluate and determine eligibility of the proposed project. Each applicant should demonstrate how effectively its application meets the Eligibility and Submittal Requirements (Section VII of this RFA) and program goals. If additional program funds are available, SANDAG may distribute the additional funding equally to applicants that identified an eligible use for supplemental funding. Applicants will be notified of the supplemental funding they are awarded by May 29, 2020.

XII. PILOT PROGRAM TIMELINE

Key dates for the program include:

<table>
<thead>
<tr>
<th>Program Activity</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Release of RFA</td>
<td>Friday, May 8, 2020</td>
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<tr>
<td>RFA Question Due Date</td>
<td>Monday, May 18, 2020</td>
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<tr>
<td>Application Acceptance Period</td>
<td>Monday May 11, 2020, to Friday May 22, 2020</td>
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<tr>
<td>Application Review Period</td>
<td>Rolling review between May 25, 2020, and May 27, 2020</td>
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<tr>
<td>Awards and Notifications</td>
<td>By May 29, 2020</td>
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<tr>
<td>Anticipated Execution of Funding Agreements</td>
<td>By June 12, 2020</td>
</tr>
<tr>
<td>Project Implementation Deadline</td>
<td>June 30, 2020</td>
</tr>
<tr>
<td>Final Report Deadline</td>
<td>July 31, 2020</td>
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XIII. SPECIAL CONDITIONS

A. Reservations

This RFA does not commit SANDAG to award a contract, defray any costs incurred in the preparation of an application pursuant to this RFA, or to procure or contract for work. SANDAG may reject applications without providing the reason(s) underlying the rejection. Failure to award a funding agreement to the applicants will not result in a cause of action against SANDAG.

B. Public Records

All applications submitted in response to this RFA become the property of SANDAG and are considered public record. As such, applications may be subject to public review.

C. Right to Cancel

SANDAG reserves the right to cancel or revise, for any or no reason, in part or in its entirety, this RFA. If SANDAG revises and/or cancels the RFA prior to the deadline for applications, applicants will be notified by email.
D. **Contingency List**

In the event that a jurisdiction cancels or decides not to use the funds allotted, SANDAG may choose to offer those available funds to applicants with additional project costs identified until all funds have been exhausted.

E. **Additional Information**

SANDAG reserves the right to request additional information and/or clarification from any or all applicants to this RFA but is under no obligation to do so.

F. **Funding Agreement**

Funding recipients will be required to sign the “Shared Streets Pilot Program Funding Agreement,” and to provide the insurance certificates and all other required documentation prior to the contract execution. Successful applicants who are offered funding will be given 14 days to execute the Agreement for the Shared Streets Pilot Funding Program. Applicants failing to execute the Agreement within 14 days shall forfeit their award and SANDAG may award the funding to another applicant at its discretion.

SANDAG will not be held accountable for any harm caused during and/or from projects funded by SANDAG.

G. **Insurance Requirements**

Applicants will be required to provide proof of insurance. The required insurance certificates (or proof of self-insurance for public entities) and endorsements must comply with all requirements shown in the Funding Agreement and must be provided prior to contract execution. It is recommended that proof of insurance be submitted with the application to expedite the agreement execution process.

Minimum Policy Limits Required:

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability (per occurrence)</td>
<td>$100,000</td>
</tr>
<tr>
<td>Commercial General Liability (aggregate)</td>
<td>$100,000</td>
</tr>
<tr>
<td>Workers’ Compensation Employer’s Liability</td>
<td>As required by the State of California’s statutory limits</td>
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</tbody>
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XIV. **PROTESTS**

SANDAG protest procedures may be obtained on the SANDAG website at [sandag.org/contracts](http://sandag.org/contracts).

XV. **INCORPORATION OF ATTACHMENTS**

The following documents are available at [sandag.org/sharedstreets](http://sandag.org/sharedstreets).

- ✔ Attachment A – Shared Streets Pilot Project Application
- ✔ Attachment B – Sample Agreement for Shared Streets Pilot Program
ATTACHMENT A
SHARED STREETS PILOT PROJECT APPLICATION

This attachment can be downloaded at sandag.org/sharedstreets.
sandag.org/uploads/projectid/projectid_599_27449.pdf
ATTACHMENT B
SAMPLE AGREEMENT FOR SHARED STREETS PILOT PROGRAM

This attachment can be downloaded at sandag.org/sharedstreets.
sandag.org/uploads/projectid/projectid_599_27450.pdf