



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Bay Area Metro Center  
375 Beale Street, Suite 800  
San Francisco, CA 94105  
415.778.6700  
www.mtc.ca.gov

March 9, 2023

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*Brad Paul*  
Deputy Executive Director,  
Local Government Services

Ms. Caroline Tom  
Senior Civil Engineer  
Contra Costa County  
2475 Waterbird Way  
Martinez, CA 94553

RE: Pavement Management Technical Assistance Program (P-TAP) Round 24

Dear Ms. Tom:

We are pleased to inform you that your project has been selected for P-TAP Round 24 assistance.

Project Type:	PMS
Consultant Assigned:	NCE
Total project cost:	\$100,000
Local Contribution to be sent to MTC:	\$20,000

MTC will enter into a contract directly with a consultant for the total project cost. We expect the contract to be ready in May when 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 **Monday, April 17, 2023**. Failure to submit the local contribution funds in a timely manner will disqualify your project and P-TAP funds for your project may be rescinded. Please make checks payable to MTC, include "P-TAP 24" 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

Once the local funds are received by MTC, a "notice to proceed" will be issued to the consultant and work can commence. MTC will email you so that you can participate in a mandatory "kick-off" webinar for all P-TAP 24 recipients. The consultant will contact you to schedule an in-person "kick-off" meeting.

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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, Revised for P-TAP Guidelines that include program goals, eligibility and project selection criteria. The resolution will be emailed to you.

This project must be completed by April 30, 2024. 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 24, you will receive two years of subscription of StreetSaver<sup>®</sup>. Upon receipt of the local contribution, we will send you an acknowledgement of the subscription.

If you have any questions, please contact Sui Tan at 510-400-8428 or [stan@bayareametro.gov](mailto:stan@bayareametro.gov).

Sincerely,



Section Director  
Funding Policy and Programs

TR: ST  
Attachment