

**MEMORANDUM OF UNDERSTANDING  
FOR  
SAN MATEO COUNTY  
SMART CORRIDORS PROJECT**

This memorandum of understanding (MOU) by and between the City/ County Association of Governments (C/CAG), Caltrans District 4, County of San Mateo, City of Belmont, City of Burlingame, City of Foster City, City of Millbrae, City of Redwood City, City of San Bruno, City of San Carlos, City of San Mateo, Town of Atherton, City of South San Francisco, City of Menlo Park, City of East Palo Alto, Metropolitan Transportation Commission (MTC), and San Mateo County Transportation Authority (SMCTA), known as "Parties," is to acknowledge agreement between the agencies for the development of the Smart Corridors Project.

The purpose of this MOU is to acknowledge agreement of all Parties to work cooperatively to develop and implement the Smart Corridors project within the Parties' jurisdiction. It is solely a guide to the intentions of the participating agencies.

This MOU is only intended to address the general objectives and framework of the Smart Corridors Project. This MOU is not intended to commit any agency to funding, or maintenance and operations responsibilities. It is the intent that the operations and maintenance of the Smart Corridor's unique equipment will be fully funded by C/CAG and other parties (MTC and Caltrans) with no cost to the participating cities and County.

#### **Applicability of the Alternative Route**

The alternative routes will only be activated during a major traffic incident on US 101. It is not the intent nor does this document authorize use of the alternate routes for routine congestion management.

Separate future agreements will define and address specifics regarding hardware and software components for installation, information sharing and restrictions, signal and sign control/ location, phase plan initiation and overriding authority, cost sharing, specific maintenance and operation responsibilities, and other related issues.

#### **Vision and Goal of the Smart Corridors Project**

The Parties agree on the vision and goals articulated in the San Mateo County, Intelligent Transportation Systems, Strategic Plan, 20- Year ITS Strategic Plan.

"improve mobility, improve travel time reliability, and enhance the transportation system safety for all travelers in San Mateo County through the integrated and strategic use of advanced technologies and interagency cooperation"

The Parties agree that this vision will guide the implementation of the Smart Corridors project, guide the development of associated Smart Corridors agreements and, guide any future expansion or revisions to the Smart Corridors infrastructure by any agency.

The Parties also agree that the Smart Corridors project, in concept, will support the following incident management strategies, as described on ITS strategic planning document.

- Provide reliable and timely information to all travelers to support informed decision-making – Installing remote cameras and control systems will provide visual information of real time traffic conditions to assist transportation agencies and Traffic Management Centers in making informed decisions. The Parties will agree upon any information to be released to the public.
- Enhance roadway network operations to ensure safe and reliable travel – Installing new communication and control structures will enhance and expedite traffic communication between jurisdictions, and facilitate the conveyance of reliable alternate route information to the traveling public in the event of a major traffic incident on US 101.
- Enhance the ability to respond to emergencies and incidents to improve safety and reduce impacts to the transportation system – The main focus of the Smart Corridors project is to provide a focused alternate route on appropriate local streets and state highways during major traffic incidents on US 101. Installation of new communication and detection devices are anticipated to facilitate communication between jurisdictions and facilitate conveyance of reliable alternate route information to the traveling public in the event of a major traffic incident on US 101.
- Enhance the efficiency, safety and attractiveness of transit to increase transit mode share – Addressing local congestion on alternate routes during major traffic incidents on US 101, has the potential to benefit transit travel time as it is intended to facilitate overall traffic flow in general.
- Enhance and support interagency operability and coordination to support efficient system management –Implementation of a regional Traffic Management Center serving the Smart Corridors project is expected to directly support communications and coordination among the Parties. The ability of a single entity to activate devices, during a major traffic incidents on US 101, directly supports efficient system management.

The Smart Corridors project directly addresses the following 3 of the 7 goals listed on Incident Management section (Section 9) of the San Mateo County ITS Strategic Plan.

- Develop and implement Countywide Incident Management Plans
- Install CCTV cameras at key locations throughout San Mateo County

- Implement Incident Management Support software to support efficient incident response

## **General Objectives of the Smart Corridors**

The Smart Corridors Project will serve as a vehicle, which allows the Parties to work cooperatively together to promote safe and effective transportation management and operations on local arterials and highways within San Mateo County during major traffic incidents. It is hereby agreed that the Smart Corridors Project will provide participants to this MOU with the following items:

- The ability to quickly identify the location of major traffic incidents in San Mateo County;

The ability to share real-time traveler information and video among agencies in accordance with individual agency guidelines;

- The ability to share cross-jurisdictional signal timing data and operations to manage non-recurring traffic congestion on El Camino Real and local streets due to major traffic incidents;
- The ability to promote safe and orderly flow of traffic that are diverted due to a major traffic incident through the use of cameras, signal timing, dynamic signs, and other traffic control devices;
- **The ability to coordinate and communicate traffic management plans among emergency service providers, cities, the county, state agencies;**
- The ability to safely direct the public and emergency responders on local streets and highways during a major traffic incident; and
- The ability to implement proactive traffic management and restore the roadway network to full capacity as soon as possible following a major traffic incident.

The Alternate Routes for Traffic Incident (ARTI) Guide addresses the effects of non-recurring traffic congestion caused by major freeway incidents within San Mateo County. The document identifies emergency alternate routes, establishes general traffic management response guidelines, and facilitates interagency traffic management communication and coordination. The Guide is intended to be a “resource guide” for emergency responders to use concurrently with existing agency procedures, practices, communication structure, and chain of command.

## **General Roles and Responsibilities**

The Parties commit to work together to implement traffic management strategies and alternate routes to mitigate non-recurring traffic congestion on local streets and state highways, utilizing the pre-determined negotiated routes.

When there is a major traffic incident that diverts traffic into their jurisdiction or a nearby jurisdiction, the parties associated with this MOU agree on the following general statements:

- Cooperate with the identification and designation of routes within their jurisdiction for use as alternate routes during major traffic incidents on US 101.
- Collaborate to develop and implement a Smart Corridor in their jurisdiction including the deployment of Smart Corridor devices on the agreed upon Alternate route.
- Provide technical resources to help design and achieve a Smart Corridor that includes their jurisdiction.
- During major traffic incidents, to allow control of the Smart Corridors by the Traffic Management Center.
- During non-incidents, the local segments of the Smart Corridors will be operated and controlled by respective jurisdiction with no limitations. For the conventional state highway segments, pre-approved scenarios for special events can be negotiated between Caltrans and the cities that can then be implemented upon local request.

## **Stakeholders Committee**

- Role – Stakeholder committee will provide technical review of the design, communicate local issues affecting the project, and ensure that the project reflects the needs of the local jurisdictions. The Stakeholder Committee will also provide technical guidance and recommendations to the project consultant.
- Members – The members of the Stakeholders committee will be comprised of technical staff members, with one member representing each of the participating Parties. Each Party will ensure that their representative attends regularly scheduled meetings. Technical staff from jurisdictions not currently funded but who may be affected by future phases of the program and other interested agencies may also be included as members of the Stakeholders committee.

## **Steering Committee**

- Role - Steering Committee will serve as project managers responsible for maintaining high-level support for the Smart Corridors Project and conveying the project status and policy issues to the Parties' governing boards, as necessary. The Steering committee will also resolve administrative issues and disagreements

between the Parties surrounding the design and implementation of the Smart Corridors project. The Steering committee will have the authority to modify this MOU to add new Parties that execute this MOU, as amended and make other minor changes as deemed necessary.

- Members – The members of the Steering Committee will consist of executive level staff from the following agencies: San Mateo County Transportation Authority (SMCTA), C/CAG, City of San Mateo, Caltrans District 4 – Operations, MTC – Operations.

### **Term of the MOU**

This MOU is effective until the Smart Corridors is either replaced with another regional communications and/or control system or the regional communication and control system is no longer needed.

### **Parties to the MOU**

Initial Parties to the MOU include all agencies as shown on the signatory page. These agencies are affected by the currently funded project. As the Smart Corridors obtain funding and other jurisdictions are added to the Smart Corridors, it may be advantageous for those additional agencies to become party to the MOU. The participating agencies acknowledge that, upon an amendment to this MOU, additional participating agencies may subsequently join the Smart Corridors and become signatory to this MOU. Amendments to the MOU adding a new agency shall be effective once it is properly executed by the new agency and approved by the Steering Committee on behalf of all other participating agencies.

All jurisdictions along US 101, in the County of San Mateo, that have the potential to be included in the Smart Corridors are included as a signatory to this MOU. Signing of this MOU allows the Smart Corridors Project to be implemented within in the signatory's jurisdiction.

### **Other Agreements**

Future cooperative agreements between certain parties designating responsibilities for design, construction, operations, maintenance, and cost sharing will be negotiated separately and on an as-needed basis.

AGREED AND EXECUTED BY:

City of Belmont \_\_\_\_\_ Date: \_\_\_\_\_

City of South San Francisco \_\_\_\_\_ Date: \_\_\_\_\_

City of Burlingame \_\_\_\_\_ Date: \_\_\_\_\_

City of Menlo Park \_\_\_\_\_ Date: \_\_\_\_\_

City of Foster City \_\_\_\_\_ Date: \_\_\_\_\_

City of East Palo Alto \_\_\_\_\_ Date: \_\_\_\_\_

City of Millbrae \_\_\_\_\_ Date: \_\_\_\_\_

County of San Mateo \_\_\_\_\_ Date: \_\_\_\_\_

City of Redwood City \_\_\_\_\_ Date: \_\_\_\_\_

Caltrans District 4 \_\_\_\_\_ Date: \_\_\_\_\_

City of San Bruno \_\_\_\_\_ Date: \_\_\_\_\_

C/CAG \_\_\_\_\_ Date: \_\_\_\_\_

City of San Carlos \_\_\_\_\_ Date: \_\_\_\_\_

San Mateo County Transportation Authority \_\_\_\_\_ Date: \_\_\_\_\_

City of San Mateo \_\_\_\_\_ Date: \_\_\_\_\_

Metropolitan Transportation Commission  
(MTC) \_\_\_\_\_ Date: \_\_\_\_\_

Town of Atherton \_\_\_\_\_ Date: \_\_\_\_\_